



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

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

**Date:** Monday 2<sup>nd</sup> March 2020  
**Venue:** The Blackpool Sixth Form College  
**Room:** Committee Room  
**Time:** 4pm

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

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

**Apologies:** Ms W Middlemas

		<b>Action</b>
<b>01.2020</b>	<b>Preliminaries</b> The Chair welcomed everyone to the meeting. Apologies were noted	
<b>02.2020</b>	<b>Declarations of Interest</b> There were no declarations of interest	
<b>03.2020</b>	<b>Consideration of any items of urgent business.</b> There were no items of urgent business to discuss	
<b>04.2020</b>	<b>Confirmation of Quoracy</b> It was noted the meeting was quorate	
<b>05.2020</b>	<b>Minutes of the meeting held on 11<sup>th</sup> November 2019</b> The minutes of the meeting held on 11 <sup>th</sup> November 2019 were approved	
<b>06.2020</b>	<b>Matters arising from the minutes not covered elsewhere on the agenda</b> There were no matters arising not covered elsewhere on the agenda	
<b>07.2020</b>	<b>Management accounts for the period ending 31<sup>st</sup> January 2020</b>	

Directors considered the management accounts (paper 7.1) for the period ending 31<sup>st</sup> January 2020 and the mid-year reforecast (paper 7.2) presented by the Head of Finance. She informed directors that the 2019/20 budget had been fully reviewed and updated to reflect known changes in income and expenditure requirements since the budget was set in June 2019. Directors were informed that the deficit had decreased by £4k and includes an estimate of £156k for a staff pay increase which was not included in the original budget, this estimate equates to a 2% salary increase which is still under negotiation, it was noted that the estimate is considered reasonable in comparison to assumptions made by other sixth form colleges at this stage in the year. Directors were informed that there had been a decrease in funding body grants which included the removal of the Capacity and Delivery Funding (CDF) further information had been received from the ESFA to confirm that college can keep £20k of the £29k to ensure the commitment to students' courses can be fulfilled. This was communicated after the reforecast had been completed and is therefore not included in the report.

LA high needs income has increased based on the number of students on roll and bursary and free meals funding has also increased overall after the reduction for funding returned as part of the CDF withdrawal.

Directors were informed that 'little extras' funding had been updated to match the final amount brought forward from 2018-19

Other income which includes, lettings, teacher release and general miscellaneous codes demonstrates a decrease and reflects a more accurate prediction for the year.

The Head of Finance informed directors that further savings may be made at the end of the year potentially from teaching support costs, student transport etc, it was noted that the agreement with Coastal Coaches is monitored very closely and in the likelihood of fewer students using college buses (through passing driving tests or the leaving date of U6) steps will be made to reduce the number of buses resulting in savings.

It was noted that Bursary and Access fund costs have decreased by £59K, it was also noted that changes made to the scheme means that students are given college credit as opposed to a BACS transfer, the budget assumes students will spend their credit in full by the end of the year, however if credit is unused this would reduce the overall cost to college.

The Head of Finance informed directors of the notification received stating that the External Auditors Mazars have increased their fee by 74% for services in 2020. Following a discussion with the Chair of the Corporation and the Chair of the Audit committee it was agreed to tender out for future audit services. For the reforecast, the fee forecast had been increased in line with the quoted fee received.

Directors were informed that the reforecast illustrates that college will make a deficit under the terms of the loan covenant, it was noted that this will be the first year of a deficit. The Head of Finance stated that the recently announced government funding increase will help mitigate any further risk of deficit.

The Head of Finance explained the impact on financial health, the reforecast demonstrates that the college is in line to meet the financial health target of 'good' for 2018/19, however the point score of 180 is at the bottom of the points range and close attention is needed to ensure that a slight change does not cause the college to fall into the 'satisfactory' bracket.

Directors were informed that the new catering provider and VAT arrangements may mean different treatment of the income from catering which may enable total catering income and expenditure to be treated as college income and expenditure in line with VAT arrangements. This could mean an additional £500k to income and expenditure.

**Questions from Directors**

Asked about the time scale for confirmation for teaching staff and non-teaching staff pay awards it was noted that one could be confirmed before the other.

In response to a question about applying for exceptional funding, it was noted that there is a variety of funding which can be applied for, not always successfully, directors were informed of one particular grant of £20k which funded some interesting modern technology resources which would not normally be purchased by the college. Directors were also informed that there may be further funding streams later in the academic year, which if successful can be carried forward.

In response to a question about Mazars tendering for the new contract, it was noted that it is highly likely that they will tender to provide the service again.

