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| **Belfast Metropolitan College Resources Committee**  **4.00pm Wednesday 8 November 2023 at TQ Boardroom and via Microsoft Teams**  **Minutes (Approved 6 March 2024 RC35 22/23)** | |
| **Committee Members:** Seamus Dawson (Chair); Yvonne Murphy; Lauren McAteer; Michael McKernan; Tom Hesketh; Janis Leaden; Owen McCaughey; Louise Warde Hunter, Principal & Chief Executive; vacant Staff Governor Support  **Management:** Aidan Sloane, Chief Operating Officer (COO); Damian Duffy, Deputy Chief Executive (Curriculum and Partnerships) (DCE); Laura Allen, Head of Finance (HoF); Hadessa McCusker (DHoF); Liam Downey, Head of IT (THIT); Kristian Kinnard (HIT); Siobhan Lyons, Head of CEDSI (HCEDSI); Mark Dorman, Head of CFSA (HCFSA); Peter Kane, Head of Estate and Facilities Management (HEFM).  **Chief Executive’s Support Manager on behalf of Clerk:** Andrea Browne | |
| **RC17 23/24** | **Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture**  **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).  **Apologies:** Louise Warde Hunter, Damian Duffy, Siobhan Lyons, Gerry Crossan, Peter Kane, Janis Leaden, Laura Allen.  **Welcome:** Owen McCaughey, Student Governor to his first meeting. Kristian Kinnard, recently appointed Head of IT. Hadessa McCusker. Deputy Head of Finance attending for Laura Allen. Michele Corkey, new Temporary Chair of the Governing Body attending as an observer.  **Conflicts of Interest**: No perceived, potential or actual conflicts of interest were reported 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.  **AOB:** No Items of AOB received at date of issue of agenda.  **Leadership Culture:** Chair noted the commitment to Governing Body Leadership Culture Watchwords (GB02d 22/23 21 September 2022 refers):  Courageous / Creative / Candour / Challenge (**RC28 23/24** below refers) |

