



Minutes of the Finance & General Purposes Committee Meeting Held on Tuesday 9 December 2014 – Principal's office

Present: Richard Kirkham (Chair) Ben Parmenter Nick Spenceley (Principal)

In attendance: Bruce Balicki Theresa Cope Murray Higgs
(DP Finance & Resources) (Clerk to the Corporation) (Head of Facilities & Estates)

John Revill Eileen O'Gara
(VP Information Systems) (Director of Commercial Development)

The meeting commenced @ 16:35

15/14 Apologies for absence

No apologies had been received.

16/14 Eligibility & quoracy

All members were eligible & the meeting was quorate.

17/14 Declaration of interests

No declarations of interests had been received.

18/14 Minutes of previous meeting (7 Oct '14) & progress against matters arising

The Chair requested that the minutes in regards to item 07/14 (Finance Report) be amended to reflect that the total month end balances shown for September & October 2014 were cash balances.

The minutes were agreed & signed as an accurate record with no matters arising.

19/14 Report of actions taken by the Chair on behalf of the Corporation

There were no actions to be reported.

20/14 Unadjusted/adjusted missed statements from the External Audit Findings report

In light of the agreement from the SFA to postpone submission of the financial statements until the end of January 2015, this item was deferred.

21/14 Principal's report

The Principal gave an overview of the report which contained the key issues at the time of writing. Highlights included:

The national picture was that austerity would continue. The Chancellor was predicting a global downturn. 60% of cuts were yet to come. Given that there would be a general election next Spring, the overall message from the EFA was "steady as she goes".

The College still needed to grasp the full effects of the increased NI & Teachers' pension contributions.

With regards to recruitment, this appeared to be going against local demographic trends.

The complaint to Ofsted had been partially upheld. The final report however remained unmodified.

22/14 Annual report & financial statements

In light of the agreement from the SFA to postpone submission of the financial statements until the end of January 2015, this item was deferred.

Note: The Chair requested to plan for two meetings; for the F&GP Committee and R&A Committee to be arranged in January 2015.

It was noted that the Risk & Audit committee meeting had been postponed & rescheduled for 20 January 2015.

23/14 Management Report & Accounts (to Oct '14)

BVB gave a summary position of the report & drew particular attention to the salient features on the summary page.

Referring to the cash flow forecast, BVB tabled an updated forecast for the year.

24/14 Employer Responsive updated income projection

EOG presented the paper & gave a summary overview.

EOG explained the difference between the overall & the timely success rates.

Overall success rates

Referred to the total success rates across the board.

Timely success rates

Referred to the judgment made as to when individual students would complete the programme. If they completed by the expected planned end date or within 90 days thereafter, they were deemed to have passed in a timely manner.

The overall success rates for 2013/14 were broadly on par with the national average of 72%. However, it was noted that when compared to the previous 2 years, this was a decline of around 15%. The implication of this was that the overall success rates for 2014/15 would be hampered.

The remaining learners were expected to conclude their programme by the end of January 2015. They must have completed by no later than May 2015.

With regards to the predicted timely success for 2014/15, this would exceed the national average (56%).

Please refer to figure no. 8 that relates to subcontractor performance to date. It was noted that this was a 'snapshot' & was subject to change throughout the year.

In conclusion, EOG advised that success rates would continue to be monitored closely throughout the year in order to ensure that maximum success rates were achieved. Regular reviews & interim reports would be provided throughout the academic year.

25/14 16-18 Learner Responsive recruitment 2014/15

JTR provided an overview of the report.

In respect of the learner responsive provision (LR), the college is funded under a 'lagged funding' methodology which means that the funding given for 2015/16 will be based on the total number of students recruited this year.

A significant increase in applications to date was noted.

With regards to the employer responsive provision (ER), the College was currently on target to meet its allocation. The proposed growth case for subcontractors was currently under review.

It was also noted that whilst 24+ Loans & FCR courses had recruited well, they were still below allocation. There was however a number of adult courses planned to start in early 2015.

Recruitment to HND Art, Business & Sport had been disappointing.

It was agreed that a further report be given to the next meeting to show the contingency within the budget. BVB would provide a summary.

26/14 Accommodation update

MRH provided a verbal update to the committee.

27/14 Health & Safety termly report

The committee received the report for information purposes.

MRH gave an overview of the report.

It was noted, as minuted in item 26/14 above, that as a result of an independent structural inspection, the front entrance walls were removed over the October half-term as a matter of health & safety due to stability issues. A redesign is being progressed & would be tendered in due course.

A number of minor accidents had been reported this term & details were contained at Appendix A. There had been no reportable accidents to date.

MRH advised that COSHH regulations were up to date & very good.

Members were asked to note the (unapproved) minutes of the H&S Group meeting held on 24 September 2014, for information.

MRH advised that the fire alarms & fire fighting equipment were correct & were tested & inspected regularly. Fire bell tests were carried out weekly & records were up to date.

28/14 Terms of Reference for committee

Further to discussions at the last meeting (7 Oct '14), the ToR had been reviewed & amended.

The ToR were agreed.

29/14 Urgent AoB

The Chair had been asked, prior to the meeting, & had agreed, to consider a sub-contract for committee approval.

An overview of the company was given to the committee which could present the College with new opportunities for curriculum development.

Assurance was given that due diligence checks had been undertaken on the company.

The contract was approved.

30/14 Confidential matters

There were no confidential matters for consideration.

The meeting finished at 18:35

The next meeting will be held on TBA (January 2015)