

GOVERNING BODY OF THE BELFAST METROPOLITAN COLLEGE

**Minutes of the BMC Resources Committee meeting held on 19 September 2017
at 4.30am in the TQ campus boardroom.**

Present	<p>Governors: Wendy Langham (Chair), Seamus Dawson, Kate Burns, and John McGrillen</p> <p>Officers: Elaine Hartin (Chief Operating Officer, COO), Laura Allen (Head of Finance, HoF), Damian Duffy (Director of Development, DD), Jonathan Heggarty (Director of Curriculum, DC), Siobhan Lyons, (Head of Business Development, HBD), Aidan Sloane (Head of Training, HoT), Raymond DeLargy (Estate Manager, EM)</p> <p>Secretary: Andrea Browne</p>	
R 1 17/18	Apologies and Notice of AOB	
	There were apologies noted from Declan Crummey and Kathleen O'Hare.	
R 2 17/18	Conflicts of Interest Declaration	
	In response to the Chair's question no conflicts or potential conflicts were raised.	
R 3 17/18	Minutes of the Resources Committee Meeting of 24 May and 20 June 2017	
	The Minutes of the Resources Committee Meeting of 24 May were noted amendments to which were discussed and agreed. DD will forward detail to John McAndrew. Minute agreement deferred to next meeting.	DD
	The Minutes of the Resources Committee Meeting of 20 June were agreed.	
R 4 17/18	Estates Update	
	The Estate Manager gave a presentation with an overview of Estate & FM.	
	On enquiry it was confirmed that a statutory compliance issue is on the risk register. This is a sector wide issue around availability of evidence in relation to H&S certificates from Properties Division. A Sector wide meeting with DfE and Properties Division has taken place. Within the College the issue is being managed and kept under review.	
	EM confirmed that the Business Case to review the Whiterock divestment options will be brought to the next Resources committee.	EM
	On enquiry the EM noted that there was no update on the potential sale of TQ Campus. No impact on the College as Amey are still managing day-to-day.	
R 5 17/18	Matters Arising	
	<p><i>R 33 16/17 and R 68 16/17 NDPB training by DfE. See Minute 7 17/18</i></p> <p><i>RES 10 Castlereagh Redevelopment proposals.</i> (i) To feature on future Resources Committee Agenda. (ii) To feature on a future Governing Body Agenda.</p> <p><i>R41 16/17 Committee Attendance.</i> Messrs Crummey and Dawson joined the Resources Committee on 20/6/2017.</p> <p><i>R 54 16/17 Estates Update.</i> See Minute 12 17/187.</p> <p><i>RES 17 Committee to be updated on Whiterock.</i> This was confirmed as scheduled for November Resources Committee meeting.</p> <p><i>RES 18 Sustainability Report.</i> It was confirmed that this was to be presented to Committee on completion and is due in June 2018.</p> <p><i>R 55 16/17 STS Project update.</i> COO reported that the Business Case has been approved. First go live date is 2018/19 year. Project is proceeding and risk is no longer as high as it was.</p> <p><i>RES 19 Half yearly print management reports.</i> It was confirmed that these were scheduled for November 2017 and May 2018.</p> <p><i>RES 20 BMC Training to become a permanent Agenda item.</i> See Minute 11 17/18</p>	<p>Chair Secretary</p> <p>Secretary</p> <p>EM</p> <p>HIT</p>

