



BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION'S RESOURCES COMMITTEE HELD ON MONDAY 10th MARCH 2025 AT 6.00 P.M.

IN ROOM 538, TOP FLOOR, ELMS BUILDING

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

In attendance: Jutta Knapp (Vice-Principal (Resources), Louise Pennington (Governance Professional),

1.1 Apologies and Welcomes

Apologies: Paul Lovegrove, Mark Monahan (Vice-Principal (Digital and Communications) and Livvy Birnie (HR Manager).

Welcomes: Florence Topping (Staff Governor (Support))

1.2 Minutes of the last Meeting held on 21st November 2024

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

1.3 Matters Arising

It was agreed that matters arising detailed in the action log were included on the agenda, in progress or closed, except that the Data Protection Plan review and update, would be brought to the Summer Term Meeting. **ACTION: WJB/MM.** Furthermore, the financial dashboard benchmarking toolkit was not yet available and relevant data would be circulated once issued. **ACTION: JHK**

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)

William Baldwin introduced his report and summarised the key matters reported and considered at Q & C Committee and Audit Committee:

Vice Principal Appointment

The Governor **Selection/appointment** Panel has recommended to Corporation for approval that Jess Jung (currently Head of Faculty here) should be appointed Vice Principal (Student Services) on Alison Cousens' retirement.

Mick McLean joined the meeting at this point.

New Ofsted Framework

Ofsted have launched its proposed new framework and 'report card' approach with a consultation this week. Inspection of colleges propose to look at: Leadership, Inclusion, Curriculum, Developing teaching and learning, Achievement, Participation and development. These will be judged on a five-point scale: Exemplary, Strong, Secure, Attention Needed, Causing Concern. Two additional judgements for Safeguarding, and Contribution to meeting Skills Needs will be judged as Met/Not Met. On consultation until end of March.

Review of BTECs

Upon entering office, the government conducted a rapid review of the BTEC curriculum. Broadly speaking, the cliff edge of defunding has been averted, but there are still uncertainties in the longer term. The proposed rules of combination have been scrapped – meaning that students will be able to do more than one BTEC as part of a L3 study programme. Three courses which BHASVIC currently provide will be migrating to Applied Academic Qualifications (Computing, Health and Social Care and I.T.). These look to be more contemporary and relevant qualifications.

LSIF (Local Skills Improvement Fund) Projects

The college has acquired a range of 'immersive' learning technologies, such as virtual reality head-sets, video conferencing equipment, a vast LED screen, large touchscreens and other smart camera technology (circa £180k worth). The technology provides opportunities for enhancing learning across curriculum and student experience currently being showcased via FE Sussex 'Festival of Careers' where Will Bailey, Fatboy Slim, Gio Prince and others speak at one college but are beamed into other colleges who can interact with them. BHASVIC this week – hosting – Chris Hogg – performative poet works within digital landscape.

Tutorial Transformation

We plan to implement a new A1 tutorial programme, ready for September 2025, to align with the college's strategic values of Belonging, Skills, Wellbeing, Sustainability, and Social Justice. Pilot is going well. The aim is to have less time in front of PowerPoint and more group work/choice of super curricular courses. Aim to include more group work and discussions and Student choice. AMC leading on this and will transfer to new post in due course.

Reference was also made to the CDP – refer item below.

Thanks were recorded to William Baldwin for his report.

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

Papers: Front Sheet and Staff Satisfaction Survey analysis

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

- **National Pay Negotiations and Staff Pay**
 - Governors were reminded that an email had been sent to all Governors from the Principal regarding the agreement reached with Teaching Staff and the proposed pay award to all Staff including back pay to September 2024, with intended dates for payment, explaining that the budget agreed for 24/25 had included a pay rise of 3% whilst the settlement reached was 3.5%, with explanations from SLT confirming that there was sufficient monies available within the contingency budget to meet the additional 0.5%. No objections had been received from Governors to proceeding on this basis, with the intention that Teaching Staff would be paid in

the February payroll, whilst it was likely, subject to agreement with the Unions regarding the pay award, Support Staff would be paid in time for the March payroll.

