

Non Confidential Minutes

EXTRAORDINARY CORPORATION BOARD MEETING

Date:	15 August 2024	Time:	4.00 PM
Chairperson:	Sally Osmond	Location:	Teams

Members	Name	Present*	Role
	Professor Gavin Brooks (GB)	*	External Member & Vice Chair
	Iain Wolloff (IW)	*	Principal & Chief Executive
	Sally Osmond (SO)	*	External Member & Chair
	Chris Wilson (CW)	*	External Member
	Khushi Ashwin (KA)	*	Student Member (19+ & HE)
	Lesley Black (LB)	*	External Member
	Neil McDougall (NM)	*	External Member
	Peter Lambert (PL)	*	External Member
	Stuart Compton (SC)	*	External Member
	Trevor Gabriele (TG)	*	External Member
	Debbie Ferguson (DF)	*	External Member
	Tim Major (TM)	*	External Member
	Russell Shackleton (RS)	*	External Member
	Sue Richardson (SR)	*	Staff (Support) Member
	Julian Cooper (JC)	*	External Member
	Sam Dibas (SD)	*	External Member
	Lesley Black (LB)	*	External Member
	Stuart Compton (SC)	*	External Member
Apologies:	Jatinder Matharu		Director of Safeguarding and Support (DSS)
	Jo Houghton		Vice Principal – HE & Skills (VPHE)
	Khushi Ashwin		Student Member (19+ & HE)
	Javaid Iqbal (JI)		External Member
Absent:	Malcolm Baggott		Staff (Teaching Member)
In Attendance:	Jamie Morton (JM)	*	Director of Finance (DF)
	Lee Hunt (LH)	*	Deputy Principal & Vice Principal – FE & Curriculum (VPFEC)
	Heather Large (GP)	*	Governance Professional (GP)
	Nathan Hall (NH\O)	*	Director of Estates and Facilities (DEF)
	Cathy Wright (CWA)	*	Vice Principal – Central Services (VPCS)
Quorum:	40% required		Meeting Quorate

AGENDA ITEMS

Item No.		Reports
1.	<p>APOLOGIES FOR ABSENCE Apologies were received and accepted for Jatinder Matharu, Jo Houghton, Javaid Iqbal, and Khushi Ashwin. It was noted that Malcolm Baggott was absent.</p>	Verbal
2.	<p>DECLARATIONS OF INTERESTS No declarations of interest were made.</p>	Verbal
3.	<p>BUDGET PLAN 2024/25 The Board were invited to approve the revised 2024/25 Budget Plan as recommended by the Finance and Resources Committee. The Chair of Finance and Resources Committee explained to the Board:</p> <ul style="list-style-type: none"> • Reasons for the £1.8m deficit are largely due to PFI and lagged funding difference as well as additional staff agreed by the Board after the last Ofsted inspection to ensure quality of provision. There are strategies to recover the deficit which will be outlined in the five-year Financial Plan. • C & Q Committee will be taking a deep dive on 2 October 2024 on reviewing the Curriculum Teaching hours and resources. • After discussion amongst F & R committee growth funding figures were agreed to be left in but status closely monitored. • Five Year Strategy Plan still to be agreed. • Impact and concerns of Sports Curriculum growth. <p>The Chair invited comments and questions:</p> <ul style="list-style-type: none"> • On page 6 of the pack, it was noted that the difference column for some expenditure items are incorrect. For example, the Financial Services difference should be 8, the Office Services difference should be 39 and the External Partnership difference should be 1. It was explained to the Board that the slightly different figures in the difference column for some of the expenditure items on page 6 are due to rounding issues (i.e. they are typically plus or minus one, due to the effect of rounding into whole lots of a thousand). • Pages 9-11 of the pack - are the additional staff costs presented as core costs with staff employed on fulltime contracts only? Is there any potential that some of these will be part-time? Are any of the new posts currently being covered by sessional staff? If so, have the savings from sessional staff salaries been factored into the budget when “replaced” by core staff? It was explained to the Board that in general, the costs of permanent staff and sessional staff are now very similar, given the various changes to employment law which have sought to equalise different contract types. None of the new posts are currently being covered by sessional hours which will then be replaced by permanent staff, so there will be no specific savings (nor additional costs) from this. The additional staff set out on pages 9 to 11 are predominantly staff on permanent contracts (not necessarily full-time) though some are sessional, such as the ‘Talent Team’ members for sport. The cost of all the permanent staff (both current and those being appointed) is included in the budget, as is a sum of c.£280K for sessional staff needed to deliver the curriculum plan. This includes the costs of sessional staff for the 3,804 hours identified in the core curriculum plan and other sessional hours, such as Distance Learning Tutors. • Page 14 of the pack – there were two Scenario 2s. One of these should be Scenario 2 and the other should be Scenario 3. This was acknowledged as an administrative error. • What is the expected income figure from the land sales and are there plans in place to counter if the income does not come in when expected. This was 	Paper – p 3

