

**MINUTES OF THE TWENTY NINTH MEETING OF THE RESOURCES COMMITTEE HELD VIA VIDEO CONFERENCE, COMMENCING 12:00**

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**PRESENT**

Mr F Smyth, Committee Chair  
Dr S Fisher  
Mr L Murphy, Principal & CE  
Mr B O'Neill  
Mr P Thompson

**IN ATTENDANCE**

Mr P McKeown, Finance Director (until the conclusion of agenda item 29.7)  
Ms S Kelly, Head of HR (from 13:10)  
Ms G Moss, Head of Client Services (until the conclusion of agenda item 29.8)  
Mrs É Doherty, Secretary to the Governing Body

**APOLOGIES**

Ms C McGee

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**29.1 WELCOME**

The Committee Chair welcomed all present.

**29.2 CONFLICT OF INTEREST DECLARATIONS AND DECLARATIONS OF ANY OTHER BUSINESS**

None declared.

**29.3 DRAFT MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 11 SEPTEMBER 2025**

**PREVIOUSLY ISSUED TO ALL MEMBERS**

Draft Minutes of the Committee Meeting held on 11 September 2025

The Draft Minutes were taken as read and were agreed as a true and accurate record.

**PROPOSED**, Mr F Smyth

**SECONDED**, Mr B O'Neill

**Report 1 Matters Arising – Finance**

**28.4, Report 8** The Outline Business Case (OBC) for the Foodovation & Skills Centre was approved at the Governing Body meeting held on 24 September 2025.

The Committee Chair invited Mr McKeown to present his Management Report.

## 29.4 FINANCE MANAGEMENT REPORT - Mr P McKeown, Finance Director

### PREVIOUSLY ISSUED TO ALL MEMBERS

Report 1	Tenders Issued
Report 1.1	College & Sector Contracts Register
Report 2	Estates Update
Report 3	Business Support Centre Update
Report 4	Annual Report & Financial Statements Year Ended 31 July 2025
Report 5	Management Accounts for 2 Months to 30 September 2025
Report 6	Budget Update 2025/26
Report 7	Student Council Report & Financial Statements Year Ended 31 July 2025
Report 8	Bad Debt Write-Off
Report 9	Fees & Charges Policy 2026/27
Report 10	Prompt Payment – verbal report

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### Report 1 Tenders Issued Report

The Finance Director provided a brief update on the Tenders Issued Report.

### Report 1.1 College & Sector Contracts Register

The Finance Director explained that this is a new requirement from the Department (DfE) to share the Contracts Register with the Committee and he provided detail on the main contract items that have recently concluded, are currently in progress, or are due to be completed soon.

It was **agreed** that going forward the Finance Director will provide the Report with details including;

- contracts that have expired or are due to complete within the next 6-12 months
- Sector contracts
- major contracts including details of the SRO and the procurement process

It was **suggested** that Mr E McLaughin, Contract Manager be invited to give a presentation on the STS project at a future Committee meeting.

### Report 2 Estates Update

#### City Deal – Derry City & Strabane – New Campus in Strabane

CPD have commenced an Invitation to Tender (ITT) process using an existing framework. The Integrated Consultant Team (ICT) is expected to be appointed by January/February 2026.

**Digital Innovation Hub** – Discussions are ongoing with DCSDC.

**Causeway Coast and Glens Growth Deal** – Foodovation & Skills Centre – Causeway Coast & Glens Council has confirmed an award of £5.2m for this project. The OBC will go to the full Council on 4 November 2025. It is anticipated the Financial Deal will be signed off circa June 2026.

The College submitted its first Mitigation Report as required under the Climate Change Act for NI. It was **suggested** it would be beneficial to appoint a ‘Sustainability Champion’ within the Governing Body. **An expression of interest will be sent out to members.**

### **Report 3 Business Support Centre Update**

The Finance Director reported that targets are being met are on track. The format of the Report will be revised for the next meeting.

It was **agreed** to invite Dr F Tuffy, Business Support Centre Manager to present at a future Committee/Governing Body meeting.

