

THE SIXTH FORM COLLEGE, SOLIHULL

Finance & General Purposes Committee

Minutes of a meeting held on Tuesday 10 November 2015 at 5.00pm.

Present: Neal Clements [chair], Paul Ashdown, Steve Harber, Alan Price
Karen Sherwood

Acting Clerk/Secretary: Janet Parkes

In attendance: Clare Sutton (Director of Finance); Martin Sullivan (Vice-Principal)

1 Apologies were received and accepted from Russell Beale-Burchell and Janice Hamilton.

Resolved: that Janet Parkes be Acting Clerk for the meeting.

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: there were no declarations of interest.

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

3 Review of Student Enrolments at Census Date

Confidential item, minuted separately.

4 EFA Funding Claim

It was agreed that in future a brief summary sheet would be provided to aid understanding.

5 Draft Financial Statements for year end 31 July 2015

Clare Sutton reported that external auditors are in College this week.

6 Revised Budget 2015/16

Confidential item, minuted separately.

Resolved: the Committee recommends the revised budget 2015/16 to the Board for approval.

7 Management Accounts: September 2015

Clare Sutton reported that the October accounts had now been prepared, and nothing new had arisen. This document would be emailed to members after the meeting.

8 Five-Year Financial Plan

Resolved: the Committee recommends the Stress Test Modelling document to the Board for approval.

9 Proposals for Repayment of Bank Loan

Confidential item, minuted separately.

10 Update on Tyber & Managed Services

Confidential item, minuted separately.

11 EFA Confirmation of Financial Health

The Committee was pleased to note confirmation that the College's financial health remains outstanding for the period 2014/15 to 2016/17. Paul Ashdown said that Paula Webber, territorial director at the EFA has arranged to come to the College in December.

12 Contract for Security Guarding

Confidential item, minuted separately.

13 Health & Safety Update

Paul Ashdown said that health and safety in the College continues to be well managed and there are no significant issues to highlight in the document. Neal Clements, a member of the H&S Committee, said the document had been discussed at a recent meeting. Steve Harber noted there were no accidents this year to date, and noted the capturing of near misses which is a good way of preventing accidents. Paul Ashdown commented on the sterling work of first aiders.

14 Minutes of previous meeting held on 6 October 2015 were agreed and signed.

15 Matters arising

Item 3, Accommodation Report: the solar panels were installed during half-term and connection in on track.

Item 4, H&S Statement of Intent: the chair had signed the document at the Board meeting held on 20 October 2015.

Item 5, Vice-Chair of Committee: the Board had ratified the appointment of Russell Beale-Burchell.

Item 8, IT/Tyber Update: a meeting of the IT Working Group had taken place.

Item 12, Staff Salaries: support staff union (Unison) will ballot its members on 0.9% pay award; no progress with teaching unions.

Item 16, Whistleblowing Policy: approved by the Board at its meeting on 20 October 2015.

Item 18, Review of the Meeting: returns noted. Governors' engagement with social networking channels and digital media will be included on the agenda for the Board meeting on 15 December 2015.

16 Determination of Confidential Items

Resolved: that the following items be confidential and minuted separately: item 3 Student enrolments; item 4 EFA funding claim; item 5 Draft financial statements; item 6 Revised budget; item 7 Management Accounts (document only); item 8 Five-year financial plan; item 9 Bank loan; item 10 Tyber and managed services; item 12 Contract for security guarding; item 13 H&S update (document only).

17 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.

18 Date of next meeting: 19 January 2016

The meeting closed at 6.20pm.

Released into public domain at meeting held on 23 May 2017

4 EFA Funding Claim

Karen Sherwood asked for clarification of a high needs student. Martin Sullivan explained it is categorised as any student who requires more than £6,000 worth of support. The College is funded for two students, and this year we have enrolled one student.

5 Draft Financial Statements for year ended 31 July 2015

Neal Clements asked if there are any resource constraints and if so, could some of the surplus be used. Clare Sutton said the subject teams can apply for additional budget on an annual basis for a large item, but smaller items are expected to come from the team allocation. Paul Ashdown said the key pinch point is staffing costs. There is variability between teams in how reduced staffing is being managed, but changes have to be made. Neal Clements was pleased to comment on the improved wifi access around the College following expenditure on this last year.

13 Health & Safety Update

Clare Sutton highlighted that the lack of incidents of deliberate damage supports the reduction in the number of security guards.