

**Minutes of the meeting of the Finance, Planning and Resources Committee
held at 4.00 pm on Tuesday, 26 February 2019
1B16 - Technopark, SE1 6LN**

Present

Hilary McCallion (Chair)
Jerry Cope
Michael Cutbill
Peter Fidler
Mee Ling Ng
Jenny Owen
David Phoenix

Apologies

Nelly Kibirige
Ralph Sanders
Shân Wareing

In attendance

Pat Bailey
Richard Flatman
Paul Ivey
Nicole Louis
James Stevenson
David Mead
Alexander Enibe

1. Welcome and Apologies

The above apologies were noted.

2. Declarations of Interest

No governors declared a conflict of interest in any item on the agenda.

3. Minutes from the last meeting

The committee approved the minutes of the previous meeting and the redactions, subject to minor changes.

4. Matters arising

The committee noted the actions arising from the previous meeting.

Under item 5 of the previous meeting, the committee requested that the update from schools in November 2019, should reflect the outcome of interventions.

The committee noted the NSS progress report update. The committee noted that a number of actions are being implemented by the Executive to reverse the decline in the 2018 NSS report.

The committee requested a further update on NSS progress, which should be measured against the actions from its previous meeting of 6 November 2018.

On workforce planning, raised in previous meetings, the committee agreed for a presentation on milestones and the impact of the Leap project to come to the next meeting in May 2019.

5. **ICT strategic update**

David Mead joined the meeting.

The committee noted the strategic ICT update.

The committee noted the progress made in the last year. The plans for the next 12 to 18 months, set out the approach to developing a long term Digital Strategy to underpin the 2020 corporate strategy.

The committee noted the outcome of the ICT risk-diagnostic led by PwC in summer 2017. The improvement plan has been monitored by the Audit committee.

The committee queried the risk associated with the security of systems and data. This risk would be further mitigated by the Cyber Essentials work.

The committee requested an annual update on strategic ICT.

David Mead left the meeting.

6. **Management accounts to 31 December 2018**

The committee noted that the full year forecast as at 31 December 2018 is trending towards a surplus of £1.5m, in line with budget.

As requested at the previous meeting, the CFO reported that the total full year staffing budget (excluding restructuring) for 2018/19 is £83.8m and so is slightly ahead of the £83.3m in 2017/18. Overall, the CFO is expecting the total staffing costs to be within budget.

The CFO agreed to review the inconsistencies noted with the Research and Enterprise report – see minute 9 below.

7. **Student recruitment update**

The committee noted the student recruitment update on semester 2 2018/19 and semester 1 2019/20.

The committee noted that semester 2 2018/19 has been strong, as LSBU has presently enrolled 510 students against an overall new starter target of 500 across LSBU. With further intakes planned between February and June 2019 (for HSC UGPT and Apprenticeships courses), this is expected to take LSBU even further above its overall target.

The committee noted that semester 1 2019 main cycle performance continues to be strong against previous year. The UGFT applications are up 6.1% year-on-year, which is a greater increase compared to the overall sector (up 0.2%) and compared to our London competitor set (up 1.2%).

The committee discussed the approach to making unconditional offers to undergraduate applicants. The Executive explained that LSBU did not make “conditional” unconditional offers and would review the policy at the end of the academic year.

The committee acknowledged the performance to date.

8. Student retention, lost income and service demand

The committee noted the student retention, lost income and service demand report.

As of 31 January 2019, there has been a reduction in the number of withdrawals and interruptions compared to prior year - 5% of students compared to 7% last year – resulting in 377 fewer student losses. Compared with 2017/18 as of the end of January, all schools have seen a reduction in withdrawals and interruptions.

The committee noted the update on student services and support. There has been an increased in demand for 1:1 mental health appointments (up 27.5%) on the same period last year.

The committee noted that the number of students declaring disabilities to LSBU has remained constant (2.5% rise year on year).

The Chief Customer Officer and the wellbeing team would assess future demand for wellbeing support.

9. Research & Enterprise and International update

The Chief Business Officer reported on Research and Enterprise contracted income and pipeline value. The difference in Enterprise income was addressed – see minute 6 above. LSBU’s growing research reputation was noted.

The committee noted the inconsistencies between this report and the latest Research and Enterprise income reported in the management accounts. The CFO agreed to investigate further and report back.

10. People and Organisation

The committee noted the people and organisation report.

The committee noted that the search for a Director of Human Resources is continuing as no appointment was made following the recruitment round just concluded.

11. Performance Management framework 2020-25

The committee noted the performance management framework 2020-25.

12. Treasury management report

The committee noted the treasury management report and approved the opening of a deposit account with Nationwide.

13. SU code of practice

The committee noted and approved the proposed updated student union code of practice in relation to the Education Act 1994. The funding agreement had been updated by the Executive.

14. Breakdown of fees

The committee noted the breakdown of undergraduate home fees 2017/18, which would be published on the website.

15. KPI data for Schools

The committee reviewed the school KPI report. The report shows the trends against a number of performance measures at school level.

**Date of next meeting
4.00 pm, on Tuesday, 7 May 2019**

Confirmed as a true record

..... (Chair)