



BURY COLLEGE FURTHER EDUCATION CORPORATION

**MINUTES OF THE RESOURCES COMMITTEE MEETING
HELD VIA TEAMS ON TUESDAY, 20th JANUARY 2026**

Meeting Commenced : 8.00 a.m.
Meeting Closed : 9.08 a.m.

Present:

Martin Dyer Independent Member (Chair)
Charlie Deane Principal
Peter Nicol Co-opted Member
Peter Ryan Independent Member

In Attendance:

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

RES25/26.19	APOLOGIES FOR ABSENCE (AGENDA ITEM 1)
	Apologies for absence were received from Vicky Hayhoe.
RES25/26.20	DECLARATIONS OF INTEREST (AGENDA ITEM 2)
	There were no declarations of Interest.
RES25/26.21	MINUTES (AGENDA ITEM 3)
	The Minutes of the meeting held on 25 th November 2025 were approved to be signed as a true and correct record.
	Members were advised that there had been no communication to date from the Health and Safety Executive on the recent RIDDOR reported incident and would be provided with an update if any communication is received.
RES25/26.22	MATTERS ARISING (AGENDA ITEM 4)
	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.
RES25/26.23	HR (AGENDA ITEM 5)
	<p>a) HR PIs 2025-26 Update</p> <p>The Director of HR introduced the report which highlighted the current position and actions being implemented in the following areas:</p> <p>Pay and Conditions</p> <ul style="list-style-type: none"> • The 2025-26 pay award had been implemented in the November 2025 salary payment; • Increment dates for Lecturers are due 1st January 2026 and for Business Support staff on 1st April 2026; • The College was also working with UCU on staff workload. <p>HR KPIs (2024-25 full year plus 2025-26 year to date)</p> <ul style="list-style-type: none"> • The Staff Profile, which had remained stable and comparable with 2024-25; • Staff diversity data on gender, ethnicity and disability for 2024-25, with comparison to 2023-24 DfE Workforce Data Survey reports; • Staff diversity data on applicants to hires in 2024-25; • Staff turnover, with a year-to-date update for 2025-26; • Vacancy rates, which continued to compare favourably to the sector; • Destinations for teacher leavers in 2024-25;

	<ul style="list-style-type: none"> • Staff agency costs for 2024-25; • Staff sickness absence for 2024-25 and year to date; • Capability notices issued for 2024-25 and year to date; <p>Following discussion and questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Teacher / Support Ratios were comparable with the sector; • AI developments may identify potential for automation of some business support tasks to support teaching; • Whilst rate of agency staff remains low compared to sector, it was noted that College spend had increased, including in more difficult to recruit to sectors; • The College's Single Central Record was up to date, and the AP Personal Development conducts termly checks/reviews. The link Governor for Safeguarding is also invited to conduct an annual review; • College DBS Checks were up to date; • Flu vaccinations programme was completed in October 2025 with c100 participants; • Of all teaching staff who left the College in 2024-25, none had transferred to schools; • The College will run its Work for Us event again, on 9th February 2026; • The majority of staff sickness for year to date related to cold/flu/virus (22%); • Business Reviews for Term 2 will commence March 2026; and • Members noted the rates of teaching staff at the top of their pay bands following January 2026 increments. <p>Members also agreed for this item to become part of the annual schedule of business.</p>
	<p>It was Resolved that;</p> <ol style="list-style-type: none"> The contents of the report should be noted, and; This item be added to the annual schedule of business.
	<p>b) Staff Surveys Update</p> <p>The Director of HR confirmed that the report highlighted the key messages arising from the Wellbeing Pulse Survey in December 2025, with comparisons to previous survey results and national averages detailed within the report.</p> <p>Following discussion and questions, it was confirmed that:</p> <ul style="list-style-type: none"> • Surveys will be refreshed to try to secure more meaningful responses and requests to complete will be revised to termly (currently half-termly) to reflect potential for survey fatigue; • Where categories included a national comparator, the College is performing strongly against national rates; and • Members considered that where staff do not complete a survey, this may be indicative of a general level of satisfaction
	<p>It was Resolved that the contents of the report should be noted.</p>
	<p>c) Prevention of Sexual Harassment Policy – Staff</p> <p>The Director of HR introduced the report and confirmed that since 26th October 2024 employers had a duty to anticipate when sexual harassment may occur and take reasonable steps to prevent it. If sexual harassment had taken place, an employer should take action to stop it from happening again. This was a clear signal to all employers that they must take reasonable preventative steps against sexual harassment, encourage cultural change where necessary, and reduce the likelihood of sexual harassment occurring.</p> <p>Accordingly, a specific Prevention of Sexual Harassment at Work Policy (previously covered by the Bullying and Harassment Policy) had been developed for consideration and approval. In addition, an action plan and risk assessment to prevent sexual harassment and third party sexual harassment had been developed.</p> <p>The Director of HR confirmed that this policy is reviewed annually, with the last update approved in January 2025.</p> <p>Members were reminded that following last year's update/approval, there had been Governor training on this topic, delivered to full Corporation on 18th March 2025.</p>

