



BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION'S RESOURCES COMMITTEE HELD ON MONDAY 16TH JUNE 2025 AT 6.00 P.M.

IN ROOM 424, TOP FLOOR, COPPER BUILDING

Present: Kirstin Baker (Co-Chair of Governors), William Baldwin (Principal), Geoff Davies (Governor and Digital Link Governor), Paul Lovegrove (Governor and Deputy Chair of Resources Committee), Alison Mansell (Governor), Marcus Palmer (Governor and Chair of Resources Committee), Florence Topping (Staff (Support) Governor)

In attendance: Jutta Knapp (Vice-Principal (Resources)), Mark Monahan (Vice-Principal (Digital and Communications)), Louise Pennington (Governance Professional), Livvy Birnie (HR Director).

1.1 Apologies and Welcomes

Apologies: None

Welcomes: Geoff Davies (Governor and Digital Link Governor)

1.2 Minutes of the last Meeting held on 10th March 2025

The minutes were approved and signed as a correct record of the meeting.

1.3 Matters Arising

It was noted that matters arising detailed in the action log were included on the agenda, in progress or closed. The schedule would be updated for the next meeting. **ACTION: LEP**

1.4 Declaration of Interests

There were no declarations received, apart from those already disclosed in the Governors' registration and declarations of interest/and related party transactions as recorded in the Annual Report and Accounts.

1.5 Principal's Update – Quality & Curriculum and Audit Matters (if applicable)

a) Updates:

- William Baldwin introduced his report and summarised the key matters reported and considered at the Q & C Committee and due to be reported at the next Audit Committee, most of which are covered by the Resources agenda except an update on Ofsted:
- Ofsted – new framework: Ofsted's aim is to commence inspections under the new framework in November, which is optimistic at best. Ofsted has contacted William Baldwin to see if the College would be interested in being part of the pilot for testing the new framework next term and in response the Principal indicated that the College would be happy to participate in this, but not during September, which is a very busy time for the College with enrolments etc. The Committee discussed the proposal and noted that this would be a useful and informative exercise to go through and supported the Principal's decision.

b) **Strategic Plan 2026-2030** – an on screen presentation was given by the Principal and the following points were highlighted, with reference to the draft Strategic plan:

- Four key areas were highlighted as per the current strategic plan (Contemporary, Creative, Learning, Community), with the same framework to be adopted.
- Reviewed the existing plan 2021/2025, noting that although digital matters were highlighted, there was no mention at that time of Cyber Security and AI, which is included within the new proposed plan.
- Good progress has been made on Sustainability with the FE climate road map and carbon literacy having been embedded.
- Current sustainability target to achieve net zero by 2030 will be retained, although it was thought that this would be optimistic.
- Wellbeing – aiming to develop a sustainable and appropriate workload.
- Digital – aim to increase efficiency and data driven decision making.
- Accommodation – aim to secure finances for new Student Services Building, noting the financial difficulties within the sector which have prevented this moving forward to date.
- The Principal asked Governors whether there should be more 'SMART' targets within the Plan, especially in terms of culture – SLT will reflect on this prior to the final version being presented to Corporation.
- The intention will be to add more context following Q & C Committee and Staff consultation – such as reference to new Ofsted framework, together with any further suggestions from Resources and Audit Committees.

Questions and input from the Committee:

- Context to be focused on key areas and existing issues – space, demographics, resources and proposed strategy to cater for potential changes leading to 2030.
- Digital environment – reference AI, digital strategy, transformation and data driven institution, with indicators of likely resources and skills to meet strategic aims in this area. In response it was noted that regarding data and digital transformation, research and action were currently in progress based on staff, processes and technology with a focus on staff training.
- It was recognised that with significant changes predicted to arise in AI, it was difficult to predict the longer term future and impact on the College, but ensuring that Staff training was kept up to date, was a key priority. At this point several options were discussed regarding the College's future, including Student numbers and Teaching methods, but it was agreed that the college did not have an appetite to be an online distance learning provider.
- At this point it was also recognised that AI could prove very useful in developing personalised learning.
- The Committee also discussed and noted potential AI developments which would impact the support Staff areas, enhancing Student experience and more urgently how to manage plagiarism for exam course work etc.
- Taking into account the points made above, it was agreed that the new Strategic Plan, should incorporate the need to respond quickly to new AI initiatives and developments and to keep this under review. **ACTION: SLT**
- The Committee queried the demographics projected over the next 5 years and it was reported that the projections were for growth and plateau in numbers in the City for the next 4 years, followed by decreasing Student numbers from year 5. SLT will be keeping the Admissions Policy under review with the intention of revising this to reflect the predicted changing environment.
- The Committee also raised the issue of culture and whether this could be measured, along with a suggestion that SLT may wish to re-visit commercial sponsorship.
- A discussion was held regarding incorporating survey outcomes – Staff, Students etc which might be a useful indicator, although this would depend upon how regularly surveys were completed and analysed.

