**Preston's College**

Minutes of the Business Planning Committee meeting held on 1st October 2015 at 5:30pm in the Board Room at Preston's College.

**Present:**

Mr P Kennedy (Chair)

Mr J Boydell Mr S Browne

Ms L Hornsby Mr M Mallam

Dr E H Smith

**In Attendance:**

Mr S Fell (Clerk to the Corporation)

Mr S Nixon (Executive Director of Resources)

Mr C Speight (Vice Principal (Enterprise and Engagement))

Mr C Wood (Vice Principal (Excellence and Learning)

**1. Welcome and Apologies**

The Clerk welcomed all to the meeting and explained that apologies had been received from Mr E Bassa.

**2. Declarations of Interest**

No declarations of interest were made

**3. Appointment of Chair and Deputy Chair**

**Resolved:** That i) Mr P Kennedy be appointed as Committee Chair; and

ii) Mr S Browne be appointed as Deputy Chair.

**4. Terms of Reference**

The Clerk explained that the Terms of Reference had been circulated for information and, in response to a query from the Committee, explained that the ‘public benefit statement’ referred to therein flowed from a charity law requirement for the College to demonstrate its value to the community.

**Resolved:** That the Terms of Reference be received for information.

**5. Capital Budget Outturn and Budget 2015/16**

Mr Nixon presented a brief report summarising the College’s Capital Budget Outturn 2014/15 and Budget 2015/16 and referred the Committee to the key points. REDACTED

**Resolved:** That the report be noted.

**6. Draft Outturn 2015/16**

The Committee received a report appending the Consolidated Income and Expenditure report for 2014/15 and providing an associated narrative.

Mr Nixon confirmed that the originally budgeted deficit position had been transformed into a surplus of £317k (as opposed to the surplus of £315k referred to in the report).

The Committee agreed that the staff within the College should be extremely proud of the hard work that had led to this positive development.

The Principal and Chief Executive emphasised that whilst this was positive there was still a significant amount of work required to finalise this position.

**Resolved:** That i) the report be noted; and

ii) the Committee’s praise for the hard work of the College staff be placed on record.

**7. Update on Strategic Property Review and Campus Masterplan**

Mr Nixon presented an update paper in relation to the ongoing Strategic Property Review and Campus Masterplan. REDACTED

The Principal and Chief Executive informed the Committee that she and other members of the management team were working hard to identify potential collaboration opportunities REDACTED.

**Resolved:** That the report be noted.

**8. Early Indications 2015/16**

The Committee received a report summarising the early indications for the year and outlining a number of proposed management actions.

Mr Nixon confirmed that the College had undertaken its internal business planning processes and this paper had been informed by those discussions. He explained that the report not only reflected a prudent financial approach but also took account of issues that the College expected to face beyond the current financial year. He reported that whilst the College’s apprenticeship activity was currently recruiting in accordance with profile significant efforts would be required to maintain this position, REDACTED

Mr Nixon informed the Committee that whilst further work was necessary to inform decisions regarding the utilisation of teaching staff, the anticipated short term developments were small scale.

Whilst the Committee recognised the hard work performed by College staff they expressed serious concern regarding medium to long term economic stability within the sector. In recognising the issues that lay ahead, the Committee felt that it was important for the College to be proactive, to potentially collaborate and to work hard on increasing the value of its core offer. It was agreed that a business planning paper be brought to the Board and Committee as soon as possible, setting out a high level snapshot of the College’s current position and proposals as to how it could optimally move forward in the circumstances.

The Principal and Chief Executive provided sector context which set out the starkness of the challenges that lay ahead and explained that in many respects, Preston’s College was in a comparatively strong position.

**Resolved:** That the report be noted and further reports be brought back to the Committee and Board in due course.

**9. Any Other Business**

The Committee agreed that this item be removed from the agenda and that in future any requests to discuss matters at the meeting be raised with the Clerk prior to the meeting.