



## FINANCE, STAFFING & GENERAL PURPOSES COMMITTEE

### Minutes of Meeting on Tuesday 17 April 2018

**Present:** Mr S Holderness (*Chair*) Vice-Chair of Governors  
Mr J Bagley Principal  
Ms P Hamer Staff Governor

**In Attendance:** Mr H Ravat Vice-Principal Resources  
Mr R Mansfield Clerk

Ref.		Action
F/18/11	<b>Item 1 – Apologies for Absence:</b> An apology for absence was received from Harshad Solanki. The meeting was declared quorate.	
F/18/12	<b>Item 2 – Declarations of Interest in Agenda Items:</b> There were no declarations of interest in agenda items.	
F/18/13	<b>Item 3 – Minutes of Previous Meeting and Matters Arising:</b> <i>3.1 Meeting on 20 February 2018</i> The minutes of the meeting on 20 February 2018 were accepted as an accurate record and were signed by Steve Holderness. The actions listed had been taken. Steve Holderness asked whether Midshire Catering's intentions were yet known. Hamid Ravat said the company had indicated that it wished to continue to work with the College to make a success of the contract. He anticipated that the current contract would be rolled forward into 2018/2019.	
F/18/14	<b>Item 4 – Estates Issues:</b> <i>4.1 Estates Update</i> Hamid Ravat provided an oral update on estates matters. Consideration of the programme of summer works had commenced. There were no major maintenance projects in prospect. The main challenge was to rectify a persistent leak in the flat roof over the storage area adjacent to the Sports Hall. The College had been approached by and had accepted an offer from a contractor willing to decommission and dismantle the wind turbine for £1,500. The turbine had been locked down since 2014, when governors had declined to	

approve the costs of further repairs. Steve Holderness advised that the College should check that the contractor held appropriate certificates for undertaking the work. He welcomed the ending of what had proved a costly experiment.

#### *4.2 Health and Safety Statistics*

Hamid Ravat presented the health and safety statistics to 9 April 2018. The number of reported incidents had now passed the total for the preceding year, primarily because of aggressive seasonal infections. The number of reported accidents was similarly higher, the majority being sports-related.

***The meeting received the health and safety statistics.***

F/18/15

### **Item 5 – Finance Issues:**

#### *5.1 Learner Numbers and Funding*

Hamid Ravat presented the learner numbers and funding report. This was little changed from the report considered at the previous meeting. Attendance and retention rates had improved significantly over those for 2016/2017.

***The meeting received the report.***

#### *5.2 ESFA Funding Calculation 2018/2019*

Hamid Ravat presented the Education and Skills Funding Agency (ESFA) 16 – 19 Funding Calculation for 2018/2019. As previously advised to the Committee, this showed a reduction of nearly £1.7 million in funding for 2018/2019. The report contained a reconciliation of the difference (£154K) between the original forecast of income and the final figure. The main factors were a small reduction in student numbers, the number of small programmes provided in 2016/2017 and the decline in retention in that year.

Steve Holderness asked whether the ESFA had made any comment on the reduction in the College's income. Hamid Ravat said that at a very recent monitoring visit (the College being in early financial intervention) the ESFA had been reassured that the College had analysed and understood the underlying reasons, and that action had been taken that should improve funding in 2019/2020. The frequency for reporting operating results to the ESFA had been reduced from monthly to quarterly. The College would probably be facing a deficit of £800K in 2018/2019, and a considerably smaller deficit in 2019/2020. There had been an encouraging response to the announcement of voluntary redundancy.

***The meeting received the funding calculation for 2018/2019.***

#### *5.3 Operating Results*

Hamid Ravat presented the Operating Results to March 2018. There had been an operating deficit of £301K over the first eight months (£74K better than budget). The main reason for

the deficit was the profile of the funding received from the ESFA. Pay expenditure was £11K below budget, but this favourable variance would disappear shortly as the teachers' pay award was implemented. Supply Staff costs were £9K over budget, mainly as a result of providing cover for sickness and vacant posts; this variance was expected to increase, although there should be related reductions in teaching staff costs. Operating expenditure was £60K below budget, especially because of improved cost control in Teaching Departments and Examinations. Steve Holderness was pleased to see evidence of the impact of action taken to make savings. Hamid Ravat reported that the Balance Sheet remained sound. Cash had fallen to about £2.15 million at the end of March but should increase to about £2.8 million at the year-end. All the financial key performance indicators were within their targeted ranges. He confirmed that there were no problems in the College's relationship with Lloyds Bank. The College was on track to deliver its revised surplus.

***The Committee received the operating results.***

**F/18/16**

**Item 6 – Human Resources Issues:**

*6.1 Staffing Update*

Hamid Ravat presented the staffing update. Headcount was now 9.2 FTE below budget. Otherwise there was nothing of great significance to report. 11 members of staff (9.5 FTE) had applied for voluntary redundancy, against the target of eight. The majority of applications appeared to be acceptable. The College therefore expected to be able to achieve the savings required without resorting to compulsory redundancy. James Bagley said that there were also several temporary contracts for review.

Sickness absence was running at above the sixth form college sector average but below that for general further education. The main issue had been short term absence as a result of seasonal infections.

***The meeting received the staffing update.***

**F/18/17**

**Item 7 – Admissions and Marketing Issues:**

*7.1 Admissions and Marketing Plan 2017/2018*

James Bagley presented a report on progress against the marketing and admissions plan. The current version of the plan now incorporated actions taken. He described the main actions focused on improving the conversion rate for the applications received. A recent survey of candidate views had proved useful in informing next steps and plans for 2018/2019.

***The meeting received the update.***

**F/18/18**

**Item 8 – Governance Issues:**

*There were no governance matters to be considered.*

**F/18/19**

**Item 9 – Date and Time of Next Meetings:**

It was confirmed that the next meeting of the Committee would be on Tuesday 19 June 2018 at 5.30 p.m. at the College. The meeting scheduled for 17 May 2018 was no longer required. The operating results for April 2018 should however be distributed to members via email when available.

**HR/RM**

**F/18/20**

**Item 10 – Any Other Business:**

There was no other business.