

MINUTES OF THE POLICY AND RESOURCES COMMITTEE
HELD ON MONDAY 17 JUNE 2024

PRESENT:

Arif Patel	Chair
Dr Fazal Dad	Principal and Chief Executive
Fran Crossland	Member
Paul Morris	Member
Ridwaan Omar*	Member
Steve Waggott*	Member

IN ATTENDANCE:

Jennifer Eastham	Vice-Principal: Finance and Corporate Services
Sarah Horeesorun	Director of Governance

The meeting commenced at 5pm and was quorate.

The Chair welcomed everyone to the meeting and wished members Eid Mubarak.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received in advance from members, Michael Lee, Corinee McMillan and Nadeem Memon, and members of the Executive, Nicola Clayton, and Rachel Tarplee.

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 13 MAY 2024

The Committee **APPROVED** the minutes of the Policy and Resources Committee meeting held on Monday 13 May 2024 as a true and accurate record, and these would be signed by the Chair.

4. MATTERS ARISING

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

5. MANAGEMENT ACCOUNTS – YEAR TO 30 APRIL 2024

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 2024 Management Accounts would be submitted to the Corporation Board for approval.

6. COLLEGE BUDGET 2024/25 AND FINANCIAL PLANNING (CFFR)

The Vice-Principal: Finance and Corporate Services reminded members that they had discussed progress on business planning for 2024/25 at their May meeting.

The business planning process was coming to an end, which included a review and plan of the curriculum offer for 2024/25, a review of the service area functions and the associated staffing and resource implications of both. The Report summarised the College's budget for 2024/25 and financial planning to 2026 and the commentary included consideration of external factors. The eight Appendices provided the detail.

The next stage would be for this Report to go to the Corporation Board in July and for this to be submitted to the ESFA by the end of July. Should any changes be required before the Board or the ESAFA, the Committee agreed that the Principal or Chair of Policy and Resources could authorise the change.

The Policy and Resources Committee **AGREED** for this Report to be recommended to the Corporation Board for approval at its meeting 5 July 2024.

7. GOVERNANCE ITEMS – MEETING DATES 2024/25 & 2025/26, REVIEW OF TERMS OF REFERENCE for 2024/25, PERFORMANCE AGAINST TERMS OF REFERENCE FOR 2023/24 AND ANNUAL CALANDAR OF BUSINESS FOR 2024/25

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.

A suggested change to the date of the first meeting in 2025 was proposed and accepted by the Committee who **AGREED** to recommend these dates to the Corporation Board. A member suggested that maybe the meeting times be changed to 4-6pm rather than 5-7pm. The Director of Governance would consult members and those not present, on the suggested time change.

Action: Director of Governance.

The performance against the Terms of Reference for 2023/24 and the proposed amendments to the Terms of Reference for 2024/25 were noted and would be recommended to the Corporation Board for approval.

The Calander 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 2023/24, proposed changes to the Terms of Reference for 2024/25 and Calendar of Business to the Corporation Board for approval.

8. COLLEGE POLICIES UPDATE (HR PAPER)

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 2023 to 30 April 2024.

The Committee noted the content of the Report.

9. ANY OTHER BUSINESS

A member enquired if the temporary classrooms could remain once the Victoria Building renovations completed. The Principal and Chief Executive explained that this would depend on student recruitment numbers and room utilisation data.

10. REVIEW OF THE MEETING

The Chair thanked the Vice Principal: Finance and Corporate Services for her Reports.

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

Monday 23 September 2024 at 5pm in the Exchange Boardroom and via MS Teams.

The Committee then considered the Part II agenda items – minutes recorded below.

Signed:

Date: