



**Belfast Metropolitan College Resources Committee 4.00pm on Wednesday 9 March 2022 TQ Boardroom and via Microsoft Teams Minutes FINAL approved 8 June 2022**

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

**Management:** Aidan Sloane, Interim Director of Development and Digital (IDDD); Gillian Magee, Director of People and Place (DPP); Laura Allen, Head of Finance (HoF); Siobhan Lyons, Head of CEDSI (HCEDSI); Mark Dorman, Interim Head of CFSA (IHCFSa); Raymond DeLargy, Head of Estate and Facilities Management, (HEFM).

**Clerk to the Governing Body:** Gerry Crossan

<b>RC28 21/22</b>	<p><b>Quorum, Apologies, Welcome, Conflicts of Interest, Notice of AOB and Leadership Culture</b></p> <p><b>Quorum:</b> The meeting must be quorate under the terms of Section 5.2 of Terms of Reference for the Resources Committee approved by the Governing Body at GB04c 21/22 23 Sep 20 (V2) (2 Governors).</p> <p><b>Apologies:</b> Apologies were received from Damian Duffy and Kate Burns.</p> <p><b>Welcome:</b> The Chair welcomed</p> <ul style="list-style-type: none"> <li>• Yvonne Murphy and Lauren McAteer, who were appointed to the Belfast Metropolitan College Governing Body by the Department of the Economy on 13 January 2022; and,</li> <li>• Mark Dorman, Interim Head of CFSA</li> </ul> <p><b>Conflicts of Interest:</b> No <b>perceived, potential, or actual</b> conflicts of interest under the terms of Paragraph 15.1 of the Belfast Metropolitan College Governing Body Standing Orders dated August 2015.</p> <p><b>AOB:</b> No Items of AOB received at date of this meeting.</p> <p><b>Leadership Culture:</b> Chair noted our commitment to:</p> <ol style="list-style-type: none"> <li>i) brave leadership and meaningful dialogue;</li> <li>ii) simpler governance; and,</li> <li>iii) engaging in the right spirit.</li> </ol>
<b>RC29 21/22</b>	<p><b>Minutes of the meeting held on 12 November 2021 <span style="color: orange;">Draft (Proposed Final)</span></b></p> <p>The Committee <b>approved</b> the <b>DRAFT (Proposed Final)</b> minutes of the meeting held on 12 November 2021 without amendment.</p>
<b>RC30 21/22</b>	<p><b>Matters Arising from the minutes of the meeting held on 12 November 2021</b></p> <p>All matters arising from the minutes of the meeting held on 12 November 2021 are on the agenda for this meeting.</p>

Agenda Item	
RC31 21/22	<p><b>Governance Guidance and Information</b></p> <p>Clerk</p> <p>(a) <b>Publications from the Department of Finance</b></p> <ul style="list-style-type: none"> <li>• Dear Accounting Officer letters (DAOs) 2022 on Feb 02, 2022 12:00 pm</li> <li>• Finance Director letters (FDs) 2022 on Feb 01, 2022 12:00 pm</li> </ul> <p>The Committee <u>noted</u> the publication of the above governance guidance.</p>
RC32 21/22	<p><b>Chair's Business</b></p> <p>Chair</p> <p>The Chair advised that he is working with ELT colleagues to focus the discussion on strategic issues over the coming governance cycles.</p> <p>The Committee <u>noted</u> the information provided by the Chair.</p>
RC33 21/22	<p><b>Financial Reforecast Q2 2021/22</b></p> <p>IDDD &amp; HoF</p> <p>(a) Q2 Financial Report based on actual results to end January 2022.</p> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> <li>(a) Funding allocation is now known, and we have received COVID 19 Funding ;</li> <li>(b) Forecasting cash breakeven and £8.5m deficit including non-cash items;</li> <li>(c) Uncertainty remains around student numbers;</li> <li>(d) Lecturers' settlement to end of 2021 has been approved and will be paid by end of March – the funding for this is within the core funding from DfE;</li> <li>(e) Key challenge remains funding for 2022/23;</li> <li>(f) Non-Core income in 2021/22 is reduced, with traineeship numbers under budget and subject to clawback to DfE which has already been made;</li> <li>(g) Funding has been received and action is underway to deliver action in support of lost learning;</li> <li>(h) Staff costs are well below budget and there are considerable vacancies and,</li> <li>(i) Management will be able to achieve the 2021/22 budget but there will be challenges to meet the anticipated reduced budget in 2022/23.</li> </ul> <p>The Committee asked what the profile of staff vacancies was. Management advised that the reduction in enrolments is leading to reduced resourcing requirements, however, all posts that are required to deliver the curriculum to all current learners are filled, including across apprenticeships and traineeships.</p> <p>The Committee <u>noted</u> the information provided by and the action taken by Management.</p>
RC34 21/22	<p><b>Development &amp; Digital Directorate Financial Reforecast Report: Q2 2021/22</b></p> <p>IDDD</p> <p>(a) Q2 Reforecast Report based on actual results to end January 2022.</p>

