



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

Date: Tuesday 10th November 2015
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 1730hrs – 1840hrs

Mission Statement: *"Inspiring Learning, Developing Mind and Character, Building Your Future"*

Present: Jodie Trembles (Chair)
Murat Cobandag
Jill Gray
Michael Hodgkinson
Philip Welsh

Together with: Amanda Pickup (Director of Finance and HR)
Kath Buddle (FCAT Governance Administrator)
Sue Hawitt (FCAT Governance Administrator – Minutes)

Apologies: John Boyle

33.2015 Preliminaries

The Chair welcomed everyone to the meeting.

Apologies were received from John Boyle

34.2015 Declarations of Interest

None.

35.2015 Management Accounts for period ending 30th September 2015

The Director of Finance and HR presented the Management Accounts for the period ending 30th September 2015 (Paper 6.1) which covered the first two months of the academic year.

It was noted that the salaries budget was currently allocated equally across 12 months. This included a 1% pay award from last year and Performance Standards Payment (PSP) awards agreed in November and December 2015. The salary for the Head of Maths position was currently being saved as the Vice Principal was covering this in the short term until a permanent appointment could be made.

Work was in progress to identify savings in case of potential funding reductions next year and the College was preparing for the impact of the living wage directive which would come into being over the next year.

Action

Directors were made aware that, from April 2016, employees' take home pay would reduce by 1.8% as a result of the change to the National Insurance rebate on pensions. The College would be making staff aware of this in advance of the changes.

Questions from Directors

In response to a question about the living wage, the Director of Finance and HR confirmed that this would impact on the College in respect of lower end staff salaries, and, on the back of this, supervisor salaries to maintain differentiation.

In response to a question about net exceptional income, the Director of Finance and HR confirmed that this would be used across the year. The College received income for free school meals on one payment and this was released over the year. In addition, some bursaries were paid over ten instalments.

Asked about the net surplus as at 30th September 2015 (£282,809), the Director of Finance and HR explained that this looks high in comparison with the budget year to date but currently the salaries in the budget are phased equally across the year.

35.2015 D1 Resolved: to recommend the Management Accounts for the period ending 30th September 2015 to the Corporation for approval.

36.2015 | Report on Annual Accounts 2014-2015

Directors considered the annual accounts for 2014-15 (Paper 7.1) which were showing an operating surplus of £797k after the year end adjustments.

The surplus in the draft management accounts submitted to the Committee in October had been £850k and the reasons for the changes during this time were reflected in the report.

Directors were informed that the liability on the pension scheme had increased but that the Education Funding Agency (EFA) did not take this into consideration when reporting on the financial health of colleges. The number of staff in the pension scheme had increased and the College had introduced an automatic enrolment process to promote this even further.

Directors were reminded that Taylor Shaw had invested £160k into fixed assets and equipment in Café 6 and that £503k of inherited fixed assets had been written off as agreed by Directors previously. Auditors had approved the way this had been carried out.

AP

In response to observations from Directors, the Director of Finance and HR agreed to amend typing and formatting errors in the report.

Questions from Directors

AP

In response to a question, the Director of Finance and HR agreed to check out the correct name of the College Bankers.

In response to questions about how the College collected student opinion of the catering services, the Principal explained that questions about this were asked as part of the Student Survey. The Catering Manager also carried out focus groups with students to identify requirements. It was acknowledged that students perceived food and drink to be expensive, but, in comparison with others, the College provided better quality food at a more reasonable price than most. Directors felt that there might be some benefit in communicating this back to students.

Asked about feedback on the Student Survey, the Principal confirmed that this was provided on a regular basis via messages across the College and through the Student Council. The Principal also explained that the current Student Survey would be revised by the Senior Leadership Team (SLT) shortly in order to incorporate current issues and make it more effective.

37.2015 Disaster Management Plan

Directors considered the Disaster Management Plan (Paper 8.1) paying particular attention to a new section (Section 7.5) on the Lockdown Procedure. The Principal explained that the College had been working with the Police and other external agencies to ensure the procedure was robust and fit for purpose. Different scenarios to support staff and students in their roles/responsibilities in respect of the procedure, would be introduced over the coming months.

The SLT was currently considering how best to inform students and staff when the lockdown procedure was in place and a tannoy system was being trialled.

Question from Directors

Asked about whether or not the College provided an offsite register of recovery team contact details for use when electronic versions might be inaccessible, the Principal agreed to speak to the Vice Principal for clarification.

Principal

37.2015 D1 Resolved: to recommend the Disaster Management Plan to the Corporation for approval.

38.2015 Health and Safety Report

Directors considered the first Health and Safety Report for the year (Paper 9.1).

The Director of Finance and HR explained that the return to building time following the recent planned evacuation had been extended due to problems with one of the sensors. The evacuation itself had gone to plan.

39.2015 Report on Carbon Footprint

Directors received and noted the Report on the Carbon Footprint (Paper 10.1).

40.2915 Staffing Update

Directors considered the latest staffing update (Paper 11.1) which focussed on age and gender profiles for the College. The data demonstrated that the College has a predominantly young female workforce.

Although reflective of national trends in terms of gender, the College was identifying opportunities to attract and recruit more male teaching staff. A review of ethnicity and disability data would take place in the near future.

Questions from Directors

Asked about whether equality data is analysed at departmental level, the Principal confirmed that it was possible to do this as data is collected at individual teacher level. However, it was important to remember that staff are recruited for their specialist knowledge and that this needed to be taken into consideration when comparing data held by other organisations.

Asked if the College carried out an audit of staff characteristics, the Principal explained that, although information is collected at recruitment, it is rarely updated after that. Directors were informed that a number of staff members lived outside of the Fylde Coast area and so a comparison with the local demographic profile might not be appropriate.

41.2015 Consideration of any items of urgent business

None.

42.2015 Minutes of the meeting held on 6th October 2015

The Minutes of the meeting held on 6th October 2015 were approved.

43.2015 Matters arising from the minutes not covered elsewhere on the agenda

- a) **Change to confidential minutes of the meeting held on 23rd June 2015** (Item 22.2015) – the Clerk confirmed that this has been made.
- b) **Audit Committee responsibility in the appointment of internal auditors** (Item 23.2015) – the Clerk and the Director of Finance and HR confirmed that the fact that the College is not obliged to appoint an internal auditor, but chooses to do so, was included in the terms of reference for the Committee and in the Finance Regulations.
- c) **Finance Indicators Dashboard** (Item 23.2015) – the Clerk confirmed that this document has been circulated to Directors.
- d) **Committee Terms of Reference** (Item 24.2015) – the Clerk confirmed that agreed changes had been made. The revised document has been circulated to Directors (Paper 4.4).
- e) **Report on affordable and fair pay and conditions** (Item 28.2015) – the Clerk explained that information on affordable and fair pay was included in general budget reports, rather than in a discrete report.

f) **Committee Performance Indicators for 2015-2016** (Item 29.2015) – the Clerk confirmed that changes agreed at the previous meeting had been made and included in the revised document (Paper 5.6).

44.2015 **Date and Time of next meeting**

~~Monday 29th February 2016 at 5.30pm.~~ *Re-arranged*

Monday 14th March 2016 at 5.30 pm

Signed

J. Trumble

Date

14/3/16