

# Stockton Sixth Form College

Supporting Student Success

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

**Date:** Monday, 19 September 2011

**Present Governors** Mr Paul Beach, Mr Martin Clinton, Mr Geoff Lee, Mr John Monkhouse, Mr David Paxton, Mr Charles Porter (Chair) and Dr Peter Price.

*Number of members present 7 – the meeting was quorate throughout.*

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

ITEM	DESCRIPTION OF DISCUSSION	ACTION BY
	<p>Mr David Butler (Chair) had sent his apologies for absence and Mr Charles Porter was nominated and agreed to act as Chair for the meeting.</p> <p><i>Mr Martin Clinton and Mr Geoff Lee entered the meeting.</i></p>	
103.1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received and accepted from Mr David Butler, Mr John Carson and Mr Paul Robson.</p>	
103.2	<p><b>DECLARATIONS OF INTEREST</b></p> <p>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.</p> <p>No declarations of interest were made.</p>	
103.3	<p><b>ELECTION OF CHAIR</b></p> <p>Nominations for the position of Chair were invited and Mr David Butler had been nominated prior to the meeting.</p> <p>RESOLVED to reappoint Mr David Butler as Chair of the Governing Body for the ensuing academic year.</p>	
103.4	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The minutes of the previous meeting held on 20 June 2011 were approved and signed by the Chair.</p>	
103.5	<p><b>MATTERS ARISING</b></p> <ul style="list-style-type: none"><li>NUT and ATL Strike Action (Arising from Item 102.5 of the minutes)</li></ul> <p>In response to a question the Principal advised Governors that NUT and ATL members had taken strike action on 30 June 2011, however the College had remained open to all students.</p> <ul style="list-style-type: none"><li>Solar Panels (Arising from Item 102.6 of the minutes)</li></ul> <p>The Director of Finance reported that the College had been shortlisted for the free offer of solar panels and was awaiting a site visit.</p>	

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Clerk/Agenda

## **103.5.1 – Health & Safety Policy review**

Governors agreed to defer the review of the Health and Safety Policy until the next Finance, Resources and Employment Committee Meeting on 21 November 2011.

## **103.6 MONTHLY ACCOUNTS TO THE END OF JULY 2011**

The Director of Finance discussed the accounts, highlighting in the surplus, on profit and loss that it was a little ahead of forecast and that cash balances had increased by £440,000, this being payment from the grant for the Science block refurbishment which would be spent in the next financial year.

RESOLVED that the projected financial position was satisfactory.

## **103.7 ESTATES UPDATE**

The Director of Finance reported that the final tender analysis for the refurbishment of the old Science block had now been received and that the specification was compliant with the budget set. Work would start the second week in October 2011 and would be fully complete by the end of March 2012.

The Director of Finance advised governors that the plans did not include insulating the roof of the building because engineers would not underwrite putting any further load on the roof. However, the walls would be insulated as originally planned and further investigations would be carried out to establish whether some degree of insulation might be possible.

In response to a question regarding the affect the refurbishment would have on the Science Department, the Director of Finance confirmed, it would have no affect as the Science Department had already relocated into the new building. However, Media Studies, Art and Design Technology would be affected as they would have to move into other areas in the College.

RESOLVED to note the report.

## **103.8 BUDGET FOR 2011-12 AND THE 3 YEAR FINANCIAL FORECAST**

The budget for 2011-2012 and the 3 Year Financial Forecast had been circulated prior to the meeting.

The Director of Finance reported that student enrolment was down by 15% this year which would have significant effect on next year's budget and the year after. The Management Team would be looking at ways to make up the cost.

In response to a question regarding the areas that student numbers had decreased, the Principal advised governors that there was a substantial drop in students from Ian Ramsey and All Saints and that a number of students were travelling to Queen Elizabeth Sixth Form College.

Governors were advised that there would be a Marketing Meeting on Thursday, 29 September 2011 for staff and governors.

In response to a question governors were advised that there had been a decrease in students going onto study in a number of colleges across the country.

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## 103.9 RATES FOR LETTING OF PREMISES FROM OCTOBER 2011

A revised copy of rates for letting of college premises had been circulated to governors prior to the meeting.

In response to a question the Director of Finance advised governors that the Sports Hall is hired out most weekday nights and generates approximately £30,000.

RESOLVED that the revised rates for letting of college premises would be approved.

## 103.10 APPROVAL OF PURCHASE ORDERS

The Director of Finance advised governors that the committee Chair had approved a purchase order for the relocation of the server room, from the old science labs to another part of the college:

- AC Electrical & Data (relocation of server room) - £11,459.96

RESOLVED to approve to purchase order by unanimous agreement.

## 103.11 ANY OTHER BUSINESS

The Principal advised governors that the Pay Policy and Stress Policy would be emailed to them for their perusal, prior to the next Finance, Resources and Employment Committee meeting.

## 103.12 DATE AND TIME OF NEXT MEETING

Monday, 21 November 2011 at 5.00pm

Papers:

- Monthly accounts to end July 2011	
- Rates for letting of premises from October 2011	