

Minutes

FINANCE & RESOURCES COMMITTEE MEETING

Date:	7 July 2025	Time:	4 PM
Chairperson:	Trevor Gabriele	Location:	The Hart Room & Teams

Present	Name	Role
Membership	Trevor Gabriele (TG)	External Member & Chair
	Sally Osmond (SO)	External Member & Chair of Corporation
	Neil McDougall (NM)	External Member & Vice Chair
	Debbie Ferguson (DF)	External Member
Apologies:	Professor Gavin Brooks (GB)	External Member
	Sue Richardson (SR)	Staff (Support) Member
	Lee Probert (PCE)	Principal & Chief Executive
In Attendance:	Heather Large (HL)	Governance Professional (GP)
	Julian Tucker (JL)	Director of Finance (DF)
	Lee Jamieson (LJ)	Deputy Principal (DP)
	Cathy Wright (CW _r)	Vice Principal Central Services (VPCS)
	Jo Houghton (JH)	Vice Principal – HE & Skills (VP _{HES})
Quorum:	Three Members required	Meeting quorate



Item No.		Reports
1.	APOLOGIES FOR ABSENCE The Committee received and accepted apologies for absence for Professor Gavin Brooks, Sue Richardson and Lee Probert.	Verbal
2.	DECLARATIONS OF INTEREST There were no declarations of any pecuniary, conflict or business interests in any of the agenda items.	Verbal
3.	NOTIFICATION OF ANY URGENT BUSINESS Election of Vice Chair of Finance Committee Neil McDougall was duly nominated and elected to the role of Vice Chair of Finance Committee.	Verbal
4.	MINUTES OF PREVIOUS MEETING The Committee approved the Finance and Resources Committee Minutes of 17 March 2025. The Committee approved the Confidential Finance and Resources Committee Minutes of 17 March 2025.	Paper – p3 Paper – p9

<p>5.</p>	<p>MATTERS ARISING FROM THE MINUTES</p> <p>The Committee reviewed the Action Tracker.</p> <p>The Committee agreed that matters outstanding below be changed to:</p> <ol style="list-style-type: none"> 1. VPCS to ask that external reviewers of the College website ask for Governors opinion. Ongoing 2. VPCS/DF to ensure staff costs to be reviewed and included in the Finance Five year plan and budget. Discharged through the 2025/26 budget process 3. VPCS/DF to ensure further granular data to be provided on the calculation of the staffing costs, year on year within the Finance Five Year Plan and Budget. Discharged through the 2025/26 budget process 4. VPFEC to provide data around the need for permanent contracted English and Maths staff. Ongoing 5. VPFEC/DF to provide a costed curriculum that compares the budget assumptions to forecast for 24-25. To enable the Committee to understand how resources are being deployed and the level of contribution from each element of the college’s provision. Discharged through the 2025/26 budget process. 6. DF to make changes as determined by the F&R Committee to the Statutory Accounts before presenting to Board. Complete and accounts published. 7. DF to consider if/how elements of the dashboard can be captured as part of the monthly management accounts. DF reviewing management accounts format for 2025/26 8. VPCS to break down staffing information to highlight any specific issues for Foundation Learning. Discharged through the 2025/26 budget process 9. DF/VPCS to put a section in the budget paper on marketing. Covered in Budget process. 10. DF to amend the Finance Management Report to show that the College was in receipt of £800k rather than 380k as written. Complete. 11. DF to update the Finance Management Report to include the Care Home. Complete. 	<p>Paper – p11</p>
<p>6.</p>	<p>Budget Plan 2025/26</p> <p>To review and approve for recommendation to the Board the Final 2025/26 Budget Plan including capital expenditure</p> <p>The Committee were informed on:</p> <ul style="list-style-type: none"> • Movement in the 16-19 DfE funding allocations who are funding the College for increased places is demonstrating significant investment in the sector • Growth funding in the HE sector • T Level applications showing slight growth • Current year applications • Adult skills, DfE budget cut however, confidence from the College it will achieve 110% funding next year • Apprenticeship growth • LFS numbers • High needs income and loss of LA funding. External expert review is being conducted on the provision • Issues around the funding of work placements • Overstaffing in Industry Co-ordinators <p>The Board asked:</p>	<p>Paper sent separately</p>

	<ul style="list-style-type: none"> • It was discussed that not more than 35% FE income to come from the 16-18 student in off site sports provision was previously imposed by the Board. • If the catering income contribution margin takes into account the commercial aspects. It was confirmed this is not separated but will be done for the next meeting. • If the staff list vacancies reflect the recent SLT re-structure changes. This was confirmed. • If there is a savings plan for staff restructure. It was confirmed it would be monitored. • If the English entry level has been determined. Committee were informed it has for the interim but would review again in September. <p>Action: DF to ensure the 35% FE income for the 16-18 students off site sports provision is factored into the budget paper for Board approval on 21 July Action: DF to separate catering income contribution margin and profitability margin Action: DF to table teaching staff versus non teaching staff costs percentage.</p>	
7.	<p>MONTHLY MANAGEMENT ACCOUNTS The Committee were advised on:</p> <ul style="list-style-type: none"> • Cashflow • Land Sale Receipts • The potential deficit factoring in the PFI element <p>The Committee asked:</p> <ul style="list-style-type: none"> • Why only £34k showing for IT Support when sign off for the IT Plan was much higher. Is the College keeping the IT strategy and aligning it within the budget. Committee were informed a lot more was done in current academic year than anticipated but VPCS confirmed budget request is in line with approved strategy. • Should all land receipt funding go into restricted cash until DfE say it can be moved into unrestricted cash. It was agreed the accounts would have notes added to ensure clarity on the point. <p>Action: DF to change FEC cash days from 25 to 40 on documents. Action: Updated Management Accounts to be sent by the DF to the Clerk to circulate to all the Board</p>	Paper sent separately
8.	<p>CAPITAL RECEIPTS* To discuss the current position regarding capital receipts for land sales and approaches to managing cash flow</p> <p>This was subject to a confidential minute</p>	Verbal
9.	<p>STUDENT NUMBERS The Committee were informed:</p> <ul style="list-style-type: none"> • Overall student applications up at this time point • Football academy applications not yet completed <p>The Committee asked:</p> <ul style="list-style-type: none"> • If there is any data on student conversion rate to enrolment data. This was confirmed and is in the Marketing Report • If data around the walk-ins who bypass the admissions system could be provided 	Paper – p13

