



MINUTES OF MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE

Date: Wednesday 12th March 2014
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 1700hrs - 1830hrs

Present: Mr P Welsh (Chair)
Mrs C Bellamy
Mr J Boyle
Mrs K Clowes
Mr H Heath
Ms F Greeves OBE

Together with: Mr A Lloyd (Vice-Principal Information Systems & Resources)
Mrs A Pickup (Director of Finance & Personnel)
Mrs JA Trainor (Assistant to the Clerk to the Corporation)
Ms E Trotter (Corporate Services Lead FCAT)
Dr J Burgess (Clerk to the Corporation)

		Action
1.2014	Welcome & apologies The Chair extended a warm welcome to Ms Emily Trotter to her first meeting of the Committee. There were no apologies. Mr Goodinson did not attend.	
2.2014	Declaration of Interest None.	
3.2014	Consideration of any items of urgent business Three additional items of business were tabled: 1) The protected cash balances as at 28 th February 2014 2) Additional notes to the Fylde Coast Teaching School 3) Staffing update – March 2014 It was agreed to receive and discuss these during the course of the meeting.	
4.2014	Minutes of the meeting on the 27th November 2013 (Paper A) 4.2014. D1 Resolved: that the Minutes be approved.	
5.2014	Matters arising from the Minutes of the Meeting held on the 27th November 2013 not covered elsewhere on the agenda None. The Director of Finance and the Clerk confirmed all actions had been completed.	

6.2014 Management Accounts Period 6 ending 31st January 2014.
(Paper C)

The Director of Finance detailed the adjustments that had been included into the revised budget reforecast for the remainder of the current financial year. Overall, the adjustments meant a slight budgetary increase of £16k. As a consequence the net budget surplus for the year had improved from £217k to £234k. The most significant savings had arisen from the staffing budget where delays in filling vacancies and general staffing changes had created welcome savings. She explained the various increases in non-pay costs, particularly with regard to personnel recruitment and maintenance.

Governors sought clarification on a number of budget lines and received assurances about the rationale for the changes. They wondered about the progress on seeking compensation for the new doors at the front of the College and were disappointed that this was unlikely to be successful. Governors questioned whether the Disadvantaged Funding income was identified separately and if the funds and benefits could be featured. It was pointed out that this analysis has been developed in a paper for the Strategic Planning & Standards Committee next week. However, it was agreed to show the income received for Disadvantaged Funding as a separate income statement line.

Director of
Finance
To action

The Projected Cash Balances as at the 28th February 2014 were tabled. These prompted considerable discussion about whether 'target cash days' should be established. Governors concluded that maintaining the 'Outstanding' Financial Health Score and effectively managing within the level of student funding for 2014/15 were the critical imperatives.

Governors welcomed the tabled Statement relating to the Fylde Coast Teaching School. The forecasted cost to the College in respect of its involvement in the Teaching School was considered of minor importance in contrast to the very significant broader benefits derived from the collaboration.

6.2014 D1 Resolved: that the Management Accounts Period 6, including the budget re-forecast be approved and the cash flow balances and statement on the Teaching School be received.

7.2014 Property re-development strategy – Phase 4.

The Vice-Principal updated Governors on the Phase 4 project, which currently appears to be on target in terms of budget but two weeks behind schedule. The Chair questioned whether the delay raised any difficulties and was assured that this was of no consequence. Of immediate concern was the fact that there are no designated funds for furnishings, computers and equipment. Therefore, the task of raising sponsorship from external sources was considered at length.

Given the increasing priorities for engineering education and training opportunities, (both in central and local government), it was judged timely to raise the College's profile, actively promote the new facilities and systematically research whether any significant sponsorship could be attracted.

Property Re-development Strategy - Potential Phase 5

The Vice-Principal advised that the College should be informed, within the next few weeks by the EFA, of the result of its latest capital bid. There was no indication at this stage as to whether any sums will be forthcoming in the event of a successful bid.