### **Report 4 Annual Report & Financial Statements Year Ended 31 July 2025**

The Finance Director reported that the External Audit of the Annual Report and Financial Statements is almost complete. He noted that two matters might necessitate adjustments to the Accounts, the accounting treatment of the PFI and the treatment of assets currently recorded with a net book value of zero. A disclosure in the Accounts may be used to address the latter issue. A further Committee meeting may be required to approve any necessary changes.

The Committee **agreed** for the Annual Report & Financial Statements to proceed to the Audit & Risk Committee.

**PROPOSED**, Mr F Smyth

**SECONDED**, Dr S Fisher

### **Report 5 Management Accounts for 2 Months to 30 September 2025**

Members noted the Accounts. The Finance Director confirmed that there were no major concerns to report.

### **Report 6 Budget Update 2025/26**

There has been recent movement within the 2025/26 Budget. The main variances include a reduction in Teaching costs mainly due to a reduction in projected teaching hours following lower than expected growth in student numbers. The Department (DfE) has notified the College of additional funding (£106k) primarily for Cyber Security, ESG and Business Support. These adjustments result in a breakeven position to 31 March 2026. Further funding is expected for Traineeships – the College is awaiting correspondence from DfE.

The Committee agreed to **recommend approval** of the 2025/26 Budget to the Governing Body.

**PROPOSED**, Mr B O’Neill

**SECONDED**, Mr P Thompson

### **Report 7 Student Council Report & Financial Statements Year Ended 31 July 2025**

An independent auditor prepared the Accounts.

The Committee **agreed** for the Student Report & Financial Statements Year Ended 31 July 2025 be presented to the Audit & Risk Committee.

**PROPOSED**, Mr F Smyth

**SECONDED**, Mr B O’Neill

**Report 8      Bad Debt Write-Off**

The Committee **agreed to recommend approval** to write-off £6,936 representing twelve individual debts to the Governing Body.

**PROPOSED**, Dr S Fisher

**SECONDED**, Mr F Smyth

**Report 9      Fees & Charges Policy 2026/27**

The Finance Director highlighted the proposed changes to the various fees within the Policy. The Committee **agreed to recommend approval** of the Fees & Charges Policy 2026/27 to the Governing Body.

**PROPOSED**, Mr B O’Neill

**SECONDED**, Dr S Fisher

**Report 10      Prompt Payment – verbal report**

For the 30 days to 30 October 2025 was 99% and the year to date was 95%.

In conclusion, the Finance Director noted that staff would receive any holiday pay accrued from 1 August 2024 to the present in their November 2025 salary. Going forward, such claims will be processed on a monthly basis. This does not include the backdated payments.

**29.5      CORRESPONDENCE – Finance**

There was no correspondence to note.

**29.6      COMMITTEE CHAIR’S BUSINESS - Finance**

The Committee Chair had no further business under finance.

**29.7      ANY OTHER BUSINESS**

No additional business was raised.

The Committee Chair thanked Mr McKeown for his report.

*Mr McKeown left the meeting at this juncture.*

**29.8      Matters Arising – Client Services – Draft Minutes of the Resources Committee meeting held on 16 September 2025**

**28.13, Report 1** The Governing Body **approved** the Equality & Good Relations Progress Report (Sec 75) April 2024 - Mar 25 at the meeting held on 24 September 2025.

Ms Moss, Head of Client Services will deliver a presentation on Special Educational Needs under Agenda item 29.8, Report 3 of the current meeting.

## **PREVIOUSLY ISSUED TO ALL MEMBERS**

### **Report 1 Equality Report**

Ms G Moss reported the College is currently hosting the NWMF, Black Heritage in NI, Hidden History Project in the Tower Building with arrangements underway for the exhibition to be hosted at the Limavady and Strabane Campuses. She also noted that the College has signed up for the '#NotJustfor Boys' campaign in partnership with WOMEN'STEC.

White Ribbon workshops are ongoing through October/November for students and staff training will take place in November 2025. Training for the Governing Body is scheduled for January 2026.

### **Report 2 Data Protection/Compliance Update**

The Head of Client Services presented key highlights from the Report.