- Jutta Knapp confirmed that SLT/SPHs would be paid at the same time as the Support Staff.
- The pay award agreed from 1st April 2025 to 31st July 2025 is 5.5%, with some funding for this rise to be received from the DfE, although the exact figure has not yet been confirmed by them (noting that Schools and academized SFCs were being fully funded). Jutta Knapp confirmed that the College could afford to pay all Staff the 5.5% from 1st April to 31st July 2025 and that agreement would be sought from the Corporation at the March 2025 Meeting.

ACTION: Jutta Knapp

- There is no news yet regarding the pay award negotiation for 2025/2026 although early negotiations are underway and also the funding which will be provided by the DfE – although it has been confirmed that all Schools, Colleges including SFCs, would be receive the same level of funding for next year. At this point Jutta Knapp reported she was in the process of drafting an indicative budget for 2025/2026 with an indicated additional funding allocation to Colleges of 3.78%. It's unlikely that additional funding for Staff pay for next year will be offered by the DfE. The College will put in the draft budget an estimated 3% pay award for the time being and await the negotiated pay award between the Unions and the SFCA, to be agreed in due course. It's hoped that with the proposed overall funding increase of 3.78% and taking into account figures likely to be requested in respect of each budget holder for next year (some already received and deadline for the remainder is 31st March), it's anticipated that the College will be able to afford next year's pay rise. The college is not planning to grow its student numbers next year, so the College will be fully funded for its existing Students, with no increases in Staffing anticipated.
- In response to a request from Governors, it was confirmed that a more detailed, sensitivity analysis would be incorporated into the budget paper going to Corporation, demonstrating various % pay awards and its impact on the bottom line. Jutta Knapp also confirmed that a £150K contingency would also be allocated in next year's draft budget. **ACTION: Jutta Knapp**
- The Committee discussed the impact of strikes should the pay award be deemed to be insufficient and it was noted that this would have a much more significant impact in light of the fact that it would involve not just non-academised SFCs but all SFCs and Schools.
- The Committee queried whether there were any ongoing issues arising from the Teachers' Strike action and it was noted that of the 8 strike days taken, 5 days had been found for teaching by adjusting the College timetable, which had been welcomed by Students and Teachers.

In light of the discussions held and details provided by SLT the Resources Committee endorsed SLT's Staff pay award proposals, and recommended these to Corporation, subject to any further changes. Reference was also made to the figures and prudent approach within the Management Accounts below. **ACTION: Jutta Knapp/Chair**

- **Staff Satisfaction Survey**

The Committee noted the contents of the paper which had been deferred from the last meeting and Jutta Knapp invited questions from the Committee:

- Survey is carried out every 2 years and the analysis presented to Governors.
- In summary the results demonstrate that the College is a good place to work and where Staff feel valued and that Staff wellbeing is recognised and facilitated.
- There are a few common negative comments based on increasing workload and also fewer promotional opportunities which is not unexpected in an SFC.
- Increased class size has not identified any common issues, although this partly explains the increase workload for Teachers. However, workload has increased for both Teaching and Support Staff since the last survey.
- The Committee welcomed the good feedback despite workload and sector pay issues.
- The Committee was informed that the response rate was in the region of 50%, but account was taken of the fact that some Staff don't have easy access to computers – such as some of the Estates Team. In future for the next survey, SLT will investigate options to encourage

all Staff, who don't have easy access to a computer, to find a solution for this, so that all Staff get an opportunity to participate in the survey.

- The Committee noted that SLT had not included in the report the comments received as these are provided anonymously and restricted to SLT. However, they have been reviewed and no issues highlighted had raised any serious causes for concern.

