

RESOURCES AND PLANNING COMMITTEE MEETING

MINUTES

Tuesday 14 September, 2.30-5.00pm

MS TEAMS

Present:

Richard Millward (*Chair*)
Adam Habib
Claire Ozanne
Meera Sabaratnam
Andrea Cornwall
Griseldis Kirsch
Marie Staunton
Martin Harris
Esther Campbell
Michael Charney
David Willey
Steve Cannon

Attendees:

Elizabeth Heath
Dani de Groote
Kanina Foss
Seth Cheek

Apologies:

Zahraa El-zein
Khadijah Ankunda
David Willey

The Chair welcomed all to the meeting.

RPC 21/22 1 1 Minutes of meetings

The minutes of the meetings held on *Wednesday 02 June 2021* and *Wednesday 23 June 2021* were **approved** as accurate records of the meetings.

RPC 21/22 1 2 Action Status Report

The RPC **noted** the following updates to the actions:

All items completed or taken off the list.

New items added for next RPC

- A report on cyber-security, current status and actions planned
- A lessons learned paper on the Singapore project.

RPC 21/22 1 3 Matters Arising/Matters for Report

There were no matters arising nor matters to report.

RPC 21/22 1 4 Declarations of Interest

No declarations of interest were made.

RPC 21/22 1 5 Membership and Terms of Reference for Resources and Planning Committee

Standing Order VIII was noted.

RPC 21/22 1 6 Procedures for the Conduct of Meetings

Standing Order XVIII was noted.

RPC 21/22 1 7 Admissions Update

The Admissions update was received and **noted**.

Report from the director

- Undergraduate applications peaked earlier this year than the previous year
- Quieter clearing, due largely to high grades achieved by students at A-level and able to meet their first choice admission
- PGT a promising start, but slowed down in September. Less clear currently to predict final numbers but a number of students enrol between September and December.

The Head of Planning explained the financial implications section of the submitted paper during the meeting:

| | |
|--|--------------|
| - Negative variance from budget | (1,237) |
| - Improvement in budget post submission to BoT in July | 1,100 |
| - Add-back of £2m contingency for fees | <u>2,000</u> |
| - Expected surplus for tuition fees | 1,900 |

The Chair suggested that writing back the contingency in September was earlier than previously indicated, when it is assessed in November, once admission numbers are more predictable. The Director of Finance confirmed this would be considered when the revised budget was submitted to RPC and subsequently to BoT in November.

The Director reported that the School's expectations for 2021/22 should exceed the £2.2m in the budget. All things being equal, the additional surplus on tuition fees of £1.9m would impact positively on the current budget surplus of £2.2m. A number of factors are under consideration including the impact of higher national insurance contributions and pensions. The hope is that there will be additional surpluses would could be used for increasing the strategic plan investment budget as well as infrastructure in the school.

RPC 21/22 1 8 Gordon Square

RPC received and considered a paper on Gordon Square.

The Director presented the paper and the Chair commented that the news was positive in a number of ways:

- Retaining Gordon Square ensured we kept a key building for the school's use, given it is on campus
- It is a sign of the school's improved financial situation that we can keep it without straining finances
- It enhanced the asset base of the school.

RPC agreed to recommend to the Board of Trustees the proposal to retain Gordon Square and use it for the Doctoral School.

RPC 21/22 9 Date of Next Meeting

The Committee **noted** the date of the next meeting: Thursday 16 November 2021, 10.00-12.00