



MINUTES OF THE MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE

Date: Wednesday 26th September 2012
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 1700hrs - 1825hrs

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

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)

34.2012 Welcome & apologies

The Chair extended a warm welcome to members and noted the apology from Ms Harrison.

35.2012 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.

36.2012 Consideration of any items of urgent business

None.

37.2012 Minutes of the meeting on the 13th June 2012

(Paper A)

37.2012. D1 Resolved: that the Minutes be approved.

38.2012 Matters arising from the Minutes of the Meeting held on the 13th June 2012 not covered elsewhere on the agenda

24.2012 Holland Building Fire

The Director of Finance reported that the cost of the recent fire amounted to £62k. Approximately half of this had already been recovered through insurance; the bulk of the remainder would be received once final documentation had been submitted.

All other actions within the minutes had been completed.

Action

39.2012 Property Re-Development Strategy – Progress Update

The Vice-Principal reported that the installation work on the Phase 3 fire escape should be completed shortly. The schedule of outstanding snags had grown due to a number of leaks that had occurred during the recent wet weather. The final account from the main contractor isg was expected in October, when the disputed items will be seriously addressed.

The refurbishment of the Sports Hall was approximately three weeks behind schedule due to asbestos precautions and delays in the supply of a special plaster coating. This would cause an increase in the cost, which may have to be funded from the Devolved Capital Maintenance Fund. The tabled “Spend Analysis & Forecasted Outturn Cost Report 1” showed a projected under-spend of £4k. The College anticipated a handover from the contractors around the October half term to allow the floor covering to be installed.

Other small-scale capital projects, (the “Snack shack”, rugby pitch, Relish Cafe and car parking improvements) were nearing finalisation or had been completed.

Mr Boyle joined the meeting.

40.2012 Property Re-development Strategy – Capital Expenditure Report (Paper B)

The Director of Finance tabled the latest Report and explained the current position and the sums paid to date. The projected capital costs for the re-development, from the latest Davis Langdon Report, still indicated a potential £127k under-spend. The number of disputed cost areas have yet to be resolved which could improve the level of under-spend.

40.2012 D1 Resolved: that the Review of Costs of Phase 3 and Phase 3a be received.

41.2012 Draft Accounts for the year ending 31st July 2012 (Paper C)

The Director of Finance informed Governors that the current projected net surplus for the year was £1,159k. However, 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 the water accrual is now included.

Recognising the concern of Governors at the last meeting of the Corporation regarding the wide disparity in the forecasted and actual surplus, the Director of Finance shared the outcome from a detailed analysis into the causes. As a large proportion of the variance from the budget in 2011 /12 was related to salaries, a full statement, comparing budget salaries to actual for 2012 / 13, would be prepared and circulated to Governors in due course.

Director of
Finance
To action

The Director of Finance confirmed that this year's budget is considerably tighter, and with staff progression increments higher, contingencies had been lowered to ensure a more focused budget for this year.

Governors questioned the amount of exceptional income, academic income and the amount of printing allowed to students and were assured by the answers given by the Management Team.

As a result of the finalisation process and the Financial Audit a revised set of Final accounts will be agreed. A detailed reconciliation of the changes will be provided to Governors at the November meeting of the Committee.

Director of
Finance
To action

41.2012 D1 Resolved: that the Draft Accounts for the year ending 31st July 2012 be received.

42.2012 Student Enrolment 2012

(Paper D)

The Principal reported that the current number of students was approximately 2,104, however, there was still some churning within the system, but it looked positive that the College would hit its funding target. Pleasingly, lower sixth student enrolments total 1,110 in comparison to the target of 1,100. The numbers had held up well despite a decreasing cohort across the Fylde Coast and some poor results from certain schools. Additional complications had arisen because of the problems associated with the GCSE English grades and the post-Olympics interest in Sports Courses. New courses in Public Services and Engineering had started very well and justified their investment.

Governors wondered about the investment in Sports, and whether it may wane over time, but were informed that the College has secured Sports Academy status along with additional recognition via "sport-maker" to sustain the increasing interest in the area. Perhaps another question relates to whether actual jobs will be there to absorb the numbers of students upon completion of their studies.