The Committee noted that SLT would consider the various points discussed and update the Strategic Plan in some areas to improve clarity and to provide sufficient detail. It was also noted that following input received from all Committees, together with Staff, Students and some stakeholders, the final draft would be presented to Corporation for approval. **ACTION: WJB/SLT**

Thanks were recorded to William Baldwin for his report.

2.1 Termly Update on HR and Related Matters including National Staff Pay Negotiations

Papers: None

Livvy Birnie (HR Manager), presented the HR items to the Committee, the details of which were recorded below:

a) Termly HR Update and Related Matters (Note: HR Dashboard to be presented to the next Committee Meeting. ACTION: LB)

- HR projects – new recruitment tracking system has been implemented, with includes a careers' page, online application form, authorisation to recruit, shortlisting and communications' options. There were a few teething problems which have all now been resolved.
- Cintra – was due to be upgraded and the project has been delayed until January to best fit with the existing HR commitments and workload.
- Recruitment – there have been fewer vacancies this year, with 35 over the current academic year, being half the number experienced in the previous year. There have been several high level appointments though, including a Vice-Principal, Head of Faculty and Head of Department, with many internal applicants. Owing to the latter, this has been more difficult to manage from an HR perspective and reference was made to the updated Policy on managing internal applicants and how best to provide support. Additionally if there are internal applicants, a member of the HR team will sit in on the final decision making to ensure that the decision making process is fair and to provide assurance to the various candidates who were unsuccessful, where necessary. Despite fewer vacancies, owing to the number of internal applicants the HR Team has had an increased workload, with a higher risk being in mind the exceptional Staff who want to progress at BHASVIC, but with limited vacancies for such progress. The College will be looking into other options to utilise Staff skills by offering various projects (with remission), in order to provide development areas for progress.
- Other Recruitment issues – the Staff within the Communication and Marketing department have moved on and there is currently a vacancy for a Communications & Student Recruitment Manager which is advertised on the website.
- Wellbeing – this remains an HR priority but nothing further to report since the last meeting, noting that there is a detailed plan for next year, with various new options for Staff, together with a priority for those working with neuro diversity.
- Employment tribunal claim is underway in respect of an Evening Language tutor although it appears to be unfounded (employment legal advice). A summary of the case was provided to the Committee.

b) National Pay Negotiations and Staff Pay (Update)

Since the last meeting, there has been no updated regarding Teachers' pay settlement and it was confirmed that 4% had been allocated in the budget for Teachers' Pay, which the Government has now confirmed, will be funded (additional funding still awaiting from the DfE). It was noted that regarding the additional funding allocation announced, there was no obligation to spend this on pay

but the College does choose to follow the national pay negotiations/recommendations (SFCA and Unions) and it was hoped that there would be agreement with the Unions based on the 4% allocated. Should this be resolved quickly, the College will be able to implement the pay award with effect from the September pay run.

Livvy Birnie was thanked for her report, at which point, she left the meeting.

