



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

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

**Date:** Tuesday 11<sup>th</sup> October 2016  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 5.30-6.35pm

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:** Mr John Boyle and Mia Wakefield

|                |                                                                                                                                                                                                                                                                                                                                                                                                             | Action |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>70.2016</b> | <b>Preliminaries</b><br>Debbie Taaffe welcomed everyone to the meeting.<br><br>Apologies were noted                                                                                                                                                                                                                                                                                                         |        |
| <b>71.2016</b> | <b>Declarations of Interest</b><br>There were no declarations of interest                                                                                                                                                                                                                                                                                                                                   |        |
| <b>72.2016</b> | <b>Consideration of any items of urgent business.</b><br>There were no items of urgent business to discuss<br><br><i>Jodie Trembles (Chair) joined the meeting</i>                                                                                                                                                                                                                                          |        |
| <b>73.2016</b> | <b>Minutes of the meeting held on 23<sup>rd</sup> June 2016</b><br>The minutes of the meeting held on the 23 <sup>rd</sup> June were approved                                                                                                                                                                                                                                                               |        |
| <b>74.2016</b> | <b>Matters arising from the minutes not covered elsewhere on the agenda</b><br><b>a) Draft Budget 2016-17 – (item 63.2016 from the previous minutes) confirmation</b> Head of Finance has made the following changes to future reports. <ul style="list-style-type: none"><li>• Add a title to all graphs in future reports</li><li>• Change the current loan balance target in the report to 45%</li></ul> |        |

b) Confirmation the new self- assessment measure of Financial Health will be included in the 2016-17 management accounts. It was noted that 2015-16 has been sensitively analysed in the event of it changing from outstanding to good.

c) **Area Based Review (ABR)** - (item 87.2016 from the previous minutes) the Principal informed Directors that the ABR steering group meeting and site visit had taken place. It was noted that it was a very positive visit and has given SLT greater confidence in moving forward.

She went onto explain that the Head of Finance has looked at projected recruitment in light of the demographic decline with both a pessimistic and optimistic view. It was acknowledged that the steering group were pleased that the college had considered these factors and can demonstrate actions to be taken if necessary.

The Principal went onto say that the steering group were overwhelmed by the evidence presented, as a result SLT felt reassured about BSFC position.

## **75.2016 Management Accounts for the period ending 31<sup>st</sup> July 2016**

### **Month end report**

Directors considered the management accounts for the period ending 31<sup>st</sup> July 2016 (paper 7.1) The Head of Finance gave an update on the report, highlighting the operating surplus for the year to date is £779K a bigger saving than first anticipated due to the combined effect of the net exceptional income and the underspend on salaries. It was noted that one of the main financial risks is the inclusion of the increased pension costs.

She also highlighted that the year-end adjustments remain outstanding and the surplus will change before the accounts are finalised.

It was noted that the financial health of the college for the period ending 31<sup>st</sup> July 2016 remains outstanding.

### **Questions**

In response to a question about advancing some of next year's expenditure it was noted that additional funds were allocated to Estates Team and IT departments.

Asked about progress for a new car park, it was noted that this is still in the planning stages, however has been included into the budget for next summer.

It was noted that sensitive analysis has been undertaken on the 2016-16 full year budget to determine what variations would be required to cause a 40 point reduction and resulting financial health grading of 'good'. Sensitive analysis was undertaken as part of the budgeting process for 2016-17 and included in the commentary. During September 2016 as part of the ABR process, planning for 5 years from 2016-17 was undertaken and reasonable assumptions have been made.

In response to a question about the potential of increase to staff costs it was noted that decreased income would need to be reflected in staff costs, and the staffing budget will need to be used wisely and creative ways to utilise and retain staff need to be maintained.

### **Reserves Policy**

Directors were presented with a reserves policy which was drafted in agreement with the Chair of Admin and Finance and Chair of Directors and will be used in the commentary of the financial plan for 2016-2017. It is suggested that this policy be incorporated into the college Financial Regulations.

### **Student Enrolment Figures**

The Head of Finance gave a verbal update on the student enrolment figures to date. It was noted that the 42 day window was due to close very shortly, this will give an accurate enrolment figure which funding for the next academic year will be based on.

Directors were informed that due to the reformed GCSE qualifications it is expected that school results may not be as good next year, as a result there may be potential to increase the 2Plus programme recruitment.

Directors were also informed that one of the objectives of the introduction of the Excellence Programme was to clawback some of the market share. Head of Gifted and Talented has met with a number of schools to discuss the provision offered at the college and received a very positive response.

**75.2016 D1 Resolved: To recommend the Management Accounts for the period ending 31<sup>st</sup> July 2016 to the Corporation for approval.**

**75.2016 D2 Resolved: To approve the Reserves Policy**

### **76.2016 Staffing Update**

The Head of HR outlined the key points from the Staffing Report (paper 8.1). The college has begun the year with 4 new members of teaching staff. The college has made £122k staff salary savings with each vacancy requirement being carefully reviewed.

