

Finance & Personnel Committee meeting 7 December 2010, Committee Room, Ashington Campus

	<p>Present: L Ions , C Smith, C Todd</p> <p>In attendance: Clerk and D Simpkin (Note taker)</p>	
FP07dec10/1	<p>Eligibility and quorum issues:</p> <p>There were no eligibility issues and the meeting was quorate.</p>	
FP07dec10/2	<p>Apologies for absence:</p> <p>Apologies were received from B Bedson, M Jeans and D Cheetham.</p>	
FP07dec10/3	<p>Minutes of the meetings held on 14 September and 2 November 2010:</p> <p>The minutes for the meeting held on the 14 September 2010 were approved.</p> <p>The minutes for the meeting held on the 2 November 2010 were approved, subject to the amendment under "Terms of Reference" that point 3.3 should be removed and not point 3.2</p>	
FP07dec10/4	<p>Matters arising not otherwise on the agenda:</p> <p><u>HR</u></p> <p>Linda Ions asked about timescales for HR accreditation. CT advised that the College was already accredited for Investors in People which was due for renewal early in the New Year, however it was noted that an HR Improvement Plan should be implemented ahead of renewing IIP.</p> <p><u>Seaton Delaval Hall – Heritage Skills</u></p> <p>Regarding talks between the College and National Trust regarding Heritage Skills, CT advised that Mark Bolton, AP Teaching and Learning was dealing with this matter.</p> <p><u>FMCE assessment</u></p> <p>Chris Todd reported that the assessment of FMCE was rated "good" in three dimensions. The report would be formally tabled to the Audit Committee before going to the Finance & Planning Committee; however CT would forward the report to Finance & Planning members. The Chair noted that financial planning had improved.</p> <p>The Chair to discuss with KA about the Governor appraisal process.</p>	<p>C Todd</p> <p>L Ions/Clerk</p>
FP07dec10/5	<p>Blackboard/Moodle update:</p> <p>David Ferguson attended the meeting to provide a verbal update to Governors. DF advised that following discussions with BB he had met with Gateshead College to explore the benefits of Moodle. DF advised that a further discussion was needed regarding the value of Blackboard and advised that full appraisal would be provided for the next meeting. CS advised that it would be beneficial</p>	

	<p>to see the process which would be followed.</p> <p>The Chair noted that the process had begun at looking at the capability of Moodle and that a full appraisal would be presented at the next meeting.</p>	Clerk
FP07dec10/6	Enercoast Sub-contract: CONFIDENTIAL ITEM	
FP07dec10/7	<p>Estates proposal re £675k:</p> <p>CT reminded the Committee that the College was awarded a £225k grant from the Skills Funding Agency in order to improve its estate and facilities, and that at the Full Governing Body on the 6 July 2010 the Governors approved the ring fencing of £450k of capital funding to match against the identified Skills Funding Agency renewal grant. This resulted in the creation of a £675k investment fund to be utilised during the 2010-11 academic year.</p> <p>CT advised that in the development of options, the College considered the views of both staff and students. He commented that student views were gathered through an online survey and staff views were gathered at an all staff event held on the 22 October 2010. The report provided a brief summary of the main themes arising from both staff and students. It was noted that projects had been selected to meet the identified needs of the students and staff, but had to be within the context of deliverability, impact and cost.</p> <p>CT then highlighted the identified developments for both the Ashington campus and the Kirkley Hall campus.</p> <p>The Chair noted the report and advised that the use of space needed to be flexible to:</p> <ol style="list-style-type: none"> 1. Improve the experience of students, or; 2. Improve growth in the number of students. <p>A discussion took place regarding the fifth floor remodelling. It was noted that the ground floor could be used more efficiently and CT advised that staff had identified learner-facing and public-facing functions for the ground floor, displacing the current management offices. The Chair suggested that perhaps Hair and Beauty may move off-site rather than the ground floor. CS advised that he would like to see some alternatives for the ground floor/fifth floor remodelling.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • Elements with a health and safety or hygiene aspect should be prioritised for early implementation • Work on the ground floor and the fifth floor needed further consideration, following production of plans with options <p>The report was noted.</p>	C Todd
FP07dec10/8	<p>Finance and funding performance report (Month 3):</p> <p>CT provided this report to give Governors a written commentary on financial performance for the year to date (month 3 – October 2010). The report was also supplemented by a detailed Management Accounts Pack which provided</p>	

	<p>further information on financial performance.</p> <p>CT advised that the operating position showed an over performance against budget for the year to date of £12k, which was as a result of an under performance against income budgets of £102k, an under spend against staffing budgets of £147k and various non pay over spends amounting to £34k giving a slight positive variance overall.</p> <p>Regarding year end forecast, CT advised that the outturn position showed an overall surplus for the College group of £350k which represented a £117k increase against the original budget. He commented that the figures presented in the table within the report represented a positive position for the College, however funding targets continue not to be met. As highlighted in the report, CT added that if the under delivery identified within section 4 of the report continues, then the College's allocations for 2011-12 will be affected. This could result in a funding reduction of around £500k.</p> <p>CS enquired about point 4.9 of the report with regard to apprenticeships showing an underperformance against allocation. He commented that the College should be taking measures to address this. CT advised that Mark Bolton, AP Teaching and Learning had completed a lot of work regarding apprenticeships in order to move forward. The Chair commented that the APs need to understand the importance of what these issues mean to Governors.</p> <p>Within the detailed accounts, appendix 5 – Income Analysis, CS advised that the forecast outturn had not changed. CS suggested that this appendix be removed from future account packs. CT advised he would look into this.</p> <p>The Chair advised that the accounts had been noted and actions were being taken.</p>	C Todd
FP07dec10/9	Voluntary Severance Proposal (Confidential item)	
FP07dec10/10	<p>Historical Financial Performance – Forecast against actual:</p> <p>CT provided the Governors with an historical financial performance forecast 2007-8 to 2010-11 and highlighted the underlying position. He added that the projected outturn for 2010-11 was an acceptable level of variance.</p> <p>The information was noted and it was agreed that CT provide this information annually.</p>	C Todd
FP07dec10/11	<p>Senior Post holder HR policies:</p> <p>CT advised that the College did not currently have HR policies specifically relating to Senior Post Holders. He had worked on the Disciplinary Policy and the Competence and Capability Policy together with the solicitors. CT advised that in terms of consultation he had spoken to the personnel within the scope of the policies, who were happy with the policies subject to an amendment to point 7.1 of the Competence and Capability policy. CT confirmed that the policies had been agreed by the solicitors.</p> <p>The Chair enquired as to how frequently policies were reviewed. CT advised that there were issues with the existing policies, but that Kelly Ramsey had been doing some work with the updating of policies and once these were in place</p>	

	they would be reviewed. The policies were noted and agreed to be recommended to the Full Governing Body together with a review every 2 years.	Clerk
	Any other business: <u>Budgeting Process</u> CT advised the Governors that an audit had been completed on the budgeting process and was graded with a review of high assurance.	
	Confidential items: It was agreed that items 6 and 9 remain confidential.	
	Date of next meeting: 11 January 2011 at 5:30pm in the Committee Room, Ashington Campus	

Minutes agreed of the 7 December 2010

Signed :

Dated: