MINUTES OF THE POLICY AND RESOURCES COMMITTEE
HELD ON MONDAY 11 MAY 2026

PRESENT:

Arif Patel	Chair
Asif Ali	Member
Martin Brandon	Member
Dr Fazal Dad	Principal and Chief Executive
Michael Lee	Member
Ridwaan Omar	Member
Bryan Welch	Member

IN ATTENDANCE:

Corinne McMillan	Co-opted member
Jennifer Eastham	Vice-Principal: Finance and Corporate Services
Nicola Clayton	Executive Director of Business Development and External Engagement
Laine Morris	Executive Director of People & Culture
Steve Nunwick	Director of Facilities and Estates
Sarah Horeesorun	Director of Governance

The meeting commenced at 5pm and was quorate.

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting and extended a special welcome to Martin Brandon, a new member, for whom this was his first meeting. There helpfully followed round-table introductions.

The Chair advised that there was a lot to cover in a packed Agenda, including a PARTII for members.

Apologies for absence were received in advance from 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 2 MARCH 2026

The Committee **APPROVED** the minutes of the Policy and Resources Committee meeting held on Monday 2 March 2026 as a true and accurate record.

4. MATTERS ARISING

The Committee noted the updates on the actions from the previous meeting and that the Capital, Health and Safety and HR matters would be covered by respective Reports on this meetings' Agenda.

The Chair proposed that Items 9, 10, 11 be presented by the Director of Facilities and Estates before returning to the Agenda. This was agreed by the Committee, but for the purposes of the recording of these minutes, items reflect the agenda order.

5. WHISTLEBLOWING POLICY

The Director of Governance explained that the Whistleblowing Policy was reviewed every three years and was last approved in July 2023.

The Policy was due for timely review, plus there had been some recent changes that needed to be included within the policy.

The Policy (Appendix 1) had been rewritten to bring it up to date and include essential references to tax evasion facilitation, failure to prevent fraud, and environmental harm as per Economic Crime and Corporate Transparency Act 2023, and sexual harassment as a protected disclosure under the section 43B of the Employment Rights Act 2025 and make it easier to read and follow.

The Policy had been considered by the Joint Consultative Committee earlier the same day and was accepted, with no further comment made.

The Committee liked the new way in which the Policy had been written, acknowledged the additional references and **RECOMMENDED** the Whistleblowing Policy to the Board for approval.

6. MANAGEMENT ACCOUNTS

(i) Management Accounts to 31 March 2026 including Reforecast

The Vice-Principal: Finance and Corporate Services explained the budget position as at 31 March 2026 and detailed in the Report.

The Committee noted the content of the Report and attached Appendix.

7. BUSINESS PLANNING UPDATE – BUDGET 2026/27

The Vice-Principal: Finance and Corporate Services explained that the College was in the process of Business Planning the result of which would be the College's budget for 2026/27 and a set of student number targets. A detailed paper would be presented to the Committee on 16 June 2026 before being presented to the Corporation Board on the 3 July 2026 for full approval.

The Vice-Principal provided the highlights on the current position with the detail provided in the Report.

The Committee thanked the Vice-Principal Finance and Corporate Services for the update and would consider the proposed Budget at the 16 June meeting.

8. COMMERCIAL AND EXTERNAL FUNDING UPDATE

The Executive Director of Business Development and Employer Engagement elaborated on the detail within the Report.

The College's commercial delivery continued to focus on Trades with Gas and Electrical and Motor Vehicle as these were popular and performing well in addition to new developments in low-carbon and Engineering.

Partnership work was underway to support the digital and cyber eco-system in Blackburn.

The College had various bids supporting significant investment in accommodation, kit, staff/staff development and delivery. Current projects of particular focus at that time included: UK Shared Prosperity - Cyber Hub located in the Industry Collaboration Zone, the Turing Scheme supporting student education experiences abroad and the DfE Lancashire Skills Bootcamps Wave 6 for Levels 3 and 4 Electric/Hybrid Vehicle delivery.

Work continued to maximise opportunities from previous funding bids providing significant investment in cyber, digital, e-sports, film, for example. The summary attached provided an update of External Funding bids secured, those submitted awaiting an outcome, and those in the process of being submitted.

The Executive Director said that there had been lots happening in commercial and with external bids and the Principal and Chief Executive added that the application for Adult Skills Funding would be changing under the LCCA, with College's bidding for a share of a central pot.

