



MINUTES OF MEETING 88 OF THE ADMINISTRATION & FINANCE COMMITTEE

Date: Wednesday 13th October 2010
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 1630hrs - 1800hrs

Present: Mr P Welsh (Chair)
Mr T Bateson
Mr J Boyle
Mr S Davies
Ms F Greeves
Mr M Kimber
Mrs S Walsh MBE (Delayed arrival)

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)
Dr J Burgess (Clerk to the Corporation)

	Action
30.2010 Preliminaries The Chair welcomed members to the meeting, and advised that Mrs Walsh would be joining the meeting later.	
31.2010 Declaration of Interest None were declared.	
32.2010 Consideration of any items of urgent business None.	
33.2010 Minutes of the meeting on the 16th June 2010 (Paper A) 33.2010. D1 Resolved: that the Minutes be approved.	
34.2010 Matters arising from the Minutes of the Meeting held on the 16th June 2010 <i>24.2009 Issues from the PFM Audit 2009 – assessment of the in-house MIS</i> The Vice Principal confirmed that the Risk Champion had been informed. <i>22.2010 Guidelines for request for reduced contract in line with the College's flexible working policy</i> The Principal advised that this Guideline had been implemented	

Action

Vice-Principal

24.2010 Policy on Examination Fees

It was planned that this revised Policy would be considered at the next SMT and be reported to the November meeting of the Administration & Finance committee.

35.2010 Student Enrolments 2010

(Paper B)

The Principal was pleased to report that the College was likely to exceed its funding target of 1,979 by some 50 students, at the census date at the end of this week. It had also recruited 17 employer responsive students. This result was a significant achievement in a shrinking market along with some disruption due to the start of Phase 3 construction work. She drew attention to the growth in upper sixth student numbers and the steadily improving conversion rate from lower sixth studies to the upper sixth programme. The opening of the Fulwood Academy had not had any impact as yet and it was hoped the International Baccalaureate recruitment would improve as the first students' success and progression rates became known.

35.2010. D1 Resolved: that the Report on Student Enrolments 2010 be received.

36.2010 Financial Report for the year ending 31st July 2010.

(Paper C)

The Finance Director advised that this early draft Report would be subject to a number of significant changes over the next few weeks as the year-end process concludes. She drew attention to three additional entries:

- £930k write down of the buildings demolished as part of the Phase 3 re-development
- FRS 17 adjustments
- The capitalization of the initial Phase 3 Project Costs.

An anticipated surplus of £14k was forecasted at the present time. The Financial health designation calculations were yet to be completed. Governors sought and received clarification on the funding associated with the support to Collegiate High School and the Principal indicated that she would provide full details of the outcomes to date from the collaboration on the National Challenge Trust to the December 2010 Corporation meeting.

Principal

36.2010 D1 Resolved: that the Financial Report for the year ending 31st July 2010 be received.

37.2010 Abridged Financial Report for the month ending 31st August 2010

(Paper D)

Due to the timing of this Report, there were a number of limitations and caveats, which were highlighted.

The Governors were particularly interested in the cash position and the short-term investment strategy adopted for the surplus funds.

Action

37.2010 D1 Resolved: that the Abridged Financial Report for the month ending 31st August 2010 be received.

38.2010 Capital Expenditure Reports

(Paper E&F)

Governors critically reviewed the three reports and noted the retention sum to the main contractor due to issues associated with Brock roof leakage, step cracking and pavings problems.

Mrs Walsh joined the meeting

The size of the sums paid to local authorities in connection with the property re-development was informative and concerning, as was the verbal update on the on-going new entrance lighting requirements.

The worse case projection of capital costs for Phase 3 re-development indicated that the contingency had been used and the forecast showed that in excess of £53k was over-budget. It was agreed that this report should be updated and reviewed at the November meeting of the Committee, in order that the Corporation can be advised of the situation.

Director of
Finance

38.2010 D1 Resolved: that the Capital Expenditure Reports be received.

39.2010 Update on Phase 3 of the property re-development strategy

(Paper G)

The problems encountered with asbestos and the separation of the buildings, along with their associated financial and scheduling implications, were outlined at length by the Vice-Principal. The project is currently some 2-3 weeks behind schedule, with the College and main contractor in dispute on an additional asbestos survey and removal costs, rainwater leaks, noise and power disruptions. A new site manager is now in post and improvements are apparent.

39.2010 D1 Resolved: that the Update on Phase 3 of the property re-development strategy be received.

40.2010 Update on Phase 3 loan agreement

Mr Boyle provided Governors with a detailed verbal briefing of the various efforts and developments, which had occurred over the last 3 months, in securing the most effective and efficient funding agreement for the Phase 3 development. It had been a difficult and frustrating process between the Lloyds TSB and the local Council. However, both he and the Director of Finance were now confident that a satisfactory loan agreement with Blackpool Council would be concluded in the next few days.

40.2010 D1 Resolved: that the Chair of the Corporation & Director of Finance continue to pursue the completion of the loan agreements with LloydsTSB and Blackpool Borough Council and that the Principal be authorised to sign the necessary documents required.

41.2010 Health and Safety Report

(Paper H)

The Vice-Principal introduced the Health and Safety Report for the period from June to September 2010 and highlighted the key items of the Report.

Although outside the time period of the written report, a planned building evacuation held yesterday was described as very good.

41.2010 D1 Resolved: that the **Health and Safety Report June - September 2010 be received.**

42.2010 Update on Staffing & Staff Absence report 2009 / 2010

The Principal reviewed the main points from the Report on Staff Absence, which although indicates a reduction in days lost through illness, highlights increases in days lost through other reasons. However, comparisons to the latest available national benchmarks shows that the College is below the national days lost per person. Governors were interested in the range of actions proposed to improve reporting and reduce the staff absence total. They requested clarification of the detailed breakdown of days lost & % days lost per person figures.

Governors also studied the staff changes over the Summer 2010, the comprehensive staff induction process and the continuing trend towards a younger work force.

42.2010 D1 Resolved: that the **Update on Staffing & Staff Absence Report 2009 / 2010 be received.**

43.2010 Review of Committee Performance Indicators 2009 /10

(Paper J)

Governors scrutinized the 2009 / 10 outcomes reported against each of the Committee's performance indicators, and concluded effective performance over the year.

For the forthcoming year 2010 / 11, it was proposed to add two further KPIs: -

3.4 Reports to illustrate the return on investments made

3.5 Reports to show the utilization of resources

43.2010 D1 Resolved: that the **Review of Committee Performance Indicators 2009 /10 be received.**

Director of
Finance &
Personnel

43.2010 D2 Resolved: that two new KPIs be added to the schedule for 2010/11

44.2010 Any other Business

a) Catering preferences: the meeting agreed that the quantity and quality of refreshments provided was appropriate.

b) Approval to increase the individual College credit card limit from £4,000 to £6,000 per month. The Director of Finance explained that the volume of on-line ordering was increasing and that she was keen not to extend the number of cards beyond those for herself and the Bursar.

44.2010 D1 Resolved: that the monthly credit card limits be increased to £6,000 per month.

45.2010 Estimation of Risk

The Chair succinctly summarised the key emerging risks from the meeting:

- Potential over-spend on Phase 3
- Potential delay in the completion of Phase 3
- Potential risk in securing the loan

46.2010 Date of the next scheduled meeting is Wednesday 24th November 2010

Members
Please note

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

Signed: _____

Chair: _____

Date: _____