

THE SIXTH FORM COLLEGE, SOLIHULL

Finance & General Purposes Committee

Minutes of a meeting held on Tuesday 6 October 2015 at 5.00pm.

Present: Neal Clements [chair], Paul Ashdown, Russell Beale-Burchell, Steve Harber, Alan Price

Clerk: Janice Hamilton

Secretary: Janet Parkes

In attendance: Clare Sutton (Director of Finance); Martin Sullivan (Vice-Principal); Dave Abbott (Estates and Health & Safety Manager) for items 3 and 4
Elizabeth Baker (Assistant Principal) for items 6 and 7
Chris Hufton (Project Manager) for item 8

1 Apologies were received and accepted from Karen Sherwood (at parents' evening). Martin Sullivan would need to leave by 6.00pm due to parents' evening.

2 Declaration of Interests

The Clerk must be informed of any changes to members' declaration of interest form as and when a change takes place. Governors must declare the nature and extent of any financial and 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 the members of the Board 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, a Temporary Clerk will be appointed for that part of the meeting.

Resolved: Janice Hamilton declared an interest in items 3 and 4 as she is responsible for Estates and Health & Safety; Janet Parkes will be Acting Clerk for these items.

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

Resolved: that Janet Parkes be Acting Clerk for items 3 and 4.

3 Accommodation Report

Dave Abbott was thanked for a very good report.

Resolved: the Committee approved the award of the solar PV contract.

4 Health & Safety Annual Report 2014/15

Russell Beale-Burchell commented that the annual report is thorough.

Resolved: the Committee approved the Health & Safety Statement of Intent for 2015/16 and recommended it to the Chair of Corporate Board for signature.

5 Appointment of Vice-Chair of Committee

The Clerk reported that in order to facilitate succession planning, Alan Price wishes to stand down as vice-chair of the Committee. Russell Beale-Burchell is willing to stand for the position.

Resolved: that Russell Beale-Burchell be appointed as Vice-Chair of the Committee to 20 May 2017 when his current term of office expires, subject to ratification by the Corporate Board

6 Student Enrolments 2015

Elizabeth Baker updated the Committee on figures as of today.

Resolved: to bring forward items 8 and 9.

8 IT/Tyber Update

Martin Sullivan and Chris Hufton presented the report.

5.50pm Chris Hufton left the meeting.

9 Telephony Project Update

Russell Beale-Burchell highlighted the savings made. Martin Sullivan said that Kevin Shingler, project leader, had led the project very well. Neal Clements said that Kevin Shingler's leadership of the Harriet project had been very successful, and asked that the Committee's thanks be passed on to him. Russell Beale-Burchell said the challenge will be to reduce calls to mobiles.

7 Outline Strategic Priorities for Monitoring by F&GP Committee

Clare Sutton highlighted the three success criteria for Strategic Priority 1a, maintain secure finances. Elizabeth Baker reported on Strategic Priority 1b, maintain secure finances regarding student numbers.

Resolved: the Committee confirmed its agreement with the milestones 2015/16 for strategic objectives 1a and 1b, and the consolidated strategic objectives for 2020.

6.10pm Elizabeth Baker left the meeting.

10 Treasury Annual Report 2014/15

The report confirmed that all performance measures had been met. Clare Sutton confirmed that the policy works well on a day to day basis.

11 Review of Financial Regulations & Procedures

The Committee noted the amendments.

Resolved: the Committee approved the revised Financial Regulations & Procedures.

12 Staff Salaries: Teaching and Support Staff

Paul Ashdown gave a verbal report.

13 Review of Terms of Reference

No changes are proposed to the current terms of reference.

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

14 Review of Committee Meetings 2014/15

The Committee noted the report. The Clerk reminded governors to use the meeting review sheet to request any further information or suggest agenda items.

15 Minutes of previous meeting held on 16 June 2015 were agreed and signed.

16 Matters arising

Item 8, Five-Year Financial Plan: Clare Sutton will bring the updated forecast to the next Committee meeting. Neal Clements on behalf of the Committee and Luke Millard, wished to thank Clare Sutton for the substantial work she carried out for the FE Area Review.

Item 16, Whistleblowing Policy: the Audit Committee had suggested further amendments to the policy, and these were agreed by F&GP Committee. The policy will now go to the Board on 20 October 2015 for final approval.

17 Determination of Confidential Items

Resolved: that the following items be confidential and minuted separately: item 3 Accommodation report; item 4 Health & Safety annual report; item 6 Student enrolments; item 7 Strategic priorities, item 8 IT/Tyber update; item 10 Treasury annual report; item 12 Staff salaries.

18 Review of the Meeting

The Chair drew attention to the proformas, and invited members to complete the form and hand to Janet Parkes at the end of the meeting. Three out of a possible four governor forms were returned, all with positive responses. Comment: ensure we cover governors' engagement with social channels and digital – add to Corporate Board agenda.

19 Date of next meeting: 10 November 2015

The meeting closed at 6.45pm.

Released into public domain at meeting held on 23 May 2017

4 Health & Safety Annual Report 2014/15

Dave Abbott highlighted the comparative figures included in the report. Alan Price drew attention to the Statement of Intent which requires his signature as Chair of Corporate Board. Dave Abbott assured the Committee that the legal document is checked annually to ensure relevance. Neal Clements, governor on the Health & Safety Committee, spoke of the work of the College's Health & Safety Committee and the positive attitude of its staff members.

Steve Harber noted the number of near miss reports has increased, and asked if preventative action has taken place. Dave Abbott assured the Committee that these are followed up and additional control measures put in place if necessary. Dave Abbott highlighted that last year there had been no incidents reported to HSE, and this was acknowledged by the Committee.

10 Treasury Annual Report 2014/15

David Munton had asked that the College looks into higher risk investments which provide higher returns. However, Clare Sutton said we are waiting for the outcome of the FE Area Review. The Committee agreed with this strategy.

In response to a question from Alan Price regarding the pension deficit, Clare Sutton explained that the deficit for the support staff pension fund is checked annually by an actuary and every few years an adjustment is made to the percentage of pay the College contributes. The local government scheme for support staff is a defined benefit scheme. The teachers' pension scheme is unable to identify the College's share of the scheme's assets and liabilities and the teachers' pension scheme is therefore treated as a defined contribution scheme.

