

THE SIXTH FORM COLLEGE, SOLIHULL

Finance & General Purposes Committee

Minutes of a meeting held on Tuesday 19 January 2016 at 5.00pm.

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

Clerk: Janice Hamilton

Secretary: Janet Parkes

In attendance: Clare Sutton (Director of Finance)
Margaret Harrison and Michele Burke – for item 3
Dave Abbott – for item 4

Jack Redfern was welcomed to his first Committee meeting.

1 Apologies were received from Martin Sullivan.

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 Annual Report on Financial Support for Students 2014/15

Margaret Harrison and Michele Burke presented the report. Confidential item, minuted separately.

5.10pm Margaret Harrison and Michele Burke left the meeting.

4 Property Strategy

Dave Abbott explained that the report provide clarity on where funds are being targeted in future years to support the College's strategic priorities. Governors agreed that the report is comprehensive and detailed. Confidential item, minuted separately.

5.20pm Dave Abbott left the meeting.

5 Projected Enrolments for 2016/17

Confidential item, minuted separately.

6 Management Accounts: November 2015

Confidential item, minuted separately.

7 EFA Funding Claim 2015/16

As requested at the previous meeting, Clare Sutton had provided an explanation of EFA funding claims, and a one page executive summary of this year's claim. The Committee agreed that this should be the format for future reports.

8 Strategic Priorities Dashboard

The Clerk had prepared the report at the request of Neal Clements, who had also asked for the desired outcome to be included. He also requested that a RAG rating be added, not necessarily in colour, for future progress. The 'flag' column is for noting significant issues.

9 Presentation: Cash and Reserves

Clare Sutton gave a presentation on the two very different concepts of cash and reserves. Copies of the presentation were tabled.

10 Minutes of previous meeting held on 10 November 2015 were agreed and signed.

11 Matters arising

Item 9, Proposals for repayment of loan: covered at agenda item 6.

Item 15, Accommodation Report: written update provided and covered at agenda item 4.

12 Determination of Confidential Items

Resolved: that the following items be confidential and minuted separately: item 3 Annual report on financial support for students; item 4 Property strategy; item 5 Projected enrolments; item 6 Management accounts; item 7 EFA funding claim; item 8 Strategic priorities dashboard (document only); item 9 Presentation on cash and reserves (document only).

13 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. Five of a possible six governor forms were returned, all with positive responses.

14 Date of next meeting: 8 March 2016

The meeting closed at 6.00pm.

Released into public domain at meeting held on 23 May 2017

3 Annual Report on Financial Support for Students 2014/15

In response to a question from Neal Clements, it was explained that there is no admin allowance for free meals, and the contribution allowed for bursary is 5%. The admin is included within the job roles of Michele Burke as Admissions Officer and Kevin Shingler as Central Admin Manager, and has not been costed separately. Neal Clements asked if it is still the case that students are reluctant to use their free meal tokens. It was explained that the exchange rate is still similar to last year. Rather than the stigma of using the tokens, it seems that students prefer to go off site with friends at lunch times. Clare Sutton had researched other colleges and despite using different methods for allocating free meals, take-up here seems to be in line with their experiences.

Paul Ashdown said there will be less funding in this area next year but that the ring-fence between free meals and bursary allocation is being removed which should be helpful. Alan Price said that the testimonies in the report show that the College is supporting students well, and wished to pass on the Board's thanks to the team.

4 Property Strategy

In response to a question from Jack Redfern, it was explained that the report will be monitored and updated at least annually. The information is demand driven and it is always a challenge matching accommodation to student numbers on courses. The focus is on facilities for teaching and learning.

In response to a query from Steve Harber, Dave Abbott explained that the third solar panel installation is complete and has been generating since December. Data will be brought to a future Committee meeting. Dave Abbott informed the Committee of a grant bid to the EFA in December 2015 for funding to replace and upgrade the Blythe/Brueton fire alarm system. This work is included in the property strategy. Alan Price asked about the area in College which is closed to students. Paul Ashdown said the Art & Design workshop was closed to students for health and safety reasons and the intention is to make better use of the area in the future. Also, classrooms in Meriden which are currently not being used within the new timetable will be considered for use next year if student numbers grow.