

Minutes of a meeting of the Resources, Integration and Change committee
Held on Tuesday 27th September 2022

Present: John Dernie (Chair), Peter Boucher, Simon Cove, Carole Kitching,
Shereen Sameresinghe, Jim Webster, Rob Wheeler

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

181. Apologies for absence – none.

182. Appointment of Chair and Vice Chair of committee – noted that the Corporation had agreed that John Dernie be appointed as Chair of the committee and Peter Boucher as Vice Chair of the committee for the 2022-23 academic year.

183. Disclosures of Interest – received from Rob Wheeler regarding his employment by Nationwide Building Society who the college has a business savings account with.

184. Minutes of the last meeting held on 23rd June 2022 and matters arising – agreed as a correct record. Matters arising raised as follows:

(a) 163. Risk management update – the Deputy Principal Finance and Resources advised the meeting that discussions are continuing with regard to the historic VAT issue relating to former Swindon College and VAT Angles.

(b) 164. Management accounts – P9 – the meeting noted that management accounts have been forwarded to all governors via the Head of Governance.

185. Risk management update (part) – report by Deputy Principal Finance and Resources received and noted. No new risks have been added to the Register, the report details risks with significant changes to residual risk evaluation.

With regard to the BIMM 16-19 subcontracted provision, the Deputy Principal Finance and Resources advised that the provider is seeking to secure its own contract which could result in significant financial loss to the college. The meeting asked if the college should begin planning for the potential financial loss and noted that a paper on partnership work is to be presented to Corporation next month and will include this.

A discussion was held with regard to the HR risks within the report and the current pay dispute and strike action – confidential minutes refer.

The meeting asked for an executive summary to be included at the beginning of future reports.

ACTIONS: SH to include executive summary at beginning of future reports.

186. Insurance cover – report by Deputy Principal Finance and Resources received and noted.

Further noted that although the overall cost has increased since last year the amount is below the amount budgeted.

RESOLUTION: that the level of insurance cover recommended be agreed and that as approval is required urgently the Corporation be asked via written resolution to approve the recommended cover.

ACTION: *TS to email all governors asking for approval of the proposed insurance cover.*

187. Institute of Technology (IoT) update – report by Deputy Principal Finance and Resources received and noted.

Negotiations are continuing with BKBS to agree a final account for the project and it is unlikely that the final amount of the claim costs will be known until the end of October.

It was asked when student numbers, opening dates etc. would become the focus of the project rather than the build and the finances. Jim Webster advised that the IoT sub Group looks at all aspects of the IoT project but has focussed on the building. There are still works taking place on site including snagging works.

Due to the proposed strike action planned in October, the official launch of the IoT previously arranged for Wednesday 19th October has been delayed. There are some areas within the IoT that could be significantly affected by the strike. The Principal advised that invitations have not been sent so there will be no knowledge of the delay. The meeting was advised that a number of employers are aware of the date and are expecting an event to take place. It was suggested that the initial launch should not be rushed and should be postponed for months rather than weeks and should be a soft launch with a main launch to follow.

Concerns were raised by two members of the committee from partner employers with regard to the lack of work being done with the partner employers, particular reference was made to a request re. marketing that had been received and the lack of Employer Steering Group meetings. The Director of the IoT is responsible for the project and should have a holistic overview. The Principal agreed to follow up the concerns raised offline.

ACTIONS: *CK to follow up concerns raised by committee and report back via email.*

188. Committee Terms of Reference (ToRs) – draft committee Terms of Reference received and noted.

Queries were raised with regard to insurance, and health and safety, both of which need to be included in the Terms of Reference. With regard to insurance, it was suggested that this should be for the committee to consider with Corporation giving the final approval. The committee responsibility for health and safety needs to be considered and the Head of Governance and the Deputy Principal Finance and Resources will advise on what should be included. It was also noted that the quoracy requirement needs to be included.

ACTION: *TS and SH to work on health and safety requirements for ToRs; TS to amend as required and circulate to the committee for approval.*

189. Any other business – items raised as follows –

(a) HE Fees – report by Vice Principal HE and Curriculum received and noted. Approval is needed as a matter of urgency and will need to be progressed as a written resolution.

RESOLUTION: that the Corporation be recommended to approve HE fees for the 2023/24 academic year remain at the 2022/23 level and that as approval is required urgently the Corporation be asked via written resolution to approve.

ACTION: *TS to email all governors asking for approval of the proposed HE fees for the 2023/24 academic year.*

(b) Pay award – confidential minutes refer.

(c) Repayment of bank loan – a question was asked whether or not the repayment of the current bank loan should be reconsidered given bank interest rate changes. It was noted that the loan is on a floating rate rather than a fixed rate and will increase. The Deputy Principal Finance and Resources advised that the current time is not the best time to consider repayment due to the uncertainties being experienced. He added that November is the optimum time to consider.

190. Date of next meeting – Tuesday 29th November 2022 at 4.00pm

191. Annual Report and draft Financial Statements year ended 31st July 2022 – confidential minutes refer.

192. Integration update – HR update – confidential minutes refer.

193. Savings Plan (including cross-matching and status of curriculum savings – confidential minutes refer.

194. Confidential minutes of meeting held 23rd June 2022 – confidential minutes refer.