



Mission Statement: *Inspiring learning, developing character, building futures*

**MINUTES OF THE MEETING OF
THE ADMINISTRATION & FINANCE COMMITTEE**

Date: Monday 11th November 2019
Venue: The Blackpool Sixth Form College
Room: Committee Room
Time: 5pm-6pm

Present: Ms D Taaffe (Chair)
 Ms J Gray (Principal)
 Mr S Rimell
 Mr A Burr
 Mr M Hellewell

Together with: Mr A Lloyd (Vice-Principal Information Systems and Resources)
 Ms L Gates (Head of Finance)
 Mrs S Hawitt (Governance Administrator-FCAT)

Apologies: Ms A Crumblehulme

		Action
28.2019	Preliminaries The Chair welcomed everyone to the meeting. Apologies were noted	
29.2019	Declarations of Interest There were no declarations of interest	
30.2019	Consideration of any items of urgent business. There were no items of urgent business to discuss, however an update on funding was discussed later in the meeting.	
31.2019	Minutes of the meeting held on 24th June 2019 The minutes of the meeting held on 24 th June 2019 were approved with a slight amend to the spelling of Steve Rimell	Clerk
32.2019	Matters arising from the minutes not covered elsewhere on the agenda a) General Data Protection Regulations- (item 20.2019 from the previous minutes) confirmation the action to follow up the use of encrypted pen drives had been taken. b) Draft Budget- (item 22.3019 from the previous minutes) confirmation revised papers including a set of options on how to return to a surplus budget and further discussion on the financial objectives took place at the Full Board meeting held on 2 nd July 2019. The Chair thanked the Head of Finance for the additional work involved which gave directors further assurance ahead of the full board meeting.	
33.2019	Staffing Update Directors received the staffing update November 2019 (paper 7.1) presented by the Principal she highlighted the following from the report.	

The number of teachers employed at the college has risen due to growth, especially in social sciences. The Principal stated this was encouraging. The overall college absence level has increased this year due to a number of long term absences, especially post-operative recovery which has increased from 26.6% in 2017-18 to 54.9% in 2018-19, however short term absence has reduced from 1.49% 2017-18 to 1.19% 2018-19. Long term absence is defined as anything over 28 days, this has an impact on the overall staff costs due to the use of agency staff, usually short term absence is covered in house. Directors were given an update on additional vacancies including an apprentice in the estates department using the apprentice levy. It was noted that this will be the third apprentice within the college under the apprentice scheme.

Questions from Directors

In response to how special leave is determined, it was noted that all leave paid or unpaid is monitored and awarded in line with the 'Special Leave Policy'. Directors were informed that SLT take a very robust approach when authorising absence.

Asked about monitoring taking place, it was noted that, requests for absence are submitted to Heads of Departments, (HoDs) who liaise with the SLT link for approval. Final quality assurance is carried out by the Head of HR who also monitors for any trends.

Directors asked for a breakdown of absence for teaching and non-teaching staff to be included in future reports.

In response to a question about the publication of information regarding the apprenticeships employed within the college, it was noted that this information is published as part of the Equality and Diversity report which is published on the website.

SLT

34.2019

Health and Safety

Health and Safety Reports

Directors received the Health and Safety reports no 4 of 4 2018-19 (paper 8.1) and no 1 of 4 2019-20 (paper 8.2) presented by the Vice-Principal - Information Systems and Resources. It was noted that both periods had been relatively quiet and there was nothing particularly worrying. He invited directors to ask questions.

Questions from Directors

In response to a question about H&S training, it was noted that every member of staff receives refresher training each year tailored to their particular department. It was also noted that H&S training is an ongoing process as and when required, however the majority of the training takes place at the start of the academic year before teaching commences.

Fire Evacuation Report

Directors received the Fire Evacuation report for September 2019 (paper 8.3). It was noted that the evacuation was a slick operation and was graded a 2 due to some very minor issues which have been addressed, the issues in question did not impact on leaving the building which was evacuated within 4 minutes.

Questions from Directors

In response to a question about how often the evacuations should take place and how long they should take, it was noted that these take place 3 times per year unless graded a 3 then it would be repeated, there is no set time for vacating the building, however the college target is under 5 minutes.