3.1) Management Accounts for Six Months to 31st January 2025

Papers:

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

Jutta Knapp presented the paper to the Committee highlighting the following aspects:

- The Management Accounts will be circulated to the Corporation at the March 2025 meeting.
ACTION: Jutta Knapp/LEP
- SLT has taken a prudent approach, bearing in mind the delay in the DfE confirming the funding details.
- Allowance has been made for the Staff pay increases as discussed earlier, noting variance detailed from the original budget and also incorporated anticipated funding in respect of the pay increase.
- Staff Pay: Support Staff union, Unison, has reached agreement on the Support Staff pay rise, but as the deadline for the ballot from its members wasn't until 27th February, the pay settlement was not paid in the February payroll process, unlike the Teachers' pay rise which had been resolved earlier. The figures are 4.33% for the full year, being 3.5% from 1st September 2024 to 31st March 2025 and 5.5% from 1st April 2025 to 31st July 2025. As mentioned earlier, SLT will be paid the agreed pay rise at the same time as the Support Staff in the March payment run.
- Regarding next year 2025/2026, the Staff pay national negotiations are in progress, noting that the College's funding is to increase by 3.78% for next year and noting that the College should not have any unfunded Students, so no additional Staff costs etc, and early predictions are that the College will have a small surplus. Other budgetary unknowns include the confirmation due from each budget-holder for next year's figures – deadline for confirmation requests is the end of March. An increase has been included in the budget in respect of examination costs, as these always increase, plus a contingency has been included of £150k.
- Noting the recent announcement from the ESFA regarding the reduction of in-year funding for additional students recruited, previous in year growth formula being used (no funding for first 100 students, 100% funding from 101 to 200 students, then 50% funding thereafter) but restricted to 67%. This is a negative variance of approximately £120k in the current year, with actual amount to be confirmed in March.
- DfE funding allocation for the National Insurance imposed by Government has not yet been confirmed so an estimated prudent figure has been included in the accounts.
- Variances – the figures were noted in light of the estimates made as the actual in year funding allocations have not yet been confirmed by the ESFA. Although the DfE confirmed at the outset that Colleges would be covered for the increase in national insurance, the allocation for this has also not yet been confirmed but it's anticipated that 85% of the NI increase may be covered – details to be confirmed in May.
- Predicted surplus is £100K which although small, the College has been able to cover the Staff pay rise.
- No capital building works allocated, noting that SFCs could no longer borrow from banks since the ONS reclassification and were therefore reliant on DfE capital grants, if/when available. Capital funding in budget is left in the Revenue section until the year end
- 3.78% increase in funding allocation for next year notified by the ESFA.
- Cashflow – actual v budget: noting that the cash position looks healthier owing to the fact that the proposed sport pitches capital project has not yet been taken forward.

3.2) Premises Update

Jutta Knapp introduced the paper and the changes to the document were noted by the Committee.

Projects:

- 1) Planning permission has been agreed for a new building (Student Services Building) to replace the temporary modular units, although currently there is no capital funding to enable this to proceed. It was also noted that any capital funding available at present had a limit of £4M per project, which would be insufficient for the College's proposed new building. The planning approval was agreed unanimously by the Council and this will mean that should funding become available in future, the College will be well-placed to submit a bid and be more likely to achieve success.
- 2) Planning permission for the artificial sports pitches is being prepared. The Committee discussed the current BHASVIC field joint user agreement/memorandum of understanding, with Cardinal Newman and Stanford Junior School about using the field but also the Friends of the Field – who have access to part of the field which is fenced off, for dog walking. SLT confirmed that they were in the process of checking the details of the agreements and planning and confirmed that a public consultation would be held with those have access and use of the field, prior to any planning submission and public consultation.
- 3) Café Extension – this project is nearly complete and is within budget, with a proportion of the contingency budget remaining. It's scheduled to open officially on Tuesday 1st April. It was agreed that the Corporation meeting should be held in the new extension – Meeting scheduled for 31st March 2025. **ACTION: William Baldwin**

3.3) Loan Facility

Papers:

- a) **Front Sheet**
- b) **Report on Facility Agreement**

The Committee was reminded that as a consequence of the ONS reclassification of SFCs from the private sector to the public sector, in November 2022, Colleges were no longer able to borrow from banks and Colleges with existing outstanding loans – BHASVIC has loans with Lloyds Bank which are due for renewal in May 2025, these are required to be transferred to the DfE. To enable this to proceed, the College has had to appoint solicitors to manage the transfer and check the documentation and process for legal purposes and Irwin Mitchell has been appointed for this purpose (cost approximately £10k plus VAT). The DfE's solicitors are Dentons and Irwin Mitchell is liaising with them on our behalf. The facility agreement has been issued, which is slightly shorter than the existing Lloyds Bank agreement and Irwin Mitchell has prepared the attached Report to provide information on the various clauses, differences identified and any issues and observations etc. As the new arrangement will be with the Government, there is no security arrangement against the College's buildings and neither are there any bank covenants.

