

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

FINANCE & RESOURCES COMMITTEE

MINUTES OF A MEETING HELD ON THURSDAY 25 NOVEMBER 2021

Membership (8):	*	Anthony Bravo	Principal	
		Kevin Croombs	External Member	
	*	Greg Devereux-Cooke	Staff Member	
	*	Mike Howe	External Member	Vice Chair
	*	Arun Mummalaneni	External Member	
		Dave Murray	External Member	
		Barry Smith	External Member	
		Vacancy (GB)	External member	
Quorum:		3 required	4 present	Meeting quorate
In Attendance:	*	Mark Bonnett	Finance Manager (FM)	
	*	Simon Burrell	Clerk to the Corporation (Clerk)	
		Lorraine Heath	Deputy Principal: Curr, Perf, Innov (DPCPI)	
	*	David Moir	Deputy Principal: Finance & Resources (DPFR)	
	*	Malcolm Quiney	Head of HR (HHR)	
Present at Meeting:	*			

PART 1 - NON-CONFIDENTIAL MINUTES

(5.00pm)		ACTION
886.	CHAIR OF THE MEETING The Vice Chair took the Chair for the meeting.	
887.	APOLOGIES FOR ABSENCE Kevin Croombs, Dave Murray, Barry Smith, Lorraine Heath (DPCPI).	
888.	DECLARATION OF INTERESTS There were no declaration of interests made.	
889.	NOTIFICATION OF ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business notified.	
890.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 23 June 2021 were confirmed as a correct record, and were signed by the Chair.	

891.	<p>MATTERS ARISING</p> <p>There were no Matters Arising discussed that were not due to be considered elsewhere on the agenda.</p>	
892. (5.05pm)	<p>HR ACTIVITY REPORT</p> <p>A written report was received for information and noted. The HHR took the Ctte through his report. He highlighted main areas of interest as:</p> <ul style="list-style-type: none"> • The College headcount had increased now that the cleaning staff were employed directly by the College, • 89.5% of qualifying staff had had a PDR (professional development review), • The number of participants in the staff survey had increased. Headline data showed a mixed response but overall results were considered positive, • The payroll facility had passed three audit inspections, with only one recommendation being made, • All cleaning staff had been transferred to the College under TUPE (Transfer of Undertakings - Protection of Employment) regulations, • Recruitment of staff was a major worry, with greater use of social media facilities and headhunting being used to identify potential new staff, • Covid-19 still presented operational issues; in Sept 2021 a survey of staff showed that approx. 75% had been double-jabbed. <p>(The HHR left the meeting)</p>	
893. (5.40pm)	<p>BFELG REPORT: BAME STAFF EXPERIENCE AT BCoT</p> <p>A written report was received and considered. The DPFR advised that the Black FE Leadership Group (BFELG) had recently undertaken research activity in the College. He stressed that their report had only just been received and was being reviewed. Some early emerging findings included:</p> <ul style="list-style-type: none"> • A genuine sense of belonging and feeling part of the community within the BAME (Black, Asian and Minority Ethnic) staff group, although sessional staff felt marginalised compared against permanent staff. • A need to review some aspects of the recruitment processes the College operated. • A significant under-representation of the BAME community in the College's management tiers (EMT, Faculty Heads, Corporate Heads, Curriculum management). • Difficulty for BAME staff in achieving promotions at BCoT • That members of the College's BAME staff had career aspirations they would like to fulfil. There was a role for coaching, mentoring and training to support these staff. 68% of BAME staff report encountering barriers to progression, but not necessarily directly related to race. • 71% of BAME staff had experienced racism whilst at BCoT, mostly from students and recently triggered by Brexit. • 71% of BAME staff also say they feel confident that they could report incidences of racism. • There was no consistent way in which racist incidents were reported, recorded or analysed. <p>The DPFR took the Ctte through the initial findings of the BFELG (as set out in the report). He highlighted the recommendations arising from it as:</p> <ul style="list-style-type: none"> • Further harness the strong sense of 'community belonging' prevalent amongst BAME staff, and consider formalising the role of 'BCoT advocates'. • Resolve the considerable variances in career aspirations amongst different ethnic groups, and implement actions needed to address these. 	