### **Report 3 SEN Provision**

With reference to a PowerPoint presentation, the Committee were apprised of the number of students in full-time discrete (ASF03) curriculum areas, noting an increase in 2025/26 compared to 2024/25. The number of mainstream students accessing support (ASFO2) across all categories has also risen relative to 2023/24. The challenges associated with SEN provision were discussed. It was noted ETI is conducting a Sector wide review of SEN, the findings of which will be presented to the Committee in due course.

*Ms S Kelly joined the meeting during this item. Ms Moss left the meeting at this juncture.*

## **STAFFING MATTERS**

### **29.9 Matters Arising – Staffing Matters -Draft Minutes of the Resources Committee Meeting held on 16 September 2025 – no matters arising**

## **PREVIOUSLY ISSUED TO ALL MEMBERS**

### **Report 1 HR SERVICES MANAGEMENT REPORT – Ms S Kelly, Head of HR**

The Head of HR referred to the Executive Summary and informed the Committee of the focus on filling fixed term, externally funded posts for various programmes. She noted that guidance on managing secondments is currently being drafted to support this effort.

The FE sector staff turnover rate for the academic year 2024/25 was 7.57% with the College rate at 7.11%.

In terms of absence and wellbeing, sector benchmarking data for 2024/25 indicates within College, an average of 9.5 days of teaching staff absence per employee and 12 days for non-teaching staff. Overall, College absence was 11 days per employee. The overall FE sector average is 8.81 days for teaching staff absence per employee and 11.88 days for non-teaching staff. The overall FE sector absence was 10.2 days per employee. Personal stress is the primary cause of absence within College. Addressing absence and supporting these staff remains a priority. The Committee was also informed that the College's contract with its Occupational Health provider has ended. A process is under way for a new provider.

**PREVIOUSLY ISSUED TO ALL MEMBERS**

**Report 2 Executive Summary – HR Services Annual Report September 2024 – August 2025**

**Report 2.1 HR Services Annual Report September 2024 - August 2025**

The Head of HR highlighted the strategic focus areas along with positive outcomes and results achieved during the year, particularly in relation to recruitment and selection of staff, staff development, recognition and attendance within the College.

**PREVIOUSLY ISSUED TO ALL MEMBERS**

**Report 3 Executive Summary – Health & Wellbeing Programme Semester 1, 2025/26 Learning & Development**

**Report 3.1 Health & Wellbeing Programme Semester 1, 2025/26**

For the Health & Wellbeing Programme in Semester 1 the key themes were identified as, 'Be Active, Stay Connected, Feel Safe'. Monthly priorities have been identified including, October, 'Prioritising Mental Health, November, 'Celebrating Men' and December, 'Your Year in Wellbeing.' Extensive work has been undertaken this year to ensure that Health and Wellbeing initiatives provide support for both physical and mental wellbeing. The Head of HR advised members of the work currently undertaken to raise awareness of CPR and provide Defibrillator Training within the College.

**PREVIOUSLY ISSUED TO ALL MEMBERS**

**Report 4 Learning & Development Programme- Semester 1, 2025/26**

**Report 5 Learning & Development Plan 2025/26**

The Comprehensive Programme and Plan were noted by the Committee. This included a range of courses to support both Learning and Teaching and Support staff. Work with Onus and the Green Dot Bystander Training has been rolled out to raise awareness of domestic abuse and to signpost staff who may need support. A range of courses have been identified to support staff develop AI skills. The Staff Conference titled, 'AI, The Future for Higher and Further Education' was held on 27 October 2025 and was well attended.

**29.10 CORRESPONDENCE – STAFFING**

There was no correspondence received.

**29.11 COMMITTEE CHAIR'S BUSINESS – STAFFING**

The Committee Chair had no additional business under staffing.


**29.12 ANY OTHER BUSINESS – STAFFING**

No other business was raised.

**29.13 RESERVED BUSINESS**

Taken separately. This part of the meeting ended at 13:41

**DATE OF NEXT MEETING – 3 March 2026**

Signed   
Mr F Smyth, Committee Chair

Date 3 March 2026

APPROVED