



BURY COLLEGE FURTHER EDUCATION CORPORATION

MINUTES OF THE RESOURCES COMMITTEE MEETING
HELD ON TUESDAY, 15th JUNE 2021 VIA ZOOM

Meeting Commenced : 8.00 a.m.
Meeting Closed : 9.25 a.m.

Present:

Angela Davies Independent Member - Chair
 Charlie Deane Principal
 Mark Granby Independent Member
 Peter Nicol Independent Member

In Attendance:

Faz Ahmed Director of IT Services, Estates and Health and Safety
 Andrew Harrison Deputy Principal Finance and Corporate Services
 Peter Ryan Clerk to the Corporation
 Becky Tootell Deputy Principal Curriculum, Quality and Standards
 Alison Wood Director of Planning and Information Services
 Lisa Woodman Director of HR and Student Services

RES20/21.34	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	There were no apologies for absence.
RES20/21.35	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	Mark Granby declared his interest as a Trustee of Bury Athletics Club. There were no other declarations of interest in relation to any of the items on the Agenda for the meeting.
RES20/21.36	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meetings held on 9 th March 2021 were approved as a true and correct record.
RES20/21.37	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk presented the report and confirmed that all scheduled actions had been or were in the process of being implemented.
	It was Resolved that the contents of the report should be noted.
RES20/21.38	<u>HR (Agenda Item 5)</u>
	The Director of HR and Student Services presented the reports and confirmed the following: a) Covid Update - The report summarised the key actions which included: <ul style="list-style-type: none"> • Staff and students were encouraged to home test twice a week using the lateral flow tests and there was still the opportunity to complete testing on site. There had been a decline in the numbers of staff and students reporting tests and the College was taking steps to further encourage this, including sending text messages to students; • Vaccinations were extended to all staff who work within the Education setting and this information had been shared with staff; • Risk assessments for staff that were previously classed as Clinically Extremely Vulnerable had recently been reviewed and updated; • The College wide risk assessment continued to be updated as the guidance was updated; • Communication with staff continued on a regular basis, through team and full College communications, regular meetings with the staff forum and Union colleagues. • The staff mental health and wellbeing group continued to ensure that staff wellbeing was always in focus and that resources were made available to support staff. A staff mental health and wellbeing plan had been developed and the College has also signed up to the AOC Mental Health and Wellbeing Charter;

	<ul style="list-style-type: none"> • From the return date in August to date, 62 staff have tested positive for coronavirus; • 89 staff were tested as negative; • 259 staff had been absent due to self-isolation/childcare/test and trace contact; • Before each half term a further review of classrooms and office spaces was implemented to ensure compliance with the risk assessment; and • There was a slight increase in the numbers of staff having to self-isolate as a result of close contacts with positive cases, particularly for those with school age children. This was in line with increased rates across Bury and surrounding areas. <p>Following questions, it was confirmed that in line with the increase in cases in Bury and the surrounding areas, there had been 5 staff Covid cases reported since Easter. In addition, the College required staff and students to continue to wear face masks in classrooms and indoor communal areas. The College had discussed the control measures that were in place with the HSE and no issues had been raised.</p>
	<p>b) Staff Mental Health and Wellbeing Hub</p> <p>The College recognised the importance of positive mental health of staff, it benefited both the staff individually and students supported. The College had always supported staff to achieve this and to embed wellbeing into the culture of the College. Key actions included:</p> <ul style="list-style-type: none"> • A staff mental health and wellbeing policy had been developed and introduced, this stated the College commitment to maintaining positive mental health and the actions taken and planned to take to further embed this; • The College had signed up to the AOC Mental Health and Wellbeing Charter that covers both staff and students; • DfE had published the Education Staff Wellbeing Charter and the College policy has been aligned to this; • A number of staff were being trained as Mental Health First Aiders in June, to offer support to staff and students; • A number of mental health and wellbeing sessions had been planned for all staff on the development days in July; • Resources and training for managers would be further developed to support staff to achieve positive mental health and guidance on how to support them when their mental health is compromised; • A weekly bootcamp had been introduced to support exercise and mental health; • During mental health awareness week in May, the College ran a number of sessions including, Mindfulness, walk and talk and exercise classes; • A staff mental health and wellbeing hub had been launched. This contained links to external sites and resources that staff could access anytime. It included topics on mindfulness, sleep, diet and exercise, managing grief, menopause, managing stress, and drugs and alcohol to name a few. This would be continually refreshed and updated and the feedback from staff has been very good; • A mental health and wellbeing survey had been circulated to staff. This would provide useful feedback on how support and resources could be further developed; and • An external counsellor had been engaged to provide specific help and support. <p>Following discussions, it was agreed that the outcome of the staff mental health and wellbeing survey should be reported back to the Committee. In addition, the NGA had recently published a staff wellbeing checklist and it would provide additional assurance to track the College position against this.</p>
	<p>c) Policy and Procedures Tracking Sheet</p> <p>The report provided an update on the current status of policies and it was noted that a number of Policies were awaiting feedback from the Trade Unions.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> a) The contents of the reports should be noted; b) The outcome of the staff mental health and wellbeing survey should be reported back to the Committee; and c) The College position should be tracked against the ASCL staff wellbeing checklist

RES20/21.39	PROPERTY STRATEGY (Agenda Item 6)
	<p>The Director of IT Services, Estates and Health and Safety introduced the report and confirmed that:</p> <p>New Health Innovation STEM Centre Building - The project was continuing at pace with demolition underway and due to be completed by 18th June 2021. The tendering process had commenced with a closing date for the Standard Selection Questionnaire of 7th June 2021. The College was continuing to ensure all safety precautions were in line with government guidelines, during these unprecedented times.</p> <p>Following a question, it was confirmed that the College was working towards an overall budget of £8.6m (£6m GMCA original and £2.6m T Level capital grants). At this period of uncertainty, the Design Team were, however, advising that, in extremis, the building may cost a further £1m inflation and contingency. The potential risks of rapidly rising costs would be kept under constant review</p> <p>T-Level Funding - In addition to the £2.6m T-Level Capital Grants received to support Digital and Health & Science in the new Hi-STEM building, the College had also been allocated a grant of £375,730 plus £375,730 match (£751,460) for the refurbishment of the Woodbury ground floor to relocate Education & Childcare from Beacon Centre and the relocation of Human Resources Department. Work was expected to start as soon as possible to ensure the deadline of completion by September 2021 was met.</p> <p>Specialist Equipment Allocation – The College had been awarded £149,702 to purchase equipment to support Digital, Education and Childcare and Health and Science.</p> <p>Master planning / new Estates Strategy - The College was currently exploring more capital grant opportunities which would inform the continued development of the strategy.</p> <p>Action taken by the Chair - Actions taken by the Chair in respect of the accelerated implementation of the T Level Capital Funding and the Post 16 Capacity Fund Bid was highlighted in the report.</p> <p>Following discussions, it was confirmed that the LA's 28 days planning extension request should not have a financial impact but could be an issue in respect of the project implementation timescale.</p>
	<p>It was Resolved that:</p> <ol style="list-style-type: none"> a) The contents of the report should be noted; and b) The actions taken by the Chair in respect of the accelerated implementation of the T Level Capital Funding and the Post 16 Capacity Fund Bid is noted and supported.
RES20/21.40	FINANCIAL MATTERS (Agenda Item 7)
	a) Management Accounts to 30th April 2021
	<p>The Deputy Principal Finance & Corporate Services presented the College Management Accounts and confirmed that the College had an underlying operating surplus to 30 April 2021 of £1.4m (excluding pension adjustments) and about £100k adverse to the annual budget. This was despite about £300k of direct Covid-19 related expenditure in the first 9 months and nearly £0.5m reduction in apprenticeship income.</p> <p>The College had received Estates condition improvement grants of £1,123k (ESFA) and £70k (GMCA). These had been used for remedial building work including replacement lifts and the Woodbury roof. The majority of the expenditure could be treated as capital investment and therefore would run through the income & expenditure account with all but £41k covered by grant.</p> <p>It was noted that the forecast outturn pay to income ratio of 62% was lower than planned due to the receipt of government improvement grants that would run through the income and expenditure account. The underlying final outturn was expected to be circa 64/65% in line with Sector targets.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	b) Budget 2021/22
	<p>The Deputy Principal Finance & Corporate Services confirmed that the ESFA College Financial Forecasting Return (CFFR) superseded the original Integrated Financial Model for Colleges (IFMC). Colleges must submit a 3-year CFFR by 31st July 2021, which included an income & expenditure account, balance sheet and cashflow statement to show the 3 years: 2020/21 (Current), 2021/22 Budget and 2022/23 Forecast.</p>