<p>893. (cont)</p>	<ul style="list-style-type: none"> • Introduce a focused programme of support to enable career progression for BAME staff, at BCoT. • Implement an institutional approach to understanding and addressing the high incidences of racism encountered by BAME staff, at BCoT. • More effectively communicate the institutional commitment to Antiracism, including articulating its expectations of students, staff and managers. <p>The DPFR advised that the report findings would be disseminated more widely and an action plan produced that would be shared with the Corporation. The Chair of the Corporation requested that Members of the Corporation be invited to attend the feedback sessions where the findings of the report would be discussed.</p>	<p>DPFR</p>
<p>894. (6.17pm)</p>	<p>MANAGEMENT ACCOUNTS 2020/21</p> <p>The Management Accounts to October 2021 were received and noted. The DPFR advised that the operating deficit had moved slightly (before FRS adjustments) to -£240k (original budget -£167k), with cash generation at £1,173k (original budget £1,246k).</p> <p>The DPFR advised further that the management accounts for WBTC currently forecast an operating deficit of -£93k.</p>	
<p>895. (6.25pm)</p>	<p>FINANCIAL STATEMENTS AND FINANCIAL OUTTURN 2020/21</p> <p>A written report was received and considered. The FM advised that the financial statements were based on the BCoT Group (College, BCoT Professional Services and WBTC) accounts. He advised further that the auditors had issued an unqualified report, that had been received and agreed by the Audit Cttee at its meeting on 24 Nov 2021. He also advised that FRS102 pension adjustments had more than doubled this year to a value in excess of £1m and that these adjustments changed the operating result from a surplus to a deficit.</p> <p>The Chair of the Corporation advised that he had attended the Audit Cttee (as a recommendation from the ESFA) to receive assurances directly from the auditor. He advised further that he had questioned the auditor regarding how he, the auditor, received his assurances, especially regarding funds in the College's bank accounts. He was pleased to advise that the auditor had satisfied him with all of his assurances, they had nothing except praise for the preparation of the accounts, and had issued an unqualified report accordingly.</p> <p>It was RESOLVED to RECOMMEND to the CORPORATION that the BCoT Group Financial Statements 2020/21, based on a deficit of £374k, be agreed. (Proposed by Arun Mummalaneni, Seconded by Greg Deveraux-Cooke)</p>	
<p>896. (6.41pm)</p>	<p>ESFA COLLEGE FINANCIAL FORECAST RETURN 2021-23</p> <p>A copy of a letter dated 25 October 2021 from the ESFA was received for information and noted. The Chair of the Corporation advised that the ESFA had confirmed that the College's financial health was 'outstanding' for 2020./21 and 2021/22.</p>	
<p>897. (6.43pm)</p>	<p>BAD DEBT PROVISION</p> <p>A written report was received for information and noted. The FM advised that two debts totalling £312.06 had been written-off under delegated authority.</p>	
<p>898. (6.44pm)</p>	<p>PARTNERSHIP PROVISION</p> <p>A written report was received and considered. The DPFR advised that there had been an increase in the number of learners enrolling through WBTC and that they (WBTC) had requested an increase in the contract value to £150k. He advised that the ESFA</p>	

898. (cont)	had confirmed the College was able to increase the allocation in-year as long as it ensured the 25% maximum rule was not exceeded. It was RESOLVED that the contract value with WBTC be increased to £150k.	
899. (6.48pm)	IT UPDATE A written report was received for information and noted. In particular, the DPFR advised that progress against the Cyber Essentials was continuing with a target date of June 2022 to achieve accreditation.	
900. (7.02pm)	ESTATES UPDATE A written report was received for information and noted. The DPFR advised that routine maintenance on a range of matters continued. A proposal to undertake the refurbishment of F Block had been considered recently by the Capital Project Ctte and a recommendation would be made to the Corporation for consideration at its meeting in December 2021.	
901.	ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business considered.	
902.	DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i> Wednesday 16 March 2022 Wednesday 11 May 2022 Wednesday 22 June 2022	
(7.04pm)	Meeting closed	

NOTE: Acronyms used throughout the Minutes:

ESFA Education & Skills Funding Agency
WBTC West Berkshire Training Consortium