

Belfast Metropolitan College Resources Committee 4.00pm on Wednesday 8 June 2022 TQ Boardroom and via Microsoft Teams Minutes FINAL approved 14 September 2022

Committee Members: Seamus Dawson (Chair); Kate Burns; Kathleen O'Hare; Yvonne Murphy; Lauren McAteer; Janis Leadin; Nikita Brijpaul; Louise Warde Hunter, Principal & Chief Executive.

Management: Aidan Sloane, Interim Director of Development and Digital (IDDD); Gillian Magee, Director of People and Place (DPP); Damian Duffy, Interim Director of Curriculum (IDC); Laura Allen, Head of Finance (HoF); Siobhan Lyons, Head of CEDSI (HCEDSI); Mark Dorman, Interim Head of CFSA (IHCFSA).

Clerk to the Governing Body: Gerry Crossan

<p>RC43 21/22</p>	<p>Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture</p> <p>Quorum: The meeting was quorate under the terms of Section 5.2 of Terms of Reference for the Resources Committee approved by the Governing Body at GB04c 21/22 23 Sep 20 (V2) (2 Governors).</p> <p>Apologies: No apologies received at the date of the meeting.</p> <p>Welcome: No new participants at this meeting.</p> <p>Conflicts of Interest: No perceived, potential or actual conflicts of interest under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015 were advised.</p> <p>AOB: No Items of AOB received at the meeting.</p> <p>Leadership Culture: Chair to note our commitment to:</p> <ul style="list-style-type: none"> i) brave leadership and meaningful dialogue; ii) simpler governance; and, iii) engaging in the right spirit.
<p>RC44 21/22</p>	<p>Minutes of the meeting held on 9 March 2022 Draft (Proposed Final)</p> <p>The Committee approved the DRAFT (Proposed Final) minutes of the meeting held on 9 March 2022 subject to one amendment advised by the Clerk.</p>
<p>RC45 21/22</p>	<p>Matters Arising from the minutes of the meeting held on 9 March 2022</p> <p>All matters arising from the meeting held on 9 March 2022 were on the agenda of this meeting.</p>

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<p>RC46 21/22</p> <p>Clerk</p>	<p>Governance Guidance and Information</p> <p>None advised since the last meeting.</p>
<p>RC47 21/22</p> <p>Chair</p>	<p>Chair's Business</p> <p>The Committee noted that the revised Governing Body Standing Orders and TOR for the Committee will be considered at the Governing Body meeting on 22 June 2022.</p>
<p>RC48 21/22</p> <p>IDDD & HoF</p>	<p>Financial Reforecast Q3 2021/22</p> <p>(a) Q3 Financial Report based on actual results to end April 2022.</p> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> (a) the overlap in required reporting cycles and related key requirements to live within resource allocation and budget deficit; (b) hard audit in 2022/23 for both reporting processes; (c) final resource allocation, including transfer payments relating to the delivery of Cyber Security training; (d) Cash objective achieved and additional funding is being sought to address pay funding pressures; (e) Outturn income £1.8m higher than budget due to additional funding from DfE; (f) Overall spend is higher mainly due to bids for Covid-related costs; (g) Some expenditure has been brought forward from next year, although 2022/23 budget allocation has not been communicated; (h) Current outturn is small cash deficit, however, there is enough scope to bring the final outturn in to meet the cash budget; (i) Estimated outturn for total income is favourable against a prudent income recognition policy which recognises only near-cash income streams; and, (j) Management are continuing to manage the filling of vacancies and the effective of agency staff within the budget variances. <p>The Committee:</p> <ul style="list-style-type: none"> • discussed the impact of timing issues in relation to funding income and enrolment, particularly in relation to trade skills programmes; and, • sought further information on DfE support to manage energy and other cost-of-living increases which are likely to be significant throughout 2022/23. <p>The Committee noted the information provided by and the action taken by Management.</p>
<p>RC49 21/22</p> <p>IDDD IHCFSA HCEDSI</p>	<p>CEDSI & CFSA Financial Reforecast Report: Q3 2021/22</p> <p>(a) Q4 Reforecast Report based on actual results to end April 2022.</p> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> (a) Cost recovery targets across CEDSI services have been met against some known time gaps on receipt of income and a prudent income recognition policy; and,

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	<p>(b) Employer demand for Academies remains high.</p> <p>The Committee discussed the professionalisation of Early Years settings and the strength of the FE sector in providing skills development programmes to support employment in these settings.</p> <p>(c) Apprenticeships continue to develop, excellent traction with public sector programmes; and, (d) Operating contribution targets have been met.</p> <p>The Committee discussed:</p> <ul style="list-style-type: none"> • the Full Economic Recovery model; • the Overhead Recovery policy applying to services across the College; and, • the resourcing of the budget building and management accounting framework through the Business Partnering model. <p>(e) demand across a range of CfSA services remains strong; (f) overall positive outlook for 2022/23.</p> <p>The Committee noted the action taken and the information provided by Management.</p>
<p>RC50 21/22</p> <p>HCEDSI</p>	<p>Catering Contract - CONFIDENTIAL</p> <p>(a) HCEDSI updated the Committee on the current status of the work on the catering contract.</p> <p>The Committee noted the action taken and the information provided by Management.</p>
<p>RC51 21/22</p> <p>IDDD</p>	<p>Information Technology Update June 2022</p> <p>Management advised the Committee that performance is good and risks are being effectively managed.</p> <p>The Committee noted the information provided in the report.</p>
<p>RC52 21/22</p> <p>DPP</p>	<p>Estate and Facilities Management Update June 2022</p> <p>Management advised the Committee that performance is good and risks are being effectively managed.</p> <p>The Committee noted the information provided in the report.</p>
<p>RC53 21/22</p>	<p>Any Other Business</p> <p>HoF advised the Committee that the College will be engaging with the Public Sector Banking contract which has been arranged by CPD. This will mean some minor costs as opposed to effectively free banking. The costs are estimated at below the threshold for a business case at approximately £1500 per year. On the basis of this estimated annual cost, the Committee was content that Management participate in the CPD banking arrangements.</p>

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RC54 21/22	Meeting Feedback
Chair	Leadership Culture: Committee members advised the Chair that the conduct of the meeting provided evidence of the Governing Bodies commitments.
RC55 21/22	Closed Committee Session - BIP Governors and ELT members only
RC56 21/22	<p>RC56 21/22 8 June 2022</p> <p>Date of next meeting</p> <p>Governance Programme 2022/23 Cycle 1: The first meeting of the Resources Committee (RC01 22/23) will be at <u>4.00pm on Wednesday 14 September 2022</u> at the Titanic Quarter Board Room. This meeting is in colleagues' Outlook calendars.</p> <p>Governance Programme 2022/23 Cycle 4: The fourth meeting of the Resources Committee during the 2022/23 year will take place at <u>4.00pm on Wednesday 7 June 2023</u>. This meeting is in colleagues' Outlook calendars.</p>

Chair of Belfast Metropolitan College Resources Committee

S Dawson

Signature



Date

14/9/22