	<p><i>RES 21 Financial statements.</i> It was confirmed that these were presented to the Governing Body and submitted to the Department on schedule.</p> <p><i>RES 22 Financial Dashboard.</i> It was confirmed that this was presented to Governing Body on 26th April 2017.</p> <p><i>RES 23 Additional Resources Meeting to review BMC 17/18 budget.</i> Meeting took place 20th June 2017.</p> <p><i>R 68 16/17 Maximising funding as an Away Day topic.</i> It was confirmed that the 17/18 Budget was on September 2017 Governing Body Agenda at the Away Day.</p> <p><i>RES 25 2016/17 Operational Budget recommendation to Governing Body.</i> It was confirmed that the recommendation was made at the Governing Body of 28th June 2017.</p> <p>The members noted the Matters Arising.</p>	
R 6 17/18	Chair's Report	
	Members noted the DfE Health Check 2016/17 ISSUE 3 published August 2017 in particular the summary of Budget forecasts for all six FE Colleges and the implications for the sector. It was noted the BMC is the only College in the sector to meet FLU targets.	
R 7 17/18	COO's Update	
	The COO confirmed that all business was covered elsewhere in the Agenda.	
R 8 17/18	NDPB briefing	
	This briefing has been deferred by DfE. They are working a new funding model and business planning and felt it would be of more value to bring it a future meeting once finalised.	DfE
R 9 17/18	BMC 16/17 Accounts	
	<p>The HoF gave an overview of the draft 2016/17 financial year outturns and outlined the Consolidated Statement of Income and Expenditure for the Year End. Overall on target.</p> <p>The HoF noted that the SEV Audit has been completed since the draft Account were prepared. The Auditors have requested an adjustment of £255k and the College has gone back for further information. If this change does need to be made it will make the College position more favourable. The COO does not believe this will be a significant issue.</p> <p>On enquiry about payments from NIPS the COO confirmed that while the income was lower than budgeted, the college received a fixed margin in £ terms, thus increasing the % margin overall. This year the staff TUPE is complete and the margin % will be lower in future years.</p> <p>The HoF reported that the draft accounts were submitted to DfE today and the final version will come to a later meeting of this Committee.</p> <p>The Committee noted that the A&R committee had also sighted the 16/17 accounts.</p>	HoF
RES 1	<i>The Resources Committee agreed that the draft BMC Accounts 2016/17 were fit for purpose and submission to NIAO and DEL.</i>	Chair
R 10 17/18	NON FLU Income	
	<p>The Head of Business Development gave an overview of the 2016/17 Non FLU income. The Actual v Budget was detailed with an end of year variance of -£661,257. The estimated net contribution level is £1.03m.</p> <p>The movement between Q3 and Q4 was noted. HBD and HoF confirmed work</p>	

	<p>will take place between the Finance Business Partners and Budget Holders to look at this issue.</p> <p>HBD reported a healthy pipeline of opportunities for the year ahead.</p> <p>The Chair asked for an update at the next meeting on the GenComm project.</p>	HBD
R 11 17/18	Budget 2017/18	
	<p>The HoF presented the final draft budget update for 2017/18. Overall the draft budget for the financial year showed a planned deficit of £5m which results in an overspend against the NDPB allocation. This is under continual review and will be managed throughout the year.</p> <p>The COO reported that there has been no request by DfE so far to submit a budget in CDP format for this year.</p>	
RES 2	<i>The Resources Committee agreed to recommend the final draft budget to the Governing Body.</i>	
R 12 17/18	BMC Training plans	
	<p>The Head of Training gave an update including the 16/17 outturn and 17/18 budget. He reported a positive outturn for the year with close to £500k contribution which included the NIPS contract. Training alone is a negative contribution.</p> <p>On enquiry the HoT confirmed that it is a challenge getting the right resource and the right cost. A benchmarking exercise has taken place which has identified that the staff resource model will need to be reviewed and developed to ensure fitness for purpose and flexible to deliver in terms of market growth. There will be a three year plan to develop a model so Training can make a stronger contribution. HoT to give an update at the next meeting.</p> <p>Item will be moved to earlier on the agenda for the next meeting.</p>	HoT Secretary
R13 17/18	IT Update	
	The IT Update was deferred to the next meeting. It was agreed to alternate the IT and Estate update and report issues by exception.	Secretary
R14 17/18	Draft Assurance Statement	
	The Draft BMC Resources Committee Stewardship Statement was noted. The Chair invited comments to be sent to the Secretary who would coordinate responses for the Chair.	Committee Members Secretary
R15 17/18	Close of Meeting Evaluation: It was agreed that the Committee receive a lot of information and the concern is that they may miss something important. Asked for an Executive Summary for papers in future.	Officers
R16 17/18	<p>DONM: 21 November 2017. The Chair asked if this meeting could be held in Millfield Campus.</p> <p>The Chair asked for an update on the Business School at the next meeting including where it sits in the Accounts and its contribution etc.</p>	Secretary DD/HoF
	Signature: _____ Date: _____	
	Chair	