

MOULTON COLLEGE FEC

FINANCE AND GENERAL PURPOSES COMMITTEE

**Minutes of the Finance and General Purposes Committee Meeting
held on Thursday 30th June 2011**

Part 1

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

In Attendance: Mr R Chapman, Mr G Davies, Mr J Mair, Mr M Wilkinson

11/104 Apologies for absence (agenda item 1)

Apologies were received from Mrs C Boardman.

11/105 Declarations of interest (agenda item 2)

Mr Heygate declared an interest as a supplier to the College.

11/106 Minutes of the meeting held on 26th May 2011 (agenda item 3, paper A)

The detail of the discussions on the possible level of support for the UTC in minute 11/88 would be removed. The minutes were then accepted as a true and correct record.

11/107 Matters Arising (agenda item 4)

There were no matters arising.

11/108 Student Rules and Regulations (agenda item 5)

a) Student Rules (paper B)

Proposed changes were outlined. Reference to the Principal would be removed from item 10.3. The smoking ban applied to smoking within cars. It would be carefully monitored. Following discussion, *the changes were approved for recommendation to the Board.*

b) Regulations for Resident Students (paper C)

These had been brought into line with the student rules where appropriate. Item 6.7 would be amended to include reference to absence from college for exceptional circumstances. With this amendment the regulations *were approved for recommendation to the Board.*

Robin Chapman left the meeting.

11/109 New Developments – Progress Report (agenda item 6)

a) Student Social Centre (papers D and E)

There were no financial changes to report. An agreement was now in place for the guarantee from Deejak. Legal and other additional costs had been included in the revised sum for the project. The contract was being novated to Watson and Cox Ltd and work would start on 11th July. A pre-contract meeting had been

held. The schedule of projects was discussed showing the revised start dates for projects affected by the delay to this building. Investment in farm waste storage needed to be brought forward to meet new Nitrate Vulnerable Zone (NVZ) Regulations. The replacement of the Mechanical Handling workshop had been brought forward to 2011 as an item of minor capital works. Following discussion, *the report was noted and the decision of the Chairman and Principal to novate the contract to Watson and Cox Ltd under delegated authority from the Board was ratified.*

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

The financial report was discussed. The project was still 4 weeks behind schedule. The contractors continued to work at weekends and hoped to make up some of the time. Handover was expected at the end of November. Following discussion, *the report was noted.*

c) Countryside Skills Centre (paper G)

The financial report was discussed. Work was about 1 week behind schedule but the contractors hoped to finish on time. An official opening would be held on 7th September at 10.30am. Following discussion, *the report was noted.*

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

There were no financial changes to report. Work was on schedule. Following discussion, *the report was noted.*

e) Refurbishment of Main Site – new Registry (paper I)

There were no financial changes or progress to report.

11/110 Student Residences (agenda item 7)

A meeting had been held with Barry Waine of Calnan Cox to discuss potential sites in relation to planning. Further enquiries would be made regarding other potential site locations. Other options with or without third partners were also still being considered. It had been suggested that an outline masterplan should be shared with the planning officer. Following discussion, *the report was noted.*

11/111 Commercial Enterprise Report – Animal Welfare (agenda item 8, paper J)

The report was discussed. Grooming income was ahead of target but therapy was slightly behind but higher than last year. Additional staffing for therapy was being considered. Following discussion, *the report was noted.*

11/112 Farm Development Plan (agenda item 9, paper K)

The draft plan setting out a number of options for development was discussed. It was important to get the herd husbandry right, as performance was not good at present and to get the infrastructure right to ensure staff satisfaction. A view on the number of dairy cows to be kept was required so that adequate slurry storage could be planned to meet the revised NVZ regulations. The capital plan should be prioritised and justified. Following discussion, *it was agreed that further changes to the plan were required and the committee were in favour of the recommendation made in the plan.*

Gerald Davies left the meeting.

11/113 Management Accounts for May 2011 (agenda item 10, paper I)

The accounts were discussed. The surplus to date was £68,336 over the budget. The College rated Outstanding under the Framework for Excellence and the new financial health scoring for 2011-12. The Santander revolving credit facility was less flexible than that from Barclays so methods of maximising the income generated from cash deposits were being investigated. Following discussion, *the accounts were approved.*

11/114 Draft Annual Budget (agenda item 11, paper M)

Proposed changes compared to draft 1 were outlined and discussed. The 16-18 hardship fund would replace EMAs and funds would be distributed by the College. Transport costs had been reduced as changes were being made to the way in which students were transported to College during study weeks. NCC transport policy had now been confirmed and it may be possible to claim for more students than originally thought. It was proposed to increase the cost of a bus pass by circa 4% per annum. Following discussion, *the second draft was approved.*

11/115 Three year financial forecast (agenda item 12, paper N)

The assumptions used in the first draft were outlined and discussed. Transitional protection had been gradually removed from the forecast over the 3 years. The SFA and YPLA were currently developing new funding methodologies which may reduce the effect of the reduced transitional protection. The College's financial health was forecast to be outstanding in all years under both the old and new methodologies. Following discussion, *the first draft was approved.*

11/116 Student Association/Student Social Club quarterly accounts (agenda item 13, paper O)

The Student Association was trading as expected. The Social Centre was showing a net loss for the year but was being targeted to improve when the new Leisure and Welfare Centre opened. Following discussion, *the report was noted.*

11/117 Financial Regulations (agenda item 14, paper P)

Proposed changes were outlined and discussed. A list would be produced of approved bodies to which electronic transfers of funds other than by BACS could be made. Following discussion, *the changes were approved for recommendation to the Board.*

11/118 ILR update 2010-11 (agenda item 15, paper Q)

The revised format of the report was outlined. Income to date had been affected by lower than expected recruitment of apprentices. Some cost reductions had been made as a consequence of this. Following discussion, *the report was noted.*

11/119 Recruitment 2011-12 (agenda item 16, paper R)

Overall applications were 11.8% less than last year and acceptances 1.5% less. The Construction Faculty was furthest behind at 17.5% and it may be challenging to meet all targets. Staff were concentrating on converting offers into acceptances and following up on students who failed to attend for interview. Final HE students would be recruited through the clearing process if required. There may be opportunities to increase HE recruitment in future under proposals

made in the new HE White Paper. Three additional PhD posts had been advertised recently. Following discussion, *the report was noted*.

11/120 University Technical College (agenda item 17)

A total of 37 bids had been made. An announcement on whether the Daventry bid had been successful was expected by mid-July. Following discussion, *the report was noted*.

11/121 Governance documents (agenda item 18)

a) Standing Orders (paper S)

Proposed changes were discussed *and approved for recommendation to the Board*.

b) Governor Code of Conduct (paper T)

Changes proposed this year were only to names of funding bodies and government departments. Following discussion, *the changes were approved for recommendation to the Board*.

11/122 Study tour reports (agenda item 19)

a) trip to France by Arboriculture students (Paper U)

b) trip to Cumbria by HE Animal Welfare students (Paper V)

c) trip to Lincolnshire by Rural Skills students (Paper W)

d) trip to Lincolnshire by Pathway to Progress students (Paper X)

Reports of the trips were discussed *and noted*.

11/123 Date of next meeting (agenda item 20)

Wednesday 27th July 2011 at 8.30am in the Principal's Office.

11/124 Any other business (agenda item 21)

There was no other business.

Part 1 of the meeting concluded. Jamie Mair left the meeting.