

**STOCKTON SIXTH FORM COLLEGE  
FURTHER EDUCATION CORPORATION**

**Minutes of a meeting of the Finance, Resources and Employment Committee  
held at the College on 21 June 2010**

**MEMBERS PRESENT**

Mr Paul Beach, Mr David Butler, Mr Martin Clinton, Mrs Ann Gill, Mr Geoff Lee,  
Mr John Monkhouse, Mr Dave Paxton, Mr Charles Porter, Dr Peter Price

**ALSO PRESENT**

Mr Peter Fleck, Mrs Sue Knox (as Clerk), Dr David Dodds

**BUSINESS ITEMS**

**ACTION**

**97.1 APOLOGIES FOR ABSENCE** - Mr John Carson, Mr P Robson

**97.2 DECLARATIONS OF INTEREST** - none

**97.3 MINUTES OF PREVIOUS MEETINGS**

The minutes of the previous meeting were approved by unanimous agreement and duly signed by the Chair.

**97.4 MATTERS ARISING** - none.

**97.5 3 YEAR FINANCIAL FORECAST – 2009-10 TO 2011-12  
AND BUDGETS FOR 2009-10**

The Director of Finance presented the 3-year forecast including the proposed revenue and capital budget for 2010-11.

The proposals were discussed in detail. It was noted that the budget was based on achieving enrolment targets which were above the current year's outcome.

The probability of these targets being achieved and the implications of varying levels of shortfall were considered.

The necessity of appointing a replacement for the retiring Vice Principal was debated in the context of the likely need to make cost savings; there was a broad consensus that the process of replacement should go ahead.

Following discussion, it was agreed that the budget should be recommended for the Corporation's approval, accepting that, in the event of an enrolment shortfall, any resultant deficit could be met from reserves and actions could be put in place early in 2011 to restore a balanced budget for the following years.

**PGF**

It was agreed that identified items in the 2010-11 equipment budget could be purchased in the current year to facilitate completion of their installation by the end of August.

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**97.6 ESTATES MATTERS**

**ACTION**

The Director of Finance outlined the significant elements underlying the maintenance budgets for the remainder of the current year and the next year.

The Director of Finance advised that it had proved necessary to increase the size of the proposed extension in order to provide acceptable accommodation for the science departments.

It was noted that this might lead to an overspend of around £100,000 against the approved budget, although there were grounds to hope that the additional cost could be clawed back in the course of tendering, given the depressed state of the construction industry.

It was also noted that any increase in the rate of VAT in the forthcoming budget would lead to a corresponding increase in the cost of the project.

**97.7 POLICY REVIEWS**

**97.7.1 Health and Safety Policy**

The Health and Safety Officer's annual review report was noted. Arrangements for fire drills were discussed and agreed to be satisfactory.

It was agreed unanimously that the current policy should be recommended to the Corporation without amendment.

**PGF**

**97.7.2 Redundancy procedure**

It was agreed that a proposed amendment empowering the Principal to determine the criteria to be used in selecting candidates for redundancy be recommended to the Corporation.

**97.8 ANNUAL SELF ASSESSMENT**

The operation of the Committee was considered in the context of its terms of reference. It was agreed unanimously that the Committee had effectively discharged its responsibilities and that no changes to the way in which the Committee conducted its business were required.

**97.9 OTHER BUSINESS**

**97.9.1 YPLA validation of the Financial Management and Control Evaluation questionnaire**

The formal report on the outcome of the validation and the College's proposed improvement plan were discussed.

It was agreed that the issue of independent clerking should be debated by the Corporation but the members of the Committee were unanimous in their view that the existing arrangements were the most effective and efficient for the College and that sufficient controls were in place to ensure that the Corporation would not be misdirected.

**PGF**

**97.9.2 Purchase orders**

An order for £60,060 to Tees Valley Coach Travel was approved and it was noted that the Chair had approved an order for £10,950 + VAT to Marton Windows for replacement of all the windows of the reception area.

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**97.10 NEXT MEETING** - provisionally 20<sup>th</sup> September 2010.

Signed .....  
Chair Date

Papers:

Proposed budgets for 2010-11 and forecast for 2010-13	Health and Safety Review
Self-Assessment Questionnaire	YPLA letter dated 9 <sup>th</sup> June 2010 and improvement plan