



Mission Statement: *Inspiring learning, developing character, building futures*

MINUTES OF THE MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE

Date: Tuesday 7th March 2017
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.30-6.25pm

Present: Ms J Trembles (Chair)
Mr J Boyle
Ms J Gray (Principal)
Mr M Waterhouse
Ms M Wakefield

Together with: Mr A Lloyd (Vice-Principal, Information Systems and Resources)
Ms L Gates (Head of Finance)
Ms A Crumblehulme (Head of HR)
Ms S Hawitt (FCAT-Governance Administrator)

Apologies: None

		Action
01.2017	Preliminaries John Boyle welcomed everyone to the meeting and took the Chair There were no apologies	
02.2017	Declarations of Interest There were no declarations of interest	
03.2017	Consideration of any items of urgent business. There were no items of urgent business to discuss	
04.2017	Confirmation of Quoracy It was noted the meeting was quorate	
05.2017	Matters arising from the minutes not covered elsewhere on the agenda a) Staffing Update -(item 91.2016 from the previous minutes) Confirmation Directors will receive a report to assess staff morale in the future. Following the feedback from the Residential Conference it was noted that staff morale is good.	
06.2017	Health and Safety Report No 2	

Vice-Principal, Information Systems and Resources presented the second Health and Safety report for the year (paper 8.1) highlighting the following. Directors were informed that incidents were down from previous reports and there were no major incidents for this period. He also highlighted that out of the seven recorded accidents/incidents four required further investigation. He highlighted that apart from (item 2.2.3) of the report all other accidents are linked to common activities, such as burn from a glue gun and cut from a craft knife.

Questions from Directors

Asked about the item 2.2.3 student falling from staging, it was noted that this was a one-off situation. There was no fall barriers attached to the staging and no risk assessment had been completed for the event. As a result, the report recommended that all Performing Arts, Music and Media (PAMM) staff complete repeat H&S training which will take place in March 2017.

Michael Waterhouse arrived at the meeting

It was noted that the staging was hired into the college for the event in question and that there was no side barriers, it was noted to be mindful of any side staging for future events.

It was noted that the driver induction is proving to be positive. 103 student undertook the training during this period compared to 42 for the same period last year. The induction provides information and guidance on vehicle movement around the campus.

Jodie Trembles arrived and took the chair

In response to a question about links with local driving schools it was noted that there are no links forged between college and individual driving schools.

Alan Lloyd left the meeting

07.2017 Management Accounts for the period ending 31st January 2017 Staffing

Directors considered the month end report for the period 31st January 2017 (paper 7.1) presented by the Head of Finance. It was noted that the exceptional income had been extracted from the operating surplus to give a more accurate picture at the end of the year.

Questions from Directors

Asked about payment of over £40,000 to Globe Management, it was noted that the payment was for phase 5 of previous building work before Globe Management went into administration and a new contractor took over. Directors were assured that the same payment had not been paid to two separate contractors.

Mid-Year Reforecast 2016/17

Directors considered the Mid- Year Reforecast 2016/17 (papers 7.2) presented by the Head of Finance highlighting the following. The commitment to save £155,000 of staff costs within the budget year has been achieved. In addition a further £19,062 has been saved.

Directors were informed that a strong focus on staff costs remain and all opportunities to make savings for future years will be carefully considered.

Directors were informed that the budget for the FRS102 (28) pension costs has been increased in line with actual costs for 15/16. When the budget was set the changes to the costs under FRS102 was unknown. It is now considered necessary to increase this amount to give an improved forecast of the final outturn for 16/17

It was noted that all reporting during the year will include FRS102 (28) estimates.

Directors were informed that bursary, transport and free meal support requirements have not been as high as expected when the budget was set. As a result the college support for the bursary fund has been decreased, fewer students than expected have applied for the bursary and transport support, however sufficient funds have been left in the budget to cover any late applications.

Questions from Directors

In response to a question about student's awareness of the fund it was noted that Student Finance had been promoting the bursary fund to reach out to any students who may not have applied earlier but may be eligible.

Asked about reporting on any changes between now and the end of the year it was noted that all income and expenditure is scrutinised at every finance panel meeting and these changes will be brought to the attention of Directors

D1:Resolved: to receive and recommend to the Corporation the management accounts for the period ending 31st January 2017

D2:Resolved: to receive and recommend to the Corporation for approval the mid-year reforecast 16/17

08.2017 Staffing

Directors considered the latest staffing update (paper 9.1) which focussed on Support Staff Standards Payments which is now more in line with the teachers' pay arrangements.

Directors were informed of the criteria for nomination and achieving staff awards which is decided by SLT. It was noted that staff have requested to make the final decision who wins each staff award.

The Head of HR also highlighted the continuous service breakdown from 1st September 2016.

Questions from Directors

Directors noted the turnover of management is positive in terms of the impact on the budget regarding staff costs.

09.2017 Additional budget 17/18 paper

The Finance Manager presented an additional paper about the budget for 17/18. Directors were informed that the EFA issued the funding allocation for 2017/18 at the end of February. The allocation confirms that college will receive a reduction of £783,860 in funding for 2017/18. The reduction is due to a combination of the effect of the significant reduction in student numbers in 2016/17 and the loss of the formula protection funding.

It was noted that the preparation of the budget for 2017/18 is underway and involves a full assessment of costs with a view to implementing changes and associated savings where necessary.

Directors were informed that the staffing budget has been subject to further pressure as a result of the changes to the SFCA salary structure, which now enables staff to progress annually on a scale of 1-9 rather than 1-6. Directors considered the graph which highlighted the number of teaching staff on each spine point from 2013/14- 2017/18. Directors were informed that during the Business Planning process all areas of the budget are scrutinised very closely with a focus not to impact on the quality of the provision.

Questions from Directors

It was acknowledged by Directors that students stand out when applying for universities because they have completed extra activities at college, it would be a loss if some of these activities were lost.

It was noted that the college is a 'not for profit' organisation and the focus should continue to be getting students to where they want to be.

It was noted that student numbers will be lower for September 2017 and a further two years due to a decline in demographics, however is set to increase in 2020. Directors were informed that there is enough student applications, however some are dual applications therefore, and the focus is on keeping these students interested.

A discussion followed about decreasing the entry level for GCSE and BTEC, however it was noted that we need to keep in line with other better performing colleges and be mindful of the message being sent out to students.

A discussion followed about using the reserves from previous years to invest in the business in case of a deficit budget. Directors noted that a commentary to support this decision would be crucial in justifying the reasons and the EFA would need to be kept informed of any decisions made to this effect. Asked about operating at deficit for more than 2 years and the relevant bank covenants, it was agreed the Head of Finance would clarify the period of time for this and send JB the agreement.

Asked about the information given to staff about savings to budget, it was noted that at this stage there is nothing further to share with staff, however information will be shared as soon as any decisions are made. In response to a question about staff costs for fewer more expensive workforce compared to more staff less expensive workforce, it was noted that due to the 1% pay increase all staff costs have risen.

LG

10.2017 Identification of any new risks

Uncertainty on the budget which is recorded on the risk register

11.2017

Minutes of the meeting held on 10th November 2016

The minutes of the meeting were approved

Date and Time of next meeting

Thursday 8th June 2017

Signed _____

Date _____