



MINUTES OF THE MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE

Date: Wednesday 2nd October 2013
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 1700hrs - 1845hrs

Present: Mr P Welsh (Chair)
Mrs C Bellamy
Mr J Boyle
Mr S Davies
Mr A Goodinson
Ms F Greeves
Mr H Heath

Together with: Mr A Lloyd (Vice Principal Information Systems & Resources) – Late arrival
Mrs A Pickup (Director of Finance & Personnel)
Mrs JA Trainor (Assistant to the Clerk to the Corporation)
Dr J Burgess (Clerk to the Corporation)

		Action
28.2013	Welcome & apologies The Chair extended a warm welcome to Harry Heath and advised that Mr Lloyd would be joining the meeting shortly.	
29.2013	Declaration of Interest Mr Goodinson drew attention to his interest in the tabled confidential item on a pay structure review for teaching staff. The Principal confirmed that he would not be involved in any subsequent discussions involving the Staff Consultative Committee.	
30.2013	Consideration of any items of urgent business Confidential item - pay structure review for the teaching staff.	
31.2013	Minutes of the meeting on the 19th June 2013 (Paper A) 31.2013. D1 Resolved: that the Minutes be approved.	
32.2013	Matters arising from the Minutes of the Meeting held on the 19th June 2013 not covered elsewhere on the agenda <i>22.2013 Proposed Budget 2013 - 2014</i> The Director of Finance advised that the apportioned staff costs and allocations to the Teaching School were yet to be instigated. All other actions had been completed. <i>Mr Boyle left the meeting</i>	

33.2013 Draft Accounts for the year ending 31st July 2013
(Paper B)

The Director of Finance informed Governors that the current projected net surplus for the year was £916k. As usual though a number of significant changes, e.g. pension adjustments, depreciation entries, some modification to capitalised items will impact on the final figure for the Annual Accounts. She advised that these amendments would be scheduled in a reconciliation statement, which would be available with the final accounts in November.

Director of
Finance
To action

The majority of the variance between actual and reforecast was related to unused staffing costs. Governors were pleased to note the healthy surplus, which would be important to the Phase 4 project. They questioned a number of the items in the accounts and were assured by the answers given by the Management Team.

33.2013 D1 Resolved: that the Draft Accounts for the year ending 31st July 2013 be received.

34.2013 Student Enrolment 2013
(Paper C)

The Principal reported that the current number of enrolled students was approximately 2,225; this is well above the funding target of 2080. Pleasingly, lower sixth student enrolments were above targets partly because of the impact of the English Baccalaureate and the improved work done with feeder schools. As a result, the College had to close its recruitment some weeks ago resulting in 40 - 50 disappointed applicants.

There was considerable discussion about the under-recruitment to Performing Arts and need for improved marketing next year. A parent Governor with a new student at the College confirmed the experience of a successful recruitment and induction process.

34.2013. D1 Resolved: that the report on Student Enrolment 2013 be received.

Mr Lloyd joined the meeting.

35.2013 Property Re-Development Strategy – Progress Update

The Vice-Principal Information Systems & Resources reported that work on the Phase 4 campus re-development project was well underway, with the Contractor advising that the project was only 2 days behind schedule. Whilst the demolition of the old buildings was completed without incident, four significant Health & Safety breaches occurred in early September 2013. These have been discussed in detail with the Contractor and actions have been taken to avoid such problems happening again. The details were scheduled in the Health & Safety Report No1 2013/14.

Whilst Governors were concerned about the causes of the Health & Safety breaches they were assured by the actions taken by both the College and the Contractor.

36.2013 Health & Safety Report No 1
(Paper F)

The Vice-Principal (Information Systems & Resources) introduced the Report and pointed out that it covered the summer holiday period and first few weeks of the term. One planned evacuation had occurred on the 12th September 2013 and this had been judged very good (Grade 2). The Evacuation Report was circulated and discussed during which time it was noted that all actions had been dealt with.

36.2013 D1 Resolved: that the **Health & Safety Report No 1 and associated Fire Evacuation Report be received.**

37.2013 Staffing Update September 2013 & Absence Report 2012/2013
(Paper D)

The Principal praised the efforts of the timetabling team in securing appropriate teacher coverage for all classes at a time of increased student enrolments. Governors noted the staffing changes, new appointments and internal re-structuring over the summer and at the start of the new academic year, along with the new staff induction and staff development training activities.

Governors were particularly interested in the changing age and gender profile of staff at the College. The Absence Report 2012/13 was reviewed in detail and whilst the sickness record was commendable there was a concern about the significant increase, in comparison to last year, in the number of days lost for Special Leave.

37.2013 D1 Resolved: that the **Staffing Update September 2013 & Absence Report 2012/13 be received.**

38.2013 Committee Performance indicators 2012/2013
(Paper G)

Governors reviewed the Committee's Performance over the previous year noting that the great majority of Performance Indicators had been achieved. They agreed to retain the return on investment indicator (3.4) and requested that the Senior Management Team prepare a succinct Rol Report for 2012 -13, using a number of key statistics, which could clearly demonstrate the College's success in securing major returns from the significant capital invested. In addition, the Environmental Sustainability Policy (which was last revisited in 2009) would be updated and be made available to the Committee shortly.

SMT
To action

SMT
To action

It was agreed to add a new indicator 3.6, for 2013 /2014 to show the *tangible outcomes achieved* in getting the best possible accommodation and equipment for learning in the 21st century.

Clerk
To action

38.2013 D1 Resolved: that the Report on **Committee Performance Indicators 2012/2013** be received.

Action

38.2013 D2 Resolved: that **an amended scheduled of Committee Performance Indicators** be adopted for **2013/2014**

39.2013 Estimation of Risk

After reflection and discussion, it was concluded that the new areas of risk identified during the meeting related to:

- Health & Safety Risk in respect of Phase 4 construction of the new buildings
- Pay rises and/ or new pay structure, which need to be mindful of the downturn in forecasted income streams.

**40.2013 The next scheduled meeting is:
Wednesday 27th November 2013 – 1700hrs Committee Room**

Members
Please note

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

Signed: _____

Chair: _____

Date: _____