

MOULTON COLLEGE FEC

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the Finance and General Purposes Committee Meeting held on Thursday 17th February 2011

Part 1

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

In Attendance: Mr G Davies, Mr J Mair, Mrs K Sanders, Mr M Wilkinson

11/21 Apologies for absence (agenda item 1)

No apologies were received.

11/22 Declarations of interest (agenda item 2)

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

11/23 Minutes of the meeting held on 27th January 2011 (agenda item 3, paper A)

The minutes were accepted as a true and correct record.

11/24 Matters Arising (agenda item 4)

There were no matters arising.

11/25 Part-time Lecturer Contract (agenda item 5, paper B)

This represented a fundamental change in the way part-time staff were employed. Previously they had been employed on a series of fixed-term contracts, usually 1 term in length. However, 4 successive fixed-term contracts entitled a member of staff to permanent employment. A permanent, variable hours contract would be used in future. There would be no guarantee of hours. A fixed term contract would still be used for the first term prior to offering permanent employment. Following discussion, *the contract was approved for recommendation to the Board.*

Karen Sanders left the meeting.

11/26 New Developments – Progress Report (agenda item 6)

a) Enabling works (paper C)

There were no financial changes or other matters to report.

b) Student Social Centre (paper D)

The financial report was discussed. There had not been a site meeting during the last 3 weeks. The contractors had been working at weekends. Following discussion, *the report was noted.*

c) Sports Therapy and Injury Rehabilitation Centre (paper E)

The financial report was discussed. There had not been a site meeting during the last 3 weeks but there had been no apparent delays. Following discussion, *the report was noted.*

d) Countryside Skills Centre (paper F)

The financial report was discussed. The contract had been issued to Watson and Cox and the pre-contract meeting had been held. The hoarding would be erected next week and work would commence on 28th February. Following discussion, *the report was noted.*

e) Refurbishment of Main Site (paper G)

The financial report was discussed. The tender document had been issued and the post-tender report would be considered and the contract awarded at the Governor Development Day. To date, no objections had been received to the planning application. The design team continued to meet to work on the design for the Registry. Following discussion, *the report was noted.*

Gerald Davies left the meeting.

11/27 Management Accounts for January 2011 (agenda item 7, paper H)

The accounts were discussed. The surplus to date was £141,623 over the budget. The College was in financial category B this month and rated Good under the Framework for Excellence. Borrowings were currently less than forecast. Following discussion, *the accounts were approved.*

11/28 Quarterly Consolidated Accounts (agenda item 8, paper I).

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

11/29 Quarterly Budget Update (agenda item 9, paper J)

Proposed changes were outlined and discussed. There were still problems in securing funded qualifications for some students, due to changes made by the Qualifications and Curriculum Framework (QCF). Appeals had been submitted to a number of awarding bodies. The projected surplus would decrease by £343,348 but was still 7.3% of turnover. Following discussion, *the changes were approved.*

11/30 SFA mid-year forecast. (agenda item 10)

The SFA were concerned that three-year forecasts from some college had been over optimistic. All colleges had been asked to produce a mid-year forecast by 11th March. These would not need the approval of governors. Following discussion, *the report was noted.*

11/31 Local Government Pension Scheme (agenda item 11, paper K)

The scheme deficit had been confirmed. Proposed employer's contribution rates had been revised from 14.5% to 11.8% plus a cash sum to reduce the deficit. This was cost-neutral on a stable workforce. Following discussion, *the report was noted and it was agreed to pay the cash sum in monthly instalments.*

11/32 YPLA 16-18 funding for 2011-12 (agenda item 12, paper L)

The provisional allocation for 2011-12 was discussed. Learner numbers had been increased by 3%. The Standard Learner Number (SLN) ratio had been decreased from 1.441 to 1.271 due to a reduction in the funded entitlement hours per student. The overall reduction in funding was 6% but transitional protection reduced the shortfall to £45,609 compared to 2010-11. A bid had been made to the YPLA for additional numbers. Following discussion, *the report was noted.*

11/33 ILR Update 2010-11 (agenda item 13, paper M)

The report was discussed. It now showed the projected year-end position for Learner Responsive funding. Additional skills qualifications were being explored for adults to boost the cash generated. The additional learning support target should be exceeded. Targets had been set for staff to increase apprenticeship recruitment. Following discussion, *the report was noted.*

11/34 HE Recruitment 2010-11 (agenda item 14)

The appeal regarding the clawback of funding for over-recruitment had not been successful. Alternative methods of recruitment were outlined. A change in the delivery pattern may be necessary in future. The university had not yet set its fees for 2012-13. A decision would be required on this next month. Following discussion, *the report was noted.*

11/35 Recruitment 2011-12 (agenda item 15, paper N)

Applications were higher than last year in all areas. Applications to the heaviest recruited HE courses had been closed to further applicants for the time being. They would be re-opened if necessary once the existing candidates had made their choices. Following discussion, *the report was noted.*

11/36 IQER review of HE (agenda item 16, paper O)

The provisional judgements had all been positive. A number of items of good practice had been identified. There had also been 1 advisable and 2 desirable recommendations. Following discussion, *the report was noted.*

11/37 University Technical College (agenda item 17, paper Oi)

The project had not yet received government approval. A meeting had been held between interested parties and the Baker Dearing Trust. There would be competition for the 12 remaining places from 41 applicants. It is likely that detailed expressions of interest will be required by the end of March with decisions expected by Easter. Methods of strengthening the bid were discussed. The site for the UTC would need to be resolved prior to the expression of interest being submitted. One of the partners in the NCC consortium was considering submitting an independent bid for a UTC at Silverstone. The initial, at risk work on the Daventry UTC was being shared by NCC, DDC and the university. Following discussion, *the report was noted and it was agreed to continue to support the project.*

11/38 Study Tour requests (agenda item 18)

a) **trip to Scotland by Golf Academy students (Paper P)**

b) **trip to Longtown by Outdoor Education students (Paper Pi)**

Following discussion, *the trips were approved.*

11/39 Code of Governance (agenda item 19, paper Q)

It was proposed to introduce the code in 2011-12 for voluntary adoption by Boards. The College already complied with the majority of items in the code. Further consultation was planned before publication of the final code. Following discussion, *the report was noted.*

11/40 Cultiva accord with the Royal Veterinary College (agenda item 20, paper R)

An accord had been signed to provide increased opportunities for National Diploma students to progress to veterinary and other courses at the Royal Veterinary College. A science stream would be introduced into the second year of the National Diploma to facilitate progression. Following discussion, *the report was noted.*

11/41 Planning Principles (agenda item 21, paper S)

The document contained the parameters which had been applied during the College's development. Due to changes in the funding mechanism it would no longer be possible to maintain the SLN ratio above 1.4. Following discussion, *it was agreed that the document should be discussed by SMT prior to being brought back to this committee. The final document would be issued to all governors for reference purposes.*

11/42 Date of next meeting (agenda item 22)

Thursday 31st March 2011 at 9.30am in the Principal's Office.

11/43 Any other business (agenda item 23)

a) **Shared services**

The Cultiva bid for funding to investigate a joint procurement initiative had been successful. Moulton was the lead college.

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