



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

**MINUTES OF THE MEETING OF  
THE ADMINISTRATION & FINANCE COMMITTEE**

**Date:** Tuesday 13<sup>th</sup> November 2018  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 5.00-6.15pm

**Present:** Mr J Boyle OBE (Chair)  
 Mr R Hill  
 Ms C Coyne  
 Mr A Burr

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

**Apologies:** Ms J Gray and Ms A Hall

	<b>Action</b>
<p><b>75.2018 Preliminaries</b>            The Chair welcomed everyone to the meeting, especially Ryan Hill Upper 6 Student Director, his first meeting of the A&amp;F committee.</p> <p>Apologies were received from the Principal due to attending an Ofsted feedback meeting and Ms A Hall.</p>	
<p><b>76.2018 Declarations of Interest</b>            There were no declarations of interest</p>	
<p><b>77.2018 Consideration of any items of urgent business.</b>            There were no items of urgent business to discuss</p>	
<p><b>78.2018 Minutes of the meeting held on 2nd July 2018</b>            The minutes of the meeting held on 2<sup>nd</sup> July 2018 were approved            In response to a question about compliance with the new General Data Protection Regulations (GDPR) it was agreed an update will be given to Directors at the next meeting</p>	<b>Agenda</b>
<p><b>79.2018 Matters arising from the minutes not covered elsewhere on the agenda</b>  <b>Staffing Update-</b>(item 69.2018 from the previous minutes) confirmation amendments were made to the last report</p>	

**80.2018 Staffing Update**

Directors considered the latest staffing update (paper 7.1) presented by the Head of HR, she highlighted the recruitment activity at the start of the academic year 2018-19 and attendance for 2017-18. Directors were informed that the actual number of days of sickness absence was 808.5 a decrease of 340.5 days compared to the year before.

**Questions from Directors**

Directors noted the large majority of staff are female, asked about the ratio of staff to students at the college, it was noted that the staffing represents the student cohort in that the majority are female. Directors were informed that males are less likely than females to proceed into academic choices, this is a matter of concern not just locally but nationally and is already being looked at by FCAT.

It was noted that the college are mindful when advertising vacant posts at the college in order to encourage male candidates to the profession.

Asked about reasons for absence being related to stress and anxiety and what steps are taking place to support staff, it was noted that the college had introduced 'time to change' the employer pledge and formed a Health and Well-Being group to try to break down any barriers and encourage staff to identify stress and anxiety as a genuine reason for absence.

In response to a question about the differentiation of work related stress and anxiety it was noted that individuals self-certify the reasons for absence.

In response to a question about any correlation between workload especially between academic and vocational courses where the variant maybe significant, it was noted that the Senior Leadership Team (SLT) have a keen eye on the business planning process and are mindful of the increased number of students. Guidance for staff outlining what is required is currently being developed to encourage staff to manage their own workload.

It was agreed to take discussions back to SLT and try to gather some data to understand variance of staff workload

*Head of HR left the meeting*

**SLT****81.2018 Health and Safety**

Directors received the Health and Safety reports No 4 of 4 2017-18 (paper 8.1) and No 1 of 4 2018-19 (paper 8.2) presented by the Vice-Principal (VP) Information Systems and Resources. It was noted that the last report for 2017-18 covers a short and quiet period of time, he highlighted the important point to make was the 3 year trend which is moving in the right direction. In response to a question about the rating for each category the VP: gave a description of how the categories are rated and highlighted that category 5 is classed as a near miss, for example, an incident that does not involve an injury but could have done so.

**82.2018 Directors Financial Report****Management Accounts for the period ending 30<sup>th</sup> September 2018**

Directors considered the management accounts for the period ending 30<sup>th</sup> September 2018 (paper 9.1) presented by the Head of Finance. Directors were informed that this year will be tough due to reduction in lagged funding, however college remain focussed on strategies to increase its market share of students to limit future student reductions. Head of Finance assured Directors that regular monitoring of applications, careful consideration of staffing levels and recruitment, and, earlier forecasting all continue.

**Questions from Director**

Directors asked about the accuracy of the variance year to date on page 2 of the report, the Head of Finance agreed to check the figures, however it was noted that the actual year to date figure is accurate.