	<p>The College was still working on the CFFR model and a detailed commentary. The proposed 2021/22 Budget and 2022/23 Forecast had, however, been prepared and were presented for consideration of the Committee. The full CFFR with commentary would be presented to the Board on 29th June 2021.</p> <p>The College was forecasting to come back to the original forecast underlying operating surplus for 2020/21 and would generate £2.6m cash from operating activities putting it in a strong position for its capital programme. The 2021/22 Budget and 2022/23 Forecast continued to aim to generate £2.6m cash from operating activities each year. The College would maintain Outstanding financial health during the period of significant capital investment.</p> <p>Members noted the very strong cash position even after the implementation of the capital building programme.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and b) The 2021/22 Budget and 2022/23 Forecast are recommended to the Corporation for approval.</p>
	<p>c) Fees Policy 2021/22</p>
	<p>The Director of Planning and Information Services confirmed that there were a small number of changes, as highlighted within the report, to the Fees Policy which reflected changes to funding rules and regulation and improved practice.</p> <p>Following a question, it was confirmed that in relation to section 3.7.3 assistance would continue to be provided to students to access tuition fee loans.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and b) The Fees Policy 2021/22 is recommended to the Corporation for approval.</p>
	<p>d) Sub-Contracting Policy 2021/22</p>
	<p>The Director of Planning and Information Services confirmed that ESFA guidance had not changed and therefore the 2021/22, Policy has only been updated for dates.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and b) The Sub-Contracting Policy 2021/22 is recommended to the Corporation for approval.</p>
	<p>e) New College Finance System</p>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the College had used the same Finance System software for over 25 years. It was considered to be both expensive and had poor functionality. The College had decided to procure a new finance system to improve processing and reporting. After a comprehensive procurement exercise, as outlined within the report, new system software had been chosen. It represented a major improvement in functionality and was much less expensive.</p> <p>Following discussions, it was confirmed that the structure of the system would be developed to meet the needs of the College and would be in place by October 2021.</p>
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>f) ESFA Letter commenting on the College Financial Statements 2019/20 and Finance Record 2019 to 2021</p>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the ESFA had reviewed the College Financial Statements 2019/20 and Finance Record 2019 to 2021 and written to the College to provide comments. The key comments are:</p> <p>Financial Health - In accordance with the approach to assessing the financial health of colleges the appropriate assessment grades, based on the College finance record, are:</p> <ul style="list-style-type: none"> • Outstanding for 2019/20 (the outturn year), and • Outstanding for 2020/21.

	<p>Financial Control - Following a review of the College's audited financial statements, financial statements management letter and the annual report of the audit committee, ESFA had not identified any significant financial control concerns from this review.</p> <p>Financial Dashboard information - This incorporated various key performance indicators and measures those against both target benchmarks and benchmarks achieved in the sector.</p>
	It was Resolved that the contents of the report should be noted.
RES20/21.41	PERFORMANCE MONITORING (Agenda Item 8)
	<p>a) Funding Update The Director of Planning and Information Services introduced the report and highlighted the current position in the following areas: 2019/20 Actuals and outturn; 2020/21 Allocations; 2020/21 Full Time enrolment update and 2020/21 Funding Update.</p> <p>It was noted that the details of the 16-19 tuition fund had not yet been announced. A plan would be implemented once this was known.</p>
	<p>b) Subcontracted Partnership Provision 2020/21 The report summarised the partners, types of provision, funding and contract values for all activity in 2020/21. The 2020/21 table confirmed the roll forward value for carry in and the additional contract amounts negotiated for 2020/21 starts.</p>
	It was Resolved that the contents of the reports should be noted.
RES20/21.42	Post Meeting Evaluation Form (Agenda Item 9)
	The Committee received a summary of the post meeting evaluation responses from the meeting on 9 th March 2021, which had been positive with no concerns having been highlighted.
	It was Resolved that the contents of the report should be noted.
RES20/21.43	DATE AND TIME OF FUTURE MEETINGS (Agenda Item 10)
	To be agreed by the Corporation on 29 th June 2021

There being no further discussion the meeting closed at 9.25 a.m.

Signed and approved as an accurate record of the meeting

Signature

Date

Summary of Actions - Resources Committee - 15 th June 2021			
Item	Action	Person Responsible	Timescale
RES20/21.38 b Staff Mental Health and Wellbeing	The outcome of the staff mental health and wellbeing survey should be reported back to the Committee; and The College position should be tracked against the ASCL staff wellbeing checklist.	Director of HR and Student Support	Resources Committee
RES20/21.40 b 2021/22 Budget and 2022/23 Forecast	The 2021/22 Budget and 2022/23 Forecast are recommended to the Corporation for approval.	Deputy Principal Finance and Corporate Services	Corporation 29 th June 2021
RES20/21.40 Finance c Fees Policy 2021/22	The Fees Policy 2021/22 is recommended to the Corporation for approval.	Deputy Principal Finance and	Corporation 29 th June 2021

		Corporate Services	
RES19/20.40 Finance d Sub-Contracting Policy 2021/22	The Sub-Contracting Policy 2021/22 is recommended to the Corporation for approval.	Deputy Principal Finance and Corporate Services	Corporation 29 th June 2021