

Minutes of the meeting held at 4.00pm on 26 February 2014

Present: **R Millea (Chairman)** **S Clarke (Vice Chairman)**
 A Gordon-Stables **D Wildridge**
 R Carter **N Savvas**

In Attendance: **D J Howells, Deputy Principal**
 M Wagner, Vice Principal Business and Community
 P Ewan, Head of Finance
 J Bridges, Clerk to the Corporation

No member declared an interest in relation to items of this agenda.

1 Apologies for absence

Apologies for absence were received from A Maltpress and S Gerber.

2 Minutes of the meeting held on 29 January 2014

The minutes of the meeting were confirmed and signed as a correct record.

3 Matters Arising

3 Matters Arising – Property Update – The Gateway

Confidential item under paragraph 18(2) of the Instrument and Articles of Government

4 Property Update – Main Campus

A draft strategy is proposed to be presented to the Corporation at the 21 March 2014 meeting.

The Clerk will arrange for members to take a tour of the College to understand the issues and where potential development or refurbishment may be part of the future property strategy prior to the 30 April 2014 meeting of the Committee.

An outline plan and justification of property plans including indicative costings will be provided for the 30 April 2014 tour.

The draft security report has been received and is being reviewed by the Principal, Deputy Principal and College Secretary. A summary of the findings and priorities is currently being drawn up.

6 Finance Report and mid-year forecast

The columns within the table have been reordered to read left to right as 'Budget', 'Actual', 'Budget', 'Forecast'.

The figures stated under the 'Staffing Costs' section have been amended as they had been transposed into the document incorrectly.

The Deputy Principal has agreed to provide proposals for the following two years accounts based on a set of stated assumptions when drafting the 2014/15 budget.

Action

JBridges

DJHowells

DJHowells

Finance Items

4 Finance Report – January 2014

The January accounts show a deficit of £135,694 compared to a budgeted deficit of £214,624 and surplus forecast of £162,137 for the whole year against a budgeted surplus figure of £260,530. Full cost provision (line 1.05) continues to have a shortfall in full cost courses due partly to a phasing issue with Gas and Oil provision but also the market is being undermined by ESF project funding that is supporting skills in the workplace reducing demand in this area of provision. Employer contributions in 2014/15 are also set to be 9% higher due to reductions in SFA Adult Skills Funding so the College remains sceptical that full cost courses can continue to be offered cost effective and financially viable.

Due to high recruitment numbers for adult apprentices it is expected that the contract value for adult provision will be close to achieving target.

The shortfall of £36K against budget under line 1.09 (miscellaneous income) is largely accounted for by a shortfall of interest received. However the application for additional learning support funding from Suffolk County Council has generated £190K additional income with the potential to receive more.

In response to staff feedback from employees at the Milburn Centre members asked if consideration to include additional storage space for the carpentry workshop had been given. Larger quantities of materials potentially could be purchased cheaper if larger storage facilities were available at the centre. The Deputy Principal confirmed that supplier costs were negotiated and fixed for the College irrespective of quantity ordered and dismissed the myth that any overspend in this area was attributable to deficiencies in procurement or a lack of storage space.

Members asked that the RAG rates used in the income and expenditure table in future are quantified and defined. Where appropriate trend arrows will also be included.

DJHowells

The cashflow statement indicated the current position and forecast which remains largely unchanged from the previous month however cashflow in January was noted to have taken a dip compared with December 2013 and this will be looked into. It was recognised that it is difficult to predict the cash position of creditors and debtors and the dip may be explained by the £300K invoiced to UCS in the month for capital.

DJHowells

It was agreed that table 4 of the report will be reordered so that Classroom based adult figures will appear in line 1 of the table followed by 16-18 apprentices figures in line 2 followed by a line to total these items.

DJHowells

The College currently has 2,655 funded students (against a target of 2,444) on the January 2014 funding return. This potentially would equate to £1.3m over achievement of the EFA allocation if all of these students were generating funding and should be recovered through additional EFA funding next year under the lagged funding model. Applications for 2014/15 are also up by 20% compared to the same point the previous year.

5 SFA and EFA Funding Allocations

Covered under the Finance Report above.

**6 Property Items
Property Update**

The focus in the year is to improve our facilities where possible finding low cost solutions and no large investment or incentive for major capital projects.

The College is working with Easton and Otley College to work up a Woodland Management Plan that is required to be submitted to the Borough Council during the summer. Members asked that any emerging cost for managing the woodland is to be budgeted for as part of the preventative maintenance plan.

DJHowells

The short and long term property priorities were identified in the report and will also be included with timelines in the strategic plan proposed to be presented to the Corporation at the 21 March 2014 meeting. Capital support funding in future will come via the Local Enterprise Partnership (LEP). At this stage it is unclear how much funding will be available and how it will be allocated although it is assumed that the position of matched funding will not change and therefore a two thirds contribution by the College would still be required.

As part of the focus on the immediate needs of the College within the existing building stock the Deputy Principal confirmed, when challenged, that he is currently working with the Vice Principal, Curriculum and Quality, on the course file and room utilisation profile across all areas of provision. This will undoubtedly lead to readjusting timetables of courses to better utilise rooms, facilities and resources in the future.

7 Any other business

There were no other items of business.

Date of next meeting

Wednesday 26 March 2014 at 4.00pm. Room TG1.16

The meeting closed at 5.15pm