

Preston's College

Minutes of the Business Planning Committee held on 29th June 2017

Present:

Mr P Kennedy (Chair)
Dr EH Smith
Ms L Hornsby
Mr S Browne
Mr J Boydell

In Attendance

Mr S Nixon
Mr C Speight
Mr I Stott
Mrs J Crowther

Apologies

Mr J Taylor

Item 2 Declarations of Interest

None declared

Item 3 Minutes

Confirmed as a true and accurate record

Item 4 Period 10 Accounts

4:1 Mr Nixon summarised the paper for Members and outlined the key issues contained within It and drew attention to the continuing trend of improvement. He confirmed that the surplus is broadly in line with what was projected, which is very pleasing [REDACTED] He advised that because of this, the pay award has now been made and this has been backdated and consolidated into future pay scales.
[REDACTED]

4:3 Mr Browne offered his congratulations to Mr Nixon and the team on the hard work that had gone into bringing the budget in at a surplus, and Mr Kennedy noted that the year-end position was better than anticipated.

Resolved: **The period 10 financial position be noted.**

Item 5 – Performance Against KPI

5:1 Mr Nixon confirmed that there were no new concerns, [REDACTED]

5:2 Dr Smith confirmed that the College was very pleased to be able to confirm that has been awarded the IIP Silver Award.

5:3 Mr Nixon confirmed that from a Quality and Curriculum point of view, there was now more confidence about achievement rates, but these continue to be monitored very closely through the Q&S Committee. Apprenticeships still present something of a concern, but as advised previously, this is largely due to the changes in the way that achievement is measured and reported, and this is an issue for the whole sector

Resolved: The current draft position and the report be noted

Item 6 - Budget 2017/18 Final Draft

6:1 Mr Nixon summarised the papers submitted and confirmed that the financial plan which will now be submitted to the ESFA.

6:2 Mr Nixon gave key points for the main funding lines and confirmed that the targets were challenging but achievable.

- 16-18 is based on allocated amount – this will not change. If the college fails to recruit to target the impact will be on 18/19 funding
- Non – Levy apprenticeship – some growth compared to current year and this is built on firm curriculum plans and market analysis and intelligence.
- [REDACTED]

Mr Nixon confirmed that the budget is challenging but deliverable and takes into account wider, national uncertainties around Brexit and the hung Parliament.

6:3: Consolidated pay award has been included in the budget, and a further provision has been made for 1% in 18/19. A restructuring budget has been built to take into account any changes that may need to be made where staff changes occur. The non-pay budgets have been based on budget requirements from staff and will largely meet the requests.

6:4 In terms of Capital expenditure, £150,000 has been allocated to enable some small scale work and refreshing of equipment

[REDACTED]

Mr Browne observed that is the first year where provision is not having to be made for cuts. Dr Smith confirmed that the business planning process has been more robust, realistic and has been scrutinised and challenged thoroughly. This has enabled the College to create a realistic, deliverable budget.

- **Resolved: The budget for 2017/18 and the associated three year financial plan be approved and recommended to the Board.**

Item 7 Market Review and Analysis

7:1 Mr Speight reminded Members that the paper was in response to a request from the Board to undertake robust analysis of the 16-18 market to deal with the decline in learner cohort, and advised that the paper would bring Members up to date. He advised that the challenges to recruitment had not diminished, and the market place remains highly competitive, particularly with regard to Level 3 learners, but a relative stabilisation of new learners coming into College is now being seen. Applications for 17/18 are up, including from key feeder schools, and there are good rates of conversion of applications to enrolment.

[REDACTED]

Mr Boydell asked about the level of PR and Marketing input into the messages that are now being used, particularly in Social Media. Mr Speight confirmed that the College has expertise in this social media marketing, and further investment is being made in staffing to support this. He confirmed that this rebranding is firmly rooted in destinations to Higher Education and professional employment and as such should have good traction.

[REDACTED]

Resolved: The current position and the paper be noted.

Item 8 - Cyber Security

8:1 Mr Stott summarised the paper on Cyber Security. [REDACTED]

Date and time of next meeting – to be confirmed.