

MINUTES OF THE POLICY AND RESOURCES COMMITTEE
HELD ON MONDAY 16 JUNE 2025

PRESENT:

Arif Patel	Chair
Dr Fazal Dad	Principal and Chief Executive
Paul Morris	Member
Ridwaan Omar	Member
Bryan Welch	Member

IN ATTENDANCE:

Corinne McMillan*	Co-opted Committee member
Jennifer Eastham	Vice-Principal: Finance and Corporate Services
Rachel Tarplee	Vice-Principal: Curriculum and Quality
Sarah Horeesorun	Director of Governance

*Denotes joined the meeting via Teams.

The meeting commenced at 5pm and was quorate.

The Chair welcomed everyone to the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received in advance from Governors, Asif Ali, Michael Lee, and Steve Waggott, and from staff members, Nicola Clayton and Steve Nunwick.

2. DECLARATION OF CONFLICTS OF INTEREST

The Chair advised those in attendance that should members of the Policy and Resources Committee become aware of any potential conflicts of interest, they should be disclosed at the earliest opportunity during the meeting.

3. MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON MONDAY 12 MAY 2025

The Committee **APPROVED** the minutes of the Policy and Resources Committee meeting held on Monday 12 May 2025 as a true and accurate record.

4. MATTERS ARISING

The Committee noted the status on the actions from the previous meetings.

In response to a question, the Vice-Principal confirmed that the new Director of Human Resources would start at the College on 7 July 2025.

5. COLLEGE STRATEGIC PLAN 2025-28

The Vice-Principal: Finance and Corporate Services presented this draft of the new College Strategic Plan explaining that this was not the final draft and Committees were reviewing the

near final version before a designed version was considered for approval at the Corporation Board meeting 4 July 2025.

The Principal and Chief Executive thanked the members for their helpful comments adding that it was important to sharpen the Strategy. The Strategy would be considered by the Learning and Quality Committee at its meeting 26 June 2025 before it went to the July Board.

6. MANAGEMENT ACCOUNTS TO 30 APRIL 2025

The Vice-Principal: Finance and Corporate Services talked the Committee through the financial position.

The Committee thanked the Vice-Principal and the Finance Team for managing the finances well and were reassured that the College was in a healthy financial position.

The Committee **AGREED** the Management Accounts for April and noted that the May 2025 Management Accounts would be submitted to the Corporation Board for approval.

Corinne McMillan joined the meeting on MS Teams at 17.32pm.

7. COLLEGE BUDGET 2025/26 AND FINANCIAL PLANNING (CFFR)

7. Letter from FE Commissioner

This was an additional paper as a letter had been received from the FE Commissioner on the outcomes of the review of financial benchmarks.

The Committee was reassured that based on the current budget and financial plan, these changes did not present any issues for the College.

7(i) College Budget 2025/26 and Financial Planning (CFFR) 2024-27

The Vice-Principal: Finance and Corporate Services explained that the College was reaching the end of the business planning process which included a review and plan of the curriculum offer for 2025/26, a review of the service area functions and the associated staffing and resource implications. External factors had been considered, particularly when planning for the 2025/26 year of the plan. The Colleges' Business Planning cycle, commenced in December 2024 and would complete in June 2025 and involved the following processes:

- A review of the curriculum offer for 2025/26 and beyond;
- Student number planning and the setting of targets;
- A review of the service area functions;
- Resource implications of the above;
- Production of the Budget for 2025/26 and Financial Plan for approval at the Policy & Resources Committee in June 2025.

The Vice-Principal explained that since the budget was done and the Report was written, there had been the Spending Review and funding announcements that the base rates for students and disadvantaged students, Maths and English, had been revised and so some rework of the figures would be needed before the Report was presented to the Board in July.

The Committee were cautious in reviewing the figures presented, appreciating that these were likely to change based on the recent announcements. However, the Vice-Principal explained that the growth and income assumptions were prudent and with increased funding announcements, would continue to deliver on outstanding financial health and meet bank covenants.

Understanding that the budget would need to be reworked based on increased funding, the Committee were content to recommend it to the Board for approval and understood that if any subsequent changes needed to be made post approval, that the Chair of the Committee may be called upon to approve on behalf of the Board.

8. POLICY AND RESOURCES COMMITTEE MEETING DATES 2025/26 AND 2026/27; PERFORMANCE AGAINST TERMS OF REFERENCE; REVIEW OF TERMS OF REFERENCE FOR 2025/26, AND; CALENDAR OF BUSINESS FOR 2025/26

The Director of Governance explained that all Committees were undertaking this annual exercise to review the dates for meetings previously agreed and those proposed for the year after. Committees were asked to review their performance against their Terms of Reference and to see if these remained fit for purpose. Finally, a forward look of items to cover in Committee meetings was considered, though this would be flexible to meet timing and need.

The performance against the Terms of Reference for 2024/25 and the proposed amendments to the Terms of Reference for 2025/26 were noted and would be recommended to the Corporation Board for approval.

The Calendar of Business was agreed in principle and members noted the need for this to be flexible and that some items, including, for example, Martyn's Law, HE, and the Campus Masterplan would feature on the agenda when timely to do so.

The Committee **AGREED** to recommend the performance against the Terms of Reference 2024/25, proposed changes to the Terms of Reference for 2025/26 and Calendar of Business to the Corporation Board for approval.

9. COLLEGE POLICIES UPDATE (HR)

This Report was supplied for information and provided the Committee with a summary of the changes to Human Resources Policies and Procedures introduced or amended during the period 1 May 2024 to 30 April 2025.

The Committee noted the content of the Report.

10. ANY OTHER BUSINESS

There were no items of any other business.

11. REVIEW OF THE MEETING

The Chair thanked the Vice Principal: Finance and Corporate Services for her Reports and members confirmed that they had all had the opportunity to contribute and say what they wanted to say throughout the meeting. The Chair asked that thanks be shared with member, Asif Ali, for sharing his comments on the Reports in advance of his absence.

12. DATE AND TIME OF THE NEXT POLICY AND RESOURCES MEETING

Monday 22 September 2025 at 5pm in the Exchange Boardroom and via MS Teams.

The Committee then considered the Part II agenda items – minutes *REDACTED*.

The meeting ended at 18.53pm