



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

MINUTES OF THE MEETING OF THE ADMINISTRATION & FINANCE COMMITTEE

Date: Monday 4th March 2019
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5.00-6.00pm

Present: Mr J Boyle OBE (Temporary Chair)
Ms J Gray (Principal)
Ms D Taaffe
Mr R Hill
Mr A Burr

Together with: Ms L Gates (Head of Finance)
Mr S Rimmel (Observer)
Mrs S Hawitt (FCAT Governance Administrator)

Apologies: Ms A Hall, Mr A Lloyd and Ms A Crumblehulme

		Action
01.2019	Preliminaries The Chair welcomed everyone to the meeting, especially Steve Rimmel who was invited as an observer. He gave Directors an overview of his career and experience. Apologies were noted	
02.2019	Declarations of Interest There were no declarations of interest	
03.2019	Consideration of any items of urgent business. There were no items of urgent business to discuss	
04.2019	Confirmation of Quoracy It was noted the meeting was quorate	
05.2019	Minutes of the meeting held on 13th November 2019 The minutes of the meeting held on 13 th November 2019 were approved	
06.2019	Matters arising from the minutes not covered elsewhere on the agenda <ul style="list-style-type: none">a) Staffing (Item 80.2018 from the previous minutes)It was agreed to take discussions back to SLT and try to gather some data to understand variance of staff workloadb) Finance training-(item 82.2018 from the previous minutes) confirmation new Director (AB) had received training on budget issues from the Head of Finance	

- c) **ESFA Financial Indicator Dashboard**-(item 82.2018 from the previous minutes) confirmation the document was uploaded to Google Drive>Corporation shared files>committees>Admin and Finance

07.2019

Accountability issues for insolvency for colleges

Directors received a paper (7.1) on the new insolvency regime for Further Education and Sixth Form Colleges, it was noted that the paper had been updated to include a paragraph on Student Director responsibilities which the Chair agreed to send to the Clerk for distribution. The Chair shared a graph showing the strength of sixth form college balance sheets with directors of the last financial data collection July 2017 and noted the position of Blackpool Sixth on the graph was good. Directors were invited to ask questions, there were no questions to answer

JB/SH

08.2019

General data Protection regulations (GDPR)

The Principal presented an update on the GDPR compliance (paper 8.1) and discussed the RAG rated action plan 2018-19, it was noted that the red rating actions are expected to be completed by the end of the academic year. The principal invited Directors to asked question which she would take back to the Head of MIS and examinations

Questions

In response to a question about why the college was not compliant to begin with it was noted that the introduction of the new GDPR is different to data protection in that it lists specific requirements for lawful consent requests but must also be given with a clear affirmative action. In other words there needs to be a deliberate action to opt-in as opposed to pre-ticked boxes. The Principal informed Directors that the head of MIS and Examinations is going through college business in a thorough and methodical way and good progress is being made.

It was noted that both the Lead and Deputy Data Protection Officer (DPO) had completed training and rolled it out to all staff

In response to a question about reporting a breach, it was noted that in the first instance this would be reported to the DPO at the college then to an external source.

In response to a question about the physical security of the college building and the impact on students it was noted that the security systems would tighten up existing doors/areas and not affect the students

The principal assured Directors that all PC's, laptops and I pads had been encrypted, asked about removable disks it was noted that the Principal would need to follow this up further

Asked if there was any monitoring from outside sources taking place at the moment, it was noted that there wasn't but would be in the future.

The Committee agreed this was a thorough action plan and agreed it should be reviewed the Audit Committee in future

JG

Audit Agenda

09.2019

Management Accounts for the period ending 31st January 2019 and Mid-Year re-forecast 2018-19

The Head of Finance gave Directors a breakdown of the re-forecast 2018-19 and noted that the budget had been fully reviewed and updated to reflect known changes in income and expenditure requirements since the budget was set in June 2018.

It was noted that the budget deficit had increased by £38K. Directors were informed that this includes an estimate for a staff pay increase which was not originally included. If a pay award had not been included the deficit would be reduced, however it was noted that SLT recognised that staff are the most important asset and are key to the continued success of the college.

A recommendation of 1.5% pay increase may be agreed, this is considered affordable through the additional increased income generated this year and other cost savings. However, increased costs will continue into future years and any future pay increases will continue to be considered very carefully. It was noted that many staff had been with the college a long time and are at the top end of the pay brackets.

Questions from Directors

In response to a question about the cost of examinations, it was noted that a change in the BTEC element examination fees could increase even further.

Asked about the Growth funding application in regards to the 140 fund free additional students, the Principal informed Directors that the application was unsuccessful due to not meeting the 200 student threshold.

In response to a question about two recorded payments to Blackpool Transport of over £40K it was noted that due to an incorrect invoice a credit notice had been received and the replacement invoice was delayed which resulted in two payments within the same month.

Asked about the two variable loans and if the college had considered settling them in full, it was noted that college may need to keep cash reserves for future building work to cope with an increase in student numbers, it was also noted that the current building could accommodate an increase in student numbers for the next four years but by the fifth year further buildings would be required to meet the growing demographic. Directors were informed that business planning had already started department by department to meet the demands of the increase in students.

10.2019

Staffing Update

Directors received and considered the latest HR report presented by the Principal. She highlighted longevity of some of the staff which comes at a price but noted their commitment to the college. Staff are generally not moving on, partly due to fixed term contracts being offered elsewhere. It shows the college is a good employer and a good place to work.

Questions from Directors

Asked about the awards in recognising milestones it was noted that staff nominate individuals across the college for an award, the staff with the most votes are then shortlisted for staff to cast their votes

11.2019

Health and Safety

Directors received and considered the Health and Safety Report No 2 of 4 presented by the Principal, Directors were invited to ask questions, There were no questions to answer

12.2019

AOB

The Principal informed Directors that the contract for the college catering had come to an end and updated them on the tender process for the catering contract. Nine companies had been shortlisted including the current supplier, further updates will be provided at the next Admin and Finance meeting.

Agenda

- 13.2019** **Identification of any new or amended risks**
There were no new or amended risks
- 14.2019** **Congratulations**
Directors congratulated Lindsay on receiving her Fellow Chartered Accountant (FCA) status
- 15.2019** **Committee Matters**
The temporary Chair of this committee officially handed over the Chair's position to Debbie Taaffe
- Date and Time of next meeting**
Thursday 27th June 2019 at 5.00pm

Signed _____

Date _____