

THE SIXTH FORM COLLEGE, SOLIHULL

Finance & General Purposes Committee

Minutes of a meeting held on Tuesday 8 March 2016 at 5.00pm.

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

Clerk: Janice Hamilton

Secretary: Janet Parkes

In attendance: Clare Sutton (Director of Finance)
Martin Sullivan (Vice-Principal)
Oona Stone (Assistant Principal) – for item 3, and observer

Oona Stone was welcomed to the meeting to support Jack Redfern in presenting the Student Council budget. She asked if she could observe the remainder of the meeting as part of her Assistant Principal development; this was agreed.

1 Apologies were received and accepted from Alan Price.

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.

Resolved: Janice Hamilton declared an interest in agenda items 4, 5 and 6 as she is Vice-Principal with responsibility for estates; all College staff declared an interest in agenda item 8.

Resolved: Janice Hamilton declared an interest in agenda item 10 as she is presenting the item in her role as Vice-Principal; Janet Parkes will be Acting Clerk for this item.

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

3 Student Council Budget

Jack Redfern presented the updated budget. Changes have been made as the aim is to raise more funding for charities. In response to a query from Paul Ashdown, Jack Redfern will look at last year's charity donations in order to provide a target for fundraising this year. Russell Beale-Burchell queried if printed advertising would resonate with students as he felt that digital advertising would be more worthwhile. Jack Redfern said the Student Council does have Facebook and Twitter pages, but that stands in the refectory and a physical presence really do work in encouraging student participation. Karen Sherwood asked what happens to the any remaining budget at the end of the year. Clare Sutton said unspent funds in other areas can be put towards the end of year event.

Resolved: the Committee approved the Student Council budget.

4 Annual report on Community Use of Sports & Dance Facilities 2015/16

Confidential item, minuted separately.

Resolved: the Committee approved the price increases for 2016/17.

5 Accommodation Report

Confidential item, minuted separately.

6 Health & Safety Update

Confidential item, minuted separately.

5.30pm Dave Abbott left the meeting.

7 Appointment of Managed Service Provider

Confidential item, minuted separately.

Resolved: the Committee approved the appointment.

8 IT Refresh, Summer 2016

Confidential item, minuted separately.

Resolved: the Committee approved the selling of IT equipment to staff at prices indicated; the budget for capital works; and tender purchase of equipment as necessary.

9 Implications of FRS102 on Accounting

The document compares original and revised figures for the previous year.

Resolved: the Committee supports the College continuing to use the accruals model for capital grants.

Resolved: that Janet Parkes be Acting Clerk for item 10.

10 Update on Financial Support for Students

Confidential item, minuted separately.

11 Management Accounts, January 2016 & EFA Funding Allocation 2016/17

February accounts are now available and will be emailed to members and put in the Governor Folder.

Clare Sutton highlighted that the EFA funding allocation does not yet include funds for free meals and bursary.

12 Strategic Priorities Dashboard

The RAG rating will be added for the next meeting.

13 Minutes of previous meeting held on 19 January 2016 were agreed and signed.

14 Matters arising

Item 4, Property Strategy: information on solar panel generation will come to the Committee meeting due to be held in June.

15 Determination of Confidential Items

Resolved: that the following items be confidential and minuted separately: item 4 Annual report on community use of sports and dance facilities – costs will be made public once approved; item 5 Accommodation report; item 6 Health & Safety update; item 7 Appointment of managed service provider; item 8 IT refresh; item 9 Implications of FRS102 on accounting (document only); item 10 Update on financial support for students; item 11 Management accounts and EFA funding allocation.

16 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. Four of a possible five governor forms were returned, all with positive responses.

17 Date of next meeting: 3 May 2016

Apologies in advance from Neal Clements; Russell Beale-Burchell to chair.

The meeting closed at 6.15pm.

Released into public domain at meeting held on 23 May 2017

4 Annual report on Community Use of Sports & Dance Facilities 2015/16

Dave Abbott drew attention to the proposed increases on page 2. In response to a question from Karen Sherwood, Dave Abbott explained that some promotional work has been done to improve take up, including on our website. Late evenings and Sundays are quiet, and “pay and play” is unreliable because people sometimes book and do not turn up. However there are regular groups for other times and during holidays. Steve Harber asked if the costs for hiring the sports fields would cover the cost of repairs. Clare Sutton explained that any work done would take the sports fields out of use for our students for an extended period.

5 Accommodation Report

Dave Abbott explained that the majority of work this year is to convert spaces in the Art block and Meriden building into classrooms. Neal Clements asked Jack Redfern if he had any comment to make on accommodation in the College. Jack Redfern said this is not a topic high up on the agenda for students. Neal Clements asked if there is any equivalent funding to BCIF this year. Paul Ashdown said remaining BCIF funds were transferred into a larger pot of money which includes academies. The College has submitted a bid for fire protection improvements.

6 Health & Safety Update

Dave Abbott explained that any high priority recommendations would be completed immediately. Actions related to Harriet have been completed. Russell Beale-Burchell said he was pleased to see the number of instances of deliberate damage at an all time low.

8 IT Refresh, Summer 2016

In response to a query from Steve Harber, Martin Sullivan apologised for the oversight. Steve Harber suggested that students being able to use Office 365 at home is a good marketing tool. Jack Redfern said that since the improvements to Wifi, students have noticed improved access and speed. It was agreed that this should be included in marketing.

9 Implications of FRS102 on Accounting

Clare Sutton pointed out that should the College become an academy, the new SORP would not impact on us. She had modelled the revised format and did not foresee any issues.

Resolved: that Janet Parkes be Acting Clerk for item 10.

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Confidential minutes of the meeting held on 8 March 2016.

7 Appointment of Managed Service Provider

Neal Clements reported that he and Russell Beale-Burchell had been involved in discussions at meetings of the IT Working Group. An external consultant had been engaged to support the College in the process. Martin Sullivan reported that Lendlease, whilst not submitting the cheapest tender, is being recommended for appointment. In response to a question from Steve Harber, it was explained that Capita had not submitted a compliant bid. In response to a query from Karen Sherwood, it was explained that TUPE is Transfer of Undertaking and Protection of Employment, a law which protects staff by transferring existing contracts to a new company. Paul Ashdown wished to thank Neal Clements, Russell Beale-Burchell and Martin Sullivan for the huge amount of work involved in managing a very important project for the College.

Resolved: the Committee approved the appointment of Lendlease.

10 Update on Financial Support for Students

Janice Hamilton highlighted that retention figures are pleasing. Russell Beale-Burchell noted that the lack of take up of free meals is similar to other colleges. Jack Redfern said he wondered if students are embarrassed to use the tokens, but in other colleges with swipe card systems the take up is similar.

11 Management Accounts, January 2016 & EFA Funding Allocation 2016/17

With regards to repayment of the loan, Paul Ashdown had spoken with Alan Price to Peter Mucklow last week, and there will be no funds to support the College with loan breakage fees as we can afford the costs ourselves. The loans will be repaid on 23 March 2016, as agreed at the meeting of the Corporate Board on 9 February 2016.

Signed

Date