



## MINUTES OF MEETING 90 OF THE ADMINISTRATION & FINANCE COMMITTEE

**Date:** Wednesday 16<sup>th</sup> March 2011  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 1630hrs - 1805hrs

**Present:** Mr P Welsh (Chair)  
Mr T Bateson  
Mr J Boyle  
Mr S Davies (late arrival)  
Ms F Greeves  
Mr M Kimber

**Together with:** Ms L Gates (Management Accountant)  
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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| <p><b>1.2011</b> <b>Welcome &amp; apologies</b><br/>The Chair extended a warm welcome to Ms Lindsay Gates, recently appointed Management Accountant. There were no apologies.</p> <p><b>2.2011</b> <b>Declaration of Interest</b><br/>None were declared.</p> <p><b>3.2011</b> <b>Consideration of any items of urgent business</b><br/>It was noted that 3 additional papers would be tabled at the appropriate time in the agenda.</p> <p><b>4.2011</b> <b>Minutes of the meeting on the 24<sup>th</sup> November 2010</b><br/><i>(Paper A)</i><br/><b>4.2011. D1 Resolved:</b> that the Minutes be approved.</p> <p><b>5.2011</b> <b>Matters arising from the Minutes of the Meeting held on the 24<sup>th</sup> November 2010</b><br/><i>42.2010 Clarification on the Absence Report</i><br/>The Director of Finance explained that she had reviewed this issue and concluded that the best way forward was to remove completely the offending calculation from the Report.</p> <p>It was confirmed that all other actions had been completed.</p> | <p>Action</p> |
|--|---------------|

- 6.2011 Fees for Overseas Students 2011 - 2012**  
 The Director of Finance advised Governors that there were five overseas students currently paying £5k per annum, which was just slightly more than home students, to reflect their additional support needs. She recommended that the College maintain this rate for a further year. The Principal commented that the College has no major plans to expand its international marketing and that the rate is commensurate with other providers. She observed that the College does not have in place formalised automatic progression routes for overseas students to University programmes.
- Governors considered whether the fee should reflect course costs and if so, should the International Baccalaureate be more expensive. The Principal requested that Management Colleagues review this matter and, if necessary, adjust the fee for this programme.
- 6.2011 D1 Resolved: that fees for overseas students in 2011 – 2012 be £5,000 per year.**
- 6.2011 D2 Resolved: that, if deemed appropriate, fees for overseas students studying on the International Baccalaureate in 2011 – 2012 be levied according to course costs.**
- 7.2011 Management Accounts Period 6 ending 31<sup>st</sup> January 2011**  
*(Paper B1)*  
 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. Significant savings had been made mainly through adjustments to the pay costs, income from Collegiate support activities, football tuition, overseas students and decreases in interest payable. Explanations were provided for four areas of increased expenditure.
- 7.2011 D1 Resolved: that the Management Accounts Period 6, including the budget re-forecast, be approved**
- 8.2011 Management Accounts Period 7 ending 28<sup>th</sup> February 2011**  
*(Paper B2)*  
 Governors reviewed the latest Management Accounts, which show a surplus to date of £1,002k, and were given explanations regarding reprographic costs and audit costs. The teachers' pay award has not yet been agreed and hence the reason for the unused contingency.
- 8.2011 D1 Resolved: that the Management Accounts Period 7 ending 28<sup>th</sup> February 2011 be received**
- 9.2011 Projected Cash Flow Statement as at 28<sup>th</sup> February 2011.**  
*(Paper C)*  
 Currently cash flow projections are higher than originally forecast in October 2010 and hence a later loan drawdown date is anticipated.

Principal  
To action

The very positive current cash position results from increases in the operating surplus to date and a later than anticipated payment profile for ISG, the main contractor for Phase 3. The actual level of the loan will be determined nearer the drawdown time but needs to be sufficient to cover the months of February and March.

Mr Boyle advised Governors that a meeting with Lloyds TSB's new Account Manager was forthcoming.

**9.2011 D1 Resolved: that the Projected Cash Balances for the year ending February 2012 be received.**

**10.2011 Progress update on Phase 3 of the property re-development strategy**

The Vice-Principal reported that the construction was moving ahead swiftly. However, adverse weather over the Christmas period had resulted in the project being some five weeks behind schedule. The Contractors were currently working on a mitigation strategy but were confident that this could be reduced. The details of this strategy would be explored at a site meeting later in the week.

