



MINUTES OF MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE

Date: Wednesday 27th November 2013
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 1700hrs - 1810hrs

Present: Mr P Welsh (Chair)
Mrs C Bellamy
Mr S Davies (Vice-Chair)
Ms F Greeves OBE
Mr H Heath

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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| <p>41.2013 Apologies
Mr J Boyle and Mr A Goodinson.
The Principal recalled that Mr Boyle had forwarded his apologies, as he was away representing the College in Birmingham and that Mr Goodinson was committed supporting the Parents evening.</p> <p>42.2013 Declaration of Interest
None.</p> <p>43.2013 Consideration of any items of urgent business
None.</p> <p>44.2013 Minutes of the meeting on the 2nd October 2013
(Paper A)
44.2013. D1 Resolved: that the Minutes be approved.</p> <p>45.2013 Matters arising from the Minutes of the Meeting held on the 2nd October 2013 not covered elsewhere
<i>38.2013 Committee Performance Indicators</i>
Governors agreed that the 'Return on Investment' report, along with the updated Environmental Sustainability Policy and Room Utilisation Report would be considered at the March 2014 meeting.
All other matters had been actioned.</p> <p>46.2013 Report and Financial Statements for the year ending 31st July 2013
(Paper B)</p> | <p>Action</p> <p>SMT
To action</p> |
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The Director of Finance & Personnel tabled a revised 'Statement of Corporate Governance and Internal Control' as advised by the Financial Auditors along with a corrected page 49 following scrutiny by the Audit Committee the previous week.

Action

The Director of Finance explained the reconciliation from the Management Accounts reviewed at the last meeting to the present final position. Although this only amounted to a £11k increase in the surplus, to £927k, it covered a wide range of items particularly depreciation, exceptional income and pension adjustments. She shared the detailed reconciliation with the Chair and answered questions from Governors regarding the actuarial gains in the Pension Scheme. The Chair wondered if the College's Pension situation would have any bearing upon the Financial Health rating of the College. He was assured that this has no bearing on the assessment, which has recently been confirmed as 'outstanding'.

46.2013 D1 Resolved: that, subject to the minor amendments previously identified, the Annual Report and Financial Statement for the year ending 31st July 2013 be approved and recommended to the next meeting of the Corporation.

Director of
Finance
To action

47.2013 Audit Completion Report for the year ending 31st July 2013
(Paper C)

The Director of Finance advised Governors that the Financial Audit had been completed very smoothly and Mazars had provided a comprehensive review of their findings to the Audit Committee.

The Committee discussed one deficiency in the internal control system relating to the disposal of examination request forms and were re-assured that revised instructions regarding the retention policy on key documents had been issued and re-enforced at a recent Management Forum meeting.

47.2013 D1 Resolved: the Audit Completion Report for the year ending 31st July 2013 be received & recommended to the Corporation.

48.2013 Management Accounts & projected cash balances for the period ending 31st October 2013
(Paper D)

The Director of Finance was pleased to report that the management accounts 31st October 2013 were showing a surplus of £327k (£472k last year) compared to a forecasted budget surplus of £113k. The National Pay Award of 1% and Performance Standards Payments backdated to September 2013 would be paid later this month and would have reduced the surplus by £15k.

The impact of sickness, Jury Service, additional Curriculum Leader Posts and some complications following Maternity leave were explored in relation to the Staffing Budget. The Director of Finance confirmed that a detailed review and analysis would be completed next month to inform the February re-forecast which would be available at the next meeting.

Director of
Finance
To action

Action

Governors questioned the essential maintenance expenditure and the acquisition of equipment on the non-pay costs. The Chair enquired about the door replacement expenditure and was informed that this would be drawn from reserves. The Projected Cash Balance as at 27th November 2013 and through to July 2014 was tabled. A fixed 12-month deposit was due to mature shortly and Governors agreed to continue to hold this sum on deposit, for a further period.

A first attempt to disaggregate the income and expenditure in respect to the College's collaboration with Hodgson Academy on the Fylde Coast Teaching School was tabled and explained by the Director of Finance. Notional values had been given to a number of the additional benefits received from the association. Governors welcomed the Report and the insights provided.

The Principal advised that the analysis did not feature the income and costs in relation to the Fylde Coast Academy Trust. This would be included in subsequent Notes along with a Contextual note of explanation.

Director of
Finance
To action

48.2013 D1 Resolved: that the **Financial Report for the period ending 31st October 2013, the Projected Cash Balances & the Teaching School Notes be received.**

49.2013 Property Re-development Strategy – Phase 4

The Vice Principal reported that the steel erection was in place and the project was on target with no further health and safety issues. Again water leaks were a problem in this project as in earlier Phases.

50.2013 Health & Safety Report No 2 2013/14

(Paper E)

The Vice-Principal highlighted a number of points and actions within the Report. The most serious accident occurred when a reception door hinge failed and hit a female student on the 10th October 2013. Governors were provided with a further detailed report on this incident and were assured that the student was now fine. All similar doors in the College had been fitted with a fail-safe strap to prevent a repeat collapse. It had been decided to replace the College front doors with automated sliding doors to reduce the wind tunnel effect. The College was waiting for a response from the hinge manufacturer and building contractor.

50.2013 D1 Resolved: that the **Health & Safety Report No 2 2013/14 be received.**

51.2013 Farewell to the Vice-Chair
The Chair warmly thanked Mr Davies for his commitment to the work of the Committee and for his personal support to him over the last four years. Mr Davies reflected that he had enjoyed and benefitted from his involvement as the College's Parent Governor.

Action

52.2013 Estimation of Risk
No new risks were identified.

Confidential item

53.2013 Pay Structure Review for teaching Staff

54.2013 The next scheduled meeting is Wednesday 12th March 2014 at 1700hrs

Members
Please note

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

Signed: _____

Chair: _____

Date: _____