8.2014 Health & Safety Report No 3

(Paper C)

The Vice-Principal Information System & Resources stated that there had been no major Health & Safety issues within the scope of the Report. There had been 9 incidents recorded of which 7 required further investigations. He drew attention to the scheduled fire evacuation held yesterday, which he judged to have been the most effective yet. The Estates Team would be addressing the problems of the faulty automatic doors over the Easter vacation. Governors noted that 80 driver induction-training sessions had been held in this period.

8.2014 D1 Resolved: that the **Health & Safety Report No 3 be received.**

9.2014 Room Utilisation Report 2014

(Paper D)

This Report was based upon a sample period from 7th October to 11th October 2013 and compiled using dated methodology & calculations from an earlier funding agency. Despite these limitations, the theoretical utilisation report does afford comparability with earlier years. The Vice-Principal was pleased to report a 1.5% increase in room utilisation from the previous year to 41%, with an increase in room use from 63.9% to 66.3%. Governors were briefed on the colour coding used and the variances in different types of rooms and subsequently questioned the resultant analysis.

9.2014 D1 Resolved: that the **Room Utilisation Report 2014 be received.**

10.2014 Environmental Sustainability Policy 2013 - 2015

(Paper E)

Governors were particular pleased to review the updated policy and revised objectives. A polished and professional approach. The Chair noted that the Blackpool Sustainable Community Strategy had been revisited and re-launched following the political changes at Blackpool Council.

	<p>10.2014 D1 Resolved: that the Environmental Sustainability Policy 2013 - 2015 be received.</p>	Action
<p>11.2014</p>	<p>Return on Investment of the Property Strategy (Paper F)</p> <p>Despite the inherent problems in producing a succinct answer to the question 'what has the property investment yielded for the College', the Chair considered the document to be a brilliant effort and warmly congratulated all the Senior Leadership Team (SLT) who had combined to produce such a powerful document. The document had potential use for public relation purposes and in supporting new capital bids.</p> <p>The Principal observed that the buildings projected and reinforced the new image of the College and were central to enhancing the institution's overall reputation. She believed that the College was a safer place for students and staff.</p> <p>11.2014 D1 Resolved: that the Return on Investment be received and circulated to all Governors at the next Corporation meeting.</p>	Clerk To action
<p>12.2014</p>	<p>Staffing Update March 2014 (Paper G – tabled)</p> <p>The Principal reviewed the Performance Standards Payments and the pay rise summary for teaching staff, support staff and management forum members. A national pay award of 1% was implemented effective from 1st September 2013; however, the extra 0.5% offer to College teachers in return for a formalised progression process was rejected.</p> <p>There was considerable discussion about the 17% labour turnover at the College as it was the highest for some time. Governors concluded that given the high proportion of younger staff, the co-sponsorship of The Fylde Coast Teaching School and the nature of the Fylde Coast area that this figure was not overly worrying. Governors requested if they could receive the more detailed Continuous Service analysis as provided for the SLT.</p> <p>12.2014 D1 Resolved: that the Staffing Update March 2014 be received</p>	Director of Finance To action
<p>13.2014</p>	<p>Any other business</p> <p>a) Bids The Vice-Principal updated Governors on the successful outcome of recent Grant Bids.</p> <p>b) Catering Contract Tendering The College was assessing two shortlisted catering organisations on the 13th March 2014.</p>	

c) Extraordinary meeting of the Corporation
Mr Boyle advised that a short special meeting of the Corporation would take place on Tuesday 18th March 2014 at 1715hrs.

Action

d) Vice-Chair of the Administration & Finance Committee
Mrs Bellamy accepted the invitation from the Search Committee to assume the vacant role of Vice-Chair.

14.2014 Estimation of New Risk

The Chair concluded that there were no new risks identified.

15.2014 The next scheduled meeting is Wednesday 11th June 2014 at 1700hrs.

Members
Please note

The Chair thanked members for their attendance, contributions and closed the meeting.

Signed: _____

Chair: _____

Date: _____