

## MOULTON COLLEGE FEC

### FINANCE AND GENERAL PURPOSES COMMITTEE

#### Minutes of the Finance and General Purposes Committee Meeting held on Thursday 27<sup>th</sup> January 2011

##### Part 1

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

**In Attendance:** Mr S Davies, Mr G Davies, Mr J Mair, Mr M Wilkinson

The Chairman welcomed Steve Davies to the meeting.

**11/1 Apologies for absence (agenda item 1)**

No apologies were received.

**11/2 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.

**11/3 Minutes of the meeting held on 16<sup>th</sup> December 2010 (agenda item 3, paper A)**

The minutes were accepted as a true and correct record.

**11/4 Matters Arising (agenda item 4)**

There were no matters arising.

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

**a) Enabling works (paper B)**

There were no financial changes or other matters to report.

**b) Student Social Centre (paper C)**

The financial report was discussed. The steelwork had been erected. A revised programme of works had been issued showing a 3 week delay to finish on 26<sup>th</sup> August. It may still be possible to reduce this as the contractors were starting to carry out some weekend work. Some items of kitchen equipment were being pre-ordered to ensure there were no delays at the fitting out stage. Following discussion, *the report was noted.*

**c) Sports Therapy and Injury Rehabilitation Centre (paper D)**

The financial report was discussed. The steelwork had been erected. One week had been lost due to inclement weather but the programme of works was 5 weeks shorter than the contract. Following discussion, *the report was noted.*

**d) Countryside Skills Centre (papers E and F)**

The financial report and post-tender report were discussed. Possible items for

exclusion from the contract were considered. The reedbed was not essential but would be particularly useful for teaching purposes. Quotations for the utility supply were expensive and would be re-visited. The mechanical and electrical services should not be reduced as this could compromise possible future uses of the building. Grants would cover the cost of the building contract. The fees and VAT would be met from VAT savings on other projects. Access to the centre was discussed. Passing places would be built along the drive and a barrier installed at Lodge Farm. Funds for this would come from the Enabling Works budget and detailed costs would be brought to next month's meeting. Following discussion, *the report was noted and it was agreed to award the contract to Watson and Cox in the sum of £620,308 excluding VAT.*

**e) Refurbishment of Main Site (papers G and Giv)**

The list of contractors who would be invited to submit tenders for the refurbishment of Stewart House was discussed. Financial checks would be carried out on each company once the list was finalised. The proposed programme of works was discussed. The post-tender report would be discussed and the contract awarded at the Development Day on 9<sup>th</sup> March. The classrooms were for HE use so there was sufficient time to fit them out once the work was completed on 16<sup>th</sup> September. Site meetings had been held with a member of the Parish Council Planning Committee and a Planning Officer and no objections had been raised to date. Access to carry out the work would be from West Street. The design team continued to work on the Registry building. The tender document for this would be issued on 4<sup>th</sup> April and the post-tender report would be brought to the May meeting. Demolition work on the Social Centre would begin on 18<sup>th</sup> July and the Registry was due for completion on 9<sup>th</sup> March 2012. Following discussion, *the report was noted and approval was given to pre-order the dormer windows for Stewart House so that the work could be carried out at Easter.*

**11/6 Student residences project with the University of Northampton (agenda item 6, papers Gii, Giii and Giv)**

Progress with the joint development of student residences was discussed. A site adjacent to the town centre was being considered. Shortlisting interviews for developers would be held on 22<sup>nd</sup> March with governors, senior managers, a warden and a student being involved. A report would be taken to the Board meeting on 13<sup>th</sup> April. The College would underwrite 25% of the costs of this stage of the process. The project was progressing more slowly than desired and was due for completion in August 2013. Following discussion, *the report was noted.*

Gerald Davies left the meeting.

