

## MOULTON COLLEGE FEC

### FINANCE AND GENERAL PURPOSES COMMITTEE

#### Minutes of the Finance and General Purposes Committee Meeting held on Thursday 31<sup>st</sup> March 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

**11/44 Apologies for absence (agenda item 1)**

No apologies were received.

**11/45 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.

**11/46 Minutes of the meeting held on 17<sup>th</sup> February 2011 (agenda item 3, paper A)**

The minutes were accepted as a true and correct record.

**11/47 Matters Arising (agenda item 4)**

**a) YPLA 16-18 funding for 2011-12 (minute 11/32)**

The business case for increasing learner numbers had been refused. A slight increase in high level additional learning support had been awarded. The final allocation was better than anticipated but included almost £1 million of transitional protection. It would be necessary to improve efficiency as this was removed over the next 2-3 years. Educational Maintenance Allowances (EMA) had been replaced by a bursary scheme which would be administered by colleges. EMA awards would continue for second year students but at a maximum of £20 per week compared to the current £30. A detailed report would be brought to a future meeting. Government consultation on EMA and the replacement bursary scheme would close in mid-May 2011.

**b) Planning principles (minute 11/41, paper B)**

The revised document was discussed. Most key targets were unchanged. The SLN target was unachievable due to funding changes so it was now aimed to be in the top 20% of landbased colleges. Class sizes would be maintained at the current levels subject to funding constraints. Following discussion, *the targets were approved for recommendation to the Board.*

**11/48 Policy updates (agenda item 5)**

**a) Maternity Leave Policy (paper C)**

Proposed changes were outlined and discussed. They would come into force in April. Following discussion, *the changes were approved for recommendation to the Board.*

**b) Paternity/Partner's Leave Policy (paper D)**

A significant number of changes were required so the policy had been re-written. They would come into force in April. Following discussion, *the changes were approved for recommendation to the Board.*

**c) Adoptive Parents Leave Policy (paper E)**

A significant number of changes were required so the policy had been re-written. They would come into force in April. Following discussion, *the changes were approved for recommendation to the Board.*

Karen Sanders left the meeting.

**d) FE Assessment Policy (paper F)**

Proposed changes were outlined and discussed. Following discussion, *the changes were approved for recommendation to the Board.*

**e) Learning Support Policy (paper G)**

Proposed changes were outlined and discussed. Following discussion, *the changes were approved for recommendation to the Board.*

**11/49 New Developments – Progress Report (agenda item 6)**

**a) Student Social Centre (paper H)**

The financial report was discussed. Two further days had been lost during the last month. Progress was now being monitored fortnightly, with re-scheduling being carried out to ensure good progress. The contractors continued to work extended hours. A phased handover was being discussed, particularly for the kitchen area. Following discussion, *the report was noted.*

**b) Sports Therapy and Injury Rehabilitation Centre (paper I)**

The financial report was discussed. Five days had been lost during the last month due to supplier problems. The swimming pool was currently under construction. A delay in completing the roof due to the quality of some of the materials had been resolved. Regular meetings were being held to develop operating protocols and ensure the centre received the required professional registration. Following discussion, *the report was noted.*

**c) Countryside Skills Centre (paper J)**

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

**d) Refurbishment of Main Site – new Registry (paper K)**

There were no financial changes to report. The project would go to tender the following day. Following discussion, *the report was noted and the list of companies to be invited to tender was approved.*

**e) Refurbishment of Main Site – Stewart House (paper L)**

The financial report was discussed. A pre-contract meeting had been held and work would start on 11<sup>th</sup> April. Asbestos had been found in the old boiler house under the kitchen. Following discussion, *the report was noted and an additional sum of £17,500 was approved for removal of the asbestos.*

**11/50 Student residences**

A report was given on the presentations made on 22<sup>nd</sup> March. Quayle Munro had been asked to evaluate 3 options. Following discussion, *the report was noted.*

**11/51 Operating Statement 2010-11 mid-year review (agenda item 8, paper L)**

Progress in achieving the items in the statement was discussed. Progress was monitored by the Senior Management Team. Following discussion, *the report was noted.*

**11/52 Commercial enterprise reports (agenda item 9, paper Li)**

The proposed schedule for presenting reports from each enterprise was discussed. The Management Centre would be added to the list. The enterprise manager could be asked to present one of the reports each year. Following discussion, *the reporting schedule was approved.*

Gerald Davies left the meeting.

