

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

**Minutes of the BMC Resources Committee meeting held on 26 November 2018
at 4.30am in the Board Room, Titanic Quarter Campus**

The following were present at the meeting.

Governors: Wendy Langham (Chair), Seamus Dawson, Kate Burns, Kathleen O’Hare, John McGrillen and Declan Crummey, Conor Herbert

Officers: Elaine Hartin, Chief Operating Officer (COO), Laura Allen, Head of Finance (HoF), Damian Duffy, Director of Development (DD), Colin Daysh Head of IT, (HIT), Aidan Sloane, Head of Training (HoT)

Secretary: Nuala McCrystal

R.14.18/19	Apologies and Notice of AOB	Chair
	Apologies were received from John McGrillen	
	There were no AOB notified.	
R.15.18/19	Conflicts of Interest Declaration	Chair
	In response to the Chair’s question no conflicts or potential conflicts were raised.	
R.16.18/19	Minutes of the Resources Committee Meeting of 19 June 2018	Chair
	The Minutes of the Resources Committee Meeting 19 June 2018 were agreed.	
R.17.18/19	Matters Arising (Actions)	Chair
	<i>R 47 17/18 Catering Update.</i> The DD confirmed that OCS is the preferred contractor. OCS have been on site and a number of sessions have taken place. OCS hope to be in situ by January 2019. They are presently reaching out to existing catering staff. OCS have stated they can give the College a return. The College has been operating at a loss for a number of years.	
R.18.18/19	Chairs’ Business	Chair
	The Chair announced she will be stepping down as Chair of the BMC Resources Committee and will be replaced by Seamus Dawson.	
R.19.18/19	COO’s Business	COO
	PD Business Case - The COO updated on the Business case to look at alternate to use of PD as requested by DfE. The Business case is in final draft and is due to go to Principals Group in December with a view to submission to the DfE thereafter. Risks are continuously monitored in relation to H&S and the college can, and will, step in when needed.	
	The COO noted that a settlement has been agreed regarding TQ.	
	Upon enquiry regarding the incident at Millfield, the COO noted that HSE have not returned and are expected at any time. All actions include within the action plan have now been concluded and it is this that HSE will review.	
	An update was given on the Fire at Castlereagh which took place in September.	
R.20.18/19	BMC 2017/18 Accounts	HoF



	<p>The HoF outlined the financial results, reporting no significant adjustments from draft accounts presented in September 2018. It was noted that NIAO issued a glowing report and thanked the College for their assistance and speed of response.</p> <p>The committee congratulated the HoF and her team.</p>	
R.21. 18/19	Budget 2018/19	HoF
	<p>The HoF gave an update on the budget position. The NDPB budget pressure is now £994k – a significant reduction from the initial £2m pressure, which has been achieved as a result of small increase in budget from DfE, further one off income from the TQ settlement and concentrated effort to make savings across the college.</p> <p>Overall Income is £42k favourable; reductions in income are largely due to Traineeship programmes and the outsourcing of catering are offset by the additional funding for the buyout of Whiterock.</p> <p>Expenditure is £21k favourable mainly due to;</p> <ul style="list-style-type: none"> • the pay costs savings on vacancies and catering staff • non pay costs due to Traineeships & catering • Offset by the buyout of Whiterock • Depreciation is £17k higher following a recalculation on 31 July 2018 <p>It was reported that further expenditure may need to be pushed back. DfE are Clear that the college must live within budgets, however ongoing discussion continue with DfE to manage the position.</p> <p>Upon enquiry around future budgetary issues, the COO noted that FE as a sector is under significant pressure and the case around future funding needs continues to be made.</p> <p>The COO noted that the College is legally obliged to make up the shortfall in teacher's pension scheme contribution, with employer contributions expected to increase significantly from 1 April 2019, costing the sector a further £5m</p>	
R.22 18/19	Non FLU Income	DD
	<p>The DD referred the committee to the slide. He reported that actual income is lower than budget by £163k; largely due to lower than anticipated income for Q1.</p> <ul style="list-style-type: none"> • Budget income: £10.5m • Forecast income: £10.04m <p>The full year reforecast is £509k lower than budgeted, with catering operating at a loss of -£340k due to Café Met outsource to be completed in Dec 18 – offset by corresponding reduction in forecast total expenditure outturn by £474k against the original budget. This results in an improved contribution level.</p> <p>The DD noted there are timing issues surrounding expenditure claims. He further noted opportunities for an intake of students into the NICS in 2019.</p>	
R.23 18/19	Training - 3 Year Plan	DD/DOT/ COO

	<p>The COO provided a briefing note on review of the financial model for training and concluded that the model still a work in progress due to gaps in how, new Training Contracts will work (which DfE need to clarify) and detailed staffing inputs required for each income stream to allow full validation. Work is progressing on getting this information as without it there is a risk that financials are under or over stated. Quarter 1 reforecast indicates an improved financial position against the model (and budget), mainly due to reduced TFS activity.</p> <p>Upon enquiry the COO confirmed that TFS is included within the training.</p> <p>AC. 1 – Seamus Dawson requested further breakdown on income and expenditure by income stream (including teaching cost) to be provided and AS agreed to provide this detail at next meeting.</p>	
R.24.18/19	IT update (alternate with Estates update)	HIT
	<p>HIT referred the committee to the KPIs and Business Plan slide, noting that 7 out of 11 performance measures are on track, 3 are not yet started and 1 is at risk due to the inability to recruit developers.</p> <p>Upon enquiry around critical issues the HIT reported there are none.</p> <p>The HIT outlined steps being taken to replace the service currently being provided by IT Assist and noted that the next step is to finalise a business case for replacement service. As the preferred option n this is to get the service from outside IT Assist it requires approvals form DfE and DoF. An outline of this Business case will be taken to the March 2019 Resources Committee for information. The Chair requested that this update include a reminder of why the college used IT Assist in the first instance.</p>	
R.26.18/19	AOB	
	None.	
R.27.18/19	DONM: 4 March 2019 at 4.30 p.m. Meeting finished at 6.25 pm	Secretary

Chair of Resources Committee Seamus Dawson

Signature 

Date 

