



**BURY COLLEGE FURTHER EDUCATION CORPORATION**

**MINUTES OF THE RESOURCES COMMITTEE MEETING**  
**HELD VIA ZOOM ON TUESDAY, 12<sup>th</sup> JANUARY 2021**

**Meeting Commenced** : 8.00 a.m.  
**Meeting Closed** : 8.55 a.m.

**Present:**

Angela Davies Independent Member - Chair  
 Charlie Deane Principal  
 Peter Nicol Independent Member  
 Lynne Vernon Co-opted Member

**In Attendance:**

Andrew Harrison Deputy Principal Finance and Corporate Services  
 Mark Granby Independent Corporation Member  
 Peter Ryan Clerk to the Corporation  
 Becky Tootell Deputy Principal Curriculum, Quality and Standards  
 Lisa Woodman Director of HR, Student and Customer Services

<b>RES20/21.13</b>	<b><u>APOLOGIES FOR ABSENCE (AGENDA ITEM 1)</u></b>
	Apologies for absence were received from Jafar Iqbal and Alison Wood. The Clerk confirmed that in order to improve the communication of Safeguarding issues a report would be submitted to the Corporation on 26 <sup>th</sup> January 2021, seeking approval for Lynne Vernon to transfer from the Resources Committee to the C&Q Committee and for Mark Granby to transfer from the C&Q Committee to the Resources Committee.
<b>RES20/21.14</b>	<b><u>DECLARATIONS OF INTEREST (AGENDA ITEM 2)</u></b>
	There were no declarations of interest.
<b>RES20/21.15</b>	<b><u>MINUTES (AGENDA ITEM 3)</u></b>
	The Minutes of the meeting held on 24 <sup>th</sup> November 2020 were approved and signed as a true and correct record.
<b>RES20/21.16</b>	<b><u>MATTERS ARISING (AGENDA ITEM 4)</u></b>
	The Clerk presented the report and confirmed that all scheduled actions had been implemented.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES20/21.17</b>	<b><u>HR COVID UPDATE (AGENDA ITEM 5)</u></b>
	The Director of HR, Student and Customer Services introduced the report and confirmed that in accordance with government guidance, with effect from 5 <sup>th</sup> January 2021 the College had only been open to vulnerable students and students of key workers. Members requested details of the key controls that had been implemented, which were highlighted as follows: <ul style="list-style-type: none"> <li>• Full risk assessment continued to be in place College wide, this was updated in December 2020;</li> <li>• Following receipt of guidance for onsite testing for staff and students an appropriate action plan had been developed and was being implemented;</li> <li>• A number of campus ambassadors had been engaged to support the risk assessment and ensure compliance with social distancing and these had been extended until Easter;</li> <li>• Regular communication with staff was in place, through team and full college communications;</li> <li>• Regular meetings were held with the staff forum and Unions to gather feedback and ensure the issues raised were addressed and responded too;</li> <li>• A staff mental health and wellbeing group had been established 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 was being developed;</li> <li>• From August 2020 to the 18<sup>th</sup> December 2020, 41 staff had tested positive for coronavirus and 77 staff were tested and were negative;</li> <li>• 214 staff had been absent due to self-isolation/childcare/test and trace contact;</li> </ul>