Governors wondered about the impact of the GCSE English results upon the College. The Principal outlined the staffing challenges and forecasted that there would be in excess of 200 re-sits against 100 normally. In addition, students will be disadvantaged by not being able to complete the 4AS qualifications. In addition, new College Performance Indicators from the Secretary of State would pose difficulties.

Governors sought clarification about the gender ratio and were advised that this would be detailed in the Equality and Diversity SAR later in the year.

42.2012. D1 Resolved: that the report on Student Enrolment 2012 be received.

43.2012 Staffing Update September 2012 & Absence Report 2011/2012

(Paper E)

The Director of Finance highlighted that the sickness absence rates (number of days lost) has remained static and overall the College's sickness levels are below average in the education sector and public sector as a whole. She drew attention to the rigorous approach to dealing with "return to work" and confirmed that no members of staff were off on long-term sick.

In respect of the staffing report, the 22 new staff that had joined in August had completed their induction. An additional support worker was being recruited to support a new student, and a number of temporary one-year middle management changes had been actioned.

Governors were particularly interested in the changing age profile of the College and wondered if there was an optimum age range distribution to sustain the vibrancy, flexibility and enthusiasm from the younger staff, whilst maintaining the wisdom and maturity of older staff, particularly on Management Forum. It was noted that the College involvement in the Teaching School requires a focus and commitment to training, developing and enhancing all staff.

43.2012 D1 Resolved: that the Staffing Update September 2012 & Absence Report 2011/12 be received.

44.2012 Health & Safety Report No 1

(Paper F)

The Vice-Principal Information System & Resources introduced the Report and pointed out that it covered the summer holiday period and first few weeks of the term. No planned (or unplanned) evacuation had occurred because of the wet weather. The breach of security over the weekend of the 25th August happened when staff were working, and the alarm system had been deactivated. Two musical instruments had been stolen.

The asbestos problems in the sports hall, which was reported earlier in the meeting, have caused delays to the project.

The temporary loss of immediate automatic police response was due to three instances when staff were locked in the building. Whilst this has little real impact, there are revised procedures in operation to support the site supervisors who can safely check out situations.

Governors revisited the recommended number of full evacuations per year following concern expressed at the last Corporation meeting. Recent statistics showed that of the 12 evacuations planned, only 5 had been done in addition to 4 unplanned events. All 9 had been successfully completed within 4 minutes, with no problems and now automatic doors give up to 30 minutes protection.

The differences between local authority schools and the Sixth Form College were noted and Governors agreed it was inappropriate to compare the two types of institutions for fire training. The Fire Officer had confirmed that the necessity was for safe and orderly evacuations that matched the particular prevailing circumstances.

Governors were advised about the general staff training and the special Fire Marshall training given to designated staff.

The Chair suggested that we revisit all recent evacuations in the Spring term 2013 to review the results and form a judgement on the adequacy of procedures and related training support, in order to give the Corporation an informed assurance on health & safety grounds.

Management Team
To action

44.2012 D1 Resolved: that the **Health & Safety Report No 1** be received.

44.2012 D2 Resolved: that a **full review of evacuations and other fire training activities be conducted in March 2013.**

45.2012 Committee Performance indicators 2011/2012

(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 remove the professional development indicator (4.3) but retain the return on investment (3.4) indicator in the form of a Report for 2012 -13.

Clerk
To action

45.2012 D1 Resolved: that the Report on **Committee Performance indicators 2011/2012** be received.

45.2012 D2 Resolved: that an **amended scheduled of Committee Performance Indicators be adopted for 2012/2013.**

Confidential Item

46.2012 A confidential item was discussed.

47.2012 Estimation of Risk

After reflection and discussion, it was concluded that the only new area of risk identified during the meeting related to emerging new Performance Indicators from central Government, which might be initially disadvantageous to the College.

48.2012 **The next scheduled meeting is:
Wednesday 28th November 2012 – 1700hrs Committee Room**

Members
Please note

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

Signed: _____

Chair: _____

Date: _____