



MINUTES OF MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE

Date: Wednesday 13th June 2012
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 1700hrs - 1845hrs

Present: Mr P Welsh (Chair)
Mr T Bateson
Mrs C Bellamy
Mr J Boyle
Mr S Davies
Ms F Greeves

Together with: Mrs L Gates (Management Accountant)
Mr A Lloyd (Vice Principal Information Systems & Resources)
Mrs A Pickup (Director of Finance & Personnel)
Ms G Yeadon (Incoming Deputy Principal)
Mrs JA Trainor (Assistant to the Clerk to the Corporation)
Dr J Burgess (Clerk to the Corporation)

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|----------------|--|--------|
| 19.2012 | Welcome & apologies The Chair extended a warm welcome to Ms Gail Yeadon, incoming Deputy Principal and also to Mrs Lindsay Gates. There were apologies from Mr George Canning and Ms Helen Harrison. | Action |
| 20.2012 | Declaration of Interest The Principal drew attention to her role as Chair of Governors at Collegiate High School along with Mr Boyle's role as Chair of the Collegiate Trust Board. | |
| 21.2012 | Consideration of any items of urgent business None. | |
| 22.2012 | Minutes of the meeting on the 15th March 2012 (Paper A) 22.2012. D1 Resolved: that the Minutes be approved. | |
| 23.2012 | Matters arising from the Minutes of the Meeting held on the 15th March 2012 not covered elsewhere on the agenda None. | |
| 24.2012 | Management Accounts Period 9 ending 30th April 2012 (Paper B & C) The Director of Finance was pleased to inform Governors that there had been no significant changes since the February 2012 accounts and that the current surplus for the year to date was £809k. | |

Action

The cash position was very positive, allowing recent interest bearing deposits to be made. Significant savings had been made through careful management of the pay costs, though additional costs will arise now with the overlap period of the new Deputy Principal and appointment of an Interim Head of Maths. Clarification was provided on a number of areas of expenditure, for example accrued utilities, insurance costs and essential maintenance. Governors asked to see a final statement on the Holland Building Fire, once the insurance monies have been received.

Director of Finance
To action

Governors also requested that the Cash Flow graphs be re-issued after correction.

Director of Finance
To action

24.2012 D1 Resolved: that the Management Accounts Period 9 be received.

25.2012 Proposed Budget 2012 - 2013

(Paper D)

The draft Budget summary for the next financial year currently indicates an operating surplus of £132k. It was anticipated that a number of small changes would be made over the next couple of weeks. Significantly, income from the Education Funding Agency (EFA) is £234k down. However, this is not quite as bad as originally anticipated. A cost of living pay increase of 1% had been included, however, emerging evidence from the negotiating body (SFCF) is that this could be lower. Concern was registered that there was a widening disparity between teachers in schools and those in 6th form colleges, which was now impacting upon the College's ability to recruit and retain the best staff.

The Director of Finance reviewed the majority of the main cost headings within the budget outlining the rationale for the proposed allocations. Governors sought further clarification on the transport support costs following the ending of the EMA and were particularly interested in the pilot ipad project for designated student cohorts. They requested further details and costs, once the scheme had been finalised.

Costs relating to Personnel Recruitment, Marketing, Utilities, Rates and Maintenance were discussed in some detail. The projected 70% pay costs to income was noted in relation to staffing levels and associated pay costs. The Director of Finance briefly outlined the budget projections for the following two years (2013 – 2015), albeit with considerable uncertainty about future income levels.

In order to allow the Management team to refine and improve the one-year and three-year forecasts over the next few weeks, it was agreed to circulate drafts to Committee members, prior to the meeting of the Corporation and, thereafter, recommend these to the Corporation.

Director of Finance
To action

25.2012 D1 Resolved: that the draft Budget for 2012 - 2013 be received.

25.2012 D2 Resolved: that the draft Budget for 2012 – 2013 and projections until 2015 be finalised, circulated for subsequent consideration and recommended for approval by the Corporation.