The Chair remarked that the ICZ was a really good space having had a meeting there recently and the Committee agreed that the Commercial and External Funding Team were doing a good job on keeping a sharp and successful focus on funding opportunities.

The Committee noted the content of the Report and thanked the Executive Director of Business Development and Employer Engagement for the update.

9. <u>CAPITAL PROJECTS UPDATE</u>

The Director of Facilities and Estates summarised the content of the Report, highlighting that the roof renewal had been completed on the Victoria Building and much of the scaffolding removed. The focus was now on the internal features.

The planned summer 2026 work on the refurbishment of four science labs and hospitality teaching kitchens are ready to be appointed and the Report included the costings of the full refurbishments.

The DfE has allocated College £3m to address the condition of the estate. In recognition that a number of the buildings over the next 5-10 years will need significant critical plant renewal the College was undertaking a full review to ensure that the equipment was renewed in a structured, timely and planned manner.

The Committee were keen to have an update on the Campus Masterplan and the Director said that a bid has been submitted to the DfE for £5m towards the Construction Centre Extension, outcomes are due in July.

10. <u>HEALTH AND SAFETY UPDATE</u>

This report provided information on key health and safety activities during the academic year 2025/26 including incident statistics, Health & Safety Committee, and off-site trips and visits (Evolve).

The Director of Facilities and Estates talked through the detail of the Report.

11. <u>NET CARBON ZERO</u>

The Director of Estates and Facilities Management provided an update on progress towards the 40-step FE Climate Change Roadmap. Significant progress has been made already in 2025/26, and this was detailed in Appendix one, rising from 35% completion (2024/25) to 65% (2025/26). The remaining 14 steps were all work in progress, and the majority have seen progress towards completion.

The Committee noted the good progress being made and thanked the Director of Estates and Facilities Management for his Reports.

Steve Nunwick left the meeting at 17.43pm

12. <u>STRATEGIC PLAN – ANNUAL OPERATING STATEMENT</u>

The Vice-Principal: Finance and Corporate Services talked through the Report and highlighted the detail within the attached Appendix.

Members noted the progress as at April 2026 and the updates within the attachment. The Vice-Principal: Finance and Corporate Services explained that at this stage in the year, some of the targets were not reportable and the data was not available until the end of the year.

No further comments were made.

13. COLLEGE KEY PERFORMANCE INDICATORS (KPIs)

2025/26 progress at 31 April 2026

The Vice-Principal: Finance and Corporate Services introduced this Report.

The Committee **AGREED** to recommend the KPI Report for 2025/26 to the Board for approval.

14. HUMAN RESOURCES (HR) UPDATE AT 31 MARCH 2026

The Executive Director of People and Culture summarised this Report and supporting Appendix providing the core Human Resources (HR) data for the period 1 August 2025 - 31 March 2026.

The Committee was pleased to see that HR activity was helping move staffing matters in the right direction and thanked the Executive Director People and Culture for her Report.

Corinne McMillan left the meeting at 18.35pm by prior arrangement.

15. SUBCONTRACTING ACTIVITIES – UPDATE

This Report had been supplied for information.

The Committee noted the Report and that it was in the fourth year of subcontracting out 16-18 funding for delivery of 16-18 BTEC Sports provision with Blackburn Rovers Community Trust (BRCT).

16. BAD DEBT WRITE-OFFS

This Report was supplied for information and provided an update regarding the activities to collect debts and bad debt write offs.

The Committee noted the content of the Report.

17. DfE COLLEGE FINANCIAL STATEMENTS LETTER

This Report and copy of the DfE College Financial Health letter was provided to the Committee for information.

Members noted the letter and Report and asked that the Principal formally thank staff on behalf of the Committee.

18. ANY OTHER BUSINESS

The Chair canvassed attendees and there were no Items of Any Other Business.

19. REVIEW OF THE MEETING

The Chair thanked the Executive Team for their Reports and members for the interesting discussions on H&S and Finance in particular.

The Committee thought that it would be useful to have a focus spot at future meetings on both H&S and HR when the new postholders with responsibility for those areas were in post. **ACTION: Director of Governance**

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

Tuesday 16 June 2026 at 5pm in the Exchange Boardroom and via MS Teams.

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