

Minutes of a meeting of the **Resources, Integration and Change committee**  
held on Thursday 23<sup>rd</sup> June 2022

Present: Jim Webster (Chair)  
Simon Cove, John Dernie, Carole Kitching

With: Stephen Horrobin, Deputy Principal Finance and Resources  
Tracy Scaife, Head of Governance

160. Apologies for absence – received from Peter Boucher and Shereen Sameresinghe.

161. Disclosures of Interests – received from the Principal, the Deputy Principal Finance and Resources and the Head of Governance regarding reference to a staff pay award within the budget (item 13 refers).

162. Minutes of the last meeting held on 5<sup>th</sup> April 2022 and matters arising – agreed as a correct record. There were no matters arising.

163. Risk management update – reports by Deputy Principal Finance and Resources received and noted.

The risk associated with the IoT was noted and concerns were expressed about the £700k span between the lower and higher figure. For the cashflow, the higher amount has been included. Within the budget an allowance of between 5% and 8% has been allowed for inflation. Some services are on fixed contracts but it is highly unlikely that any new contracts will be on a fixed basis.

With regard to the historic VAT issue relating to former Swindon College it was noted that advice has been received that New College Swindon can pursue historical matters without them adversely affecting the college. It was further noted that at the time of registration in 2016 the former Swindon College had a balanced ledger. With regard to VAT Angles, technically the college does not owe them anything by way of fees as no invoice has been received from them. Advice will be sought from specialist litigation lawyers if required. Further discussions are required with HMRC in relation to this matter. It is not anticipated that the matter will cause any problems when the audit partner carries out the year-end audit.

164. Management accounts – P9 – received and noted.

Concerns were raised at the continuing high number of staff vacancies – circa 40 - 50.

Bank loan covenants were tested in April 2022 and all were met. The Deputy Principal Finance and Resources advised that the covenants attached to the bank loan change at 31<sup>st</sup> July with tests on cashflow being introduced. Interest on the loan is not fixed, being related to the Bank Rate which has been increasing.

The Head of Governance referred to a previous discussion regarding the distribution of the management accounts and it was agreed that the management accounts should be sent to all external governors on a monthly basis.

*ACTION: SH to provide management accounts to TS to send to all external governors every month.*

165. Committee KPIs – report by Deputy Principal Finance and Resources received and noted.

The Deputy Principal Finance and Resources advised that the KPIs for the committee should include the six areas suggested by governors.

With regard to pay as a percentage of income, a discussion was held as to whether or not there should be an aim to reduce this to 65%. It was agreed that a route map of how to achieve this would be developed. It was suggested that it would be interesting to see if there was any trend between teaching and non-teaching staff and how that might have moved over time.

The KPIs presented in the report relate solely to the financial part of the committee and additional KPIs will need to be added for other areas covered by the committee e.g. HR, marketing, safeguarding, health and safety.

The Principal advised that KPIs will be presented to Corporation on 5<sup>th</sup> July in the old format as part of the Principal's Report, the new reports will be introduced during the course of the new academic year and will be forwarded to governors on a monthly basis by the Principal's Executive Assistant.

166. Institute of Technology (IoT) update: report by Project Manager and verbal update from the Deputy Principal Finance and Resources received.

The meeting noted that the college took partial possession of part of the Pegasus building on 9<sup>th</sup> June 2022. It was not possible to do the same with the Corvus as the fire system has not been installed and it is therefore not possible to obtain insurance cover. Over the coming weeks priority needs to be given to the placement of essential equipment so that courses can commence and the hall at the North Star campus can be put back in to use.

A meeting with the Managing Director of BKBS is being held on 28<sup>th</sup> June 2022 to discuss delays to the project and completion dates.

167. Committee self-assessment/performance review – report by Head of Governance received and noted.

The responses to the questionnaire were considered. It was not felt that any actions were required.

168. Committee cycle of business – received and agreed.

169. Any other business – raised as follows –

(a) Resignation of Chair of committee – the Vice Chair advised that this was Jim's last meeting as chair of the committee and thanked him on behalf of the committee for his work over the past seven years.

170. Date of next meeting – to be advised

171. Integration update – confidential minutes refer.

172. Budget 2022/23 and 2 year financial forecast – confidential minutes refer.

173. Repayment of bank loan – confidential minutes refer.

174. Savings plan – confidential minutes refer.

175. Confidential minutes of the last meeting held on 5<sup>th</sup> April 2022 – confidential minutes refer.