| **Minutes** |  |
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| **RC18 23/24** | **Minutes of the meeting held on:**  **7 June 2023 –** Updated Draft  **13 September 2023 –** Draft  The Committee **approved** the draft minutes of the previous meetings on 7 June 2023 and  13 September 2023. |
| **RC19 23/24** | **Matters Arising from the minutes of the meeting held 13 September 2023**  There were no matters arising. |
| **RC20 23/24** | **Governance Guidance and Information**  None advised since date of last Committee meeting. |
| **RC21 23/24** | **Notification of change to the internal control environment under Section 12d of Governing Body Standing Orders V5 22 June 2022**  None advised since date of last Committee meeting. |
| **RC22 23/24** | **Chair’s Business**  All items are dealt with on the agenda. |
| **RC23 23/24** | **Financial Report and Budget Reforecast Report September 2023**  Management gave a report on:   1. Whole College Reforecast to 31st July 2024  * The College Income and Expenditure has been reforecast based on the first two months of the financial year. Headline figures reported as: * Income - Income is £567k lower than budget due to reduced student enrols in HLAs, Traineeships and Higher Education programmes. * Expenditure - Expenditure is £738k lower than budget largely due to a reduction in Staff costs of circa £1m through cost control and vacancy control. * Contribution - The net impact is a deficit of £6,969k, an improvement on budget of £171k.   Management reported on ongoing recruitment and expected second tranche of students. Overall enrolment continuing to move positively and expect that to be reflected moving into Q2  Deep dive analysis being undertaking for CQE on 3-5 year trend on enrolment and student numbers.  HE has performed better than most other colleges against target and following conversation with DfE fairly confident clawback on funding will not be recovered in year.  The Committee **noted:**   * the information provided by and action taken by Management; and, |
| **RC24 23/24** | **CEDSI and CFSA Non-Core Income**  Management advised the Commttee on:   1. CEDSI and CFSA Non-Core Reforecast to 31st July 2024   The Non-Core income target for 2023/24 is £13.66m with an estimated contribution of £753k which is delivered by CEDSI, CFSA and Schools. The year end reforecast position estimated at November 2023 is £13.2m with an estimated contribution of £770k.  Expecting strong year on year growth for HLA and traineeship with stretch targets this year. Traineeships are slightly low than forecast but expect that to level out.  The Committee **noted** the information provided by and the action taken by Management. |
| **RC25 23/24** | **Information Technology Report June 2023**  Management advised the Committee on:   1. Information Technology Report Q1 23/24 2. Outlined performance against targets and reported successful first quarter getting the new academic year up and running with KPIs and SLAs met. 3. 9200 service requests dealt with. 4. Latest version security Windows 10 & 11 in place 5. Software requests processed for classrooms. 6. Students updated on how to use the systems. 7. Supported admission enrolment. 8. New student card printing software. 9. Quarter 2 projects include: replacing phone servers, laptop replacement, MS Seam security incident and event management, develop Power BI report, looking at AI and Chatbots. 10. Continue to deliver high level of cyber security. The security partner carries out checks along with the inhouse teams. Staff security awareness video available. On target to re-achieve cyber essential plus.   Reported issue with reaching the maximum bandwidth on the internet. Issue appears to be at the start of the academic year with new students downloading and streaming and this settles down during the first term. Continuing to monitor the issue and work ongoing with JISC JANET around increasing bandwidth in NI. There is a meeting to ask about increasing to deliver the service to the students. Noted that Eduroam s a lot of the bandwidth.  The Student Governor mentioned difficulty accessing Eduroam as a student not having information on how us it. THIT noted the issue and will raise with the Learner Success team to include it at student induction.  The Committee **noted** the information provided by and the action taken by Management.  The GB Chair thanked the IT colleagues for their support as she stepped in her new role. IT support was exceptional. The ease of use of Decision Time to navigate meeting papers also noted.  The Chair thanked Liam Downey for his clear and concise reporting to the Committee as he hands over to Kristian Kinnard. |
| **RC26 23/24** | **Estate and Facilities Management Report June 2023**  Management advised the Committee on:   1. Estate and Facilities Management Report Q1 23/24 2. Millfield Exit project update has been submitted to DfE Capital Project Steering Reports. Project is ahead of time. Detailed plans in place. No delays in targets at this stage and DfE are content. 3. Riddle Campus anticipated final transfer is 2024. Working on the disposal since 2017 with the Education Authority. 4. Planning maintenance programme in place. 5. No major Health & Safety non-conformance issues reported across the estate. 6. 5-year sustainability and action plan will be launch shortly. 7. KPI report on track.   The new solar systems in the Report were noted. HEFM will provide more details on solar panels across the estate at the next meeting.  The Committee **noted** the information provided by and the action taken by Management. |
| **RC27 23/24** | **Any Other Business**  No items raised. |
| **RC28 23/24**  **Chair** | **Meeting Feedback**  Committee members advised the Chair that the conduct of the meeting provided evidence of the Governing Body’s commitments as set out at **RC17 23/24** above. |
| **RC29 23/24** | **RC29 23/24 8 November 2023 Date of next meeting**  **Governance Programme 2023/24 Cycle 3**: the **third** meeting of the Resources Committee during the 2023/24 year will be at **4.00pm on Wednesday 6 March 2024** in the Seminar Room, e3, Springvale Campus and via Microsoft Teams. Campus tour will be arranged.  **Governance Programme 2023/24 Cycle 4**: the **fourth** meeting of the Resources Committee during the 2023/24 year will be at **4.00pm on Wednesday 5 June 2024** at the Titanic Quarter Board Room and via Microsoft Teams. |

**Chair of Belfast Metropolitan College**  **Seamus Dawson**

**Resources Committee**

**Signature**  **Date**: 6 March 2024

Minutes adopted Governing Body meeting 20 March 2024