

Minutes of the meeting of the South Bank Colleges Board

held at 4.00pm on Tuesday, 12 January 2021

Meeting via Microsoft Teams

Present

Ruth Farwell (Chair)
Andrew Owen (Vice-Chair)
Steve Balmont
Sue Dare
Nigel Duckers
Shakira Martin
Mee Ling Ng
David Phoenix
Theresa Quinton

Apologies

Jacqui Dyer

In attendance

Michael Broadway
Richard Flatman
Rachel McCafferty
Fiona Morey
Jacqueline Mutibwa

1. Welcome and apologies

The Chair welcomed the trustees to the meeting. The above apologies were received.

2. Declaration of Interests

The Board noted the following continuing declarations of interest: Steve Balmont is Chair, LSBU Pensions sub-committee; Mee Ling Ng is a director of LSBU; Sue Dare is senior lead at National College Creative Industries Ltd and interim CEO at National College for Advanced Transport and Infrastructure; David Phoenix is a director of LSBU and SBA.

3. Minutes of the previous meetings

Meeting held on 18 November 2020

The Board approved the minutes of the meeting held on 18 November 2020 as an accurate record and their publication, as redacted.

4. Matters arising

Update on revised contract with DfE for SBC estates strategy

The Accounting officer gave an update and noted that the contract had been agreed by both parties. SBC had signed the contract and the DfE signature was awaited. It was noted that the Board sub-committee had delegated authority to approve the contract on behalf of the Board and had scrutinised it prior to signing it off. It was noted that the S106 agreement would be signed to enable the construction work to commence.

{Secretary's note: the contract with the DfE consenting to the SBC estates strategy was legally completed on 14 January 2021.}

There were no matters arising from the minutes of the meeting.

5. Review 2020/21 Budget Position

The Board was presented with a revised budget for 2020/21, an overview of current budget pressures and strategies for budget management. The Board noted:

- that the review of 2020/21 budget position had been undertaken in light of the current uncertainties due to the Covid19 pandemic. Following the review, delivering the budget remained challenging. A number of strategies needed to be implemented to manage the budget.
- that despite the challenges, there were opportunities for income growth from existing revenue funding streams, High Needs and Additional Learning Support funding. However, due to the complexity of the funding structures the income contribution would be offset by staff related costs. It was noted that a more efficient way of utilising the resources in order to optimise the funding coming in would be considered. Apprenticeship opportunities would be explored by the College and LSBU.
- that the review had identified four key areas of budget pressure and the additional resources that were required, which were set out in the report.
- that expenditure to support students had not been reduced.

The Board emphasised the need to deliver the strategies in order to address the budget deficit. It was noted that the College needed to drive growth and improve efficiencies in the curriculum delivery.

The Board supported the Executive on the work being undertaken to manage the 2020/21 budget position. The Board would be provided with an update on progress being made on delivering the strategies to manage the budget at its next meeting in February 2021.

Management Accounts for November 2020

The Board discussed the management accounts to 30 November 2020. It noted that following the budget review, the full year forecasts had been adjusted and did

not include the Transition Unit grant funding to match the operating loss expected and the anticipated pension adjustment (£1.4m).

The Board noted the year to date at the end of November 2020, income and expenditure were generally in line with budget. Once adjusted for timing issues, expenditure would be in line with the revised forecast position.

The Board discussed the staff cost variances and the utilisation of staff across the College.

The Board noted the forecast cash flow position to end of July 2021 and forecast for 2021/22. The Board requested a 3-year financial sustainability strategy.

It was noted that the management accounts for the next period would not be available for the next Board meeting in February 2021 due to LSBU IT cyber incident and the inability to access the Finance system.

6. SBC Strategy Development - Progress Report

The Board discussed the draft new SBC strategic plan which had been developed alongside the overarching LSBU group strategic plan and was fully aligned with the plan, including the four pillars.

The Board reviewed the draft plan and noted:

- that the strategic plan was clear on how it fits in with the group strategy framework and enabled the delivery of the overarching goals but specific to what SBC would deliver.
- there was need to consider how to effectively communicate the message in the strategic plan to students. It was noted that the College's marketing team would prepare an appropriate message suitable for the students.
- the expected FE White Paper and its impact on the strategic plan. It was noted that the plan had been aligned with the anticipated proposals of the White Paper.

It was noted that the KPIs and milestones linked to the four pillars were being developed and would be presented to the Board at its next meeting in February 2021.

7. Any other business

Update on LSBU IT cyber attack

The Accounting officer gave an update on the major cyber security incident at LSBU and the implications for SBC due to the group integration of IT systems. It was noted that there was no impact on student learning as students continue to have access to the College's learning environment.

Date of next meeting
4.00 pm on Wednesday, 17 February 2021

Confirmed as a true record

(Chair)

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