

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

Minutes of the BMC Resources Committee meeting held on 22nd September 2016 at 8.00am in R107, Level 2, Titanic Quarter campus.

Present	<p>Governors: David Taylor (Chair), Wendy Langham and Michael McCamley.</p> <p>Officers: Elaine Hartin [COO], Jonathan Heggarty (DC), Colin Daysh (Head of IT), Siobhan Lyons (Head of Business Development), Aidan Sloane (Head of Training), and Raymond de Largey (Estate Area Manager).</p> <p>Secretary: John McAndrew</p>	
R 1 16/17	Apologies and Notice of AOB	
	There were apologies from governors John McGrillen, Kevin McKeaveney and Kathleen O'Hare and officer Damian Duffy [DDLs].	
R 2 16/17	Conflicts of Interest Declaration	
	In response to the Chair's question no conflicts or potential conflicts were raised.	
R 3 16/17	Minutes of the Resources Committee meeting of 23rd May 2016	
	The Minutes of the Resources Committee meeting of 23 May, 6 June and 23 June 2016, and the headlines of the meeting of 24 August 2016 were agreed. The Chair drew attention to the briefing on Non FLU by business development officers attended by the Chair and vice Chair on 24 August 2016.	
R 4 16/17	Matters Arising	
	<p><i>RES 19 Space Audit 2016 findings to be sighted by the Resources Committee. See minute 11 16/17.</i></p> <p><i>RES 20 Estates Strategy feature as an Agenda item. See minute 11 16/17</i></p> <p><i>RES 21 TQ Advisory Group TOR to the Governing Body. Recommendation endorsed by Governing Body of 29 June 2016.</i></p> <p><i>RES 22 Deferral of consideration of Standing items. See minutes 1-6.</i></p> <p><i>RES 23 Agreement to meet on June 23 2016. Meeting took place.</i></p> <p><i>RES 24 Agreement to consider further NDPB briefing. Briefing took place and further briefing scheduled for Governing Body of 28 September 2016</i></p>	Chairs
R 5 16/17	Chair's Business	
	Members noted the DfE Health Check in particular the Comparative Performance Information, and the Risk Register for the sector.	
R 6 16/17	COO's business	
	There was none.	
R 7 16/17	BMC 15/16 accounts	
	<p>The HoF noted that during the 2015/16 financial year two significant changes had taken place from a financial management and reporting perspective, namely:</p> <ul style="list-style-type: none"> •The introduction of a new Financial Memorandum/ Management Statement (FM/MS) for FE colleges in Northern Ireland; this new FM/MS reflected Belfast Met's status as an NDPB and revised budgetary processes; and •The introduction of a new Financial Reporting Standard – FRS102, the impact of which was set out in Note 34 of the accounts. <p>The HoF noted that there was no significant difference between the Q3 forecast and the draft year end outturn which was an operating deficit of £1.3m.</p> <p>On enquiry it was confirmed that the actuarial loss was a balance sheet adjustment and a one off consequence of the lower discount rate used in FRS 102; and that the balance sheet total had fallen significantly, again because of the</p>	

	<p>impact of FRS 102.</p> <p>The Committee noted that the A&R Committee had also sighted the 15/16 accounts.</p>	
RES 1	<i>The Resources Committee agreed that the draft BMC Accounts 2015/16 were fit for purpose and submission to NIAO and DEL.</i>	
R 8 16/17	Budget 2016/1	
	<p>The COO presented the final draft budget update for 2016/17 and noted the removal of HCA under FRS 102. Overall the draft budget for the financial year showed a deficit of £3.9m however the impact of the NDPB budget year was an underspend of £3m with no guarantee of banking under EYF by DfE.</p> <p>On enquiry it was confirmed that a further VES round had yet to be factored in but that the impact would be small, that HR Committee had considered staffing profiles and costs, and that a short presentation would be made to the Governing Body on the impact of NDPB.</p> <p>The Chair considered that there was a training and knowledge gap to be bridged in regard to NDPB status and that all BMC governors should be aware of the implications of running two parallel financial systems with different year ends together, and the impact on governance. This training should be provided by DfE.</p>	<p>COO</p> <p>COO Secretary DfE</p>
RES 2	<i>The Resources Committee agreed to recommend the final draft budget to the Governing Body</i>	
RES 3	<i>The Resources Committee agreed to recommend specific NDPB related training by DEL to all governors.</i>	
R 9 16/17	Non FLU Income	
	The Head of Business Development noted the NON FLU income target for 2016/17 as £9.81m coming from DEL Grants – e.g. Assured Skills and Higher Level Apprenticeships; from EU projects – e.g. Erasmus; from Fees & Self-financing contracts/programmes e.g. NIPS, Commercial hire/Catering/ Sundry income & sales; from other operating income – Graduation and Sponsorship; from other grants income – Innovation Vouchers, KTP, Princes Trust, British Council etc.; and from Training, Youth Training and Schools Partnership Programme. Estimated net contribution levels for 16/17 had still to be decided	
RES 4	The Resources Committee requested that the chart of Non FLU income codes against projected income, delivery costs, other costs, £ contribution, and % contribution be supplemented by a further column with commentary.	DDLS HBD
R 10 16/17	IT Update	
	<p>The HIT confirmed that all 15/16 deliverables were either complete or on track. Of particular note was the £2m project to completely renew the Millfield and Castlereagh network infrastructure which came in on time to budget. In regard to 16/17 all deliverables were on track save a print review and Phase II of a student app (both not yet started). KPIs relating to availability of internet, network, telephony, MS Office were at or nearly at 100%. A fifth underperforming KPI relating to dealing with incidents was a result of pressure on IT resources in August and September when teaching staff returned and enrolments were at a peak (and this would be reviewed).</p> <p>Phase I of the student app which had features including personalised timetables and emails was demonstrated, and already had been downloaded 4000+ times. This had been developed by student interns and BMC's current IT recruitment policy (given their inability to pay competitive IT salaries) was to place their own students internally.</p>	

	The HIT also confirmed that a future Agenda item for Resources Committee and the Governing Body was sector wide system replacements for back office systems eg Agresso and QL.	HIT
R 11 16/17	Estates Update	
	<p>The Estate Manager noted that the Girdwood Project had completed in January 2016, and phase 1 of the MLDD/SLDD Project in July 2016; a business case for the e3 Classrooms Project was approved in April 2016. He confirmed that N. Belfast provision had now been vacated (but still a BMC presence in Riddell), that Tower Street had been vacated and interested parties found, a sale for Parkmore agreed, and a sub-lease for Whiterock was awaiting Diocesan approval. A pictorial representation of a space audit was sighted. It was recognised that the square footage of the BMC estate had been almost halved.</p> <p>The themes of the ongoing Estates strategy were as before to manage, maintain, develop and divest. Projects for 2016/17 included the £2.2m E3 Classrooms Project, IT & Corporate Communication s Re-location Project, MLDD/SLDD Phase 2, Training Re-location Project, Student Hub Millfield and a Student Study Area TQ. All deliverables for 16/17 were on track save for developing a College wide sustainability strategy which had yet to be started. It was confirmed that a CLC project budget would be presented to the next SEV Board.</p>	
RES 5	The Resources Committee requested an update on the six BMC satellites (and other community facilities BMC engaged in) at the next Resources Committee meeting.	EAM
R 12 15/16	DONM	
	November 2016. It was agreed that the next meeting take place at Castlereagh College in Estates block 3.	Secretary
R 13 15/16	Meeting Evaluation	
	"comprehensive"	
	Signature:	Date:
	Chair	