	<p>confirmed as £2.1m and that alternative scenarios (page 14) were included in the papers if that income fails to come in when expected. There will be cash flow difficulties if that income is not received by end of March 2025.</p> <ul style="list-style-type: none"> • Has the College looked at potential sustainable energy savings/income from solar panels or similar options. The College confirmed they have, though, currently, solar panels can only be put on the buildings owned by the College. The Board asked if more information could be provided on this for the next meeting. • How many cash days will there be before end of budget. This was confirmed as 25. • What was the current confidence level of land income being received on time. There has been recent correspondence from the Planning Officer confirming their acknowledgement of the need for the finalisation. The Chair provided the Board with more information on the terms and conditions of the land sale. <p>Action: DEF to provide a report on sustainable energy options for the College at the next meeting.</p>	
3.1	<p>Budget Presentation FD presented and Board reviewed.</p>	Paper – p.5
3.2	<p>Budget Review July 2024</p> <p>The Board unanimously approved the Budget statement for 2024-25.</p>	Paper – p.15
3.3.1	<p>Current 4Cast Curriculum Plan The Board were asked to review the most up to date Curriculum Plan and it was explained that this currently represented around 95% of the curriculum offer. However, finalisation is expected in by October, when both student enrolments and, therefore, likely income are confirmed, and there will be a presentation to the Board on this at the October meeting. Questions were invited from the Board:</p> <ul style="list-style-type: none"> • Why the second column on the Appendices had a zero in it. It was explained to the Board this is because the hours are incorporated elsewhere or not incorporated into the plan. • What does the College intend to do to rectify low contribution levels within the sport curriculum and make it stronger. The Board were informed that the lower levels of contribution were due to the inclusion of off-site premises charges within the ‘direct’ costs. However, the provision makes a significant contribution to the overall College overhead and facilitates positive progression to other courses, such as the HNC/D. • If the English and Maths staffing costs will be attributed to the study programmes. The Board were informed that some of those costs have already been included within the study programmes, but once final numbers are confirmed, it will be confirmed. • What period the Curriculum Plan covered. It was explained to the Board this was for 2024/25 but when the real numbers of students are confirmed it will be updated. • If the Curriculum Plan included the new Golf curriculum. This was confirmed to the Board and comes under the same qualification of Sport. 	Paper – p.20
3.3.2	<p>4Cast Master Summary Contributions The Board duly reviewed.</p>	Paper – p.21
4.	<p>EXPENDITURE APPROVAL The Board were asked to approve the proposed energy supply contracts as recommended by Finance and Resources Committee.</p>	Paper – p.26
4.1	<p>Gas and Electricity</p>	Paper – p.27

	<p>The Board were informed that the current contract for the supply of gas and electricity to the College main site is coming to an end, and brokers have been engaged to obtain the best current prices. As the potential level of expenditure over the life of the contracts in above £150K, the FRC reviewed the information provided by the brokers and agreed to recommend to the Board two-year fixed deals for both gas and electricity. Given the daily fluctuations in energy prices, the Board is asked to approve the proposed expenditure at the best price that can be obtained on the next working day after the meeting (Friday 16th August). The Board were invited to ask questions:</p> <ul style="list-style-type: none"> • If there was any indication from the brokers as to how the energy markets may look in the future. The Board were informed that it was difficult to determine, there are a lot of variables such as the war in Ukraine, but the recommendation was to get something in place for as long as possible. • The Chair explained she had queries raised from the Staff member of the governing board which involved the consumption of energy and possible savings but would pass these on for exploration by the DEF and, if necessary, these can be raised at the next Finance and Resources Committee, but it would not affect the vote today. <p>The Board unanimously approved the proposed two-year fixed contracts for both gas and electricity on the basis that the College refreshes the quotes as of the next working day and secures the best available price.</p>	
5.	<p>ANY OTHER BUSINESS There was none.</p> <p>All bar the external members left the meeting.</p>	
6.	<p>EXTERNAL GOVERNORS DISCUSSION* This was subject to a confidential minute.</p>	
<p>Meeting Closed at 17:05 hours</p>		

*Confidential Items

Signed:

Sally Osmond

Sally Osmond (Sun, 27th Oct 2024
15:03:09 GMT)

(Chair) Date:

27 Oct 2024



Issuer Newbury College

Document generated Wed, 23rd Oct 2024 17:08:49 BST

Document fingerprint c6419bcd12805b798a61e03563e16f67

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