



Mission Statement: *Inspiring learning, developing character, building futures*

MINUTES OF THE MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE

Date: 15th November 2017
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.45-6.25pm

Present: Ms J Trembles (Chair)
Mr J Boyle
Ms J Gray

Together with: Mr A Lloyd (Vice-Principal, Information Systems and Resources)
Ms L Gates (Head of Finance)
Ms A Crumblehulme (Head of Human resources)
Mrs S Hawitt (Governance Administrator-FCAT)

Apologies: Mr M Waterhouse

		Action
26.2017	Preliminaries The Chair welcomed everyone to the meeting. Apologies were noted	
27.2017	Declarations of Interest There were no declarations of interest	
28.2017	Consideration of any items of urgent business. There were no items of urgent business to discuss	
29.2017	Minutes of the meeting held on 26th June 2017 The minutes of the meeting held on 26 th June 2017 were approved	
30.2017	Matters arising from the minutes not covered elsewhere on the agenda a) Finance Regulations and Procedure -(item 22.2017 from the previous minutes) confirmation changes have been made to the document (paper 11.1) to include further information on the VAT statement.	
31.2017	ESFA Financial Indicator Dashboard The Head of Finance presented the Financial Indicator Dashboard from the Education and Skills Funding Agency (ESFA) which has derived from the college financial records. Directors noted that the document brings together the work carried out over the year by the college in one easy to read document and also draws attention to the college position against the national average.	

32.2017

Directors Financial Report

Management Accounts for the period ending September 2017

Directors considered the management accounts for the period ending 30th September 2017 (paper 8.1) The Head of Finance presented the report and noted the slight changes to the format. She highlighted the surplus to date of £72,234 and explained that the budget to date had been phased based on passed spending patterns which can vary each year. She also noted that the figures are expected and there are no real issues of concern. She invited questions.

Questions from Directors

In response to a question about testing the bank covenant it was noted that these are reviewed on a monthly basis and are fully considered as part of the budgeting process.

It was noted that the borrowings as a percentage of income should be 7% and should be identified as such.

The Head of Finance highlighted the following requirements:

65% for total external debt as a % of total external income for the bank covenant, the college target was 45% (specifically loans) and 40% target for the ESFA (specifically loans). These will continue to be shown in KPI's and the bank covenant requirement highlighted.

The Principal noted that SLT found the format much better and thanked the Head of Finance for such a good report.

Final end of Year Report 31st July 2017

Directors considered the Annual Accounts for 2016-17 (paper 8.2) presented by the Head of Finance it was noted that SLT had collaborated on the strategic report.

Year End Reconciliation 31st July 2017

Directors received the reconciliation from July 2017 Directors Financial Report to 31st July 2017 financial statements. It was noted that the management accounts for the period ending July 2017 were emailed to Directors for consideration and comments on 25th September 2017, no comments were received.

Questions from Directors

It was noted that a zero was missing from the overall reserves policy figure which the Head of Finance agreed to amend

Asked about the list of members of the Corporation in the document the Head of Finance agreed to confirm the dates for Jodie Trembles

The Head of Finance was complimented on the report and it was approved by Directors.

32.2017 D1:Resolved: recommend management accounts for the period ending September 2017 to the Corporation for approval

32.2017 D2: Resolved: recommend report on Annual Accounts to the Corporation for approval

LG

LG

LG

33.2017 Staffing Update

Directors considered the latest staffing update (paper 9.1) presented by the Head of HR, she highlighted the current staff position and the staff cost reduction from the 16/17 budget. Also noted was the detailed age/gender breakdown and attendance update for 16/17. Directors were informed that college absence is higher due to a number of long term absences, each member of staff on long term absence has either returned to work or left the college which will hopefully have a positive impact on next year's position.

Questions from Directors

In response to a question about stress related absence it was noted that stress/anxiety related absence had reduced and stands at (10%) in comparison to the year before (23%).

Directors thanked Head of HR for a very comprehensive report and suggested omitting the appendices in future reports as Directors do not need the detail by department, the Head of HR informed Directors that the reports are quality assured and analysed by SLT.

Directors were informed that SLT are considering the gender profile of the college and thinking about further positive marketing when recruiting in the future to address the gender imbalance

Lindsay Gates and Amanda Crumblehulme left the meeting

34.2017 Health and Safety Health and safety Report 4 of 4

Directors considered the Health and Safety Report No 4 of 4 (paper 10.1) presented by the Vice Principal: (VP) Information Systems and Resources. It was noted that the report covers a short period of time (20 June 17-09 July 17) there were no planned/unplanned evacuations during this period. The difficulty in planning evacuations in the summer term due to examinations was noted. It was also noted that of the planned/unplanned evacuations carried out across the year all were grade 1 and 2 and Directors were informed that the systems in place are robust. It was also noted that a request to reduce the number of planned evacuations to two per annum going forward will be discussed at the next Estates SLT meeting.

Directors were informed that there were no recorded accidents/incidents for the period. The results show a decrease year on year in curriculum/facilities related incidents.

Health and Safety Report 1 of 4

Directors considered the Health and Safety Report 1 of 4 (paper 10.2) presented by the Vice Principal: (VP) Information Systems and Resources. He highlighted three acts of violence took place over the period from (10 July 2017-20 October 2017) all had been dealt with through the college disciplinary system.

It was noted that the number of acts of violence was unusual, however it was noted the decline in behavior during recent experience days, SLT are monitoring whether the expansion of the Route 3 programme is having an impact on behavior.

It was noted that all staff had attended H&S Awareness including Fire Safety and the Use of Defibrillator

Alan Lloyd left the meeting

Questions from Directors

Asked about the number of students undertaking the driver induction training it was noted that the number had increased in comparison to previous years and that driving was felt to be safer as a result.

35.2017 Committee Performance 2016-17

Directors reviewed progress against the 2016-17 Key Performance Indicators (KPI's) for the committee (paper 11.1) the Chair clarified that all KPI's had been met, following a discussion the Clerk agreed to update section 5d to achieved.

Clerk

Directors considered KPI's for 2017-18 (paper 11.2) following a discussion the Clerk was asked to make the following amends

Clerk

- Include 'long term sustainability' into section 2a

35.2017 D1 Resolved: to approve, with agreed changes the committee KPI's for 2017-18

36.2017 Committee Terms of Reference

Directors reviewed and revised the committee Terms of Reference (paper 12.1) following a discussion the Clerk was asked to make the following amends

Clerk

- Include annual audited financial statements

36.2017 D1 Resolved: to approve the Terms of Reference for the committee for 2017-18 with agreed amends

37.2017 Identification of any new risks

No new risks were identified

38.2017 Date and Time of next meeting

Monday 5th March 2018

Signed _____

Date _____