

**Minutes of the Resources Committee meeting  
Thursday 27<sup>th</sup> February 2025  
Bedford College, Cauldwell St, Tower Board  
16:00**

**Members Present:** Cliff Wragg (Chair)  
David Moran  
Tom Dove-Wellington (online)  
Shaun Wilson (online)  
Yiannis Koursis

**In attendance:** Caroline Biddle (Executive Director of Organisational  
Development & People)  
Gulam Fatima (Chief Finance Officer)  
Rachel Nicol (Group Director of Governance)  
Sara Gonzalez (Senior Governance Coordinator) (Minutes)

**R/01/25 Apologies for absence and declarations of interest**

Apologies: Faheem Mir, Varsha Mistry

Declarations of Interest: Rachel Nicol declares that she is the Company Secretary of BCS Limited and Yiannis Koursis declares that he is a Non- Executive Director of BCS Limited.

**R/02/25 Matters arising not covered elsewhere on the agenda**

The Chair welcomed everyone and explained that the RAG rating will be completed as we go.

Action log: regarding the April Estates Strategy workshop, the CFO explains that internal teams are working together to prepare for it.

It was noted that further Health and Safety reports would be made regularly.

**Attract, Retain and Develop Staff**

**R/03/25 HR KPIs**

The Committee requested more information on the ongoing issues on Safeguarding and gross misconduct pattern. They wanted to know if they are happening due to a lack of training or focus in the area. Of the 5 cases, 3 are relating to external police cases and the 2 internal are very different in nature. We do review cases on a regular



basis and keep a tracker for precedence purposes and there is no specific pattern that training would rectify, particularly with the external cases.

The ExD of OD&P communicated those measures for items 23 to 25 on the KPIs are already being worked on with the system supplier and a report will be provided.

Regarding the Attract and retain + develop staff initiative: We have appointed a new Head of Professional Development.

Sickness levels: 10.6 days average days off sick, which seems very high. The Bedford College and the BCPS contracts, as well as CBC ones are different regarding sick leave and the HR department is looking into creating a package that is the same for everyone across the group.

**ACTION:** ExD of OD&P to bring Denise (new Head of Professional Development) to the next Resources Committee Meeting.

**ACTION:** For the ExD of OD&P to bring more detail on the reasons behind the high average of off-sick days, together with a commentary on any identifiable patterns of absence (e.g., weekend related).

#### **R/04/25 Employee relations (redacted)**

Redacted due to confidentiality and commercial sensitivity

#### **R/05/25 Health and Safety update**

Update: Head of H&S started last week. They have been given a brief on the report and key actions. The new person used to be the Head of H&S for the University of Leicester. The Committee requested to have a full internal audit. The CFO confirmed that we can do that before the end of the academic year.

**ACTION:** The CFO to bring a Health & Safety internal audit report to the next meeting in May.

#### **Maintain financial strength & continuous capital investment**

#### **R/06/25 TAL update**

This topic was removed for confidentiality and commercial sensitivity

#### **R/07/25 Management accounts**

The CFO has not received notification yet on the additional funding that the Group will be receiving. The CFO is assuming it will be £2.5M, but it is subject to availability of funds. Thanks to the efforts that the Group has put into students progressing year on year, the Group is 1000 students over (400 of these are due to progression). If



individuals come requesting to be enrolled, the College won't be turning students away.

The Committee discussed how would the budget affect the students experience and the quality of education and as a place of work.

We have capital in our accounts, if the budget allocated to us was lower, we could still work through the year, but it would feel like the College was being punished for being successful.

This is only relevant to 16-19 years full time students. Adults are capped and the budget allocation works differently.

**ACTION:** To amend the May Resources Committee Agenda. The topic will be discussed at the Board meeting in March.

#### **R/08/25      Sustainability Strategy update**

Historically, the Group's sustainability plans were focused on buildings and infrastructures. Now, the plan also focusses on the business plans and individuals. Given where the Group is, it was very clear how the Group can drive it forward and make it broader and wider.

The report provided assurance to the Group.

#### **Assurance, Governance, Regulatory**

#### **R/09/25      Decisions taken under delegated authority**

There had been no decisions taken under delegated authority since the last meeting.

#### **R/10/25      Minutes from previous meeting 26 November 2024**

Approved.

#### **R/11/25      AOB**

Financial regulations: the CFO is going to upload them to the portal. The CFO requested the group to review and raise any questions.

Meeting finalised at 18:00