

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

**Minutes of the BMC Resources Committee meeting held on 4 March 2019
at 4.30am in the Board Room, Titanic Quarter Campus**

The following were present at the meeting.

Governors:	Seamus Dawson (Chair), Wendy Langham, Kate Burns, Kathleen O'Hare, John McGrillen.	
Officers:	Elaine Hartin, Director of Corporate Services (DCS), Laura Allen, Head of Finance (HoF), Siobhan Lyons, Head of Economic Development (HED), Raymond DeLargy, Head of Estates and Facilities Management (EFM).	
Secretary:	Laura Allen (HoF)	
R.28.18/19	Apologies and Notice of AOB	
	<p>Apologies were received from:</p> <ul style="list-style-type: none"> • Damian Duffy (Director of Development, DD) • Dr. Jonathan Heggarty (Director of Curriculum, DC) • Aidan Sloane (Head of Training , HoT) • Gerry Crossan (Interim Clerk to Governing Body – Secretary) • Conor Herbert • Declan Crummey <p>There was no AOB notified.</p>	
R.29.18/19	Conflicts of Interest Declaration	Chair
	In response to the Chair's question no conflicts or potential conflicts were raised.	
R.30.18/19	Minutes of the Resources Committee Meeting of 26 November 2018	Chair
	The Minutes of the Resources Committee Meeting 26 November 2018 were agreed.	
R.31.18/19	Matters Arising (Actions)	Chair
	<i>AC. 1 – 3 year Training forecasts – Further breakdown on income and expenditure by income stream (including teaching costs) to be provided at March meeting</i>	HED
	<i>AC. 2 – Update on storage and servers business case to replace IT Assist</i>	DCS
R.32.18/19	Chairs' Business	Chair
	This was the first meeting chaired by Seamus Dawson who thanked Wendy for her service. The Chair had a pre-meeting with the Director of Corporate Services on 27 th February to discuss the papers in detail.	
R.33.18/19	Director of Corporate Services' Business	DCS
	The Director of Corporate Services presented an update on the storage and server business case and notified Committee that whilst it was below delegated limits the DAO letter required us to use IT Assist and therefore approval was required to use an alternative supplier. DoF and DfE had given approval to proceed an alternative Cloud based storage solution and server.	
R.34.18/19	Quarter 2 Reforecast 2018/19	HoF



	<p>The Head of Finance presented an update of the financial position for 2018/19. The College is currently estimating a slight overspend against the DfE budget set for the year ended 31st March and is hopeful that DfE will approve. The Quarter 2 reforecast position is a £4.6m deficit compared to a budget of £5m for the year ended 31st July.</p> <p>Overall income is £8k favourable; reductions in income due to non-core activity levels are offset by additional funds from DfE for the buyout of Whiterock; STS project and Tourism and Hospitality Hub.</p> <p>Expenditure is £369k favourable mainly due to vacancies and reduced staffing costs related to non-core activities. It was noted that vacancies are at lower levels than in previous years. Non pay costs on non-core activities have reduced and are offset by expenditure on the buyout of Whiterock.</p> <p>Committee asked about sickness levels, teachers pay awards and the Deloitte Saudi contract. Assurance was given that income and expenditure levels in the second half of the year will be carefully monitored.</p>	
R.35.18/19	Budget 2019/20	HoF
	<p>The Head of Finance outlined the budget setting process; context and timeline for 2019/20 highlighting the declining financial position and budget pressures. One-off windfalls were used to help manage the budget position in 2018/19 and there are none anticipated next year. The College resource will be a flat budget i.e. it will mirror the opening budget for 2018/19 and DfE have clearly stated that all pay and prices must be absorbed. Committee members asked how more income could be brought in through training activities.</p>	
R.36. 18/19	Non core income	HED
	<p>The Head of Economic Development presented the overall non-core income report setting out that the actual income is lower than budget by £813k due to lower than anticipated income for Q2 in:</p> <ul style="list-style-type: none"> • Catering (outsourced) • Traineeships • EU funded projects – Related to sequencing • DfE funded projects (Innovateus) Related to sequencing • Full Cost Recovery (Deloitte Saudi bid) <p>The full year reforecast for income is coming in at £10.19m which is £359k lower than budget, with a corresponding reduction in expenditure.</p> <p>The Q2 Reforecast of CfSA activities reported a reduction in income of £549k due to lower levels of enrolments with a corresponding reduction in expenditure of £568k, hence the contribution levels have in this area improved by £94k before overheads.</p> <p>Overall based on the Q2 reforecast information an estimated contribution of circa £468k is forecast for 2018/19, representing 5% of income received and a shortfall</p>	



	<p>against budget of just over £80k.</p> <p>Committee members complimented the level of detail available and the Chair agreed the level of contribution by activity was useful to allow Resources Committee to question some of the delivery. The Chair looked forward to more detail at the next meeting of Resources Committee.</p>	
R.37 18/19	Training 3 Year Plan	DD
	<p>AC. 1 refers, DD requested in advance of the meeting that this be postponed to the next meeting of the Resources Committee.</p> <p>Wendy Langham left the meeting at 6.00pm</p>	
R.38.18/19	Estates update	EFM
	<p>The Head of Estates and Facilities Management presented an update to progress against the annual business plan, all items were on target. Committee members were informed about the process of securing clean title on Riddell to allow the College to proceed with disposal and members raised their concerns around unoccupied buildings. Due diligence continues around Whiterock and a formal response is due from the diocese next week. Committee members asked about future plans for Castlereagh and were advised that any plans would need to be line with the agreed delivery framework and certainty around future training plans and budgets from DfE.</p>	
R.39.18/19	AOB	Chair
	None	
	Close of meeting evaluation	Chair
	Excellent informative first meeting with new Chair	
R.40.18/19	DONM: 29 May 2019, 4.30 p.m. TQ Boardroom Meeting finished at 6.30 pm	Secretary
	Chair	

Chair of Resources Committee Seamus Dawson

Signature



Date

29/5/19



