



BURY COLLEGE FURTHER EDUCATION CORPORATION

MINUTES OF THE RESOURCES COMMITTEE MEETING
HELD VIA TEAMS ON TUESDAY, 16th JANUARY 2024

Meeting Commenced : 8.00 a.m.
 Meeting Closed : 9.03 a.m.

Present:

Angela Davies Independent Member - Chair
 Charlie Deane Principal
 Martin Dyer Independent Member
 Mark Granby Independent Member
 Peter Nicol Co-opted Member

In Attendance:

Tracy Pullein Vice Principal Finance and Corporate Resources
 Danny Rushton Director of HR
 Peter Ryan Clerk to the Corporation
 Becky Tootell Deputy Principal Curriculum and Quality

RES23/24.17	<u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u>
	There were no apologies for absence.
RES23/24.18	<u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u>
	There were no declarations of Interest.
RES23/24.19	<u>MINUTES (AGENDA ITEM 3)</u>
	The Minutes of the meeting held on 28 th November 2023 were approved to be signed as a true and correct record.
RES23/24.20	<u>MATTERS ARISING (AGENDA ITEM 4)</u>
	The Clerk presented the report and confirmed that all scheduled actions had been implemented.
	It was Resolved that the contents of the report should be noted.
RES23/24.21	<u>DATA PROTECTION FRAMEWORK AND MONITORING (AGENDA ITEM 5)</u>
	<p>The Vice Principal confirmed that following the resignation of the College’s DPO in March 2023 Naomi Korn Associates had been appointed to provide Data Protection and Information Governance via a retained support contract. This retainer arrangement gives access to support by a team of the UK’s top data protection, FOI and information law and governance specialists with expertise in Further and Higher Education.</p> <p>Prior to the start of the contract on 1st August 2023, Naomi Korn Associates carried out a remote external assurance “Data Protection Health check” to assess the College’s compliance with best practice data protection standards as per UK GDPR/Data Protection Act 2018. Using the Information Commissioner’s Office (ICO) Accountability Framework, they conducted a review of the College’s existing data protection compliance. The final report provided good assurance of the College’s compliance and an action plan was being implemented to address the recommendations arising from the report.</p> <p>The support and services provided by Naomi Korn Associates were highlighted within the report together with a summary of data requests since 2020.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The current arrangements were more comprehensive and cost effective than engaging a data protection employee; • The Data Protection Framework would be further reviewed as part of the Internal Audit service plan and as part of this process Members asked that the Audit Committee should review the external

	assurance Data Protection Health Check and associated action plan to ensure that Governors were fulfilling their statutory duties.
	It was Resolved that: <ul style="list-style-type: none"> i. The contents of the report should be noted; ii. The Audit Committee should review the external assurance Data Protection Health Check and associated action plan to ensure that Governors were fulfilling their statutory duties.
RES23/24.22	PROPERTY STRATEGY (AGENDA ITEM 6)
	<p>The Vice Principal introduced the report and provided an update on the following:</p> <ul style="list-style-type: none"> • T Levels - Hair and Beauty (Beacon Centre), Catering (Woodbury Centre) and Legal, Finance & Accounting (Specialist Equipment Allocation); • Transformation Fund Beacon and Woodbury Projects; • Greater Manchester Institute of Technology; • Additional capital allocation for 2022/23; • FE Reclassification capital allocation; and • Other Estates Priorities. <p>Following discussion, it was confirmed that:</p> <ul style="list-style-type: none"> • Transformation Fund – Beacon – FE02 - Had been practically completed the previous week; • Transformation Fund – Woodbury – FE01 – A letter of intent was issued to the contractor on 27th December 2023 and work was ongoing to identify betterment in respect of quality, cost and timescales; • Evidence of corporate and social responsibility was a key element of the tender evaluation process; • Members noted that the College had an excellent track record in securing capital funding and delivering projects within quality, cost and timescale thresholds and expressed their thanks to staff within the bid writing and estates teams; and • The development of the estate had been secured without any additional borrowing.
	It was Resolved that the contents of the report should be noted.
RES23/24.23	FINANCIAL MATTERS (AGENDA ITEM 7)
	<i>Management Accounts to November 2023</i>
	<p>The Vice Principal confirmed that the forecast outturn had been updated to reflect potential savings and risks identified in the commentary. The changes between the budget and Q1 forecast outturn were detailed in the report. The forecast year end position had been revised to accommodate the effect of potential risks and savings as identified in the major variances. The positive movement of £1,292k took the College from a £487k deficit to an £805k surplus; in the main due to the changes to the actuarial FRS102 forecast.</p> <p>The budgeted July 2024 cash at bank had been reviewed and updated to reflect changes in timing of capital spend and grant receipts alongside the revised Q1 forecast. The Q1 forecast indicated an improved cash in hand position.</p> <p>Following questions, it was confirmed that the forecast ESFA financial health grade remained “Good” and all Bank covenants were forecast to be achieved.</p> <p>Following questions, it was confirmed that:</p> <ul style="list-style-type: none"> • The cashflow forecast would be further reviewed once the Woodbury project programme had been finalised; • The Q1 borrowing as a % of income figure would be reviewed; • £1m borrowing remained in place; and • The Good financial health score enabled the College to continue to invest in high quality staff and resources and provide a positive learner experience.
	It was Resolved that the contents of the report should be noted.

RES23/24.24	PERFORMANCE MONITORING (AGENDA ITEM 8)
	<p>a) Funding Update</p> <p>The Vice Principal introduced the report and highlighted the position in the following areas: 2023/24 Allocations; 2023/24 Full Time enrolment update and 2023/24 funding update.</p> <p>Members noted that:</p> <ul style="list-style-type: none"> • The financial performance of Apprenticeship and HE provision was higher than forecast; • Apprenticeship recruitment was broadly in line with the curriculum plan; • Advanced Learner Loans were down and tuition fee income up; • Enrolment on 16-19 Study programmes was up with grade deflation in 2023 being a factor. • The latest financial forecast reflected current performance.
	<p>b) Franchise and Outward Collaborative Provision 2022/23 outturn and 2023/24 Planned Provision</p> <p>The Vice Principal introduced the report and confirmed that as previously reported in 2023/24 the College would contract directly with Shalsheles, a registered charity, for the provision of A level and Vocational education. This provision was funded on the basis that it filled gaps in niche or expert provision or provided better access to facilities; and supported individuals who shared protected characteristics, where there might otherwise be gaps.</p> <p>Following questions, it was confirmed that the quality of this provision continued to be reviewed by the C&Q Committee.</p>
	It was Resolved that the contents of the report should be noted.
RES23/24.25	Post Meeting Evaluation Form (AGENDA ITEM 9)
	The Committee received a summary of the post meeting evaluation responses from the meeting on 28 th November 2023, which had been positive with no concerns having been highlighted.
	It was Resolved that the contents of the report should be noted.
RES23/24.26	DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM10)
	<ul style="list-style-type: none"> • 8.00am Tuesday, 5th March 2024 • 8.00am Tuesday, 25th June 2024

There being no further discussion the meeting closed at 9.03 a.m.

Signed and approved as an accurate record of the meeting

Signature

Date

Summary of Actions - Resources Committee 16 th January 2024			
Item	Action	Person Responsible	Timescale
RES23/24.21 Data Protection Framework and Monitoring	The Audit Committee should review the external assurance Data Protection Health Check and associated action plan to ensure that Governors were fulfilling their statutory duties.	VP	Audit Committee 5 th March 2024