Agenda Item	
<p><b>IHCFSA</b> <b>HCEDSI</b></p>	<p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> <li>(a) On target to achieve budgets</li> <li>(b) Centre for Skills and Apprenticeships are on target with growth in the Public Sector Scheme and College Connect; and,</li> <li>(c) Main risk is around management of traineeships and Management are working to drive this forward.</li> </ul> <p>P&amp;CE updated the Committee on recent sectoral/DfE meeting on policy direction, funding and delivery in relation to traineeships, that is, the wider implementation of the Traineeships curriculum.</p> <p>The Committee <b>noted</b> the action taken and the information provided by Management.</p>
<p><b>RC35 21/22</b></p> <p><b>PCE</b> <b>IDDD</b> <b>DPP</b></p>	<p><b>Department for Economy communications to FE Colleges:</b></p> <ul style="list-style-type: none"> <li>(a) Resource Allocation 2021/22 Final as at January 2022;</li> <li>(b) Budget 2022/23 - Letter to FE Principals – Belfast Metropolitan College; and,</li> <li>(c) Open letter to Further Education College Staff – M Brennan.</li> </ul> <p>The P&amp;CE advised the Committee that:</p> <ul style="list-style-type: none"> <li>• Management have done significant work to analyse the 2022/23 initial funding;</li> <li>• the proposed settlement represents a significant cut to College finances;</li> <li>• Management have made proposals to DfE on potential savings that may be made to close the gap between indicative funding and estimated expenditure, significant challenges remain and there will be further intensive negotiations across the sector; and,</li> <li>• the funding issues will impact on the momentum of the range of economic and skills strategies that DfE are aiming to implement in partnership with FE Colleges.</li> </ul> <p>The Committee <b>noted</b> the communications received from DfE and the information provided by Management.</p>
<p><b>RC36 21/22</b></p> <p><b>IDDD</b> <b>HOF</b></p>	<p><b>College Strategic Financial Planning: Sustainable by Nature: Strategic Objective 5.4: Delivering a Financially Sustainable College:</b></p> <ul style="list-style-type: none"> <li>(a) 3-year strategic financial planning &amp; alignment to curriculum strategy</li> <li>(b) 1-year budget planning &amp; alignment to business planning</li> </ul> <p>Management advised the Committee on the following key issues:</p> <ul style="list-style-type: none"> <li>(a) the strategic drivers for change which are informing the Colleges’ long term financial sustainability;</li> <li>(b) Management is aligning the Whole of College 3-year Financial Framework with the Curriculum Refresh for the same period;</li> <li>(c) This work is engaging SLT on all aspects to manage the risk of funding cuts, the risk inefficiency and the risk of stretch forecasts;</li> <li>(d) The project will include robust challenge of zero-based budget proposals.</li> </ul>

Agenda Item	
	<p>Management will update the Committee at the next meeting in June 2022.</p> <p>The Committee <b>noted</b> the information taken and the action provided by Management.</p>
<p><b>RC37 21/22</b></p> <p><b>HCEDSI</b></p>	<p><b>Catering Contract - CONFIDENTIAL</b></p> <p>Management advised the Committee on the background the detail of the options identified. The Committee sought clarification on the cost sharing arrangements.</p> <p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>noted</b> the action taken and the information provided by Management; and,</li> <li>• <b>approved</b> the adoption of the recommended Option 1 by the ELT.</li> </ul>
<p><b>RC38 21/22</b></p> <p><b>HEFM</b></p>	<p><b>Estate and Facilities Management Update March 2022</b></p> <p>(a) Update on the College Estates Strategy (b) Update on Strategic Estates Projects</p> <p>Management advised the Committee on the following key issues:</p> <p>(a) Sustainability, flexibility, suitability and scale objectives that underpin the strategy; (b) The Castlereagh Project Timetable and project governance arrangements, including Gateway Review which will require input from the Governing Body; (c) The Sustainable by Nature project and governance arrangements; and, (d) The Millfield Project and governance arrangements – the reversion of PFI projects may require a sectoral approach given the number of such projects across NI FE Colleges and the findings of the NAO Report on PFIs in May 2022.</p> <p>The Committee sought clarification on how community engagement would play in the implementation of the strategy. Management advised on the learning from previous engagement experiences.</p> <p>The Committee</p> <ul style="list-style-type: none"> <li>• <b>noted</b> the information provided by and the action taken by Management; and,</li> <li>• <b>approved</b> the Estate Strategy as presented.</li> </ul>
<p><b>RC39 21/22</b></p> <p><b>IDDD</b></p>	<p><b>Information Technology Update March 2022</b></p> <p>Management advised that all services are on track and there will be a presentation at the next meeting.</p> <p>The Committee <b>noted</b> the information provided by and the action taken by Management</p>
<p><b>RC40 21/22</b></p>	<p><b>Any Other Business</b></p> <p>None advised at the meeting.</p>

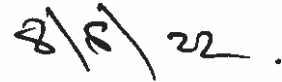
Agenda Item	
RC41 21/22	<b>Meeting Feedback</b>
Chair	<b>Leadership Culture:</b> Committee members advised that they felt the conduct of the meeting evidenced the Governing Body's commitments.
RC42 21/22	<b>Date of next meeting</b>
	<p><b>Governance Programme 2021/22 Cycle 4:</b> The next meeting of the Resources Committee will be at <u>4.00pm on Wednesday 8 June 2022</u> at the Titanic Quarter Board Room. This meeting is in colleagues' Outlook calendars.</p> <p><b>Governance Programme 2022/23 Cycle 3:</b> The third meeting of the Resources Committee during the 2022/23 year will take place at <u>4.00pm on Wednesday 8 March 2023</u>. The Clerk will diarise this meeting in March 2022.</p>

Chair of Belfast Metropolitan College  
Resources Committee

Seamus Dawson



Signature



Date