**11/7 Management Accounts for December 2010 (agenda item 7, paper H)**

The accounts were discussed. The surplus to date was £115,265 over the budget. The College was in financial category A this month and rated Good under the Framework for Excellence. Following discussion, *the accounts were approved.*

- 11/8 Treasury Management Report (agenda item 8, paper I)**  
The report for the autumn term was discussed. Following discussion, *the report was noted.*
- 11/9 Budgeting Schedule 2011-12 (agenda item 9, paper J).**  
The schedule was discussed *and approved.*
- 11/10 Cheque Signatories (agenda item 10)**  
Following the change of Principal from 1<sup>st</sup> February, *Steve Davies was approved as an A list signatory to replace Chris Moody.* Consideration may be given to moving to single signature cheques for small amounts in the next revision of the Financial Regulations.
- 11/11 ILR Update 2010-11 (agenda item 11, paper K)**  
The report was discussed. It currently only showed the cash generated to date rather than the projected year-end position. Consideration would be given to changing to a projected report for Learner Responsive funding in future. There may be a shortfall in work based learning income at the end of the year as it was proving difficult to generate student numbers. Following discussion, *the report was noted.*
- 11/12 Recruitment 2011-12 (agenda item 12, paper L)**  
Applications were higher than last year in all areas at FE level and much work was being done to maximise the conversion rate from application to acceptance. HE applications were rising rapidly. A change in government policy had removed the 50 additional places awarded last year from the Modernisation Fund. This left only 185 places to allocate to first year students, A total of 362 places had been allocated to the 3 faculties and this would need to be reduced by around 120. Application would be made to HEFCE for additional places if the opportunity arose. The UCAS points offer to students would be increased and efforts made to recruit an increased number of overseas students. All HE students were now being interviewed prior to offers being made. Following discussion, *the report was noted.*
- 11/13 Review of Profile of Activities 2010-11 (agenda item 13, paper M)**  
The range of activities being undertaken in 2010-11 was discussed. None were considered to be ultra-vires. Following discussion, *the report was noted.*
- 11/14 Governor Development Day draft programme (agenda item 14, paper N)**  
The draft programme was discussed and some changes made to the timings. It was planned to include a presentation by a company with an established record of developing student residences, particularly to discuss the management contracts. Following discussion, *the revised programme was approved.*
- 11/15 Study Tour requests (agenda item 15)**  
a) **Trip to Spain by Equestrian students (paper O)**  
b) **Trip to France by Arboriculture students (paper P)**  
Following discussion, *the trips were approved.*

**11/16 Fees for 2011-12 (agenda item 16, paper Q)**

Proposed fees for 2011-12 were discussed. Adults undertaking FE courses were expected to pay 50% of the base level of £2,615 and the fee was based on this. Full-time HE fees were the same as those charged by UoN. Following discussion, *the fees were approved under delegated responsibility from the Board.*

**11/17 University Technical College (agenda item 17)**

The Department for Education would not approve any further UTCs until the availability of capital funding was clarified. The Northamptonshire bid was fully endorsed by the Baker Dearing Trust. A curriculum planning group had been established and was meeting fortnightly. It would not be possible to use space in the ICon building. The preferred location was now adjacent to William Parker School. It was necessary to proceed as quickly as possible to achieve an opening date of September 2012. To avoid a lengthy tender process, consultants would be selected from the SFA approved list and the contractor from the East Midlands (EMPA) framework. Following discussion, *the report was noted and it was agreed to progress some initial work at risk up to a maximum of £20,000, and to approach DDC and NCC to match the College's contribution towards this sum..*

**11/18 Cultiva (agenda item 18)**

A report was given on the previous day's board meeting. There was considerable trust between the 5 members. The Managers to Leaders programme had been a very positive development for staff. Due to changes in key personnel the board would meet twice this year. Shared services had been discussed and an application had been made to the SFA for a grant to investigate this further. Following discussion, *the report was noted.*

**11/19 Date of next meeting (agenda item 19)**

Thursday 17<sup>th</sup> February 2011 at 9.30am in the Principal's Office.

**11/20 Any other business (agenda item 20)**

**a) Award of bursary funds 2011-12 (paper R)**

The future basis for the award of funds from the Thomas Harrison Trust and the Thomas White (Northampton) Charity were discussed. The latter charity would make £30,000 available for bursaries to students resident in Northampton Borough. Its trustees would like to be involved in the allocation process so it was proposed to move to joint meetings. A decision on the priorities for making recommendations for awards would be required. Following discussion, *the paper was approved subject to the agreement of the Thomas White (Northampton) Charity.*

**b) Moulton Parish Church (paper S)**

Sponsorship of the church's re-ordering project was discussed. Following discussion, *it was agreed to make a contribution at an appropriate time.*

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