

Stockton Sixth Form College

Supporting Student Success

Minutes of a meeting of the Finance, Resources and Employment Committee

Date Monday, 20 June 2011

Present Mr David Butler, Mr John Carson, Mr Martin Clinton, Mrs Ann Gill, Mr Geoff Lee,
Governors Mr John Monkhouse, Mr David Paxton, Mr Charles Porter, Dr Peter Price and
Mr Paul Robson.

Number of members present 10 – the meeting was quorate throughout.

Also Present Mrs Rachel Angus, Mr Peter Fleck, and Mrs Vicki Barber (Clerk)

ITEM	DESCRIPTION OF DISCUSSION	ACTION BY
102.1	APOLOGIES FOR ABSENCE Apologies for absence were received and accepted from Mr Paul Beach.	
102.2	DECLARATIONS OF INTEREST Governors were reminded that they should declare any interests relevant to the business in any matters arising from the agenda of the current meeting. It was noted that declarations might be made at any point during the meeting if the relevance of an interest became apparent. No declarations of interest were made.	
102.3	MINUTES OF THE PREVIOUS MEETING The minutes of the previous meeting held on 27 April 2011 were approved and signed by the Chair.	
102.4	MATTERS ARISING There were no matters arising.	
102.5	THREE YEAR FINANCIAL FORCAST 2011-12 TO 2013-14 AND BUDGETS FOR 2011-12 The Director of Finance presented the 3-year forecast including the proposed revenue and budgets for 2011-12. The Director of Finance reported that the main change on the Commentary of the Financial Forecasts was under financial targets, to maintain general reserves in excess of 70% of annual total income. The key features are that the budget will run in deficit for the next two years, with the expectation that it will come back into surplus at the end of the third year, subject to an increase in student numbers. The Director of Finance advised governors that the plan requires careful monitoring on student enrolments over the next few years.	

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In response to a question regarding the possibility of other Sixth Form Colleges opening in the area. The Principal advised governors that there was a possibility of a free school opening in Ingleby Barwick, All Saints were consulting on becoming an Academy and with this status could open a sixth form and Red House School were in talks about moving to a new site with a sixth form.

In response to a question regarding strike action the Principal advised governors that NUT and ATL members would be striking on Thursday, 30 June 2011.

The Director of Finance welcomed questions in relation to the three year financial forecast and budgets, advising governors that they could contact him at any time.

102.6

ESTATE MATTERS

The Finance Director advised governors that in view of the £1.5 million pound development plan, over the next year maintenance would only be completed on the College to maintain the structure in a sound and presentable condition.

In response to a question regarding the new development plan the Director of Finance reported that the Design Team are moving forward with the project and work should commence in October 2011. Governors were advised that the area the Design Team were working with is larger than originally estimated and they are currently coming in over budget. Therefore, some cost engineering work needs to be done on this.

In response to a question regarding timing of the project the Director of Finance reported that it was on target to be completed in the first week of March 2012.

In response to a question regarding solar panels the Director of Finance advised governors that the College is currently looking at a free offer to supply the solar panels, if this is not successful the College will look at providing them on their own.

The Committee congratulated the staff on the project management and quality of the new Science Block.

102.7

POLICY REVIEWS

102.7.1 Health and Safety Policy

It was requested that the review of the Health and Safety Policy be deferred until September 2011.

RESOLVED that the policy is reviewed in September 2011.

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102.7.2 Staff Disciplinary and Capability Procedure

The Vice Principal advised governors that this policy had now been separated into two policies:

- Disciplinary Procedure – Misconduct
- Capability Policy and Procedure

RESOLVED that the Disciplinary Procedure – Misconduct and the Capability Policy and Procedure would be recommended to the Corporation.

102.7.3 Staff Grievance Procedure

102.7.4 Collective Disputes Procedure

102.7.5 Ill-Health Retirement Procedure

102.7.6 Staff Code of Conduct

The Governors had been emailed a copy of the above four policies prior to the meeting and the Director of Finance advised governors that these four policies were longstanding college policies and no amendments had been made to them.

RESOLVED that all four policies would be recommended to the Corporation.

102.8 FLEXIBLE WORKING POLICY

The Vice Principal advised governors that the Flexible Working Policy was a new policy that had been created, due to the number of requests from members of staff, to change their working hours. The policy had been based on legal procedures and since created had been used on a member of staff.

RESOLVED that the Flexible Working Policy would be recommended to the Corporation.

102.9 ANNUAL REVIEW OF TERMS OF REFERENCE

Governors had received a questionnaire asking them to consider the Committee's performance. There were no areas for discussion.

102.10 ANY OTHER BUSINESS

There were no items of other business for consideration.

102.11 DATE AND TIME OF NEXT MEETING

Monday, 19 September at 5.00pm

Signed(Chair) Date.....