

Finance & Personnel Committee meeting 2 November 2010, Committee Room, Ashington Campus

	<p>Present: L Ions , B Bedson, C Todd, C Smith. M Jeans</p> <p>In attendance: Clerk and David Cheetham</p>	
FP02nov10/1	<p>Eligibility and quorum issues:</p> <p>There were no eligibility issues and the meeting was quorate.</p>	
FP02nov10/2	<p>Apologies for absence:</p> <p>No apologies were received.</p>	
FP02nov10/3	<p>Minutes of the meetings held on 29 June 2010 and 14 September 2010:</p> <p>The minutes for the meeting held on the 29 June 2010 were approved.</p> <p>The minutes of the 14 September 2010 were agreed following amendment.</p>	
FP02nov10/4	<p>Matters arising not otherwise on the agenda:</p> <p>There were no matters arising.</p>	
FP02nov10/5	<p>Review Terms of Reference:</p> <p>The Committee reviewed the terms of reference for which some amendments were made, agreed and noted.</p> <p>A discussion took place regarding the frequency of meetings. DC added that if a college is a successful college then FE moves fast where management responses are required more quickly. If this is the case then management need to have access to a fast deciding governing body and therefore there should be more meetings throughout the year. CT added that F&P was a powerful committee and can approve matters without going to FGB. The Chair asked the Committee for their views and it was agreed to hold monthly meetings for a trial period to be recommended to the FGB. CT to write a short paper for FGB.</p>	C Todd
FP02nov10/6	<p>Finance & funding performance report (Month 2 – September 2010):</p> <p>CT provided a report to governors with a written commentary on financial performance for the year to date, month 2 – September 2010. The report was supplemented by a detailed Management Accounts Pack which provided further information on the financial performance.</p> <p>CT then went through the report with the governors.</p> <p>With regard to the operating position, CT advised that this demonstrated an over performance against budget for the year to date of £236k and was as a result of over performance against income budgets of £105k, an under spend against staffing budgets of £111k and various non pay under spends amounting to £19k giving an overall positive variance.</p>	

	<p>CT then advised on the income year to date and highlighted that there had been some changes in the way that funding bodies manage and make payments in regards to the main funding streams in 2010/11 and how these will have an effect on the income and expenditure account. CT then briefed the governors of these and added that the changes were welcomed as they were less complicated.</p> <p>CT advised that in order to review the true underlying position relating to our main income targets, the College needs to examine the data presented within the EBS system. The report highlighted a table which showed the funding stream, 2010-11 allocation, current funding generated per EBS, variance and forecast outturn. The committee then talked about under recruitment and the Chair asked whether this could have been detected earlier. A lengthy discussion followed regarding the curriculum and DC advised he was working with colleagues in the improvement in the curriculum development cycle. Discussions led to the curriculum offer and what the governors could perhaps do to assist. DC advised that the process for the curriculum plan had started and that this would be presented to a FGB in early 2011.</p> <p>It was noted that Adult Learner Responsive and 16-18 had not recruited well and CT advised he had met with both David Ferguson and Helen Wright to discuss how to address this. It was noted that governors would like to receive a detailed forecast and it was agreed that CT would provide this information to F&P members.</p> <p>On a separate matter The Chair asked CT if formal feedback had been received from SFA in relation to the recovery plan which CT advised that nothing had been received. The Chair suggested that the College change the recovery plan in light of the presentation which Karen Sherry of the SFA gave to the governors. The Chair advised that she would contact KS for an update regarding the recovery plan.</p>	<p>C Todd</p> <p>Lions</p>
<p>FP02nov10/7</p>	<p>Marketing Campaign Update – 2011-12:</p> <p>David Ferguson attended the meeting to provide details to the governors of the tendering process and confirm proposed expenditure for the College’s 2011/12 recruitment campaign activity for information purposes.</p> <p>With regard to campaign expenditure, DF advised that currently the College focuses on school leavers and adult learners with all other marketing activity is conducted on an ad hoc basis which is not appropriate.</p> <p>With the 2011/12 marketing campaign creative concepts, DF advised that the College began the process of engaging with companies by asking them to complete a formal tender. The companies were provided with budget guidelines which allowed the college to develop a robust tender assessment process. DF advised that after receiving governing body approval, formal tender documentation was received from six design companies and an initial tender panel met to review these. The tender panel included both students and staff, with Bob Bedson representing the Governing Body for which DF formally thanked him for his assistance in the process. After the scoring process four companies out of the six were invited to attend a pitch event which the tender panel attended also, but the number of students was expanded for this process. On the basis of the tender panel and the pitch process, Blumilk scored the</p>	

	highest in both exercises.	
FP02nov10/8	<p>Travel, Subsistence and Expenses Policy:</p> <p>CT presented the above policy and advised that this area had been of concern. He added that SLT had considered the policy over the last few months and was now presented to this Committee to approve this draft prior to going to FGB for final approval.</p> <p>The Committee looked through the policy and advised that points 8.3 and 8.4 required rewording. Also point 9 within the policy needed clarification.</p> <p>It was noted that different understandings of travel, subsistence and expenses was used in different areas of the college and the Chair advised she would like to see this controlled centrally. CT advised he has asked KR to develop procurement centrally. The Chair added that training for PAs/Admin should be given for when travel needs to be arranged.</p> <p>Following the suggested amendments to the policy which CT will do it was agreed that the policy go to the FGB for final approval.</p>	CTodd
FP02nov10/9	<p>Treasury Deposits:</p> <p>CT presented this report to seek approval to better manage cash balances by placing surplus College funds on short term treasury deposits. The report highlighted the objectives of treasury management as stated in the Treasury Management policy. CT added that as the College is now in a position to invest surplus funds, placing treasury deposits would allow the College to capitalise on the higher interest rates achieved through investing as opposed to the rates currently paid on balances in the Business Premium Account, as highlighted in points 7.1 and 8.1 of the report. CT then briefed governors on investments and placing deposits and recommended that governors:</p> <ul style="list-style-type: none"> - Approve the list of deposit takers and nominated members of staff authorised to invest funds – The governors requested that this states <i>refer to 3.4.</i> - Authorise limits of deposits placed. <p>The governors agreed the recommendations.</p>	
FP02nov10/10	<p>Farm update:</p> <p>The Chair asked MJ about the College (Kirkley Hall) being involved in a co-operative. MJ advised that this had nothing to do with the College and referred to office usage at Kirkley Hall. MJ also advised that there would be money owed to the College in relation to rent.</p>	
	<p>Any other business:</p> <p><u>Estates</u></p> <p>CT advised that he would be putting forward a proposal, with Jim Arden, to the FGB in December regarding the spend of the £675k.</p> <p>Discussions took place regarding the spending of the money and CT advised that the F&P Committee could authorise this and that information be passed to other governors outside of this committee for their information.</p>	C Todd

	<u>Seaton Delaval Hall</u> BB enquired as to what involvement the college had with regard to Seaton Delaval Hall. It was noted that REJ had been involved in talks with the National Trust regarding Heritage Skills but nothing further had transpired. The Chair asked that CT advise the curriculum lead of this.	C Todd
	Confidential items: There no confidential items to note.	
	Date of next meeting: 7 December 2010 at 5:30pm in the Committee Room, Ashington Campus	

DRAFT