

Northumberland College

Finance and Personnel Committee

Minutes of the meeting held on Tuesday 24th June 2008

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

In attendance: C Taylor (Clerk)
I Holmes (VP Finance)
M Jinks (until 053)
R Hogg (until 054)

1 FP08/048 Apologies

Apologies had been received from MJ and NH.

2 FP08/049 Confirmation of Quorum

The meeting was confirmed as quorate.

3 FP08/050 Approval of Minutes of the meeting held on 15th April 2008

The minutes were approved as a true and accurate record.

4 FP08/051 Matters arising and not covered elsewhere on the agenda

Clerk to email list of project destinations to governors.

5 FP08/052 Franchising update report

MJ presented confirming that franchising had reached 5.5% but that the College was still below budget. IH explained where shortfalls had occurred and that the new funding methodology would not affect in-year funding. More could have been spent on franchising which would reduce the bottom line. The report was noted and received.

6 FP08/053 Health and Safety Report

After discussion members noted the report and took comfort in the reduction of accidents and the actions that had been taken. It was noted that lunchtime accidents were a problem but this may be remedied by new posts currently under review.

7 FP08/054 Annual Estates Report and Developments

After discussion members noted the improvement on reporting mechanisms and the progress being made. Staff had been trained and were better able to respond. There had also been a tightening of finances and how items were purchased. The report was received.

8 FP08/055 Approval of accounting policies

It was noted that the accounting policies had not changed from last year. The policies were approved and it was **recommended** that the Corporation accept them.

9 FP08/055 May Management Accounts for info

IH worked through the facts and figures highlighting salient points for discussion. Deficits and budgeted shortfalls were raised and WBL highlighted again as falling significantly short of budgeted income targets and thereby impacting detrimentally to

Clerk

Chair

the overall performance.. After lengthy discussion it was agreed that there were no surprises in the accounts but that WBL revenue shortfall has had a major impact on the current year and must be carefully managed into the forthcoming financial year.. It is anticipated that the College will make a small deficit having taken necessary action during the year to deal with this.

10 FB08/056 Kirkley New Build – appointment of architect proposal

Approval was sought from members that they were happy to extend the remit of Ryders as the architect. Members confirmed that they were supportive of the appointment as it met certain criteria. IH is to negotiate for the best price.

11 FP08/056 Berwick Centre – new build CONFIDENTIAL

12 FB08/057 Alnwick Construction centre lease approval

After discussion members noted how the money would be offset against the savings made at Amble and why construction were moving to one venue. It was noted that there would only be an increase of £4,700 in lease costs. Authority was delegated to the SMT to commit to the lease at the appropriate time subject to satisfactory outcomes of queries and operational issues.

13 FB08/058 Chairman’s annual report

LI asked members for any comments on the report. Both MJ and NH would be emailed with a copy to incorporate any comments they may have. A final version would be produced to the Corporation meeting in July.

Chair

It was suggested that perhaps next year the clerk should think about organising a morning so that governors could work through each Chairman’s annual report following by lunch.

Clerk

14 FP08/059 Orders over £5000 for info

This was noted and received to the meeting.

15 FP08/060 Capital Expenditure update for info

Each CAPEX was discussed and the following approved:-

35 – approved

36 – approved, HW to place her signature thereon

37 – approved

38 – approved it being noted that if it were not there would be no technical support as it was last year’s model

39 – approved

It was agreed that there should be consistency in reporting. Members raised concerns at the level of capital expenditure. It was noted that as a result capital could get tight as the College was close on spending reserves.

After discussion it was agreed that IH should prepare a review of CAPEX reports for the next meeting. SMT needed to plan and think ahead so that members were aware of the cost implications beforehand as much as possible.

IH

16 FP08/061 Overseas Travel expenses report for info

Noted and received.

17 FP08/062 AOB

It was noted that car parking at Ashington had not gone through and had been taken off the list.

An updated HR report would be produced to the next meeting in September.

Clerk to speak with Chris Jennings regarding the new website.

It was noted that swipe badges for staff, students and governors was being worked on by Paul Cooke.

18 FP08/063 Designation of matters as confidential

Berwick – new build for 6 months

19 FP08/064 Date of Next Meeting

TBA

Summary of Actions

Date	Action	Responsibility
FP08/044	Clerk to email list of project destinations to governors	Clerk
FP08/055	Recommendation of accounting policies to given to the Corporation.	Chair
FP08/058	Chair to email members with the annual report for comment	Chair
FP08/060	Review of CAPEX report to produced to the next meeting	IH