

Northumberland College

Finance and Personnel Committee

Minutes of the meeting held on Monday 22nd September 2008

Present: L Ions (Chair)
P Sample
N Hall
R Ellis-Jones (Principal)

In attendance: C Taylor (Clerk)
C Saint (interim FD)
R Hogg (to FP08/079)
P Caudren (HR manager) (to PF08/081)

1 FP08/072 Apologies

Apologies had been received from MJ.

2 FP08/073 Confirmation of Quorum

The meeting was confirmed as quorate.

3 FP08/074 Approval of Minutes of the meeting held on 24th June 2008

The minutes were approved as a true and accurate record..

4 FP08/075 Matters arising

None

Identification badges for governors was mentioned and it was agreed that REJ should send a list of governors to PC to enable this.

REJ

5 FP08/076 Approval of Minutes of the meeting held on 28th July 2008

Subject to two amendments the minutes were approved as a true and accurate record. It was noted that NH had been absent from this meeting due to a misunderstanding in committee membership changes.

6 FP08/077 Matters arising

None

7 FP08/078 Estates Report

RH presented the report confirming that all works had come in under budget and on time. It was noted that:-

- a) the new build would incorporate eco systems relating to lighting, heating, etc;
- b) the kite mark was required at Ashington before 1st October;
- c) the stables had been flooded twice during recent bad weather and work would be undertaken to remedy this.

The positive comments from staff and students re the improvements were noted. Governors asked that a visit to the LRC at Kirkley be arranged for the next Corporation meeting there.

The report was received to the meeting.

8 FP08/079 HR Annual Report

PC presented the report confirming that:-

- a) recruitment was slightly above average and exit interviews were being held;
- b) a data base for absence management was being looked at;
- c) data was being gather on equality and diversity and how to apply it, with succession planning becoming an important issue;
- d) for completeness the disciplinary which had been overturned on the basis of process should be included in the report.

9 FP08/080 Recommendation of pay awards

It was noted that paragraph 1 should read 2.66% and not 2.6%. PC reported that on 13th October UCU would make a collective decision on the pay award. Members noted and accepted the report to implement the AoCs final pay offer of 3.2% for support and management staff from 1.10.08 (2.66% in year rise) and the committee would inform the Governing Body.

10 FP08/081 Financial update CONFIDENTIAL

Clerk

Clerk

11 FP08/082 Enrolment Report

REJ presented the report informing members that a full update would be given at the Corporation meeting. However it was noted that there had been over recruitment on f/t 16-19 and that some p/t courses had not followed the recruitment process. There was still a lot of work to be done but the profile was largely positive. The report was noted

12 FP08/083 Farm Report CONFIDENTIAL

13 FP08/084 Committee Self Assessment

Members were asked to complete the self assessment before the next meeting.

Clerk

14 FP08/088 Terms of Reference approval

The ToR were agreed subject to the amendment made at 08/081 and should go the Governing Body for approval.

Clerk

15 FP08/089 Orders over £5000 for info

These were noted including Consutancy fees. Neville Hall queried the use of consultants to design and develop the website and Rachel explained that the skills weren't available in house .

16 FP08/090 Capital Expenditure update for info

After discussion members agreed that the items should be seen in the context of the financial forecast and forward planning was vital as had been previously requested by this committee. Where possible approved schemes will be reviewed An update would be produced at the next meeting.

CS

17 Overseas Travel Expenses Report for info

Noted

18 AOB

REJ to raise concerns with CJ regarding the website And ease of accessing course

REJ

information

19 Designation of items as confidential if required

Financial update
Farm Report

20 Date of next meeting

The date of the next meeting was noted as being 11th November 2008

Summary of Actions

Date	Action	Responsibility
FP08/067	IH to produce benchmarking exercise re budget REJ to produce report on the effect of restructuring on the curriculum	IH
FP08/075	List of governors to PC re identification badges	REJ
FP08/081	Financial training for members to be organised	Clerk
FP08/084	Committee self assessment to be completed and report at next meeting	Clerk
FP08.090	Capital expenditure update for next meeting	CS