



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

## **MINUTES OF THE MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE**

**Date:** Thursday 10<sup>th</sup> November 2016  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 5.30-6.20pm

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

**Present:** Jodie Trembles (Chair)  
Jill Gray (Principal)  
Debbie Taaffe  
Michael Waterhouse

**Together with:** Alan Lloyd (Vice-Principal, Information Systems and Resources)  
Lindsay Gates (Head of Finance)  
Amanda Crumblehulme (Head of HR)  
Sue Hawitt (FCAT-Governance Administrator)

**Apologies:** John Boyle and Mia Wakefield

**83.2016 Preliminaries**

The Chair welcomed everyone to the meeting.

Apologies were received from John Boyle and Mia Wakefield

**84.2016 Management Accounts for the period ending 30<sup>th</sup> September 2016  
Month end report**

Directors considered the management accounts for the period ending 30<sup>th</sup> September 2016 (paper 7.1) The Head of Finance gave a summary of the report, highlighting the operating surplus for the year to date of £188,335. She informed Directors that costs are being closely monitored and although figures are fluctuating as decisions are being made they are on track to achieve the final budget.

She also highlighted the FRS102(28) adjustment for pension costs has been calculated too low, for example budgeted at £80,000 and actual costs for 2015/16 were £223,000. This is because when the budget was set the effect of FRS102 was unknown. Actual costs are not known until after the year end but the Head of Finance suggested the budget costs be included in the monthly management accounts to allow Directors to keep a regular overview of ongoing costs.

Action

It was noted that there is an under-spend on free meals and bursaries; steps are being taken to encourage students to take up the offer of financial support available to them. There is also less take-up of the transport scheme and staff are reinforcing messages to encourage students to join the scheme. The Head of Finance reported that it appears students may not need as much financial support and this is being closely monitored

The Head of Finance welcomed any questions from Directors; there were no questions to answer.

### **Report on Annual Accounts 2015-2016**

Directors considered the Annual Accounts for 2015-16 (paper 7.2) which were showing an operating surplus of £585k after the year-end adjustments.

Directors were informed of the changes to the way the Management Accounts had been presented under FRS 102 the new Financial Reporting Standards. One of the biggest changes was the pension liability, which has increased by £650K, the methodology for calculating pension liability has changed which is having an impact on the sector as a whole.

It was noted that the balance sheet remains in a strong position with an increase in cash of £412K and the financial health of the college remains outstanding.

### **Questions from Directors.**

In response to a question regarding the list of Directors within the report it was noted that members who served on the Corporation during the year and up to the date of signature of this report are listed in the report.

**84.2016 D1 resolved: recommend Management Accounts for the period ending 30<sup>th</sup> September 2016 to the Corporation for approval**

**84.2016 D2 resolved: agreed to include the pension costs in the monthly management accounts**

**84.2016 D3 resolved: recommend report on Annual accounts to the Corporation for approval**

*Jill Gray left the meeting to attend an awards evening at a local school*

**85.2016 Declarations of Interest**

There were no declarations of interest

**86.2016 Consideration of any items of urgent business.**

There were no items of urgent business to discuss

**87.2016 Confirmation of Quoracy**

It was noted the meeting was quorate

**88.2016 Minutes of the meeting held on 11<sup>th</sup> October 2016**

The minutes of the meeting held on the 10<sup>th</sup> November 2016 were approved

**Matters arising from the minutes not covered elsewhere on the agenda**

**89.2016**

- a) Staffing Report** - (item 76.2016 from the previous minutes) confirmation category 'other known causes' will be analysed further in future reports.
- b) Health and Safety** – (item 77.2016 from the previous minutes) confirmation there is a named replacement in the absence of the Chief Fire Marshal
- c) Committee Performance** – (item 79.2016 from the previous minutes) confirmation further discussion is still needed regarding communication in the event of weapons being carried on site, outcome will be reported back to this committee.
- d) Terms of Reference** - (item 80.2016 from the previous minutes) confirmation changes have been made to the terms of reference for this committee.

**91.2016**

**Staffing Update**

Directors considered the latest staffing update (paper 8.1) which focused on age and gender profiles for the college. The Head of HR informed Directors the overall staffing numbers have decreased from 236 to 214 in comparison to the previous year, contributing to savings made.

**Questions**

In response to managing the changes due to reduced staff, Directors were informed that there has been no significant impact on staff morale, however as there are more difficult decisions to be made in the future this could potentially have an impact.

It was noted that feedback from staff is very positive and all staff complete a survey every two years and any trends identified are reported to directors.

Asked about visibility of actions taken year on year from the staff survey to the Board of Directors the Head of HR agreed to check whether this has been reported on in the past. Directors agreed it was a report that could be useful to assess staff morale as this could be a potential risk going forward.

It was noted that the 'Investors in People Award' was very successful and feedback from staff very positive.

AC

**92.2016**

**Carbon Footprint**

Directors received and noted the report on Carbon Footprint (paper 9.1) It was noted that the college has achieved its target of a minimum of 5% reduction in its carbon footprint. Significant reduction of 18.9% is largely down to a reduction in gas use due to unseasonal high temperatures.

Directors noted that ongoing savings are being made despite particularly bad winters. It was also noted that the replacement of lighting with LED has made a significant difference.

**93.2016**

**Identification of any new risks**

Continue to monitor staff morale as changes to staffing occur.

**Date and Time of next meeting**  
Monday 6<sup>th</sup> March 2017 at 5.30pm

Signed \_\_\_\_\_

Date \_\_\_\_\_