The chair asked about the agreement to invest £750k from reserves for a five year period (A&F meeting 26<sup>th</sup> June 2017) and whether or not the amount still meets the needs of the college or needs to be discussed further, it was agreed to look at this with the next draft budget for 2020/21 in June 2020.

In response to a question about the impact of industrial action on the budget it was noted that during strike action staff would receive a pay reduction, therefore may result in small savings.

**Integrated Financial Model IFM Update**

Directors were informed that the IFM had been submitted to the ESFA, however, since then allocations for next year had confirmed an extra £155k, a large proportion of the figure is linked to premiums and not the student base rate. Despite the significant increase in funding it is only confirmed for 2020/21.

**08.2020 General Data Protection Regulations**

Directors received the GDPR action plan (paper 8.1) presented by the Vice-Principal (Information Systems and Resources) he highlighted that despite some outstanding issues the college are making very good progress.

Directors were informed that the GDPR workload is in addition to other roles within the college therefore actions have to be prioritised.

**Questions from Directors**

In response to a question about the expected dates of completion, the Vice-Principal stated that he is confident all the actions will be complete by the dates stated on the document.

Asked how the action plan is monitored, it was noted that any issues are reported to the GDPR Lead Officer, then SLT and then the A&F committee yearly.

Asked about the changes in European legislation and the impact this may have on Google, it was noted that Google have to adhere to the same GDPR guidelines and there are no concerns over the use of Google at this time.

**09.2020 Staffing Update**

Directors received and considered the latest HR report (paper 9.1) presented by the Head of HR, she noted that the paper demonstrated a positive picture with all support staff standard payments being awarded. The Head of HR shared with directors the categories and outcome for the staff awards and noted that staff comments were a joy to read.

She pointed out the continuous service profile and noted that retention of staff comes at a cost but the profile shows the college is a good place to work.

**There were no questions to answer.**

## 10.2020 **Health and Safety**

Directors received and considered the H&S report no 2 of 4 (2019-20) (paper 10.1) presented by the Vice-Principal (Information Systems and Resources), he noted that there are very few problems regarding H&S which is down to the excellent maintenance of the systems and estates and the conscientious staff and students at the college.

Directors were informed of two unplanned fire safety evacuations (paper 10.1.1) one on 13<sup>th</sup> November 2019 involving two youths (not students of the college) actions had been taken to rectify any issues in the evacuation exercise.

The second unplanned evacuation (paper 10.1.2) took place on 15<sup>th</sup> November 2019 similar to the first report and actions had been taken to rectify any further issues.

A further planned evacuation is going to take place next week which will identify any areas for further improvement.

### **Questions from Directors**

Asked how the college compares with other colleges in the sector it was noted that there is no such benchmark available. Directors noted that from the report they can be reassured that the college is a safe learning environment.

## 11.2020 **Property Strategy**

Directors received the revised property strategy 2018-2022 (paper 11.1) presented by the Vice-Principal (Information Systems and Resources), he stated that some of the figures in the report had changed due to demographics, such as the number of students for 2023/24 which is estimated. In terms of the property strategy there is nothing on the horizon that will have a dramatic impact for at least the next five years.

At present college capacity is good for the next five years, there are plans and planning permission in place (which may need to be slightly adapted) should college need to expand in the future.

Directors received the campus development document (paper 11.1) which shows some draft designs created by a professional architect with estimated costs, however these will look very different in 5-10 years-time. It was noted that one thing is clear there will be no grant funding for further building work at the college unless it is packed to capacity, it was noted that any future expansion would most likely need to be paid for from college reserves.

### **Questions from Directors**

In response to a question regarding maintenance it was noted that the college cannot apply for any condition improvement funding (CIF) due to the college buildings being graded category A

Directors asked about the changes in vocational qualifications and it was noted that at present there are too many unknowns as to how the changes in the curriculum will impact on the college. It was also noted that there should be enough information to plan any future building work when the time comes.

## 12.2020 **AOB**

A discussion took place about 'Coronavirus' and directors were reassured that there are plans in place which follow government guidance. College have their own contingency plan should the college be at risk of closure; these include the capacity to use Google classroom as a tool for teaching from home.

### **Questions from Directors**

Directors asked if there was any additional funding from government, it was noted that at present there was no additional funding available

Asked if any staff or students had come back from any of the affected areas, it was noted that there are no known cases within college, however, government guidance is being followed, which includes regular deep cleans of the building, hand sanitisers being used and posters displayed around college. Messages are going out to students and staff and information is included on the college website for parents.

In response to a question about closure, directors were informed that the college would refer to their disaster management plan should the need arise.

**Date and Time of next meeting**

Thursday 25<sup>th</sup> June 2020 at 4pm

Signed \_\_\_\_\_

Date \_\_\_\_\_