35.2019

Directors Financial Reports

Management Accounts for the period ending 30th September 2019

Directors considered the management accounts for the period 30th September 2019 (paper 9.1) presented by the Head of Finance. She informed directors that at this early point in the year the budget figures are phased on historical patterns and fluctuations are expected throughout the year. She highlighted the draft deficit to date as £41,307 after the adjustment for unspent exceptional income, staff costs as a percentage of income are 72.36% which is currently under budget. It was noted that the staff costs phasing will begin October onwards and this will be reviewed at the January reforecast. There have been some staff changes which is hoped will generate some savings, and Directors were informed that when reforecasting takes place in January this would determine any potential pay awards subject to negotiations with the unions.

She also highlighted that no invoice had been submitted by Hutchison Catering (the new caterers) due to the recent takeover and installation of new systems which they are becoming familiar with. It is hoped an up to date invoice will be presented very soon,

Directors were informed of a potential risk in the form of clawback of the Capacity and Delivery Fund (CDF) from the ESFA. The total fund stands at £81,750 for 2019/20. It was difficult to place the required number of students into industry in 2018/19, therefore as a result college had decided to withdraw from the programme for 2019/20. It was noted that it can be a distraction from delivering the best outcomes for students at Blackpool Sixth.

The Principal asked the ESFA to look favourably on the college when making the decision to clawback any funds for 2019/20 in light of the work still to be carried out with those students on the programme.

Directors were given an update on the 'raise the rate' campaign. Despite not getting the base rate they wanted the funding per student had increased to £4,188 which is a step in the right direction.

Directors were also informed that the Department for Education (DfE) has confirmed they will cover the additional pension costs to at least April 2020. The Head of Finance informed Directors that small additional funding had also been announced for STEM subjects which will be included in the 2019/20 allocation which will be announced in February. She also stated that the financial forecasts now accounts show a much more positive picture than at the end of the last academic year following recent announcements.

Questions from Directors

In response to a question about the calculation for borrowing costs of total income not including principal loan repayments it was noted that the calculation at present which was agreed with the bank is well below the 7% target, however will be also be included in future reports to further take into account the recommendation from the audit report.

Directors asked that the Head of Finance provide them with an outlook outlining the risks and opportunities. It was agreed to provide Directors with a summary page of any ongoing updates and changes.

Final end of year report 31st July 2019

Directors considered the annual accounts for 2018-19 (paper 9.2) presented by the Head of Finance. It was noted that the college generated an operating deficit in the year of £388,000 (compared to £Nil in 2017-18) this was much better than expected and the savings to staff salaries had contributed.

It was noted that there had been £180,000 capital expenditure on various items of equipment and the final phase of the car park.

It was noted that in terms of the bank the college remain in a surplus position therefore have not breached the loan covenant.

Questions from Directors

LG

In response to a question about the role of the Admin and Finance committee and the Audit committee regarding who should recommend the final accounts to the Corporation for approval, it was noted that the Auditors in their role check that the accounts are presented in the right format. It was agreed the Admin and Finance committee would recommend the accounts to the Audit committee who will then recommend to the Corporation.

It was agreed to hold the November meeting each year as a joint meeting between both committees.

Year End Reconciliation

Directors received the reconciliation from 31st July 2019 Directors Financial Report to financial statements.

ESFA Financial Indicator Dashboard

It was noted that the ESFA Financial Indicator dashboard had been shared with Directors via Google Drive

35.2019 D1 Resolved: recommend the management accounts for the period ending 30th September 2019 to the Corporation for approval

35.2019 D2 Resolved: recommend report on annual accounts ending July 2019 to the Audit committee

36.2019 Committee Performance

Directors reviewed progress against the 2018-19 Key performance Indicators (KPI's) for the committee (paper 10.1). The Principal gave a verbal update on recruitment noting an increase from 2080-2160 compared to the same point last year.

Directors and agreed the KPIs for 2019-20 (paper 10.2)

36.2019 D1 Resolved: to approve the committees KPs for 2019-20

37.2019 Terms of Reference

Directors reviewed the committees Terms of Reference (paper 11.1) and agreed the following changes to the document which the Clerk agreed to make;

Point 2-'to make recommendations to the Audit committee on the Annual Accounts'

37.2019 D1 Resolved: Agree the Terms of Reference with amends

38.2019 AOB

There was no other business to discuss

39.2019 Identification of any new or amended risks

No new risks were identified

It was agreed to move all future meetings to an earlier time of 4pm

Date and Time of next meeting

Monday 2nd March 2020 at 4pm

Clerk

Signed _____

Date _____