

CORPORATION OF KIDDERMINSTER COLLEGE

Minutes of the Finance & Personnel Committee Meeting held on Thursday 15th January 2009 in Room 149 at 17.30 hours

- FP 595 Present** Jonathan Grice Chair
 Derek Arnold
 David Cory
 Harry Grove
 Andrew Miller
- FP 596 Quorum** 3
- FP 597 In Attendance** Derek Harrison Director of Finance & Administration
 Alan Hopkins Clerk to the Corporation
 Judith Simpkins Senior Finance Officer
- FP 598 Apologies** Karen Stevens
- FP 599 Declaration of Members' Conflict of Interests**
 No declarations made
- FP 600 Minutes**
 The minutes of the meeting held on Thursday 20th November 2008 having been circulated, were agreed and signed by the Chair, subject to minute **FP 590 Learner Support Funds Report 2007 – 08 October 2008** being changed to “Judith Simpkins stated that £102,967.04 had been received by the College from the LSC.
- FP 601 Matters Arising**
- i) *Short Term Accommodation – Elgar House Update*
 Derek Harrison reported that discussions were continuing with the landlord of Elgar House to lease the ground floor of the building (2,100 sq ft). The College was seeking a lease from 1st May 2009 to September 2012 (opt out clause for September 2011) with a rent free period. This would allow sufficient time for the College to relocate some administrative services from Market Street and refurbish the vacated areas for student occupation in September 2009. No response had been received to this alternative option. It was hoped that more information would be available at the Corporation meeting on 22nd January 2009.
 - ii) *Human Resources Strategy Update*
 Andrew Miller stated that the SMT were reviewing the draft strategy. He expected to receive their comments by the end of January. He would therefore give a further update at the March meeting of the Committee.
 - iii) *Catering costs*
 Derek Harrison stated that the meeting with the contract caterers at the end of November suggested that the catering subsidy for the year was likely to be £6,000, rather than the £2,000 in the original forecast.
- FP 602 Management Accounts Period 4 to 30th November 2008**
 Details had been circulated. Judith Simpkins highlighted the following: -
- i) The LSC are currently paying to the agreed profile.
 - ii) Income from T2G is increasing at levels stated in the last Reforecast.
 - iii) The E2E starts are below the required profile.
 - iv) The national pay award of 3.2% had not been included in the figures.

The solvency ratios were: -

	<u>Target</u>	<u>Actual</u>
Current Ratio	1 - 1.5:1	2.5:1
Cash Days in Hand	15 days	77 days

Members noted the accounts as being satisfactory.

FP 603 Lloyds TSB Banking Facilities 2009

Proposals from Lloyds TSB dated 19th December 2009 had been circulated.

It was proposed by David Cory and seconded by Jonathan Grice and unanimously agreed by Members that the Facility arrangements be approved.

FP 604 Sladen Learning Centre Project Update

Members had been made aware that the College's Application in Principle for capital support for the Project was on hold as a result of a LSC national decision to suspend decisions on all capital project applications. The LSC was reviewing its position and it was expected that further policy decisions would be made following the National Council meeting on 4th March 2009. A meeting with the LSC Local and Regional officers was scheduled for 16th January where it was hoped that the College would be given further information.

It was felt that the delays could mean that the Centre opening target of September 2011 could be placed in jeopardy.

Derek Harrison tabled a paper setting out the costs the College had incurred since 2006/07 relating to the Project. It was agreed that the matter would be further reviewed at the January 22nd Corporation meeting.

FP 605 Human Resources

i) *Staff Long Term Absence Statistics*

A paper summarising the reasons for long-term sickness absences for 2007/08 had been circulated. This confirmed that support staff accounted for the highest proportion of absences. This represented an increase over previous years. Further discussion and analysis however suggested that the absences were genuine and did not represent a deteriorating trend.

ii) *HR Agenda Items*

The Clerk asked Members to think further about other items that could be considered under this part of the Agenda, since very few topics were being raised.

FP 606 Any Other Business

i) *Awards Evening*

Andrew Miller stated that this was now planned for Thursday 19th March 2009.

FP 607 Date of Next Meeting

Thursday 19th March 2009 at 16.30 hours.

The meeting closed at 18.30 hours

Agreed and signed by the Chair 19th March 2009

Chair _____ Date _____

19th January 2009