	<ul style="list-style-type: none"> <li>MS teams had been rolled out to facilitate meetings and staff have been given training on this; and</li> <li>Staffrooms/classrooms and offices had been reviewed and adjustments made where necessary to comply with social distancing.</li> </ul> <p>Members recognised that the establishment of the onsite testing facility had been a significant achievement and as a result of questions the following was highlighted:</p> <ul style="list-style-type: none"> <li>An advert to recruit staff for the facility, placed prior to the Christmas break, had had attracted 190 applications. In addition, 30 College staff had volunteered to work in the facility;</li> <li>The onsite testing facility included 12 testing stations which could process circa 600/700 tests per day;</li> <li>Test results would be known within 30 minutes and communicated via the NHS test and trace system.</li> <li>The College had arrangements in place to manage any positive test results;</li> <li>Appropriate PPE had been supplied to the College; and</li> <li>The College would receive circa £60k to support the facility.</li> </ul>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES20/21.18</b>	<b><u>PROPERTY STRATEGY (AGENDA ITEM 6)</u></b>
	<p>The Deputy Principal Finance and Corporate Services confirmed that in respect of the STEM building the project team had worked with the College to be in a position to submit a planning application in mid-January 2021. A copy of visuals that would be part of the planning application was shared with Governors at the Corporation meeting on 15<sup>th</sup> December 2020.</p> <p>In addition, the 3 applications to the T Level Capital Fund 2020/21 had been approved in Principle. Approval in Principle meant that, while DfE were broadly content with the approach set out in the College application, there were some elements of each of the projects that require further development. The relevant information had now been provided and a final decision was imminent. If approved the budget for the STEM building would increase from £6m to £8.6m.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES20/21.19</b>	<b><u>FINANCIAL MATTERS (AGENDA ITEM 7)</u></b>
	<b><i>a) Management Accounts to November 2020</i></b>
	<p>The Deputy Principal Finance and Corporate Services confirmed that the Management Accounts now reported on variance analysis against the revised budget / forecast which still predicted an overall unadjusted Operating Deficit of £227k.</p> <p>The College had made a steady start to 2020/21 with an underlying operating surplus to 30 November 2020 of just over £0.47m (excluding pension adjustments). Covid PPE expenditure had been very high at £195k in the first 4 months; otherwise the College would be ahead of budget. Not surprisingly, the continuing Covid situation was also having some impact on apprenticeship and commercial income but the College was making reasonable progress on Adult and HE income.</p> <p>Following a question, it was confirmed that the STEM building remained affordable.</p>
	It was <b>Resolved</b> that the contents of the report should be noted.
	<b><i>b) College Financial Statements and Regularity Audit Reports for the year ended 31<sup>st</sup> July 2020; and</i></b>
	<b><i>c) BCE Limited Financial Statements for the year ended 31<sup>st</sup> July 2020</i></b>
	<p>The Deputy Principal Finance and Corporate Services confirmed that this year, the ESFA had extended the submission date of the Statutory Accounts and the Finance Record to 31<sup>st</sup> January 2021.</p> <p>Given the outstanding pension valuation issue between Grant Thornton and GMPF, at the Corporation meeting in December 2020, even though the issue had no impact on the cash or trading position, the College had no alternative other than to defer the approval of the Financial Statements to the Corporation meeting on 26<sup>th</sup> January 2021.</p>

