



BURY COLLEGE FURTHER EDUCATION CORPORATION

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD VIA ZOOM ON TUESDAY, 11th January 2022

Meeting Commenced : 8.00 a.m.
Meeting Closed : 8.53 a.m.

Present:

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

In Attendance:

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

RES21/22.12	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	There were no apologies for absence. On behalf of Members, the Chair noted that it was Lisa Woodman's last meeting and she thanked Lisa for her contribution to the work of the Committee and to the Corporation and wished her every success in her new job.
RES21/22.13	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	There were no declarations of interest.
RES21/22.14	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 23 rd November 2021 were approved to be signed as a true and correct record.
RES21/22.15	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk presented the report and confirmed that all scheduled actions had been implemented. It was noted that the 2% pay award offer was still subject to consultation with the trade unions. AoC had recently recommended 1%.
	It was Resolved that the contents of the report should be noted.
RES21/22.16	<u>HR (AGENDA ITEM 5)</u>
	a) Covid The Deputy Principal Curriculum, Quality and Standards introduced the report and Members requested details of the key controls that had been implemented since the return to work, which were highlighted as follows: <ul style="list-style-type: none">• There was significant increase in reported cases following the Christmas break.• There were currently 234 positive cases, 57 staff and 177 students.• Risk assessments continued to be sufficient, and the control measures were reviewed regularly and updated in line with Government guidance.• Regular communications to students and their parents continue to be sent with updates and reminders regarding testing and masks. Following questions, it was confirmed that: <ul style="list-style-type: none">• Remote learning would be implemented when required.• The cases were spread across all age ranges.• Learners were responding well to the wearing of face masks.

	It was Resolved that the contents of the report should be noted.
	<p>b) Staff Survey Update</p> <p>The Director of HR, Student and Customer Services confirmed that the main actions to note from the previous report were:</p> <ul style="list-style-type: none"> • New members may be added to the staff forum as some areas were under represented following a number of staff resignations. The forum would participate in the focus groups that were being established; • Three focus groups would begin in January 2022 to review communication, workload and wellbeing as three of the areas for improvement/further development identified in the survey; and • The College should consider whether an internal survey rather than the York Survey would be more appropriate. The York survey posed over 90 questions which may reduce participation by staff. Also, an internal survey would permit the college to focus on the areas relevant to the College rather than generic questions.
	It was Resolved that the contents of the report should be noted.
RES21/22.17	<u>PROPERTY STRATEGY (AGENDA ITEM 6)</u>
	<p>The Director of IT Services, Health and Safety and Estates provided an update in the following areas:</p> <p>Health Innovation STEM Centre - HH Smith mobilised on-site w/c 18th October and good progress had been made on site with piling works for the foundations to support the steel structure of the new building. No delays had been reported on the 45-week programme.</p> <p>Institute of Technology Bid - In principle the Greater Manchester Institute of Technology bid led by University of Salford had been approved. Bury College was a partner within this bid and will deliver Digital and Health. Funding was to be confirmed with the original bid being £1.3m.</p> <p>Construction Agreements and application of the College Seal - The College Seal was applied on 15th December 2021, by the Vice Chair of the Corporation and Principal to the documentation highlighted within Part 1 the Appendix from Mills and Reeve.</p> <p>Following a question, it was confirmed that College developments were included within the Bury Town Centre Masterplan.</p>
	It was Resolved that the contents of the report should be noted.
RES21/22.18	<u>FINANCIAL MATTERS (AGENDA ITEM 7)</u>
	<p>a) Management Accounts – November 2021</p> <p>The Deputy Principal Finance and Corporate Services confirmed that the 17th December 2021 deadline for reports to the Resources Committee meeting had come before the November Management Accounts could be fully completed. Unfortunately, there were issues with the functionality of the old Symmetry finance system in the first week following an upgrade of the server. Accordingly, the figures provided were provisional but confirmed that the College continued to make good progress with an operating deficit of £120k – a £200k favourable position against budget.</p> <p>The Leadership Team had continued to work on re-forecasting the annual outturn as the position re-funding continues to change. Whilst the latest forecast shows a nil impact on the bottom line, an additional development budget of £250k will be added as originally proposed by the Remuneration Committee.</p> <p>In addition, at the December Corporation meeting Members had discussed the level of Management Accounts information made available to Governors and information to be submitted to the Resources Committee and Corporation. This would be reviewed with recommendations to the next meeting.</p>
	It was Resolved that:
	a) The contents of the report should be noted; and

