

STRATFORD-UPON-AVON COLLEGE CORPORATION

MINUTES OF FINANCE AND GENERAL PURPOSES COMMITTEE FRIDAY 13 MARCH 2009

Present :	Alan Richardson	Chair
	Mike Atkins	Governor
	Tony Jefferson	Governor
	John Latham	Governor
	Martin Penny	Principal
In attendance :	David Jackson	Clerk to the Corporation
	Charles Anderson	Deputy Principal
	Norman MacDonald	Vice Principal – Finance
	Kay Taylor	Vice Principal – Corporate & International Business Development
	Tim Astbury	Assistant Principal Curriculum
	Hazel Skwirzynska	Director Learner Services

1. APOLOGIES

Apologies were received from Elaine Rowlands.

2. DECLARATION OF INTEREST

Members were invited to declare any interest in business to be discussed at the meeting, following which it was reported that:

- a) John Latham reminded members that he was Pro Vice-Chancellor of Coventry University;
- b) Alan Richardson was a Governor of Coventry University.

3. MINUTES OF LAST MEETING

It was resolved **THAT:**

The minutes of the meeting held on 10 February 2009 be regarded as correct and signed by the Committee Chair.

4. MATTERS ARISING

4.1 From 28.11.08 meeting:

Item 6.1, Disciplinary Procedure

Vice Principal - Corporate and International Business Development presented minor revisions to the Disciplinary Procedure and introduced an additional classification for misconduct relating to the misuse of emails. The suggested revisions now formed the basis for consultation with the Trades Unions.

It was resolved **THAT:**

The suggested revisions to the Disciplinary Procedure be discussed further with the Trades Unions.

Item 15, Accommodation Up-Date - Application In Principle Bid

The Vice Principal – Resources indicated that the LSC had informed the College that the College's capital bid was unlikely to move forward until the results of a consultation on prioritisation had taken place within the sector. In the interim, the College would be writing to the Association of Colleges and requesting a meeting with the LSC to highlight the effect of the delays upon the College. It was also proposed to write to the two local MPs.

The Committee went on to discuss the drawing up of alternative strategies.

It was resolved **THAT:**

- a) The report and proposed actions be noted; and
- b) The Accommodation Strategy be discussed further at the Corporation Development Day on 27 March 2009.

4.2 10.2.09 meeting

No matters had been identified that were not dealt with elsewhere on this agenda as substantive items.

It was resolved **THAT:**
The report be noted.

5. HUMAN RESOURCE STATISTICS

The headline Human Resource Statistics were considered in detail by the Committee. The Committee went on to discuss the origins of the current format and asked that the College look at revising the format for the next report to include paternity numbers, the number of individuals leaving the College, and numbers promoted.

It was resolved **THAT:**

- a) The report be noted;
- b) The revised format be introduced for the next meeting.

With the agreement of the Committee, the Chair then moved to item 8.

8. FEES POLICY REVIEW

The Deputy Principal outlined changes to the Fees Policy for 2009/10 which was largely as a result of changes in Government policy. He indicated that the proposed fees had been formulated taking into account the sensitivities in the market place.

It was resolved **THAT:**

The Fees Policy for 2009/10 be approved.

9. HEALTH AND SAFETY TERMLY REPORT

The Vice Principal - Resources presented the Health and Safety Termly Report and responded to questions from the Committee.

It was resolved **THAT:**

The report be noted.

10. FREEDOM OF INFORMATION ACT

The Information Commissioner's Office had recently amended its guidance and produced a model Publication Scheme outlining the types of information the College will make available. The Committee reviewed the scheme, following which,

It was resolved **THAT:**

The Committee recommend the Corporation to approve the model publication Scheme to comply with the requirements of the Freedom of Information Act 2000.

11. COMMITTEE TERMS OF REFERENCE

The Committee reviewed its current Terms of Reference following which,

It was resolved **THAT:**

The present Terms of Reference remain valid and no changes were proposed.

12. IDENTIFICATION OF REPORTS TO FUTURE MEETINGS

It was resolved **THAT:**

The Committee receive at a future meeting a report on the College's strategy in relation to Information Technology.

Post meeting note : This will form part of the briefing to all Governors on 27 March 2009.

13. ANY OTHER BUSINESS

There was no other business.

14. DATE OF NEXT MEETING

It was resolved **THAT:**

The Finance and General Purposes Committee meet again on:

Friday 10 July 2009 at 8.30am; and

Friday 24 July 2009 at 12.15pm if required.

6. MANAGEMENT ACCOUNTS 2008/09

The Management Accounts for the period 1 August 2008 to 31 January 2009, together with accompanying summary and risk chart, were presented by the Vice Principal – Finance. He went on to report that the February Accounts were close to finalisation and there was nothing significant coming through. Salaries were continuing to run below forecast level.

The Committee queried the College’s cash flow position, with the Vice Principal – Finance indicating that the low points were between February and April.

Although he was optimistic that the College would have sufficient cash during this period, there was a £300,000 overdraft facility at base plus 1.5% (not 0.75% as reported) currently in place with Lloyds TSB. Cash was managed on a daily basis and the majority of overdue debts reported at the last meeting had now cleared.

The Committee went on to discuss the effect that redundancies may have on the cash flow. The Principal indicated that discussions had already been held with the Bank on revising its overdraft facility and this would likely to be at base plus 3%.

The Committee questioned the possibility of getting cash in advance for any Government contracts. The Vice Principal – Finance thought this unlikely. He went on to say that, whilst there was a possibility of the College being faced with a £200,000 claw-back from the LSC in respect of 19+ work towards the end of the year, this was now unlikely and, after further discussion,

It was resolved **THAT:**

The Management Accounts for the period 1 August 2008 to 31 January 2009 be recommended to the Corporation.

**7. CONFIDENTIAL
COLLEGE BUDGET 2009/10**

Signed :(Committee Chair)