**11/53 Management Accounts for February 2011 (agenda item 10, paper M)**

The accounts were discussed. The surplus to date was £220,328 over the budget, which was largely down to phasing. The College was in financial category B this month and rated Good under the Framework for Excellence. Following discussion, *the accounts were approved.*

**11/54 Student Association/Student Social Club Quarterly Accounts (agenda item 11, paper N)**

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.*

**11/55 Minor Capital Works Proposals (agenda item 12, paper O)**

The prioritised list of projects for 2011-12 was outlined and discussed. The number to be funded would not be known until the budget was set. Following discussion, *the prioritised list was approved.*

**11/56 Capital Equipment Proposals (agenda item 13, paper P)**

The prioritised list of items for 2011-12 was outlined and discussed. The number to be funded would not be known until the budget was set. Following discussion, *the prioritised list was approved.*

**11/57 SFA assessment of financial health (agenda item 14, paper Q)**

The SFA had downgraded the College's self-assessment of its financial health for 2009-10 from outstanding to good, due to the revolving credit facility not being renewed prior to the year end and therefore appearing as a current liability. There were no ongoing consequences. Following discussion, *the report was noted.*

**11/58 SFA funding for 2011-12 (agenda item 15)**

Allocations were not yet available. They were expected to be issued later in the day.

**11/59 HEFCE funding for 2011-12 (agenda item 16)**

The appeal against the loss of the student numbers from the University Modernisation Fund had failed. The allocation of funding for 2011-12 would be circa £300,000 less, than this year, which included the loss of the university modernisation fund. Scenarios for HE fees for 2012 had been modelled. The university had not yet confirmed its fee. A flexible response would be submitted later in the day to OFFA (Office for Fair Access) which would allow any level of fee to be set. The objective was still to increase HE numbers if possible. A proposal would be taken to the Board meeting in April. Following discussion, *the report was noted.*

**11/60 ILR Update 2010-11 (agenda item 17, paper T)**

The report was discussed. 16-18 funding was over target and would be included in next year's funding settlement as part of the lagged funding mechanism. Apprenticeship funding projections did not currently include the 25% paid on achievement. Targets had been set for staff to increase apprenticeship recruitment and in-house opportunities were being investigated. Following discussion, *the report was noted.*

**11/61 Recruitment 2011-12 (agenda item 18, paper U)**

The conversion rate for landbased courses was good. Construction and Sport recruitment could increase. The boxing and martial arts academies had been closed due to poor recruitment and the loss of AASE funding for boxing. HE courses had been closed to further applicants until final UCAS decisions were made in May. Following discussion, *the report was noted.*

**11/62 University Technical College (agenda item 19)**

The recent government budget had provided for the development of up to 24 UTCs. Details were awaited. An admissions policy for Daventry had been developed. Cummins and Prologis were keen to be involved in the project. A meeting with DHL was being arranged. Following discussion, *the report was noted.*

**11/63 Study Tour requests (agenda item 20)**

- a) **trip to Derbyshire by HE Equestrian students (paper V)**
  - b) **trip to Cumbria by HE Applied Animal Studies students (paper W)**
- Following discussion, *the trips were approved.*

**11/64 Fees 2011-12 (agenda item 21, paper X)**

The proposed fees for delivery of functional skills to infilling apprentices were discussed. Following discussion, *the fees were approved under delegated responsibility from the Board.*

**11/65 Term dates 2011-12 (agenda item 22, paper Y)**

The spring bank holiday date for 2012 had been changed to coincide with the Queen's Diamond Jubilee bank holiday and it was proposed to move the summer term study week by 1 week to reflect this. Following discussion, *this proposal was approved.*

**11/66 Presentation Days 2011 (agenda item 23, paper Z)**

There would be 7 ceremonies in 2011. Presenters were currently being invited.  
Following discussion, *the report was noted.*

**11/67 Date of next meeting (agenda item 24)**

Thursday 28<sup>th</sup> April 2011 at 9.30am in the Principal's Office.

**11/68 Any other business (agenda item 25)**

There was no other business.

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