26.2012 Capital projects 2012 - 2013

(Paper E)

Governors were updated on the outcome of the £2.25m bid to the YPLA earlier this year, resulting in the allocation of £480k from the Building Condition Improvement Fund (for the Sports Hall refurbishment) and the allocation of £48k from the Devolved Capital Maintenance Fund. In addition to the Sports Hall Upgrade, 11 small capital projects had been scheduled for consideration by the senior management team, who had agreed that 6 projects and the Sports Hall be prioritised for implementation.

Governors agreed that these 7 projects, to a total cost of £615k, be implemented. Mr Boyle advised that Corporation approval was necessary on the expenditure from the Building Condition Improvement Fund and recommended that the precise resolution be drafted ahead of the meeting on the 3rd July 2012.

Director of
Finance
To action

26.2012 D1 Resolved: that the 7 (Priority 1) Capital projects 2012 - 2013 totalling £615k be recommended to the Corporation for approval.

26.2012 D2 Resolved: that a discrete resolution for the £480k funds from the Building Condition Improvement Fund be prepared and recommended to the Corporation for approval.

27.2012 Progress update on the property re-development strategy

The Vice-Principal was disappointed to report extremely slow progress by the main contractor, ISG, to complete the large number of snags on Phases 3 & 3a. As a result of this experience the College would not be involving ISG in the Sports Hall refurbishment project. In contrast, this project was progressing well utilising a local design team and local sub-contractors. A small tendering exercise would take place shortly.

Mr Boyle alerted Governors to potential capital funds being made available, from different sources, to Collegiate High School and Highfurlong Special School. He believed it was important to try and secure some co-ordinated approach on what is a shared campus to achieve possible synergies and additional benefits for all involved.

28.2012 Property Re-development Strategy – Phase 3 & 3a Expenditure Report

The Director of Finance tabled an updated schedule of costs of Phase 3 & 3a. This latest projected capital cost for the re-development, from Davis Langdon, indicated a potential £2k over-spend before the application of the £130k college contingencies.

However, the Report continues to incorporate four disputed cost areas, totalling £186k, including the asbestos removal costs and new electrical supplies, which have yet to be resolved.

28.2012 D1 Resolved: that the Review of Costs of Phase 3 & 3a be received.

29.2012 Staffing Update – June 2012

(Paper G)

The Principal highlighted a number of key points from the Report. She felt it was important to show the reasons staff leave the College and particularly the number that secure “career progression”, which, in part, reflects upon the College’s ability to develop future able teachers and leaders. Similarly, the number of internal promotions demonstrates the capacity of the College to grow and develop talented teachers and managers.

29.2012 D1 Resolved: that the Staffing Update June 2012 be received.

30.2012 Health & Safety Report No 4

(Paper H)

The Vice-Principal Information System & Resources reviewed a number of matters within the Report. He drew attention to the rationale underpinning the agreed change to move to a single successful planned evacuation per year. The Principal observed that the College does some limited benchmarking of Health & Safety against a similar sized 6th form college which reveals that the College does particularly well in this area. Governors were interested to pursue and clarify the college disciplinary procedures and police action in respect of a student caught supplying a banned substance.

30.2012 D1 Resolved: that the Health & Safety Report No 4 be received.

31.2012 Election of the Chair & Vice-Chair of the Committee

Mr Welsh and Mr Davies were re-elected to their respective roles for a further two years until 2014. Mr Boyle thanked Mr Welsh for his continuing work and careful scrutiny of Administration and Finance business.

31.2012 D1 Resolved: that Mr Welsh be re-appointed Chair and Mr Davies be re-appointed Vice-Chair of the Administration and Finance Committee for a further two years until June 2014.

32.2012 Estimation of new Risk areas

None.

33.2012 **The next scheduled meetings is on Wednesday 26th September 2012 – 1700hrs Committee Room**

Action
Members
Please note

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

Signed: _____

Chair: _____

Date: _____