



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

MINUTES OF THE MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE

Date: Monday 2nd July 2018
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.00-6.00pm

Present: Mr J Boyle OBE (Chair)
Ms J Gray (Principal)
Ms C Coyne
Mr M Waterhouse

Together with: Mr A Burr (Observer)
Ms L Gates (Head of Finance)
Ms A Crumblehulme (Head of HR)
Mr A Martin (Head of Estates)
Ms S Rainford (Head of MIS and Examinations)

Apologies: Mr A Lloyd, Ms A Hall and Mr R Hill

		Action
51.2018	Preliminaries The Chair welcomed everyone to the meeting, especially Alistair Burr, the recently elected teaching staff Director at his first meeting as an observer. Alistair gave Directors a brief description of his work at the college. Apologies were noted	
52.2018	Declarations of Interest There were no declarations of interest	
53.2018	Consideration of any items of urgent business. There were no items of urgent business to discuss	
54.2018	General Data Protection Regulations (GDPR) Directors noted a paper (13.1) on GDPR which was presented by the Head of MIS and Examinations. She gave Directors a summary of the background to GDPR and where the college is up to in terms of compliance. The Head of MIS highlighted that the concept of data protection had not changed, however it is more transparent and people have a greater say in how their data is shared. She also stated that a privacy notice will be produced over the summer and assured Directors that she does not foresee any issues with GDPR. It was noted that Directors will be invited to some GDPR training in the near future. The Principal shared the GDPR Action Plan with the committee. Questions from Directors In response to a question about who is the Data Protection Officer for the college it was noted that the Head of MIS and Examinations had taken on this role, asked if she is sufficiently independent it was noted that she was and had attended external training to become a Data Protection Practitioner. It was noted that North West Colleges had introduced a Data Protection forum which she is part of and is useful for sharing good practice.	

Asked about the responsibility of the Governing Body it was noted that the Data Protection Practitioner will report to the Senior Leadership Team (SLT) who will then report back to the Board of Directors. In response to a further question about personal liability, it was noted that it is the organisation that is responsible as oppose to individuals. Asked if the college is compliant it was noted that at the moment the college are not fully compliant but expect to be by September 2018.

Directors thanked the Head of MIS and Examinations and she left the meeting

55.2018 Property Strategy 2018-2021

Directors received the Future Property Strategy Report 2018-2021 presented by Head of Estates; He highlighted the key aims of the property strategy 4.1 of the report.

Directors considered the initial sketch ideas (5.2 Fig.1) in the report it was noted that a good architect could take all the objectives and come up with a range of exciting and inspirational designs.

It was noted that at present there is no substantial capital funding available for improvement unless it is condition category D meaning inoperable, most of the college is categorised as A (as new) and B (good) as a result of the 4 phase property strategy, 86% of the estate is in very good condition. However every now and then some funding becomes available and when it does the college needs to be 'spade ready' with a plan to carry out the necessary remodelling.

Questions from Directors

Asked about where the funding would come from assuming the college do not want to borrow from the bank, it was noted that the next couple of years would give a clearer picture of the outcomes of the recruitment strategy, recently three schools have closed their 6th forms giving rise to an increase in confidence that the college will see growth.

Asked about the number of students that can be accommodated at present, it was noted that this would depend on class sizes, however based on predictions more classrooms will be needed by 2021, in response to a question about when the college needs to be ready it was noted that the picture will be clearer after August 2018.

In response to a question about match funding it was noted that a substantial funding contribution from the college would be required. Directors asked if the rise in mental health issues is taken into account when planning and designing environments for students, they were reassured that it was.

Asked about planning permission already granted and how long it would last, it was noted that normally the life span of new planning permission is 3 years, however the college had obtained planning consent for the whole scheme, of which only 4 phases are complete, and which was started within this time frame so this restriction would not affect the college.

55.2018 D1 Resolved: recommend the Property Strategy 2018-2022 to the Corporation for approval

55.2018 D2 Resolved: recommend the procurement and appoint architectural support for drafting up full as-built drawings and developing Estates Strategy feasibility study (RIBA Stage1) to the Corporation for approval

55.2018 D3 Resolved: recommend to the Corporation for approval the option to draft up a detailed property plan to put the college in a state of readiness should grant funding become available

56.2018 Health and Safety Report No 3 of 4 2017-18

Directors received and considered the Health and Safety Report no 3 2017-18 presented by the Head of Estates, he invited Directors to ask questions

Questions from Directors

In response to a question about the quality of students driving abilities, Directors were informed that the gravel carpark will be resurfaced over the summer providing better facilities for students to keep within white lines. A discussion took place about the intruder alarm, it was noted that one breach of security took place for the period and it was questioned to whether the college still require such a system, it was agreed in light of the cost the system should remain as a deterrent for any future intruders.

