



**439 PRELIMINARY PROCEDURAL MATTERS**

**439.1 Attendance, Apologies for Absence & Chairing**

**Members Present:** Elena Adigamova  
Nick Buckland (Chair)  
Nick Day  
Patience Egbo  
Tony Medhurst (Principal)  
Cecilia Mutuma

**In Attendance:** Andrew Clare (Deputy Principal Finance & Resources)  
Jayne Chaplin (Clerk to the Corporation)  
Karen Fleet Director of Human Resources & Corporate Development

**Apologies:** Sophia Howard

With new member attending their first meeting, all were welcomed and introductions were undertaken.

**439.2 Declaration of Interests and Part 2 Agenda Items**

Declarations of interest were received from Andrew Clare as a Director of CK Assessment & Training Ltd and HRG Ltd and Tony Medhurst as a Director of CK Assessment & Training Ltd.

It was **RESOLVED** for Items forming Part 2 of the Agenda to be taken as confidential items.

**439.3 Minutes of the Resources Committee, 24 June 2025 & Matters Arising**

**439.3a Minutes**

The Minutes of the Resources Committee Meeting held on 24 June 2025 were agreed as a correct record and the application of the Chair's signature was authorised.

**439.3b Matters Arising**

Following up on the two ongoing matters, members were advised that the position with the Land Registration (Minute 369.3) remained unchanged confirming there was still no response from the Land registry

Recognising all other matters to be the subject of discussion elsewhere on the agenda, it was acknowledged that there was nothing further on which to report.

**440 GROUP PERFORMANCE: THE COLLEGE**

Reports were presented in respect of:

**440.1 Financial Performance**

**440.1.1 2024/25 Financial Year-end**

**a. Draft position (July 2025) & FRS102 Actuarial Pension Valuation**

Accompanied by the FRS102 Actuarial Pension Valuation and associated documentation, and in the context of the Group Budget approved in July 2024 of a target operating surplus of £393k for the College, members were advised that the position at the end of July 2025 confirmed a College surplus £1,321k ahead of budgeted expectation, £1,714k against a budgeted surplus of £393k

Reflecting further on the draft position, questioning included:

- i. The year-end Financial Statements audit, noting confirmation that whilst continuing, nothing of significance had been identified to date.
- ii. The positive change in the operating profit since the June 2025 meeting noting it to be attributed to additional in year growth funding, pay savings primarily related to vacancy savings following delays in appointing new positions and the return on investments. After commending the positive results members explored further the College cash position and its return on investments observing the concentration of and current and increasing risks around cyber security in placing funds with one institution. After explaining the rationale for such an approach and how the cash balance reflected commitments outlined in the Financial Plan for further strategic investment in the learning environment and facilities for students, the risks highlighted were recognised. It was agreed that options would be explored, welcoming and expressing appreciation for members' offer of support and assistance in this regard
- iii. The movements in the College pension schemes in-line with Financial Reporting Standard (FRS) 102. Reviewing the increased valuation, the assumptions underpinning it and the rationale was noted for its treatment for the purposes of the Financial Statements, in disclosure of but not recognition in the year-end position

Following review, and after responding to points of detail, the draft position was noted and it was **RESOLVED** to **RECOMMEND** Corporation **APPROVAL** of the approach proposed for the treatment of the FRS102 Actuarial Pension Valuation.

#### **440.1.2 2025/26 Financial Year**

Providing an overview of activity to date, reports comprised:

##### **a. Financial Report – October 2025 Snapshot**

After summarising the position for the year to date, discussion focused on recruitment noting where on track then focusing on:

- i. 16-19 study programmes, which as the majority of College provision and whilst slightly less than the curriculum target was forecasted to be 130 above the current funding allocation. Members noted that potential in-year growth was payable if numbers qualifying for funding exceeded the allocation by more than 100, explaining that on that basis of current forecast numbers, the College could receive in year growth funding in the value of £210K subject to affordability.

Whilst the positive was acknowledged to be positive, the challenges of capacity and resourcing such growth in numbers were recognised, observing, where practical, it would be helpful to identify where areas of under-capacity existed, albeit the limitations of so doing were accepted in the context of the detail of the cross College perspective.

