

Minutes of the meeting of the Finance and General Purposes Committee held on Wednesday 17<sup>th</sup> March 2010 at 4.30 pm. in the Orwell Room, Farmhouse Business Centre at Otley College.

**Present:** Bob Snell (Chair)  
Jane Rabagliati  
Robin Vickers  
Philip Winfield

**In Attendance:** Angela Carter (Interim Vice Principal Curriculum and Quality)  
Stephen Holley (Consultant Finance and Planning)  
Mike Wainwright (Head of Finance)  
Arthur Hicks (Clerk)

FGP **Apologies and Welcome**  
40 Apologies were received from Linda Cropley. The Chair extended congratulations to Angela Carter on her permanent appointment to the role of Vice –Principal Curriculum Quality and Students.

FGP **Disclosures of Interest**  
41 The Principal declared an interest in agenda item 5b. He advised that his son worked for a company who had been asked to quote as part of the refurbishment of the Glasshouse.

FGP **Timing of the Agenda and Items of Other Business**  
42 The agenda was considered and agreed.

FGP **Minutes of the Previous Meeting**  
43 The minutes of the meeting held on 20<sup>th</sup> January 2010 were received, agreed as a correct record and signed by the Chair.

FGP **Matters Arising from those Minutes**  
44 There were no matters arising.

FGP **Accommodation Group**  
45 Robin Vickers presented the notes of the meeting of the Accommodation Group which had taken place on the 20<sup>th</sup> January 2010. The notes confirmed the verbal report given at the last meeting of the Finance and General Purposes Committee. He advised that the group had not met since and reported progress on developments since the 20<sup>th</sup> January 2010.

Cambridge Glasshouse: Richard Mays of Hyams (a consultant retained by the College) has reviewed the tender documents on behalf of the College and made a number of recommendations. The project has 3 stages, the removal of a small amount of asbestos contained within the boiler, demolition of part of the facility and the refurbishment of sections 1 and 4 of

the glasshouse. Invitations to tender for the work will be sent to selected firms as soon as possible. Members noted, however that as stages 1 & 2 fell well below the figure necessary for a tender exercise to be undertaken quotes for those stages would also be obtained separately. They received assurance that the procedure adopted is in compliance with tender legislation and College financial regulations. Guidance on CDM regulations has also been received.

The Principal advised that refurbishment of the Glasshouse had been seen as the top priority for the College by Landex Inspectors on a recent visit to the College.

The report was considered and received.

FGP **Freehold**  
46 **This minute is deemed confidential due to its commercial sensitivity.**

FGP **Terms of Reference for the Accommodation Group**  
47 The Clerk presented Terms of Reference for the Accommodation Sub Group. He advised that the group had achieved its primary task of completing phase 1 of the capital bid. The group performed a valuable role for the College and the Corporation and that it should continue to operate as a sub-group to the Finance and General Purposes Committee under terms of reference approved by the Committee and the Corporation. The Terms of Reference had been considered and approved by Search and Governance Committee on the 16<sup>th</sup> March 2010. Following due consideration **it was resolved:**

**To approve the Terms of Reference for the Accommodation Sub Group.**

FGP **Funding Update**  
48 Stephen Holley gave an update on the funding allocation received by the College. He reported that as the result of the strategic decision to "over provide" 16-18 learner numbers in 2009-10 the College has been allocated an extra £1m 16-18 Learner Responsive funding of which £380k is directly related to the overprovision. The impact of the additional funding is reduced by the unfavourable allocation for Adult Responsive and the negative impact of Minimum Levels of Performance in an area of the Work Based Learning provision. As a result of these factors plus the savings made through the review of curriculum to use resources more efficiently (identified in the 'Match Fit' action plan) the Operating Surplus for 2010-2011 has been revised.

The Principal advised that having received the additional funding the challenge facing the College is to recruit the 16-18 learner numbers in 2010-2011 in the face of new competition from Suffolk One. He expressed his concern at the apparent divergence into level 3 provision of Suffolk One from its original mission to deliver Diplomas.

The report was received.

FGP  
49 **Learner Funding 2009/10**  
Members received a report on Learner numbers for 2009/10 against the recurrent grant. Income in the 16-18 category being 4.8% above end of year target is in line with LSC expectations for the College to exceed objectives. Although the additional numbers are unfunded it has resulted in the funding allocation for 2010/11 being consolidated.

Adult Responsive: 19+ income is 1.3% behind end of year target. This is well ahead of the same period for last year and recruitment to Distance Learning programmes will now be suspended.

The report was considered and received.

FGP  
50 **Management Accounts 2009/10**  
Mike Wainwright presented the management accounts containing details of the actual income and expenditure for the 7 months to the 28<sup>th</sup> February 2010. He gave details of the executive summary included in the accounts and the risks to income. Performance indicators were considered and traffic light warnings compared against the stretching targets, the only red area being the level of operating surplus as a percentage of income. It was anticipated that the tight controls of pay and non pay costs would return this to amber by the year end.

The report was considered and received.

FGP  
51 **Staffing Establishment**  
Members received the staffing establishment at February 2010. Variances between the current position, original budget agreed in July 2009 and the budget revised in November 2009 were discussed. They noted the savings made in respect of posts removed from the establishment and that the opportunity is taken when someone leaves to review the grading of the post prior to a new appointment being made.

The report was considered and received.

FGP  
52 **Strategic Performance Dashboard**  
Stephen Holley presented the Strategic performance dashboard which gave a pictorial representation of strategic progress against objectives for recruitment, success, income and expenditure. Members were pleased to receive the report which gave clear and concise information. They noted that performance indicators in respect of Human Resources data were still to be included in the dashboard.

The report was considered and received.

FGP  
53 **Risk Management**  
Members received a report containing the six high risks associated with Finance and General Purposes and Accommodation Committees. The Clerk gave details of the changes to the exposure of the risks.

The report was considered and received.

FGP  
54 **Learner Support Fund Policy**  
Mike Wainwright presented the Learner Support Fund Guidelines for 2010/11. Full details of funding were still not available therefore an assumption had been made that the fund would be of similar size to that received for 2009/10. The level of household income below which a claim under the Learner Support Fund can be made has been increased to £25,521 this is in line with the top band of income for claiming EMA and ALG. He gave details of changes to the qualifying criteria. Members considered the amendments made to the policy and **resolved:**

**To approve the Learner Support Policy for 2010/11.**

FGP  
55 **Any Other Business**  
There being no other business the meeting was closed at 6.40 pm.

FGP  
56 **Date and Time of the Next Meeting**  
The date of the next meeting was agreed as Wednesday 19<sup>th</sup> May 2010 at 4.30 pm.

Arthur Hicks  
Clerk to the Corporation  
March 2010