Directors were informed of a number of temporary internal staff changes put in place for the academic year 2016-2017 including Head of Gifted and Talented.

Directors were also informed of the CPD offer which is based on feedback from Performance Management Review (PMR) and Sharing and Observation Week (ShOW). In addition, the college are offering CPD to FCAT schools and is providing specific Customer Service Excellence (CSE) training to the schools support staff.

It was noted that short term and long term absence has significantly reduced for both curriculum and support departments and are considerably below national average.  
It was also noted that at the beginning of 2016-2017 academic year there have been a number of unavoidable long-term absences which will impact on next year's data for absence.

### Questions

In response to a question regarding the balance between work-related and non- work related absence it was noted that in fact it is quite hard to measure as one can impact on the other. However, support services and activities are in place to promote the well being of staff.

Asked about the number of staff absence in relation to stress/anxiety as opposed to the percentage figure it was noted that this may not reflect an increase in the number of staff absence in relation to stress/anxiety. It was noted that communication channels have improved and moral is good. It was also noted that full attendance is celebrated with staff and as a result this has had a positive impact on culture.

In response to a question about the 19% 'other known causes' being one of the three main reasons for absence, Head of HR pointed out that absences that do not have a specific criteria are categorised within this section. Directors asked that this category be analysed further for any repeated absence to allow for specific identification of reasons.

In response to a question about special leave for own weddings it was noted that generally staff are not expected to get married in term time, however this may occur if they have recently moved from another organisation.

Head of HR informed Directors that all special leave is authorised on an individual basis using the Work Guidance from the Association of Sixth Form Colleges. There is a consistent decision making process managed by the Head of HR.

Head of  
HR

## 77.2016 Health and Safety Report

### Health and Safety Report 4 of 4 2015-2016

Directors considered the Report (paper 9.1a) the Vice Principal (VP): Information Systems and Resources highlighted the summary of a four-year trend, Directors were encouraged by the three year decline in non-urgent trauma. It was noted that the slippage incident had been dealt with appropriately and that four new members of staff have received H&S Induction and Awareness training.

### Health and Safety Report 1 of 3 2016-2017

Directors considered the report (paper 9.1b) the VP highlighted the planned evacuation from the report which was carried out in 3½ minutes and graded as 1 by SLT, however it was recognised that a replacement be nominated from SLT to record events in the absence of the Chief Fire Marshal.

### Questions

Asked about how 3 ½ minutes compares to previous evacuations Directors were informed that this was very quick.

SLT

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|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|                       | <p>It was noted that fire marshals and staff supervised the evacuation sufficiently and students evacuated in a quiet and controlled manner and went to the appropriate designated area.</p> <p>It was noted that some students in the refuge areas reported difficulty in hearing instructions through the intercom; the Estates team is investigating this.</p> <p>In response to a question about how H&amp;S information is cascaded to new students it was noted that this forms part of the induction.</p> <p>The Principal informed Directors that health and safety training has been reformed to include teaching and support staff involved in low risk activities being trained every two years, whilst staff involved in medium to high risks would be trained annually and include more bespoke training.</p>                                | Estates |
| <p><b>78.2016</b></p> | <p><b>Committee Performance 2015-2016</b></p> <p>Directors reviewed progress against the 2015-16 Key Performance Indicators (KPI) for the committee (paper 10.1) the Chair clarified that all performance indicators had been met apart from point 3 which was partly met.</p> <p><b>78.2016 D1 Resolved: to approve progress against the Committee KPI's for 2015-16</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |
| <p><b>79.2016</b></p> | <p><b>Committee Performance 2016-2017</b></p> <p>Directors considered committee KPIs for 2016-17 (paper 10.2) Following a discussion the Clerk was asked to make the following amends:</p> <ul style="list-style-type: none"> <li>Remove point 5 with the exception of the Utilisation Report</li> </ul> <p>In response to a question about recent news of a possible preventable student stabbing in Aberdeen, it was noted that there is a whistle blowing policy, and any issues and concerns are reported and there is very visible security staff on site, however in relation to carrying weapons it was noted that further discussion with Stuart Ormson (Head of Student Services) will take place to ensure there is a process for this.</p> <p><b>79.2016 D1 Resolved: to approve, with agreed changes, the committee KPI's for 2016-17</b></p> | GY      |
| <p><b>80.2016</b></p> | <p><b>Committee Terms of Reference</b></p> <p>Directors reviewed and revised the committee Terms of Reference (paper 11.1) removing items that were identified as management matters.</p> <p>Following a brief discussion, Directors agreed to remove the specific meeting date for reviewing policies so that they can be spread throughout the year.</p> <p><b>80.2016 D1 Resolved: to approve the Terms of Reference for the committee for 2016-2017 with agreed amends.</b></p>                                                                                                                                                                                                                                                                                                                                                                       | Clerk   |
| <p><b>81.2016</b></p> | <p><b>Identification of any new risks</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |

82.2016 | No Identification of any new risks  
**Date and Time of next meeting**  
Thursday 10<sup>th</sup> November 2016

Signed \_\_\_\_\_

Date \_\_\_\_\_