	b) The level of Management Accounts information available made to Governors and information to be submitted to the Resources Committee and Corporation should be reviewed with recommendations to the next meeting.
	b) College Finance System Update
	<p>The Deputy Principal Finance and Corporate Services introduced the report and confirmed that following a comprehensive procurement exercise, a new Civica system was chosen with an original implementation date of 1st February 2022. The continued use of Symmetry to February 2022 necessitated an upgrade of the College server. Symmetry did not successfully upgrade the server and the College lost most of the functionality of the finance system for over a week. This resulted in difficulties in making payments to suppliers but urgent payments were made by direct bank transfers. This had delayed the production of the November management accounts although provisional figures had been produced.</p> <p>The issues with Symmetry functionality had been resolved but the disruption of the access to data and the departure of 2 of the accountants from the Finance Team had resulted in a deferral of the Civica go-live date to the 1st April 2022.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • To provide a greater level of security the new finance system would be hosted on the College server rather than the cloud; and • An interim Director of Finance had been appointed and replacement accountants were being sought.
	It was Resolved that the contents of the report should be noted.
	c) Disposal of Assets - Pimhole Cabins
	<p>The Deputy Principal Finance and Corporate Services confirmed that for a number of years, the College sought to develop its animal care provision by giving practical experience to students on-site at the nearby Pimhole Community Farm. In 2017, the College bought 2 portacabins and installed them on the Pimhole Farm site for use by Animal Care. This arrangement was covered by a simple user rights agreement. The site is owned by Bury Council and peppercorn rented to “the farmer”.</p> <p>The decision in 2020/21 to phase out the Animal Care provision meant that the cabins at Pimhole Farm were no longer needed. The cabins are fully depreciated in the College books as at February 2022. Removing or even scrapping the cabins would be expensive given the need to winch over telephone lines and make good the ground and electrics.</p> <p>The Farmer has offered to take responsibility for the cabins and use them for the community. The College solicitor is preparing a simple transfer of assets agreement and does not see any conflict with the College purposes and Articles of Government. Disposal of College buildings requires the authorisation of the Corporation.</p>
	<p>It was Resolved that:</p> <p>a) The contents of the report should be noted; and</p> <p>b) A recommendation be made to the Corporation to transfer ownership of both Portacabins to the current occupier of the site.</p>
RES21/22.19	PERFORMANCE MONITORING (AGENDA ITEM 8)
	<p>a) Funding Update</p> <p>The Director of Planning and Information Services introduced the report and highlighted the position in the following areas: 2020/21 Actuals and outturn; 2021/22 Allocations; 2021/22 Full Time enrolment update and 2021/22 funding update.</p> <p>Following questions, it was noted that:</p> <ul style="list-style-type: none"> • The College had delivered 91% of the 2020/21 GMCA AEB allocation and had submitted a business case to claim the full allocation and were awaiting a decision. • Although 16-19 funding was planned to increase by circa 8% the College had to deliver an extra 40 hours of learning to each student and this would necessitate addition staff resources and costs. • Apprenticeship provision had reduced, and the College had reduced resources to ensure that the area continued to make an appropriate financial contribution.

	<p>b) Franchise and Outward Collaborative Provision 2020/21 outturn and 2021/22 Planned Provision</p> <p>The report summarised the partners, types of provision, funding and contract values for all activity in 2020/21. The 2021/22 table confirmed the roll forward value for carry in and the additional contract amounts negotiated for 2021/22 starts. This reflected the College strategy to reduce the volume of this provision.</p> <p>The College was in discussion with one partner and the ESFA in respect of funding arrangements for 2022/23.</p>
RES21/22.20	Post Meeting Evaluation Form (AGENDA ITEM 9)
	The Committee received a summary of the post meeting evaluation responses from the meeting on 23 rd November 2021, which had been positive with no concerns having been highlighted.
	It was Resolved that the contents of the report should be noted.
RES21/22.21	DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM10)
	<ul style="list-style-type: none"> • 8.00am Tuesday, 8th March 2022 • 8.00am Tuesday, 14th June 2022

There being no further discussion the meeting closed at 8.53 a.m.

Signed and approved as an accurate record of the meeting

Signature

Date

Summary of Actions - Resources Committee 11 th January 2022			
Item	Action	Person Responsible	Timescale
RES21/22.18 a) Management Accounts	The level of Management Accounts information made available to Governors and information to be submitted to the Resources Committee and Corporation should be reviewed with recommendations to the next meeting.	DP Finance and Corporate Services	Resources Committee 8 th March 2022
c) Disposal of Assets - Pimhole Cabins	A recommendation be made to the Corporation to transfer ownership of both Portacabins to the current occupier of the site.	DP Finance and Corporate Services	Corporation 25 th January 2022