

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

Date: Thursday 15th March 2012
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 1730hrs - 1845hrs

Present: Mr P Welsh (Chair)
Mr T Bateson
Mrs C Bellamy
Mr G Canning
Mr S Davies (Vice-Chair)
Ms F Greeves
Ms H Harrison

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)

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| | | Action |
| 1.2012 | Welcome & apologies
The Chair extended a warm welcome to Ms Helen Harrison to her first meeting of the Committee. There were apologies from Mr J Boyle. | |
| 2.2012 | Declaration of Interest
Ms Greeves advised her role as Chair of Governors at Collegiate High School. | |
| 3.2012 | Consideration of any items of urgent business
It is noted that Paper C would be tabled at the appropriate time in the agenda. | |
| 4.2012 | Minutes of the meeting on the 23rd November 2011
(Paper A)
4.2012. D1 Resolved: that the Minutes be approved. | |
| 5.2012 | Matters arising from the Minutes of the Meeting held on the 23rd November 2011
It was confirmed that all actions had been completed. | |
| 6.2012 | Management Accounts Period 6 ending 31st January 2012.
(Paper B) | |

The Director of Finance alerted Governors to a number of adjustments that had been included into the revised budget forecast for the remainder of the current financial year. As a consequence the net budget surplus for the year had moved to £560k. The most significant savings have arisen from the staffing budget, although some additional costs are anticipated, for example the early appointment of the new Deputy Principal and the cover costs for the acting Head of Maths. The Chair wondered if staffing costs could be held at current levels, the Principal assured him that the senior team monitor staffing very closely and look carefully at the replacement of staff in order to take advantage of natural wastage to secure further economies.

The non-pay areas were reviewed and similar assurances were given that a strict and critical assessment is made across all cost headings. Clarification was provided in response to Governors questions regarding the Exceptional Income figure and how this is dispersed via the Bursary and transport subsidies.

6.2012 D1 Resolved: that the Management Accounts Period 6, including the budget re-forecast, be approved.

7.2012 Management Accounts Period 7 ending 29th February 2012.

(Tabled Paper C)

Governors reviewed the latest Management Accounts, which show a surplus to date of £744k, and were given explanations regarding the current situation. The Principal anticipated seeing beneficial contributions to the College from the Teaching School in later months.

7.2012 D1 Resolved: that the Management Accounts Period 7 ending 29th February 2012 be received.

8.2012 Projected Cash Flow Statement as at 29th February 2012.

(Paper D)

Governors reviewed the Cash Flow projections. They were advised that the £500k ring-fenced for future capital projects was on a long-term deposit with Yorkshire Bank.

8.2012 D1 Resolved: that the Projected Cash Flow as at February 2012 be received.

9.2012 Progress update on Phases 3 & 3a of the property re-development strategy.

The Vice-Principal reported that the construction was going to plan and that a hand-over date of 16th April 2012 had been proposed for Phase 3a. He observed that the size of the Plant Room had been modified to take account of a possible 3b or even 3c phase.

The College was still awaiting a decision from the YPLA regarding the outcome of the potential 3b bid, which is now expected next week. The £2.25m bid, which had been discussed at the Governors' Residential Conference in early February, involved the creation of a further 1,000m² of new build and the refurbishment of the Sports Hall. As a consequence, there had been some deferment of work in anticipation of an earlier announcement. It was suggested that an Accommodation Working Party meeting could be held just before the Corporation meeting on Tuesday 27th March 2012.

Action

Clerk
To action

The majority of the very large amount of building snags in Phase 3 had been cleared, some were still in dispute and others would be completed over the Easter vacation.

9.2012 D1 Resolved: that the **£2.25m bid to the YPLA, for the next stage of the property development strategy, (a potential 3b) be approved.**

10.2012 Property Re-development Strategy – Phases 3 & 3a Expenditure Report

The Director of Finance reviewed a summary of Costs of Phases 3 & 3a. The latest Davis Langdon Report (16), indicated a potential £12k under-spend prior to contract and college contingencies. A number of cost areas have been included which are subject to dispute and yet to be resolved. It was likely that this would remain uncertain for some time longer.

10.2012 D1 Resolved: that the **Review of Costs of Phases 3 & 3a be received.**

11.2012 Staffing Update – March 2012

(Paper F)

The Director of Finance & Personnel highlighted a number of points within a succinct personnel update advising Governors of:

- a) Recent Performance Standards applications and payments
- b) A summary of pay rise increases to date
- c) Staff Awards
- d) Long Service Award
- e) A Continuous Service Profile as at 1st September 2011

11.2012 D1 Resolved: that the **Performance Management and staffing Profile – March 2012 be received**

12.2012 Outcome of Skills Audit

(Papers G,)

Governors were interested in the first attempt to capture the skills, knowledge and experience not only of the teaching staff but also of the support staff. The Report provided a summary of the information collected, which is now held by central personnel for the benefit of the organisation.

12.2012 D1 Resolved: that, the **Outcome of Skills Audit be received.**

13.2012 Report on the International Baccalaureate

(Paper H)

The Principal introduced this latest report regarding the International Baccalaureate that highlighted the low enrolments and resultant very small group sizes, which were both educationally dysfunctional and financially uneconomic.

The management decision was to continue to promote the course, but only to run the programme subject to a minimum of 20-25 students. There may be some increased interest after the English Baccalaureate gathers momentum. The Committee acknowledged that based on the number of applications received to date, College planning should proceed on the basis that the IB will not run in 2012/13.

13.2012 D1 Resolved: that, the **Report on the International Baccalaureate be received.**

14.2012 Health & Safety Report No 3

(Paper I)

The Vice-Principal Information System & Resources highlighted a number of important matters within the Report, including the reduction in the number of serious accidents, only one act of violence and the provision of defibrillators. The car accident reconstruction was noteworthy and hopefully will curb irresponsible driving behaviour by both students and staff. The positive outcome of the Internal Audit of Health and Safety procedures was noted.

14.2012 D1 Resolved: that the **Health & Safety Report No 3 be received.**

15.2012 Holland Building Fire Damage Report

(Paper J)

Governors considered a comprehensive report into the fire in the Holland Building over the half-term break, which covered the possible causes, the disaster management response, the anticipated costs and insurance claims. The Recommendations arising from the incident were considered sound and thoughtful. Governors re-enforced the concerns about the use of freestanding heaters and the responsibilities of all staff regarding their need for vigilance in respect of health and safety.

15.2012 D1 Resolved: that the **Holland Building Fire Damage Report be received.**

16.2012 Overseas Tuition Fees 2012 - 2013

(Paper K)

Governors considered the issue of tuition fees for non-EU students and recommended that this rise in line with inflation and hence a rise of 4% to £5,200 be implemented.

16.2012 D1 Resolved: that the **Tuition Fees for Overseas Students be set at £5,200 for 2012 – 2013.**

17.2012 Estimation of Risk

The Chair considered that the recent fire in the Holland Building demonstrated the importance of all staff being mindful and responsible in respect of Health and Safety procedures and for adhering to these important procedures at all times.

18.2012 The next scheduled meeting is Wednesday 13th June 2012 at a slightly later time of 1700hrs.

Members
Please note

Prior to the close of the meeting, the Student Governor drew attention to a forthcoming performance of West Side Story on 11th – 14th April 2012 commencing at 1930hrs at St Oswald's Parish Hall. The Chair thanked members for their attendance, contributions and closed the meeting.

Signed: _____

Chair: _____

Date: _____