**11.2011 Property Re-development Strategy – Phase 3 Expenditure Report**

The Director of Finance tabled a summary Review of Costs of Phase 3. The projected capital costs for the Phase 3 re-development, from the latest Davis Langdon Report (23<sup>rd</sup> February 2011), indicated a potential £36k over-spend prior to contract and college contingencies. A number of cost areas, including the asbestos removal costs and those relating to a temporary fire escape have yet to be resolved.

**11.2011 D1 Resolved: that the Review of Costs of Phase 3 (February 2011) be received.**

*Mr Davies joined the meeting*

**12.2011 Property Re-development Strategy – Capital Grant Opportunity - Phase 4**

The Principal briefed Governors on a recently announced YPLA Capital Grant opportunity to the Sixth Form Sector of £57m to refurbish buildings. In order to meet the very tight timescales, College Managers were working with architects and ISG on a proposal to commence aspects of the Phase 4 property re-development. The Principal briefed Governors on a recently announced YPLA Capital Grant opportunity to the Sixth Form Sector of £57m to refurbish buildings. In order to meet the very tight timescales, College Managers were working with architects and ISG on a proposal to commence aspects of the Phase 4 property re-development. The YPLA have indicated that grants up to a maximum of £1.2m would be considered.

**12.2011 D1 Resolved:** that approval be given to submit an application for a Capital Grant in respect of Phase 4 property re-development.

**13.2011 Impact of the Comprehensive Spending Review**  
(Paper E)

*Confidential item*

**14.2011 Staffing Update – March 2011**  
(Paper F)

The Director of Finance & Personnel tabled a succinct personnel update advising Governors of:

- a) Recent Performance Standards applications and payments
- b) A summary of pay rise increases to date in the current year against the previous year
- c) Staff Awards
- d) Long Service Awards
- e) A Continuous Service Profile as at 1<sup>st</sup> September 2010

**14.2011 D1 Resolved:** that the **Performance Management and staffing Profile – March 2011** be received

**15.2011 Updated Personnel Policies**  
(Papers G, H & I)

The Principal explained that a full review of policies relating to Disciplinary, Disciplinary in case of poor performance and Grievance had been undertaken in collaboration with another Beacon College. The revised policies now have explicit and realistic timescales and a clear linkage of poor performance to disciplinary processes. Governors questioned whether legal experts had considered the revised policies and the Principal advised that DAS the College's Human Resources lawyers had been involved in their development.

**15.2011 D1 Resolved:** that, subject to legal checks and final amendment, the **Disciplinary, Disciplinary in case of poor performance and Grievance Policies** be approved.

**16.2011 Health & Safety Report No 2 & 3**  
(Paper J)

The Vice-Principal Information System & Resources highlighted a number of important matters within the Report, including the very pleasing 4 minute planned fire evacuation of all buildings in October 2010 followed by the speedy installation of additional sounders and the significant reduction in the number of accidents against the same period last year. Governors supported the actions of Management in responding to acts of violence, aggression and trespass from non-College students and were assured to learn of the high standards of Health & Safety maintained by the Contractors during the construction of Phase 3.

**16.2011 D1 Resolved:** that the **Health & Safety Report No 2 & 3** be received.

**17.2011 Security Policy 2011**

This new over-arching policy aims to draw together a number of previous documents into a current, coherent statement. Governors congratulated the Management Team on a very comprehensive document.

They sought clarification of the rapid response mechanism and the proposed dissemination process to managers, staff, students and new employees. In response to a question the Principal explained her reluctance to adopt a strict formal ID system.

**17.2011 D1 Resolved:** that the **Security Policy 2011 be received.**

**18.2011 Estimation of Risk**

The Chair succinctly summarised three key risks from the meeting: -  
- The present 5 week delay in the completion of Phase 3  
- Uncertainty regarding future funding streams  
- Potential industrial unrest due to the ongoing failure of the pay negotiations

**19.2011 The next scheduled meeting is Wednesday 15<sup>th</sup> June 2011**

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

**Members**  
*Please note*

**Signed:** \_\_\_\_\_

**Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_