

Belfast Metropolitan College Resources Committee 4.00pm Wednesday 14 September 2022 at TQ Boardroom and via Microsoft Teams Minutes FINAL 9 November 2022

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

In attendance: Frank Bryan, Chair of Belfast Met Governing Body

Management: Aidan Sloane, Director of Corporate Services (DCS) Laura Allen, Head of Finance (HoF); Colin Daysh, Head of IT (HIT)

Clerk to the Governing Body: Gerry Crossan

<p>RC01 22/23</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 6.2 of Terms of Reference V3 of the Resources Committee approved by the Governing Body at GB81a 21/22 22 June 2022 (2 Governors).</p> <p>Apologies: Apologies received from Damian Duffy and Kate Burns at date of the meeting.</p> <p>Welcome: Chair welcomed Tai Campbell, Student Governor 2022/23 and Frank Bryan, Chair of the Governing Body to the meeting.</p> <p>Conflicts of Interest: No perceived, potential or actual conflicts of interest under the terms of Section 8.1 of the Belfast Metropolitan College Governing Body Standing Orders V5 approved by the Governing Body at GB81a 21/22 22 June 2022.</p> <p>AOB: No Items of AOB received at date of the meeting.</p> <p>Leadership Culture: Chair noted 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. (RC11 22/23 below refers).
<p>RC02 22/23</p>	<p>Minutes of the meeting held on 8 June 2022 - Draft (Proposed Final)</p> <p>The Committee approved the DRAFT (Proposed Final) minutes of the meeting held on 8 June 2022 without amendment.</p>
<p>RC03 22/23</p>	<p>Matters Arising from the minutes of the meeting held on 8 June 2022</p> <p>There were no matters arising which are not on the agenda of this meeting.</p>

Agenda Item	
RC04 22/23	<p>Governance Guidance and Information</p> <p>None advised since date of last Committee meeting.</p>
RC05 22/23 Chair	<p>Chair's Business</p> <p>(a) Catering Contract verbal update CONFIDENTIAL</p> <p>Management advised the Committee on the current status of the ongoing discussions with OCS.</p> <p>The Committee noted the information provided and the action taken by Management.</p>
RC06 22/23 HIT	<p>Information Technology Report September 2022</p> <p>(a) IT Report Q4 Year End 2021/22; (b) Draft College IT 3-Year Strategic Framework 2022/25; and, (c) IT Strategic Framework 2022/23 - presentation</p> <p>Management advised the Committee on the following key issues in the IT Strategic Framework:</p> <p>(a) Links to the College Strategic Plan and actions within the period of the College Strategic Plan; (b) IT Operating Model; (c) Consolidated Roadmap; (d) The Valued Services model; and, (e) Digital By Design Project Board begins work in late September.</p> <p>The Committee thanked Colin Daysh for his presentation and for his contribution to the College during his tenure and wished him every success in his new role.</p> <p>The Committee recommended the Draft College IT 3-Year Strategic Framework 2022/25 to the Governing Body for consideration.</p>
RC07 22/23 HoF	<p>Financial Report and Budget Reforecast Report September 2022</p> <p>(a) Financial Report to end July 2022; and, (b) Budget 2022/23 update; and, (c) Draft Financial Results 21/22 Briefing Note - issued 13 September 2022).</p> <p>Management advised the Committee on the following key issues:</p> <p>(a) This report contains information on Belfast Met College and not the group; (b) Cash Limit throughout the year has been achieved; (c) Income was higher than budget; (d) Expenditure was slightly higher than budget with continuing expenditure on Covid-related expenditure; (e) Overall financial target of living within the cash budget was achieved; and,</p> <p>The Committee asked for further information on the funding of "Lost Learning" actions and the reporting and governance framework in place around this funding.</p>

Agenda Item	
	<p>The Committee thanked Management for the effective budget management throughout the College in 2021/22 and the level of support that the finance team have.</p> <p>Management advised on the timing of funding and the planning and delivery of actions on this service provision. The DfE have asked that a discrete review of this expenditure is included in the IA programmes of all FE Colleges in 2022/23.</p> <p>Management advised the Committee on:</p> <ul style="list-style-type: none"> • the actions taken to achieve a balanced budget position for 2022/23, including factoring in forecast increases in utilities costs with advice from DfE; • the assumptions now made in relation to allocations from DfE in addition to those advised in the Opening Allocation Letter; and, • the risks and opportunities that remain. <p>The Committee sought clarification on the criteria around programme viability and the impact of enrolment trends. Management advised that the review of curriculum is engaging curriculum teams now on this issue.</p> <p>The Committee <u>noted</u>:</p> <ul style="list-style-type: none"> • the information provided by, and the action taken by Management; • the balanced budget and the efforts across the College to keep costs to a minimum and to review the curriculum offering to increase income where possible; and, • the draft year-end outturn figures which are subject to audit by the NIAO w/c 26 September 2022.
<p>RC08 22/23</p> <p>HoF</p>	<p>CEDSI and CFSA Income and Reforecast Report: Q4 2021/22</p> <p>Management advised the Committee on the following key issues:</p> <ol style="list-style-type: none"> (a) Positive year end outturn against income and contribution targets in a very challenging operating environment; (b) The profile of services provision and income sources in 2021/22; <p>The Committee <u>noted</u> the action taken and the information provided by Management.</p>
<p>RC09 22/23</p> <p>DCS</p>	<p>Estate and Facilities Management Report September 2022</p> <p>Management advised that the performance against objectives has all been positive for the year 2021/22.</p> <p>The Committee <u>noted</u> the action taken and the information provided by Management in the report.</p>
<p>RC10 22/23 2</p> <p>Chair</p>	<p>Any Other Business</p> <p>None advised at the meeting.</p>
<p>RC11 22/23</p>	<p>Meeting Feedback</p>

Agenda Item	
Chair	Leadership Culture: Committee members advised the Chair that the conduct of the meeting evidenced the Governing Body's commitments, that the reports and analysis provided by Management effectively supported the Committee in meeting its governance responsibilities.
RC12 22/23	<p>RC12 22/23 Date of next meeting</p> <p>Governance Programme 2022/23 Cycle 2: The second meeting of the Resources Committee during 2022/23 will be at 4.00pm on Wednesday 9 November 2022 at the Titanic Quarter Board Room and via Microsoft Teams. The Committee will consider the Draft Annual Report and Financial Statements for 2021/22 at that meeting. This meeting is in colleague's Outlook calendar (RC27 21/22 12 November 2021 Date of next meeting refers).</p> <p>Governance Programme 2023/24 Cycle 1: the first meeting of the Resources Committee during 2023/24 will be at 4.00pm on Wednesday 13 September 2023 at the Titanic Quarter Board Room and via Microsoft Teams. The Clerk will diarise this meeting in colleagues' Outlook calendars during September 2022.</p>

Chair of Belfast Metropolitan College
Resources Committee

S Dawson



Signature



Date