

MOULTON COLLEGE FEC

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the Finance and General Purposes Committee Meeting held on Thursday 26th May 2011

Part 1

Present: Mr R Thompson (in the Chair), Mr C Barney, Mrs C Boardman,
Mr S Davies, Mr J Gaggin and Mr P Heygate

In Attendance: Mr G Davies, Mr M Wilkinson

11/83 Apologies for absence (agenda item 1)

No apologies were received.

11/84 Declarations of interest (agenda item 2)

Mrs Boardman declared an interest in any items concerning Northamptonshire County Council. Mr Heygate declared an interest as a supplier to the College.

11/85 Minutes of the meeting held on 28th April 2011 (agenda item 3, paper A)

The minutes were accepted as a true and correct record.

11/86 Matters Arising (agenda item 4)

There were no matters arising.

11/87 New Developments – Progress Report (agenda item 5)

a) Student Social Centre (paper B)

The financial report was discussed. The electrical work in the contract commissioned for completion at Easter had been carried out as planned. The work had been paid for by the College and would be included in the valuation of work. A paper from GSS concerning discussions with the administrators and bondsman was tabled and discussed. As an alternative to novation the contract could be determined and a preferred tenderer appointed to complete the work. In this case a clause in the contract would be required to ensure the contractor carried the risks associated with the work done to date. A Board meeting would be required to approve the determination or novation of the contract. In order to provide an extended service from the Moulton Coffee Shop during the autumn term it would be necessary to carry out additional work during study week. The costs for this work had been determined and would be factored into the overall costs of the project. Following discussion, *the report was noted and the additional work was approved.*

b) Sports Therapy and Injury Rehabilitation Centre (paper C)

The financial report was discussed. The project was still 4 weeks behind schedule and the contractors had recently been working at weekends. The pool was currently being tested for leaks. Following a check of the building specification for compliance with the CQC (Care Quality Commission) standards some additional sinks would be installed. A job description for the Centre Manager had been prepared and the post would be advertised shortly. Following

discussion, *the report was noted and it was agreed to allow the contractors to continue work during presentation week.*

c) Countryside Skills Centre (paper D)

The financial report was discussed. Work was on schedule for completion on 29th July. An official opening would be held prior to the start of term in September. Following discussion, *the report was noted.*

d) Refurbishment of Main Site – Stewart House (paper E)

The financial report was discussed. Work was on schedule. Following discussion, *the report was noted.*

e) Refurbishment of Main Site – new Registry (papers F and G)

The financial report was discussed. The post-tender report was discussed. The lowest tender had been received from Lindum Group. They had experience of carrying out educational projects and their site management was good. The original planned start date was 18th July but the Social Centre could not now be demolished until the new building was occupied. The earliest possible start date was now Easter 2012 for completion in early 2013. Following discussion, *the report was noted and it was agreed to ask the two lowest priced tenderers to re-price their submissions once the start date was known.*

11/88 Daventry Vocational Skills Academy (agenda item 6, paper H)

It was planned to diversify the curriculum to include Animal Welfare at levels 2 and 3 and Sport at level 3. A structural and MES (mechanical and electrical services) survey carried out on the Logistics building at Badby Road had reported that the roof may need some remedial work and the MES were not up to date. Low applications for Sport had led to a decision to transfer the work to the Main Site for 2011-12. The cost of refurbishing 2 classrooms needed for the Animal Welfare provision would be £60,000 plus VAT. It was hoped that this could be offset against the rent payable. Following discussion, *the report was noted and the expenditure approved.*

11/89 Student Residences (agenda item 7)

A paper from GSS showing options for development of residences at Moulton was tabled and discussed. Further professional advice would be sought on the suitability of the options. A collaborative development with the University was also still a possibility. Following discussion, *the report was noted and it was agreed to investigate the ownership of one of the sites.*

11/90 Commercial Enterprise Report – Garden Centre (agenda item 8, paper I)

This was the first of the regular reports from commercial enterprises to this committee. The report was discussed. Improved performance at the Garden Centre had not been matched by the Pet Shop and Florist so more management time was being put into these areas. The format of the reports was discussed. A decision whether to include margins in future reports would be reviewed at a later date. Following discussion, *the report was noted and it was agreed to circulate it to all Governors.*

Gerald Davies left the meeting.

11/91 Management Accounts for April 2011 (agenda item 9, paper J)

The accounts were discussed. The surplus to date was £127,439 over the budget. The College was in financial category 'A' this month and rated Good under the Framework for Excellence. The review of the farm was due for completion by the end of May. Following discussion, *the accounts were approved.*

11/92 Quarterly Consolidated Accounts (agenda item 10, paper K).

The accounts were discussed. Levels of trading were as expected. Following discussion, *the report was noted.*

11/93 Treasury Management Report (agenda item 11, paper L)

The termly report was discussed *and noted.*

11/94 Quarterly Budget Update (agenda item 12, paper M)

Proposed changes were outlined and discussed. The projected surplus would decrease by £183,091. Following discussion, *the changes were approved.*

11/95 Draft Annual Budget (agenda item 13, paper N)

Proposed changes compared to the current budget were outlined and discussed. Transport costs had increased significantly but the cost of a bus pass had not yet been set. Following discussion, *the first draft was approved.*

11/96 ILR Update 2010-11 (agenda item 14, paper O)

The Learner Responsive report showed no significant changes from the previous month. The Employer Responsive report showed the current position and did not include the 25% achievement funding which could amount to circa £100,000. Around 500 apprentices were expected next year. Following discussion, *the report was noted.*

11/97 Recruitment 2011-12 (agenda item 15, paper P)

Overall applications were 12.5% less than last year and acceptances 10% less. The conversion rate is 1.5% better than last year, and staff were concentrating on converting current offers into acceptances and chasing 'no-shows'. The overall target should be met but Construction was the most concern. Apprenticeship targets would be included in this report in future. Following discussion, *the report was noted.*

11/98 University Technical College (agenda item 16)

The full application will be submitted by the 1st June deadline. The UTC had been registered as a company limited by guarantee as part of the application process. A number of high-profile employers were supporting the bid. Land issues were being resolved. NCC, WNDC and the University had agreed to provide financial support and DDC was also considering a contribution. The College had contributed a significant amount of staff time to date and there would be an on-going commitment subject to the UTC being approved. A financial contribution was discussed but a check would be needed as to whether this was permitted and Board approval would be required. Following discussion, *the report was noted, and the decision to establish a limited company was ratified.*

11/99 HE National Scholarship Scheme (agenda item 17, paper Q)

There was no obligation to establish a scheme as the level of tuition fee did not require it. However, it helped to widen participation and it was therefore proposed to establish a scheme to award scholarships to 6 full-time and 6 part-time students and match the contribution from the government for this scheme. Following discussion, *the establishment of the scheme was approved.*

11/100 Committee Self-assessment Report (agenda item 18, paper R)

The self-assessment process was being carried out earlier this year to better inform the College SAR. No significant changes were proposed. Following discussion, *the committee graded its work as 1.*

11/101 Study Tour requests (agenda item 19)

a) **trip to Warwickshire by Arboriculture students (Paper S)**

b) **trip to London by resident students (Tabled paper)**

Following discussion, *the trips were approved.*

11/102 Date of next meeting (agenda item 20)

Thursday 30th June 2011 at the earlier time of 9.00am in the Principal's Office.

11/103 Any other business (agenda item 21)

There was no other business.

Part 1 of the meeting concluded.