3.1) Management Accounts for Nine Months to 30th April 2025

Papers:

- a) Front Sheet**
- b) Management Accounts**

Jutta Knapp presented the paper to the Committee, the contents of which were noted and the following points were highlighted:

- A prudent approach has been taken by SLT in drafting the accounts, bearing in mind the delay in the DfE confirming the final funding details.
- Outturn slightly worse than last quarter's figures.
- No other changes in the figures apart from the outturn.
- Small predicted surplus
- Main variances highlighted including utilities.
- In year growth funding is the main issue, with the DfE confirming funding and then subsequently restricting the funding payment to 80%,
- Financial targets – the majority were being met.
- No longer have bank covenants following the ONS reclassification into the public sector.
- The latest Management Accounts will be circulated to the Corporation at the July 2025 meeting. **ACTION: Jutta Knapp/LEP**

3.2) Budget 2025-2026

Papers: i) Budget Report, ii) Annual Budget 2025-2026

Jutta Knapp presented the draft Budget to the Committee, drawing attention to the following:

- Any errors in the wording, as highlighted, will be revised in time for the Corporation meeting, with the final draft version, being included in the meeting papers, to ensure the wording is consistent in all areas between the management accounts, budget and CFFR.
- Budget surplus £81K.
- Funding body income: estimated funding allocation has increased to 5.3% for next year – but awaiting final confirmation from the DfE (final allocation expected at the end of June – which will be reported to Corporation).
- This announcement was made since the draft budget was prepared, additional income will be included in a contingency line once the details have been finalised. **ACTION: Jutta Knapp**
- Reference was made to the Staff pay negotiations as reported in the HR item, noting that SLT hoped the Unions would agree the 4% pay rise during their national pay negotiations with the SFCA.
- The proposal is that if there is any surplus in the budget, this will allow us to accrue some cash given the following two years look tight.

Taking into account the points made above, the draft budget for 2025/2026 was recommended to Corporation for approval. **ACTION: Jutta Knapp**

3.3 College Financial Forecasting Return

Papers: i) Front Sheet, ii) Commentary

The contents of the paper and commentary, plus CFFR as presented by Jutta Knapp, were discussed by the Committee, noting the following:

- Reminder that the predicted outturn on the current year and budget for next year had been considered above, with the CFFR additionally including the forecast figures for 2026/2027 –
- the CFFR is required to be prepared and submitted to the DfE by 31st July 2025.
- For 2026/2027 – there is no increase in Student Numbers as the College is full to capacity, with no funding for building projects available to cater for any increase in Student Numbers; funding increase set at 2% and pay increase also set at 2% - assuming that the pay rise will be funded. Since the CFFR has been prepared, the outcome of the Government spending review has been announced and it may be that the increase may only be 1% - to be confirmed and reported with the budgetary paper next year.
- The analysis does demonstrate that 76% of income is allocated to Staff pay and also noting that all other costs are increasing – utilities, exams etc, so if the funding increase for 26/27 is only 1%, then the financial position for 2026/2027 and 2027/2028 will be very tight.
- The Committee raised the subject of commercial sponsorship again and the various issues regarding this were discussed, including lack of interest from local commerce, gaining meaningful funds and managing the process for investigating and seeking sponsors, together with any ethical implications in receiving funding from commerce, as a public sector organisation. It was also questionable whether in the current financial climate, there would be any opportunities anyway. The College also would not have staff qualified or with time to investigate sponsorship opportunities. It was agreed that the subject could be re-visited at some point, if there were likely opportunities available, but without the need to recruit a member of staff to manage this, bearing in mind that there was no money in the budget to pay for another staff member at present and also noting that there were existing under-staffed areas. William Baldwin agreed to draft a paper on Flourish with associated costs which could be the first initiative to receive sponsorship funding if there was any appetite externally to provide this; interested Governors to pursue opportunities. **ACTION: WJB** In response to a question from the Committee regarding priority spending should money be found, it was noted that this could be allocated to the Flourish initiative but this would require the additional monies to be present year on year and not just a one off cost. It was also noted that all parents were invited to make a £50 donation in respect of their Students, but with very limited support for this being gained.

