

**Minutes of a Meeting of the Finance & Resources Committee
held on 28 January 2010 at 8.00 a.m.**

Main Outcomes of the Meeting

- *Report on efficiency savings noted*
- *Draft Management Accounts for December 2009 to be submitted to the Corporation*
- *Finance Record noted*
- *Consideration of Staff Pay Award to be referred to the Corporation*
- *Update on enrolments noted*
- *Progress with the College's Human Resources (HR) Strategy noted*
- *Report on University Quarter/capital project referred to Capital Monitoring Committee*
- *Report on Students with an Illness or Disability noted*
- *Annual Safeguarding Report noted*

Present:	Tony Dugdale Joan Durose Charles Freeman (part) Kevin Onions (part) Helen Pegg	(Chair) (Principal)
In Attendance:	Paul Mangnall Nigel Mansfield (part) Steve Murfin Edgar Williams	(Deputy Principal) (Director of Student Guidance & Support) (Director of Finance & Resources) (Clerk to the Corporation)

377 Apologies for Absence

Apologies for absence were received from Karen Clarke and Colin Hunton.

378 Declarations of Interest

There were no declarations of interest.

379 Minutes of the Previous Meeting

The minutes of the meeting held on 27 November 2009, having been circulated prior to the meeting, were considered.

It was RESOLVED -

That, subject to the above amendment, the minutes of the meeting held on 27 November 2009 be approved and signed by the Chair.

380 Matters Arising

a) Minute 365 - Shared Services

In response to the Chair's question Steve Murfin reported that the proposed sharing of premises services costs with the University was still under discussion.

b) Minute 369 - College Self-Assessment Report (SAR)

The Chair reported that, after a full discussion, the Corporation had decided that Governance should be graded as satisfactory.

c) Minute 366 - Efficiency Savings

A report on efficiency savings, having been circulated prior to the meeting, was considered. Steve Murfin highlighted the key points contained in the report. He said that, although the response from budget-holders had not been as good as he had hoped, there had been a meeting of the Efficiency Savings Group and that a number of actions had been identified.

At this point Charles Freeman joined the meeting.

Kevin Onions suggested that students might also be involved in the savings exercise and Joan Durose emphasised the importance of involving all staff. Paul Mangnall outlined the staff development support that was planned to support the exercise and stated that consideration was being given to inviting Peter Darwin to give a presentation at the Corporation Weekend. The Principal reported that the position had been made clear at a recent staff meeting and that the need for some difficult decisions had been emphasised. Paul Mangnall stated that there were some cultural issues still to be resolved and he cited the traditions in respect of examination entries as an example. The Chair suggested that additional information on pay costs would be helpful.

It was RESOLVED -

That the report be received.

381 Management Accounts

The management accounts for the five months ended 31 December 2009, having been circulated prior to the meeting, were considered. Steve Murfin highlighted the key points arising from the accounts.

He stated that the position in relation to income had changed very little but that pay expenditure was substantially underspent on account of vacancies, replacement of teaching posts with support staff posts and other factors. In response to Kevin Onions's question concerning the generation of additional income from the College's premises Steve Murfin and Paul Mangnall outlined the background with regard to the College and explained that previous sources of additional project-based income was no longer available. It was recognised that the new building had more potential for

external uses in view of its proximity to the railway station but that there were issues of costs, taxation and safeguarding that also need to be taken into account. In response to the Chair's question Paul Mangnall explained the College's arrangements for recruiting non-UK students through the Burslem Sixth Form Centre. The Chair outlined the arrangements made by some universities to engage a private contractor for this purpose and the Principal agreed that the possibility was worth considering.

On reviewing non-pay expenditure members discussed parking and transport arrangements in relation to the new building particularly pedestrian traffic between Fenton Manor and the new site via Lordship Lane. Paul Mangnall reported that teaching timetabling changes were being introduced to minimise the need for staff and students to move between the two sites.

It was RESOLVED -

That the management accounts for December 2009 be received and submitted to the Corporation.

382 Finance Record

The Finance Record for 2008/2009, having been circulated prior to the meeting, was considered. Steve Murfin confirmed that the record reflected the financial statements previously approved and was required by the LSC. Tony Dugdale suggested that it would be useful to compare the College's financial position with other colleges and the Principal agreed to seek information from similar colleges willing to share appropriate data.

It was RESOLVED -

That the Finance Record for 2008/2009 be received.

383 Staff Pay Award

A report on the SFCF recommended pay award, having been circulated prior to the meeting, was considered. The Principal highlighted the key points contained in the report. She stated that the two part award would amount to a 1.84% increase in 2009/2010 which was greater than the budgeted increase of 1.54%. Members discussed the significance of the approval of the recommended award in the context of the current financial stringencies and the cumulative future impact.

It was RESOLVED -

That consideration of the recommended award be referred to the Corporation for discussion and decision with additional information concerning the local pay position.

384 Enrolments and Student Number Targets 2009/2010

A report on enrolments and student number targets, having been circulated prior to the meeting, was considered. Paul Mangnall highlighted the key points contained in the report. In response to Charles Freeman's question he stated that the six week attendance rule had not had the impact on the College that had been feared. It was noted that the College had met its targets but that it was now important to ensure that the maximum number of students were retained.

It was RESOLVED -

That the report be received.

385 Human Resources Strategy

A report on progress with the College's Human Resources (HR) Strategy and action plan, having been circulated prior to the meeting, was considered. The Principal highlighted the key points contained in the report. She stated that themes 5 (Performance Management) and 6 (Managing Poor Performance) were of particular interest to Governors. She added that good progress had been made in relation to theme 6. In response to the Chair's question the Principal stated that the discussions with and support for teams in dealing with poor performance were in progress.

It was RESOLVED -

That the report be received and its contents noted.

386 University Quarter/Capital Project

It was agreed that the report on the financial position in relation to the College relocation project be deferred since it would be considered at the meeting of the Capital Project Monitoring Committee immediately afterwards.

At this point Nigel Mansfield joined the meeting.

387 Students with an Illness or Disability

A report on students with an illness or disability in 2008/2009, having been circulated prior to the meeting, was considered. Nigel Mansfield highlighted the key points contained in the report and stated that the number of students was similar to the previous year's number. In response to the Chair's question he stated that a separate report was produced in relation to students with dyslexia and he agreed to include appropriate information in future reports to the Committee. Members noted the large number (30) of students with mental health problems and recognised the wide range of problems that fell into this category.

It was RESOLVED -

That the report be received.

388 Annual Safeguarding Report

The Annual Safeguarding Report for 2008/2009, having been circulated prior to the meeting, was considered. Nigel Mansfield highlighted the key points contained in the report. The Principal reported that a network had been established between Staffordshire colleges to assist with the sharing of good practice.

It was RESOLVED -

That the Annual Safeguarding Report for 2008/2009 be received.

APPROVED



389 Any Other Business

There was no other business.

390 Confidentiality

It was RESOLVED -

That there were no items that should be treated as confidential.

391 Date of Next Meeting

It was noted that the next meeting was scheduled for 11 March 2010 at 8.00 a.m.

The meeting closed at 9.45 a.m.