<p>10.</p>	<p>STAFFING REPORT The Committee received the Staffing Report:</p> <ul style="list-style-type: none"> • Agency spend remains high but has started to reduce as College moves towards the end of the academic year. • Staff Survey: this years survey has gone out later than previously and is due for release. As the football academy’s academic year has already come to an end, a mid-year survey for those staff will be conducted. • Staff Engagement: Professional Reviews are being completed, at the time of reporting 79% had been completed, with another 8% in process. The remaining 13% are targeted for completion by the end of the year. • Employee Relations: There have been 9 redundancies, 2 dismissals, and 1 appeal this academic year. 1 formal grievance and 3 performance improvement plans are currently in progress. • Staff Retention: Foundation Learning continue to retain their staff, labour turnover remains at 7%, compared to 12% for the college. This is the first time that labour turnover is tracking lower for foundation learning when compared to the whole college since we started recording this way (4 years ago) • Wellbeing: Six long term sick cases are being supported; as the end of year approaches absence is tracking lower than the previous 3 years. • CPD: Mandatory Training completion is sitting at 97% compared to 91% at the end of last year. The CPD budget has been allocated. • Comparison to Workforce Data Survey shared. <p>The Committee asked:</p> <ul style="list-style-type: none"> • Are staff encouraged to come into work when they have flu or coughs/cold. Staff are asked to attend work if they are well enough. 	<p>Paper – p14</p>
<p>11.</p>	<p>IT STRATEGY The Committee received a report on IT Strategy and status</p> <ul style="list-style-type: none"> • Key Focus this term: implementing a technical security solution that has allowed College to complete the migration away from Windows 10 before the Oct 2025 deadline. • Computer Estate: The Windows devices are transitioning over to Widows 11 in readiness for the end of support for Windows 10 next year, with 98% currently completed (60 devices remaining). College have taken the opportunity to also set up the devices in a format that is fully integrated into the InTune Mobile Device Management. • Cybersecurity: The College has a subscription to the Cyber Security Threat Monitoring (CSTM) service managed by JISC. The alert information can be found in Appendix 1. • Multi Factor Authentication (MFA) is now applied to all staff and students that access college resources from off site. MFA considered a fundamental requirement to reducing the risk of cyber-attacks to a business. • The IT department are aware of the frustrations some Governors are having with accessing College sites. IT Manager will contact Governors to arrange one to one time to go through device issues and support with the transition to a College account. <p>The Governors asked:</p>	<p>Paper – p51</p>

	<ul style="list-style-type: none"> For further discussion on the IT and AI Strategy. It was agreed the Strategy Day would be a good time to do this. <p>Action: Add IT discussion of the AI and IT Strategy at its next Strategy Day</p>	
12.	<p>MARKETING REPORT The Committee received a report on Marketing:</p> <p>The Committee asked:</p> <ul style="list-style-type: none"> There appeared to be no conversion or data with the Summer campaigns that are running so what is the impact? <p>Action: VPCS will bring conversion/data information on the impact of Summer campaigns to the next meeting.</p>	Paper – p36
13.	<p>POLICIES The Committee were informed:</p> <ul style="list-style-type: none"> There were no policies for approval 	Verbal
14.	<p>INSPECTION READY The Committee were informed:</p> <ul style="list-style-type: none"> There is a FEC meeting planned for 8 July given the clarity of information necessary for this meeting, the Committee were confident of inspection readiness. 	Verbal
15.	<p>AI WITHIN FINANCE AND RESOURCES COMMITTEE AI within Finance and Resources Committee The Committee were informed:</p> <ul style="list-style-type: none"> Given the wealth of information coming through from external sources on AI (DfE, AoC) a review of the documentation would be conducted alongside any legislative requirements. There could be a potential for AI to assist in analysis of Management Accounts. 	Verbal
16.	<p>EXTERNAL MEMBERS ONLY* Staff Members & SPH left. Subject to a Confidential Minute</p> <p>Date of next Meeting Monday 2 December 2025 at 4pm in The Hart Room</p> <p>Meeting Closed at 18:09 hours</p>	

*Confidential items

Signed: Neil McDougall
Neil McDougall (Jan 27, 2026 20:44:57 GMT)

(Chair) Date: 27/01/2026







FRC Minutes 7 July 2025 Final

Final Audit Report

2026-01-27

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