It was noted that there were some additional requirements though including the need to share the Corporation draft/final minutes of each meeting, notify the DfE of any change in Chair, Principal, CFO, COO etc and to seek approval for any change to the Corporation's constitution (I and A) etc.

Formal resolutions for agreement by Corporation at the March meeting, have also been drafted, to be approved and signed at Corporation.

The deadline for the loan transfer to the DfE is 23rd May and the interest rate on the loan will be set annually on 1st April, noting that this was almost certainly going to be less than the Lloyds Bank commercial interest rate.

Fixed once per year and we have some rates on variable so could have impact – if rates dropped drastically and public loan board set rates annually

The new loan facility agreement was recommended to Corporation for approval subject to any other changes recommended by the College's solicitors, Irwin Mitchell, together with the Corporation resolutions drafted by Irwin Mitchell and Louise Pennington. **ACTION: Jutta Knapp/Louise Pennington**

3.4) College Development Plan including Termly Digital Update (Section 4)

Section 4 Leadership and Management, including Digital Aspects and Input from Digital Link Governor

In the absence of Mark Monahan, William Baldwin, with input from Mick McLean, Digital Link Governor on the Digital aspects, presented the report and highlighted the following:

- The format has changed with sections included in respect of each SLT reporting area. The format also no longer reflects the old Ofsted format.
- The Committee's attention was drawn to the areas which most relates to their areas of business, namely sections 4 and 5 (Digital & Communications and Leadership & Resources).
- Mick McLean reported on his regular 1 to 1 meetings with Mark Monahan and updated Governors on the progress with the various infrastructure and other digital related projects.
- Investigations are continuing on making greater use of AI for the benefit and efficiencies for Staff and Students, whilst at the same time assessing risk and any potential threats – this continues as work in progress.
- Progress on improvements implemented in printing was highlighted, including hardware improvements owing to contract unification and the ability for Staff to print from any machine, with associated developments in the network and wifi, combined with improved security. Training needs are also being taken forward where needed.
- Admissions and Marketing data projects have been developing too, with the aim of overhauling old systems which suit the College's latest structures and processes.
- CCTV project – as reported earlier once the appropriate privacy notices have been reviewed, updated and implemented, the intelligent features of the software, will be switched on, including face recognition to improve the College's site security etc.
- SLT would be reviewing the CDP format again in light of the new Ofsted framework/format.

Thanks were recorded to Mark Monahan and Mick McLean.

3.5) Risk Register

The contents of the paper presented by the Principal, were noted by the Committee, including the key risks associated with the Resources Committee, some of which have been de-risked eg BTEC provision and Staff industrial action. The Committee was assured by the details provided in the paper and supporting comments given by SLT.

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

SECTION 4: CONSENT AGENDA

Policies and Other Documents

4.1 Policies:

- a) **Data Protection/Privacy Policy - deferred until Summer Term to ensure that the CCTV requirements have been reviewed sufficiently and criteria met.**

SECTION 5: OTHER MATTERS

5.1 Any Other Business

The Committee reviewed the meeting papers and made the following observations:

- Pack size was significantly smaller this term, compared to the Autumn Term and the front sheets provided sufficient explanations to inform Governors.
- Regarding the CDP – it was agreed that although the Committee would normally only focus upon sections 4 and 5, the full CDP had been included to provide additional context, which the Committee endorsed and agreed that the full report should continue to be included in future papers. **ACTION: WJB**

It was noted that this was the last committee meeting for Mick McLean as he was due to retire as a Governor on 31st March 2025. Thanks were recorded to Mick for his valuable and extensive support, particularly in the digital area, as a Governor over the last 6 years.

There was no other business.

5.2 Date of Next Meeting – Monday 16th June 2025 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: 7.05 P.M.

Chair Date.....