In response to a question about ensuring borrowings as a % of income are below 40% the Chair explained the points system bestowed by the Education Skills and Funding Agency (ESFA)

In response to a question about how the Bursary Scheme is funded, it was noted that this fund is also based on lagged student numbers and the college top up the shortfall if necessary.

Asked about the petty cash position, the Head of Finance gave Directors an explanation of how the petty cash is managed, which included amounts up to no more than £50 for any one transaction and all these are signed by the individual budget holder.

#### **Final end of year report 31<sup>st</sup> July 2018**

Directors considered the Annual Accounts for 2017-18 (paper 9.2) presented by the Head of Finance, it was noted that the accounts had been audited and there were two small low level internal control recommendations around letters to staff regarding pay, and UEL of assets which will be presented at the next Audit meeting on 20<sup>th</sup> November 2018.

The Head of Finance highlighted the following from the report; the Financial Health for the college was graded as Outstanding, despite 371K reduction income because of lagged funding, the college remained cash positive generating 250K. The Chair explained to Directors the financial picture relating to the last two years and that Directors had allocated the college 750K from reserves, it was noted that this had not been used to date and plans are in place to apply for growth funding due to the large increase in student numbers following closure of other local sixth form colleges.

In response to a question about the timescale for settling invoices, it was noted that invoices are not paid in full until the college are happy with the work carried out and the service offered.

#### **Year End Reconciliation 31<sup>st</sup> July 2018**

Directors received the reconciliation from July 2018 Directors Financial Report 31<sup>st</sup> July 2018 to financial statements.

**82.2018 D1: Resolved: recommend management accounts for the period ending September 2018 to the Corporation for approval**

**82.2018 D2: Resolved: recommend report on annual accounts ending July 2018 to the Corporation for approval**

#### **VAT Income Review-Mazars**

Directors received the VAT Income Review Report from Mazars (paper 9.4) presented by the Head of Finance, she highlighted that the college at present are not VAT registered due to income levels being just below the threshold, however this is being closely monitored.

#### **Questions from Directors**

In response to a question about understanding budgets and financial requirements the Head of Finance agreed to offer some initial training to the new staff Director on budget issues.

#### **Update on Financial picture following enrolment**

Directors were given a verbal update on the financial picture following enrolment, it was noted that due to an increase in student numbers the loan would not need further consideration at this present time

#### **Education and Skills Funding Agency (ESFA)**

Directors received a letter from the ESFA confirming the financial assessment based on the latest financial plan, which stated;  
good for 2017/18 (the latest outturn forecast year)  
good for 2018-19 ( current budget year)

**LG/AB**

**ESFA Financial Indicator Dashboard**

Directors received the Financial Indicator Dashboard from the ESFA which has derived from the college financial records. The Chair explained the differences between the rating and the intervention measures should financial health ratings suddenly reduce. It was noted that all Directors need to have an overview of the college’s financial performance.

The Clerk agreed to send a copy to all Directors

The Chair informed Directors of a consultation to develop an insolvency regime for sixth form colleges it was agreed to deliver a paper to the next Admin and Finance meeting

**Clerk  
Agenda**

**83.2018 Committee Performance 2017-18**

Directors reviewed progress against the 2017-18 Key Performance Indicators (KPI’s) for the committee (paper 10.1) Directors noted that objective 7 had been partly achieved with 63% attendance overall compared to a target of 75%

Directors considered the KPI’s for 208-19, after a discussion about 2a it was agreed that the performance indicators are sufficient to achieve the objective

**83.2018 D1:Resolved: to approve the committee KPI’s 2018-19**

**84.2018 Committee Terms of Reference**

Directors reviewed the committee Terms of Reference (paper 11.1) asked if there were any plans to change the number Directors on the Admin and Finance committee it was agreed no amendments were required at present.

**85.2018 Identification of any new or amended risks**

No new risks were identified

**Date and Time of next meeting**

Monday 4<sup>th</sup> March 2019 at 5.00pm

Signed \_\_\_\_\_

Date\_\_\_\_\_