Then exploring the likelihood of such a trend continuing, members were advised whilst current demographics indicated numbers would start to decline in future years, consideration was required now of how the College could sustain its position and needed to be realistic in its response

- ii. The Adult Education Budget noting full-time numbers to be down against target but that it represented an early indication of numbers with confidence expressed that the position would be addressed
- iii. High Needs Learners noting expected applications included in the Financial Plan were currently slightly below actuals and work underway on learner numbers, expected funding and associated staffing costs

After then providing clarification to some further points of details, the year-to-date position was noted.

#### **b Sub-contracting Update**

After confirming year to date progress with the College Apprenticeship, AEB, Programmes of Study sub-contracted provision with activity confirmed to be on profile with no contract variations proposed, the position was considered in more detail:

- i. Questioning the rationale for the medium risk rating assigned to Betterweld, explaining how this was attributed to its outcomes
- ii. Noting the continued reporting of any Safeguarding concerns via the monthly due diligence updates
- iii. Reviewing developments, then discussing the action invited following the increase in national funding rates published after the contract award to CK Assessment & Training. After explaining how this necessitated approval for an in-year increase in its contract value for Programmes of Study of approximately £15,000, it was confirmed that learners numbers would be unchanged and the final amount would be reported at the next meeting

After consideration of the report, it was **RESOLVED** to **RECOMMEND** for the Corporation to **APPROVE**:

- iv. An in-year increase in the CKAT Ltd contract value for Programmes of Study of approximately £15,000

#### **440.1.3 Business, Statutory & Compliance**

##### **a. 2024/25 Annual Reports: Health & Safety**

The 2024/25 Health & Safety Annual Report was presented providing an overview of the arrangements, developments and activities for the year. The report was reviewed and there was particular discussion of the accident statistics:

- Acknowledging and welcoming the inclusion of the “near-miss” statistics to facilitate consideration of emerging trends and issues for attention but reiterating previous observations regarding the low number recorded. After explaining this prevailed despite the Management’s continued attention in this regard, it was requested for focus to be maintained.
- Questioning the higher numbers recorded in the areas of English, Construction and LLDD noting this potentially to be attributed to illness but that the position would be clarified.

After consideration and responding to points of clarification, the report was noted

## **b. 2025/26 Reports: HR & Corporate Development – Autumn Term Report**

The first report for the autumn term, developments and activity were summarised. Review included:

- i Discussion of Key Performance Indicators, particularly:
  - The high vacancy rate, observing the potential impact on sickness absence and employee relations but acknowledging that whilst potentially suggestive of recruitment or retention bottlenecks, it was considered to be more reflective of aligning the establishment position with 2025/26 budget, which would be taking place shortly.
  - The increase in sickness absence, which was being closely monitored
  - Probation compliance remaining below target with greater oversight taking place to improve the position.
- ii The increase in employment relations matters and arrangements in place for responding, noted to include provision in the event of any settlements. Highlighting the rise in workplace conflict generally, it was confirmed that upskilling was taking place focused on early conflict resolution to provide managers with confidence to respond to areas of potential conflict.
- iii The Employment Rights Bill up-date on the key proposed changes and the current timescales for introduction along with the changes to the DfE Severance Payment, highlighting:
  - Approval thresholds with colleges able to make payments up to £50,000 without DfE approval and the removal of the three months' salary rule, simplifying cases for lower-paid or part-time staff
  - Approvals up to £100,000 can be handled by DfE rather than requiring additional HM Treasury approval
- iv Continuous Professional Development activity, particularly noting participation levels to be high, and positive compliance with core training, especially safeguarding.

Following review of developments, the update was noted.

### **441 OTHER BUSINESS & NEXT MEETING**

#### **441.1 Any Other Business**

None advised.

#### **441.2 Dates of Next Meetings**

**Wednesday 10 December 2025, 5.30pm**

**Wednesday 4 February 2026, 5.30pm (only if required)**

**Wednesday 18 March 2026, 5.30pm**

**Wednesday 24 June 2026, 5.30pm**

*All on-line via Teams unless  
advised otherwise*