	<p>As in previous years, the GMPF valuation at 30<sup>th</sup> June 2020 had been used to estimate the year-end position. Grant Thornton had raised this as a concern given the volatility of the market and the potential materiality of any movement. Following further discussions GMPF had re-evaluated the whole fund for the July period and the impact on the College was estimated to be circa £405k which was below the materiality threshold. However, the re-evaluation could not include the private equity assets and therefore GT had asked that the College should adjust the accounts to reflect the £405 pension liability.</p> <p>Discussions were ongoing to resolve the position and the outcome would be reported to the Corporation on 26<sup>th</sup> January 2021.</p>
	<p>It was <b>Resolved</b> that:</p> <p><b>a) The contents of the report should be noted; and</b>  <b>b) The Financial Statements for year ended 31<sup>st</sup> July 2020 for Bury College (if necessary including the pension adjustment) and BCE Limited be recommended to the Corporation for approval.</b></p>
	<p><b><i>d) Grant Thornton Letters of Representation</i></b></p>
	<p>The Deputy Principal Finance &amp; Corporate Services confirmed that the Financial Statements and Regularity Auditors issue, as part of normal audit processes, letters of representation which seek to ensure that the Corporation can certify that it has supplied all information necessary for the auditors to conduct their work and reach their audit opinion.</p> <p>The letters of representation for 2019/20 were reviewed by the Resources Committee and Audit Committee on 24<sup>th</sup> November 2020, with both Committees recommending that the letters be signed as part of the finalisation of the accounts. At the Corporation meeting in December 2020, Members considered that, given the issue outstanding between Grant Thornton and GMPF, consideration of the Letters of Representation, should also be deferred to the Corporation meeting on 26<sup>th</sup> January 2021</p>
	<p>It was <b>Resolved</b> that:</p> <p><b>a) The contents of the report should be noted; and</b>  <b>b) The Committee recommend to the Corporation that the Chair of the Corporation should sign the College Letter of representation.</b></p>
	<p><b><i>e) College Finance Record 2019/20 and 2020/21</i></b></p>
	<p>The Deputy Principal Finance &amp; Corporate Services confirmed that the College must submit all year-end financial statements and documents by 31<sup>st</sup> January 2021, together with the Finance Record that now consisted of a 2-year Excel finance record return, incorporating the Statement of Comprehensive Income (SOCi), balance sheet and cashflow statement for 2019/20 actual, 2020/21 forecast. This was supported by a Commentary which explained assumptions and movement in the figures. The Finance record was complete apart from a few figures to be finalised for the submission on the assumptions and non-financial tabs.</p> <p>The Finance Record and Commentary covering the key relevant areas in the College Financial Planning Handbook had been drafted and was presented to the Committee. It was noted that the Finance Record may have to be updated if Grant Thornton required a change to the GMPF asset valuation in the Statutory Accounts.</p> <p>Members considered that the commentary covered the areas highlighted in Annex A and noted that the College financial health grade remained as Outstanding.</p>
	<p>It was <b>Resolved</b> that:</p> <p><b>a) The contents of the report should be noted; and</b>  <b>b) The College Finance Record 2019/20 and 2020/21 be recommended to the Corporation for approval.</b></p>
<b>RES20/21.20</b>	<b><u>PERFORMANCE MONITORING (AGENDA ITEM 8)</u></b>
	<p><b><i>a) Funding Update</i></b></p> <p>The Deputy Principal Finance and Corporate Services introduced the report and highlighted the 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>

	<b>b) Franchise and Outward Collaborative Provision 2019/20 outturn and 2020/21 Planned Provision</b> The report summarised the partners, types of provision, funding and contract values for all activity in 2019/20. The 2020/21 table confirmed the roll forward value for carry in and the additional contract amounts negotiated for 2020/21 starts.
	It was <b>Resolved</b> that the contents of the reports should be noted.
<b>RES20/21.21</b>	<b>Post Meeting Evaluation Form (AGENDA ITEM 9)</b>
	The Committee received a summary of the post meeting evaluation responses from the meeting on 24 <sup>th</sup> November 2020, which had been positive with no concerns having been highlighted.
	It was <b>Resolved</b> that the contents of the report should be noted.
<b>RES19/20.22</b>	<b>DATE AND TIME OF FUTURE MEETINGS (AGENDA ITEM 10)</b>
	<ul style="list-style-type: none"> <li>• 8.00am Tuesday, 9<sup>th</sup> March 2021</li> <li>• 8.00am Tuesday, 15<sup>th</sup> June 2021</li> </ul>

There being no further discussion the meeting closed at 8.55 a.m.

Signed and approved as an accurate record of the meeting

Signature .....

Date .....

<b>Summary of Actions - Resources Committee 12<sup>th</sup> January 2021</b>			
<b>Item</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Timescale</b>
<b>RES20/21.20</b> b) <i>College Financial Statements and Regularity Audit Reports for the year ended 31st July 2020; and</i> c) <i>BCE Limited Financial Statements for the year ended 31st July 2020</i>	The Financial Statements for year ended 31 <sup>st</sup> July 2020 for Bury College (if necessary including the pension adjustment) and BCE Limited be recommended to the Corporation for approval.	Deputy Principal	26 <sup>th</sup> January 2021
d) <i>Grant Thornton Letters of Representation</i>	The Committee recommend to the Corporation that the Chair of the Corporation and the Chair of BCE should sign the Letters of representation.	Deputy Principal	26 <sup>th</sup> January 2021
e) <i>College Finance Record 2019/20 and 2020/21</i>	The College Finance Record 2019/20 and 2020/21 be recommended to the Corporation for approval.	Deputy Principal	26 <sup>th</sup> January 2021