

MOULTON COLLEGE

FINANCE AND GENERAL PURPOSES COMMITTEE

**Minutes of the Finance and General Purposes Committee Meeting
held on Wednesday 27th July 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, Mr M Wilkinson

11/125 Apologies for absence (agenda item 1)

No apologies were received.

11/126 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.

11/127 Minutes of the meeting held on 30th June 2011 (agenda item 3, paper A)

The minutes were accepted as a true and correct record.

11/128 Matters Arising (agenda item 4)

There were no matters arising.

11/129 New Developments – Progress Report (agenda item 5)

a) Student Social Centre (paper B)

The financial report was discussed. Watson and Cox were on site and work would resume next week. There had been some delay in finding new sub-contractors. They expected to complete by the revised contract date of 20th January. A full financial report would be brought to the next meeting. Following discussion, *the report was noted*.

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

There were no financial changes to report. The expected completion date was now 14th November, 3 weeks late. Following discussion, *the report was noted*.

c) Countryside Skills Centre (paper D)

The financial report was discussed. Handover was due at the end of the week but was likely to be a few days late. Access to South Lodge was discussed. A barrier would cost £13,000 and installation of 3 passing places would cost approximately £12,500. Following discussion, *the report was noted and it was agreed to install barrier access to South Lodge*.

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

The financial report was discussed. Work was on schedule. A new bond was required which would run to the end of the defects period rather than the end of the project. Following discussion, *the report was noted*.

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

There were no financial changes or progress to report.

11/130 Student Residences (agenda item 6)

The University of Northampton were continuing to consider the St John's site. The College had started discussion with the Daventry strategic planning team over giving consideration to the production of a masterplan for future developments, to be lodged with the Council. Following discussion, *the report was noted.*

11/131 Commercial Enterprise Report – Sport (agenda item 7, paper H)

The report was discussed. Income was down this year but staff costs had been reduced and there would be an operating margin of around £10,690. A new arrangement with Northampton Town FC would improve the income next year. Student number projections were being prepared and new resource needs identified. In sport this was likely to be additional fitness and conditioning facilities and a covered sports pitch in the future. Following discussion, *the report was noted.*

Gerald Davies left the meeting.

11/132 Management Accounts for June 2011 (agenda item 8, paper I)

The accounts were discussed. The surplus to date was £1,009 under the budget. The College rated Outstanding under the Framework for Excellence and the new financial health scoring for 2011-12. Following discussion, *the accounts were approved.*

11/133 Draft Annual Budget (agenda item 9, paper J)

There had been no changes from the second draft. The surplus was forecast to increase by £160,298 above the current year, which would be 6.79% of income. Following discussion, *the final draft was approved for recommendation to the Board.*

11/134 Three year financial forecast (agenda item 10, paper K)

There had been no changes from the first draft. The decline in financial performance over the life of the forecast was due to the staged reduction in transitional protection funding. The College had been assessed as outstanding for all years of the forecast under both methods of scoring. Following discussion, *the forecast was approved for recommendation to the Board.*

11/135 ILR update 2010-11 (agenda item 11, paper L)

The apprenticeship targets had not been reached. The College could recruit apprentices but it had been difficult to secure jobs. Apprenticeships in housing maintenance had been developed and out of county work was being pursued. Following discussion, *the report was noted.*

11/136 Recruitment 2011-12 (agenda item 16, paper R) FE applications were down by 10.8% but the conversion rates into acceptances had risen from 55% to 57%. Construction was the area causing most concern with 15.5% fewer applications and 17% fewer acceptances. All applicants failing to attend interviews or accept places were being followed up rigorously. Following discussion, *the report was noted.*

11/137 University Technical College (agenda item 13)

There had been no announcement prior to the parliamentary recess. A total of 37 bids had been made and would be considered in due course. It would not now be possible to open in 2012. Following discussion, *the report was noted.*

11/138 Policies (agenda item 14)

a) Careers Education and Guidance Policy (paper N)

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

b) IT Acceptable use Policy (paper O)

This document was a combination of the original policy and the internet agreement. Updates reflected changes in technology. Following discussion, *the changes were approved for recommendation to the Board.*

c) Prevention from Harassment and Bullying Policy (paper P)

This was a new policy written specifically for students. Following discussion, *the policy was approved for recommendation to the Board.*

d) Marketing Policy (paper Q)

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

e) Staff Appointment Framework (paper R)

This had been updated to reflect current practice, including use of the internet for recruitment. Following discussion, *the changes were approved for recommendation to the Board.*

11/139 Date of next meeting (agenda item 15)

Thursday 25th August 2011 at 10.00am in the Principal's Office.

11/140 Any other business (agenda item 21)

There was no other business.

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