

THE SIXTH FORM COLLEGE, SOLIHULL

Finance & General Purposes Committee

Minutes of a meeting held on Tuesday 4 October 2016 at 5.00pm.

Present: Neal Clements (Chair), Russell Beale-Burchell (Vice-Chair), Paul Ashdown
Steve Harber, Alan Price, Karen Sherwood

In attendance: Clare Sutton (Director of Finance), Martin Sullivan (Vice-Principal)
Elizabeth Baker (Assistant Principal) for item 3
Dave Abbott (H&S/Estates Manager) for items 4, 5 and 6

Clerk: Janice Hamilton

Secretary: Janet Parkes

1 Apologies: none.

2 Declaration of Interests, Presentation of Papers, College Mission

The Clerk must be informed of any changes to governors' declaration of interest form as and when a change takes place. Governors must declare the nature and extent of any financial and/or personal interest in any agenda item and must take no part in the consideration of that item or vote on any question with respect to that item, or form part of the quorum. Governors must withdraw where requested to do so by a majority of members present at the meeting.

The Chair informed the meeting that the Clerk attends all Board and Committee meetings. If she is requested or required to answer questions or to present a paper in her role as Vice-Principal, an Acting Clerk will be appointed for that part of the meeting.

Resolved: Janice Hamilton declared interest in items 4, 5, 6 and 9 as she is Vice-Principal with responsibility for Health & Safety/Estates.

Governors noted the College Mission and guidance on presentation of papers.

3 Student Enrolment 2016

The Committee thanked Elizabeth Baker for a very clear document. Confidential item, minuted separately.

5.10pm Elizabeth Baker left the meeting.

4 Health & Safety Annual Report 2015/16

Dave Abbott drew attention to the Statement of Intent for 2016/17, unchanged from last year. Confidential item, minuted separately.

Resolved: the Committee recommends the Statement of Intent 2016/17 to the Board for approval and signature by the Chair.

5 Accommodation Report

Confidential item, minuted separately.

6 Outsourcing of Lettings

Confidential item, minuted separately.

Neal Clements thanked Dave Abbott for a clear set of papers for the meeting.

5.30pm Dave Abbott left the meeting.

7 Staff Salaries

Confidential item, minuted separately.

8 IT/Tyber Update

Confidential item, minuted separately.

9 Due Diligence

Confidential item, minuted separately.

10 Strategic Priorities Update

The Committee noted the two areas of responsibility. The first set of management accounts will be at the next Committee meeting, and projected student numbers for 2017/18 will be discussed in January.

11 Treasury Annual Report 2015/16

Clare Sutton commented on a favourable report given very low interest rates and an increase in short-term deposits due to repayment of the loan. All maturity dates should be rebalanced by July 2017.

12 Review of Financial Regulations & Procedures

The amendments will also be put to members of the Audit Committee for approval.

Resolved: the Committee recommends the revised Financial Regulations & Procedures to Audit Committee members for approval at the Corporate Board meeting on 11 October 2016.

13 Terms of Reference

No changes are proposed to the terms of reference for this year.

Resolved: the Committee recommends the terms of reference to the Board for approval.

14 Review of Committee Meetings 2015/16

The Clerk referred to the action point, and recommends all governors to visit the new College website and Facebook. Russell Beale-Burchell also commended Instagram.

15 Minutes of previous meeting held on 14 June 2016 were agreed and signed.

16 Matters arising

Item 7, Draft Financial Plan: the Committee had discussed the performance indicator regarding pay as a proportion of income. The Committee asked that the percentage be worked on costs and not income. Clare Sutton modelled pay as a proportion of total expenditure which has a much less volatile pattern than pay as a proportion of income due to eliminating the impact of lagged funding. As a result, the performance indicator had been amended. The document had been emailed to Committee members for agreement prior to presentation to the Board.

17 Determination of Confidential Items

Resolved: that the following items be confidential and minuted separately: item 3 Student enrolments; item 4 H&S annual report; item 5 Accommodation report; item 6 Outsourcing of lettings; item 7 Staff salaries; item 8 IT/Tyber update; item 9 Due diligence; item 11 Treasury annual report.

18 Review of the Meeting

Four out of a possible five completed forms were returned, all with positive responses and no additional comments or requests.

19 Date of next meeting: 15 November 2016 at 5.00pm

The meeting closed at 6.20pm.