

Group :	FINANCE AND ESTATES COMMITTEE	Date:	05 October 2009
Location:	CONFERENCE ROOM	Time:	5.45 pm
Attendees:	Assistant Principal – Information Services Assistant Principal – Resources Janet Jones – Clerk to the Corporation	Apologies:	Robert Rosson
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 Finance and Estates Committee for the 2009/10 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 Committee held on 15 June 2009 be approved as a correct record.

Matters Arising

4. **Risk Management – Disaster Recovery Plan (Minute 53)**

The Assistant Principal – Resources advised that copies of the Disaster Recovery Plan would be submitted to the next Board meeting.

5. **Terms of Reference (Appendix 1/09)**

The terms of reference of this newly expanded Committee were submitted for information.

6. **Work Plans 2009/10 (Appendix 2/09)**

The work plans for the Committee for the 2009/10 academic year were submitted for information.

ILT Strategy Report (Appendix 3/09)

The Assistant Principal – Information Services, submitted a report reviewing expenditure on IT during 2008/09 and setting out the main aims and key priorities for 2009/10.

He referred in particular to the purchase of 132 new laptops, notebooks and PCs and the implementation of wireless networking giving wireless access in the Main Building, N Block, Music and the Learning Resource Centre. Further access, where required, would be enabled during the next half term.

A staff Governor referred to the new system for registration of student attendance and commented that she felt it more difficult to connect and form relationships with students compared with the previous paper-based registers and stated that it would be helpful if the system required less input at each lesson as some teachers did move to different rooms to teach.

7. Resolved:

That the ILT Strategy Report be noted.

Draft Accounts 2008/09 (Appendix 4/09)

The Assistant Principal - Resources submitted a report detailing the draft year end accounts 2008/09 including:

- Commentary
- Income and Expenditure
- Balance Sheet
- Cashflow
- Notes to the accounts

She referred in particular to the cashflow forecast which had been revised for approval.

Particular reference was made to the FRS17 contribution relating to pensions and the difficulty of predicting adequate provision for the future because of the uncertainty in the financial markets.

8. Resolved:

(a) That the 2008/09 draft accounts be noted and submitted to the next meeting for approval once the final accounts have been prepared and audited.

(b) That the revised cashflow forecast for 2009/10 be approved.

Management Accounts August/September 2009/10 (Appendix 5/09)

The Assistant Principal – Resources submitted the Management Accounts for August/September 2009. She also circulated information on Money Market Deposits reviewing the investment of college surplus funds and suggesting available options and information on National

Westminster Bank's interest rates on Charity Bonds.

In relation to the Management Accounts, the Principal advised that no decision had been taken yet on the introduction of the International Baccalaureate and commented that the scheme would be costly to implement.

A Governor referred to the Money Market Deposits report and suggested that the option of paying off a proportion of the college Bank Loan be explored.

Reference was made to the pay uplift. It was noted that the teaching unions were currently balloting their members and it was hoped that the outcome would be known before Christmas.

9. Resolved:

- (a) That the Management Accounts for August/September 2009 be noted.
- (b) That, in respect of surplus funds:
 - (i) The same arrangement be kept with Lloyds TSB as being the most competitive offer.
 - (ii) Instead of depositing all the surplus funds for a fixed short term period with Lloyds, the amount be split dependent on forecasted cash flow to achieve the best available rates.
- (c) That the Assistant Principal – Resources, explore the option of paying off a proportion of the college Bank Loan in view of the poor interest rates currently being offered.
- (d) That the example of The National Westminster Bank's Interest rates on Charity Bonds be noted.
- (e) That the Assistant Principal – Resources report to the next meeting on the outcome of the 14 October meeting between Barclays Bank Business Advisor and the Finance Manager.

Health and Safety Update (Appendix 6/09)

The Assistant Principal – Resources submitted a report detailing work completed by the new Estates/Health and Safety Manager, Peter Houghton, since his appointment in August. She praised the excellent work carried out by him which included the following actions:

- Health and Safety Policy reviewed and updated
- Health and Safety Plan completed
- New site induction forms devised and introduced
- Permit to work system devised and introduced
- Asbestos management plan, based on type 2 survey actioned (available for inspection in the Estate Manager's office.
- Health and Safety audit schedule planned and implemented
- Audits undertaken on:
 - (i) Policies and Procedures
 - (ii) Main Building (Excluding Physics and Chemistry Labs).

The Assistant Principal advised that the reports would be submitted to the Health and Safety Committee on 22 October 2009.

A Governor requested that the College's Emergency Procedures be submitted to the next meeting.

It was suggested by a Governor that it would be helpful for students to have a leaflet setting out emergency procedures.

10. Resolved:

- (a) That the Health and Safety improvements, as detailed in the report, be noted.
- (b) That the revised Health and Safety Policy and Plan be referred to the Board for approval
- (c) That the College's Emergency Procedures be submitted to the next meeting.

Premises Update (Appendix 7/09)

The Assistant Principal submitted a monthly premises report from the Estates/Health and Safety Manager for September 2009.

Particular reference was made to the pending subsidence report which was expected to be completed very shortly. Early findings from the survey had indicated that one incidence of subsidence had been caused by a broken drains which had been repaired. The remaining areas appeared to be historical and in all cases, no further movement was expected.

In response to a query from a Governor regarding asbestos, the Assistant Principal – Resources advised that any work to remove asbestos would be carried out during term breaks and that air quality tests would always be carried out before allowing people into the rooms affected. She undertook to ask the Estates/Health and Safety Manager to speak to the Staff Governors regarding any concerns on this issue.

The Principal referred to the lease of 5-6 St Austin's Street and advised that the premises would be opened on 19 October.

In relation to security improvements, the Assistant Principal – Resources advised that Planning Permission was still awaited for additional fencing and gates around the college perimeter. The Principal advised that there had, unfortunately, been problems with anti social behaviour as regards litter dropping this term, including incidents in The Quarry. He stated that Senior Staff had tried to patrol problem areas but that it was difficult to witness acts being carried out. This issue had been highlighted at tutorials, on Moodle and parents had also been advised. The problem had also been referred to the College Council.

11. Resolved:

That the Premises Update report be noted, including the early report regarding the pending subsidence report.

12. **College Report (Appendix 8/09)**

The Assistant Principal – Resources submitted for information the College Fund Income and Expenditure for 2008/09 and advised that for 2009/10, the car park income would be paid into the College's main bank account.

Risk

13. Resolved:

That the health and safety implications of removing asbestos be referred for inclusion on the risk register.

14. **Date of Next Meeting** – Monday, 9 November 2009 at 5.45 pm