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| Group : | FINANCE AND ESTATES COMMITTEE | Date: | 08/11/2010 |
| Location: | CONFERENCE ROOM, SSFC | Time: | 5.45 PM |
| Attendees: | Assistant Principal, Resources and Risk Assistant Principal – Information Services Janet Jones – Clerk to the Corporation | Apologies: | None |
| Membership: | Tim Jones, Simon Keeble, Barbara McCormack, David Pulford, Robert Rosson, Martin Ward | | |

Election of Chair

1. Resolved:

That David Pulford be elected Chair of the Committee for the 2010/11 academic year.

DAVID PULFORD IN THE CHAIR

2. **Declarations of Interest**

There were no declarations of interest

Minutes

3. Resolved:

That the minutes of the meeting of the Finance and Estates Committee held on 14 June 2010 be approved as a correct record.

Matters Arising:

4. **Final Planned Maintenance Programme for 2010/11** (Appendix 1/10) (Resolution 46)

The Principal advised that he had pursued the suggestion to consider employing students on vocational training from other local colleges and that options linked to IT apprenticeships were underway.

Work Plan 2010/11 (Appendix 2/10)

5. The work plan for the Committee for the 2010/11 academic year was submitted for information.

ILT Strategy Report (Appendix 3/10)

The Assistant Principal, Information Services, submitted a review of ILT expenditure for 2009/10 and outline plans for 2010/11.

He advised that, during 2010/11, consideration would be given to how students could reliably bring in their own IT equipment with safeguards to ensure this would not interfere with College systems.

In response to a Governor's query, he stated that the College had a policy for renewing equipment every 3 years, although if equipment was still fit for purpose, then it would not automatically be replaced. He advised that future concerns could arise around the cost of software/maintenance and Microsoft licenses.

6. Resolved:

That the ILT Strategy report be noted.

Financial Statements Year End 31 July 2010 (Appendix 4/10)

The Assistant Principal, Resources and Risk submitted the Report and Financial Statements for the year ended 31 July 2010 together with a summary of the actual income, expenditure, balance sheet position, cashflow and key performance indicator results for 2009/10 against the outturn budget.

A Governor referred to the disability statement on Page 8 of Appendix A and its effect on the College. The Principal stated that no students had requested any specialist equipment this year and no staff required wheelchairs. Should the situation change, reasonable action would be taken to make necessary adjustments to accommodate persons with a disability.

7. Resolved:

That the Report and Financial Statements for the year ended 31 July 2010 be agreed and referred to the Board for approval at its December 2010 meeting.

Management Accounts – Year to Date 2010/11 (Appendix 5/10)

The Assistant Principal, Resources and Risk submitted the year to date management accounts and advised that the financial health for the college had been self graded as 'Good' for 2010/11.

8. Resolved:

- (a) That the year to date management accounts be noted
- (b) That it be noted that the financial health of the College had been self graded as 'Good' for 2010/11

Treasury Report for 2009/10 (Appendix 6/10)

The Assistant Principal, Resources and Risk submitted a summary of interest received from 1 August 2009 to 31 July 2010 and advised that, at the present time, interest rates still remained very low whether long or short term.

9. Resolved:

That the Treasury Report for 2009/10 be noted.

College Fund Income and Expenditure for 2009/10 (Appendix 7/10)

The Assistant Principal, Resources and Risk submitted a report on the College Fund Income and Expenditure for 2009/10 which showed a deficit as a result of the car park income being paid into the College's main bank account. She advised that a future risk to the Fund would be a drop in student voluntary contributions as a result of the current economic climate. The contributions were used to help fund a number of enrichment activities. The high cost of partner school transport assistance was noted.

10. Resolved:

That the College Fund Income and Expenditure for 2009/10 be noted.

Annual Review of Financial Regulations and Procedures (Appendix 8/10)

The Assistant Principal, Resources and Risk submitted the updated financial regulations and procedures. She referred to minor amendments made, including changes made in relation to job titles of the Senior Leadership Team and signatories to accounts which included herself to be used for emergencies only.

11. Resolved:

That the updated Financial Regulations and Procedures be approved.

Estates Report including Health and Safety (Appendix 9/10)

The Assistant Principal, Resources and Risk, submitted the updated annual planned Maintenance programme for 2010/11 together with a health and safety update.

She reported that a recent incident had occurred in a room in Priory House as one of the ceiling joists had broken. The room had been closed off because of the danger of falling plaster and the report of a structural engineer was awaited.

Particular reference was made to the following issues:

- The Whitehouse – overcrowding at certain times, litter and behaviour problems outside the facility - Senior Leadership Team would consider these issues and possibility of an additional staff member being present in the White House as certain times. The Estate Manager had established that the overcrowding was not contravening fire regulations at the present time but needed to be addressed.

- Beckbury Cottage/House - The Assistant Principal advised that there was confusion with the owners of Beckbury Cottage surrounding ownership of land, water supply and rights of way which had still be to be resolved.

- Carnarvon Lane Lease – a Governor suggested that provision be made in next year's accounts for building dilapidations

- Fire Evacuation – A Governor referred to the recent fire drill which had highlighted a bottle neck at the exit by Priory Lodge. She suggested that awareness training should be given to students advising them of correct exit points.

A Governor suggested that, in the case of emergency requiring immediate contact with students, a system be established for texts to be sent direct to mobile telephones.

12. Resolved:

- (a) That the Planning Maintenance Programme for 2010/11 and Health and Safety Update be noted
- (b) That the oral report of the Assistant Principal, Resources and Risk, regarding the broken joist in a room in Priory House be noted
- (c) That consideration be given to making provision for buildings dilapidations in future accounts JDS
- (d) That the feasibility of establishing a system of contacting students via texts to mobile telephones in cases of emergency be considered.

Risk

13. Resolved:

That the following issues be considered for inclusion on the risk register:

- the practise of not always replacing IT equipment in line with the 3 year replacement policy
- the lack of provision for building dilapidations

14. **Date and Time of Next Meeting** – Monday, 28 February 2011 at 5.45 pm

(**Note:** Following the meeting, the Chair held an informal discussion on possible premises and financial strategies should capital funding become available in the future.)