The CFFR was recommended to Corporation for approval. **ACTION: Jutta Knapp/Chair**

3.4 Premises Update PLUS JOINT USER AGREEMENT APPROVAL TO WITHDRAW

Jutta Knapp provided the following update:

- Piazza Café – completed.
- No funding available for the Student Services building.
- Artificial football pitch and netball court – recently pre-application meeting with LA Planners, who appeared to be supportive of this project. Various surveys are being arranged in order to progress this proposal. A public consultation is being prepared via a digital consultation process, externally organised, which will be launched in the next couple of weeks. Once completed the planning application should be submitted, noting that Sport England have no objection to BHASVIC's plans.
- To proceed with the Artificial pitch development, the College's solicitors have advised that the College should withdraw from the Joint User Agreement (signed by the College in 2001, along with Standard Infant & Junior Schools, Cardinal Newman and Friends of the Field – all of whom use the field but is only effective during school/college hours), owing to the fact that there is a clause in the agreement which states that no one will develop the site. The Committee recommended that Corporation approves this advice from the solicitor to avoid any potential issues arising which may delay or impact the development. **ACTION: Jutta Knapp/William Baldwin**
- As part of the planning application, a community use agreement will be required for the pitch (not the rest of the field or netball court – which will be a hard standing) and this should work with the College's existing venue hire policy too, with the pitch being locked out of hours.

- It was suggested that consideration should be given to drafting a new Joint User Agreement with clear rules and outcomes, to avoid any predictable issues and to be applicable during all hours. **ACTION: SLT to consider in first instance.**

3.5 Sustainability Update – Link Governor Update (Simon Porges’ paper)

Papers: Link Governor Paper

Thanks were recorded to Simon Porges for his report, the contents of which were noted by the Committee as presented by William Baldwin, who also referenced the Strategic Plan discussions as recorded above.

3.6 College Development Plan (CDP)

Paper: CDP

The contents of the CDP were noted by the Committee, with the key headlines highlighted by the Principal, together with a summary of the main aspects within the digital section of the CDP as presented by Mark Monahan, including work progressed to date, printing training for Staff, Wifi connectivity, JISC (Joint Information Systems Committee) discussions and input, Teaching and Learning – digital coaches to up skill each subject area and improve consistency across the College, AI and sharepoint space plus subject AI tutors, cyber security assessment/audit (noting that a Governor will be involved in this process on 23rd June); investigating security at the end of term including incident response protocols and mechanisms.

3.7 Risk Assurance

Paper: Risk Register

William Baldwin presented the risk register to the Committee in respect of the risks which rest with the Resources Committee, and the contents were taken as read. The following points were made:

- The Principal highlighted the heat map, noting that there were no “red” areas.
- Cyber Security has improved in terms of risk.
- Regarding a question from the Committee regarding Staff succession into key roles, and whether there was a succession planning structure in place, it was reported that there was good onboarding and probation systems, but from a strategic point of view retirements are not known, which doesn’t therefore allow for succession planning. The differences between succession planning in the private and public sector were discussed.

The document was recommended to Corporation for approval. **ACTION: William Baldwin**

SECTION 4: CONSENT AGENDA

Policies and Other Documents 4.1 Policies:

- a) **Front Sheet**
- b) **Policy/Privacy Notices**
 - i) **Data Protection Policy**
 - ii) **Privacy Notice – Students**
 - iii) **Privacy Notice – Staff**
 - iv) **Privacy Notice – Adult Education**
 - v) **Privacy Notice – Governors**

The revised policy and various privacy notices were considered by the Committee, noting the updates in respect of the introduction of CCTV on site and the updated versions were recommended to Corporation for approval. **ACTION: Mark Monahan**

4.2 Business Procedures – significant changes only – noted and recommended for approval. **ACTION: Jutta Knapp**

4.3 DfE Financial Dashboard and Financial Health confirmation – The contents of the dashboard and financial health confirmation were discussed/noted.

SECTION 5: OTHER MATTERS

5.1 Any Other Business

The Committee reviewed the meeting papers and reviewed both the Committee (and Group) terms of reference and the annual schedule of questions/statements. There were no changes required to the terms of reference and no issues identified arising from the annual assessment.

- a) Committee Annual Self-Assessment – any input
- b) Review of Terms of Reference: any gaps
 - i) Resources committee
 - ii) Premises Group

There was no other business.

5.2 Date of Next Meeting – TBC at 6.00 p.m. in room 538 Elms Building

SECTION 6: CONFIDENTIAL BUSINESS

6.1 Confidential Minutes from Last Meeting – none

6.2 Matters Arising – none

6.3 Any Other Business (confidential) – none. Meeting closed: 8.05 P.M.

Chair Date.....