	<p>Following discussion and questions, it was confirmed that</p> <ul style="list-style-type: none"> • Several amendments would be made to the Policy to reflect Member feedback; • The updated Policy would be issued to staff together with training, including through Directorate meetings and Thursday Takeaway session; and • Under the Scheme of Delegation, approval of this policy is delegated to the Resources Committee
	<p>It was Resolved that:</p> <p>iii. The contents of the report should be noted; and:</p> <p>iv. Following minor amendments, the updated Prevention of Sexual Harassment Policy - Staff is approved.</p>
RES25/26.24	PROPERTY STRATEGY (AGENDA ITEM 6)
	<p>The Vice Principal Finance and Corporate Resources presented an update on the College's Property Strategy, which included:</p> <ul style="list-style-type: none"> • 2025-26 completed projects; • GMCA Post 16 Sufficiency Fund, including Local Growth Fund; • DfE Further Education College Condition Allocation; • Further Education Condition Data Collection (FE CDC2); • Tenders submitted since last update; • Other estates matters; • Sustainability actions <p>Following questions and discussion, it was confirmed that:</p> <ul style="list-style-type: none"> • No major snagging issues are anticipated that would delay retention payments due in 2026; • There is likely to be another Further Education College Condition Allocation for Bury College for this year via DfE, however details to be confirmed; • The FE CDC2 report for Bury College is expected from DfE soon. There may be potential for funding for the sector to support. Details to be shared with Members once more information known; and • Recently finished projects were completed within reported budgets.
	<p>It was Resolved that the contents of the report should be noted.</p>
RES25/26.25	FINANCIAL MATTERS (AGENDA ITEM 7)
	Management Accounts to 30th November 2025
	<p>The Vice Principal Finance and Corporate Resources confirmed that the operating surplus to 30th November 2025 was £1,235k (excluding pension adjustments), which was £240k adverse to the budget. Income was £17k favourable to the forecast for the period, pay expenditure was £454k adverse and non-pay expenditure £197k favourable year to date.</p> <p>Major income and expenditure variances to the original budget were detailed in the report.</p> <p>The budgeted July 2026 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 Financial Performance and Profitability tables in the commentary had been updated to include the Q1 forecast outturn position.</p> <p>The forecast DfE financial health grade remained 'Outstanding' and all covenants were forecast to be achieved.</p> <p>Following discussion, it was noted that:</p> <ul style="list-style-type: none"> • The majority of the adverse pay expenditure related to staff pay award for 2025-26 being paid in November 2025 and increased agency costs; • The DfE has confirmed plans for in-year growth payments for 16-18 students, subject to affordability. This could mean funding for up to 65 additional learners, with an update expected in February 2026; • The pay to income ratio reduction for this period related to income timing, and the year-end forecast remained;

	<ul style="list-style-type: none"> • The FE Commissioner’s pay to income ratio was a sector benchmark, not a target, and the College provides additional commentary against this section within the CFFR; • Members discussed liquidity, with College leaders evaluating opportunities including through business reviews and accommodation strategy refresh, however they were mindful that cash days in hand is incorporated within FEC benchmarks. Updates to be provided to Members; and • College leaders are exploring potential for loan settlement, and will provide update to Members
	It was Resolved that the contents of the report should be noted.
RES25/26.26	PERFORMANCE MONITORING (AGENDA ITEM 8)
	<p>a) Funding Update</p> <p>The Vice Principal Finance and Corporate Resources introduced the report which provided an update on the allocations and funding position for 2025-26 as at P5, in the following areas:</p> <ul style="list-style-type: none"> • Advanced Learner Loans; • Apprenticeship funding; • 16 to 19 Study Programmes • Adult Skills Fund; and • Higher Education. <p>Members noted that overall funding was in line with the Q1 income forecast and that DfE has confirmed plans to make in-year growth payments for this academic year, subject to affordability, with an update planned for February 2026 and aiming to notify all institutions of final growth awards by the end of March 2026.</p>
	<p>b) Sub-Contracting Provision Update 2025-26</p> <p>The Vice Principal Finance and Corporate Resources introduced the report and confirmed that in 2025-26 the College would continue to contract directly with Shalsheles, a registered charity, for the provision of A level and Vocational education for a girl’s school. The College submitted a Whole Programme Subcontracting Case to the DfE in May 2025 and received a positive response on the 7th July 2025, confirming that the submission had been successful. There were 60 learners enrolled.</p> <p>Members noted that the College was providing ongoing support to Shalsheles following the recent terrorist incident, and had temporarily amended the retained management rate to provide additional funding to the school that was being used to support security improvements.</p>
	It was Resolved that the contents of the report should be noted.
RES25/26.27	Post Meeting Evaluation Form (AGENDA ITEM 9)
	The Committee received a summary of the post meeting evaluation responses from the meeting on 25 th November 2025, which had been positive with no concerns having been highlighted.
	It was Resolved that the contents of the report should be noted.
RES25/26.28	DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM 10)
	<p>8.00am Tuesday, 3rd March 2026</p> <p>8.00am Tuesday, 23rd June 2026</p>

There being no further discussion the meeting closed at 9.08 a.m.

Signed and approved as an accurate record of the meeting

Signature

Date

**Summary of Actions - Resources Committee
20th January 2026**

Item	Action	Person Responsible	Timescale
RES25/26.23 a) HR PIs 2025-26 Update	HR PIs Update, including reference to latest DfE Workforce Data Survey to be added to the annual Schedule of Business.	Clerk	tbc