67.2018 Fire Safety Evacuation Report April 2018

Directors noted the Fire Safety Evacuation Report April 2018 presented by the Head of Estates, he noted that the evacuation went well and there were no issues, the exercise was graded 1

68.2018 Health and Safety Policy March 2018

Directors received the Health and Safety Policy March 2018 it was noticed that this particular policy requires a signature from the Chair of the Corporation and the Principal, however this is not consistent practice with other policies. The recent internal Health and Safety Audit recommended that the committee approved changes to the Health and Safety Policy, but that a signature was not specified.

It was agreed to clarify this further at the Corporation meeting on 3rd July 2018

The Chair thanked the Head of Estates and he left the meeting

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69.2018 Staffing Update

Directors received the HR report 2017-18 presented by the Head of HR, she highlighted the following; 2.1 of the report highlighted the leavers in the period, 11 of these were down to end of contract, it was noted that contracts are not automatically replaced and each post is scrutinised as part of the careful business planning.

Noted was the reduction in staff absence by 439 days in comparison to the same time last year, it was suggest a contributing factor could be the Health and Well-being group and other strategies such as, the pledge for a 'time to change'

Questions from Directors

Asked about the 4 withdrawn posts, it was noted that these were either down to lack of suitable applicants or alternative arrangements being made.

Directors were informed of the difficulty recruiting an A level music teacher as it is not possible to offer a full time post at present, asked if the post could be shared across FCAT schools it was noted that logistically this could be problematic but that enquiries had been made. Directors were also informed that the Head of Gifted and Talented had not been replaced in the Head of Department capacity as much of the foundation work is in place and this post is now being advertised as an Assistant Head role for 2018/19

Directors pointed out an error in the report in the last graph which the Head of HR agreed to amend

AC

70.2018	<p>Directors Financial report ending 31st May 2018</p> <p>Directors considered the financial report for the period ending 31st May 2018 (paper 10.1) presented by the Head of Finance, she highlighted the following; the surplus will start to reduce as departments spend in preparation for the next academic year and the expected outturn for 2017-18 is an operating surplus of £21k dependent on the type of spend, notably capital and repair work</p> <p>Financial Dashboard</p> <p>Directors noted the college Financial Dashboard from the Education and Skills Funding Agency (ESFA) (paper 10.2) it was noted that this paper will be an agenda item for the Corporation meeting.</p>	
71.2018	<p>Draft Budget 2018-19</p> <p>Directors considered the draft budget 2018-19 and Five Year Financial Plan (paper 11.1a) presented by the Head of Finance. The Chair gave Directors a summary of the loan covenant agreement and highlighted the 3rd covenant <i>‘the borrower should plan and conducts its financial affairs so that its Total Consolidated Expenditure does not exceed its Total Consolidated Income in three consecutive years.’</i></p> <p>It was noted that the college has good reserves which could be used to see them through this uncertainty of retention and recruitment, however breaking loan covenants could destroy the college financial health grading which at present is good, however the only way to access reserves for non -capital purposes is to operate a deficit budget. The Chair went onto explain that the college could afford to operate a deficit budget but there would likely be intervention from the ESFA if this ran for too many years.</p> <p>Questions from Directors</p> <p>Asked about changes to the covenants, the Head of Finance noted that the college had received an annual visit from the bank and there are no concerns over the college financial health, it was noted that further discussions could take place with the bank to extend the period of deficits with the covenant, however it was agreed to leave this until after recruitment day in August when the financial picture will be clearer as this would generate a fee.</p> <p>It was agreed to give an update to Directors at the next Administration and Finance meeting in November</p> <p>The Chair highlighted the agreement made at A & F meeting 26th June 2017 to invest £750k from reserves had still not been used, it was noted Directors were still happy with that agreement.</p> <p>71.2018 D1 Resolved: recommend to the Corporation for approval the budget 2018-19 and Five Year Plan</p>	A&F agenda
72.2018	<p>Loan Covenant Letter from Lloyds</p> <p>Directors considered the loan covenant letter from Lloyds bank</p> <p>72.2018 D1 Resolved: Directors recommended the loan covenant amendments to the Corporation for approval</p>	Corp agenda
73.2018	<p>Identification of any new or amended risks</p> <p>No new risks were identified</p>	
74.2018	<p>Minutes of the meeting held on 5th March 2018</p> <p>The minutes of the meeting held on 5th March 2018 were approved</p>	

Date and Time of next meeting
(Day, Date, Time)

Signed _____

Date_____