

CORPORATION OF KIDDERMINSTER COLLEGE

Minutes of the Finance & Personnel Committee Meeting held on Thursday 21st May 2009 in Room 149 at 17.30 hours

- FP 620 Present** Jonathan Grice Chair
Derek Arnold
David Cory
Harry Grove
Andrew Miller
Karen Stevens
- FP 621 Quorum** 3
- FP 622 In Attendance** Derek Harrison Director of Finance & Administration
Alan Hopkins Clerk to the Corporation
Judith Simpkins Senior Finance Officer
- FP 623 Apologies** None
- FP 624 Declaration of Members' Conflict of Interests**
No declarations made
- FP 625 Minutes**
The minutes of the meeting held on Thursday 19th March 2009, having been circulated, were agreed and signed by the Chair.
- FP 626 Matters Arising**
- i) *Sladen Project Update*
Andrew Miller stated that the position had not changed since that reported at the last Corporation meeting. Arrangements had however been made for a meeting with Worcestershire CC's Director of Children's Services for late June.
 - ii) *T2G Funding – Variation In Contract*
As set out at the last Corporation meeting, the funding position had changed with additional payments being made. It was hoped that the College would receive payments which were better than had been previously projected.
 - iii) *Review of Contract Catering*
At the recent meeting with the caterers, the projected deficit for the year of £6,000 had now increased to £17,000. It had been stated that projected sales of £120,000 were likely to be £98,000. Competition from nearby external food providers was given as one of the reasons for the shortfall. The caterers had been asked to carry out a further review to determine what steps could be taken to improve the position. It was noted that since it was unlikely that the sales income would increase next year, an area that needed to be checked was the future staffing structure. A suggestion was made that we should talk to the external competition to determine if they would be interested in becoming involved. However it was pointed out that we were at the beginning of a 5-year contract with the current caterers, so there would be little scope to set up alternative arrangements. It was agreed an action plan to reduce the potential deficit was essential.

iv) *Links with the Press*

It was noted that the policy on this matter had been circulated to all Governors. The policy was set out in the Governors' Code of Conduct.

v) *Energy Costs*

Derek Harrison reported that information had now been received which gave details of ½ hour readings for the earlier period where it was claimed we had not been charged correctly. An offer had been made for a 25% discount if the College agreed to settle early, the amount in dispute. The College had agreed to accept this, so that the original claim was reduced by £5,000.

FP 627 Management Accounts 2008 – 09

i) *Period 7 to 1st March 2009*

These had been circulated and were noted.

ii) *Period 8 to 28th March 2009*

These had been circulated and were noted.

iii) *Period 9 to 3rd May 2009*

Details were tabled. Specific items highlighted by Judith Simpkins were: -

- a) LSC were now clawing back the grant which they previously had front loaded.
- b) T2G income from the Worcester College Consortium had been included for periods 7 & 8 but not period 9.
- c) Tuition fees were below budget for the month since summer term fees from University College Worcester had not been invoiced.
- d) Miscellaneous costs were high due to provision for a write off and T2G management charges paid to the Worcester College of Technology hub.

The solvency ratios were: -

	<u>Target</u>	<u>Actual</u>
Current Ratio	1 - 1.5:1	2.16:1
Cash Days in Hand	15 days	69 days

Members noted the Accounts as being satisfactory.

FP 628 Short Term Accommodation – Elgar House Update

A summary had been circulated. Derek Harrison commented that good progress had been made. He expected all refurbishment work to be completed by 26th June 2009, with moves to the new facility taking place week commencing 6th July 2009. He commented that all the actions should be completed within the agreed budget.

FP 629 Profit Centre Management Update

Derek Harrison stated that it had not been possible to make any progress on this project. This was largely due to the need to allocate resources to work on the Sladen application. His intention was to have a Section Manager working on collecting and collating data from this year's activities in order to determine how much time needed to be allocated to the work. It was emphasised that the growth and complexity of the College's activities made the process more difficult particularly since it had to be achieved without any corresponding increase in staff.

FP 630 Bad Debt Write Off

A paper setting out the need to write off a debt of £1,438 covering fees incurred by a student had been circulated. Despite various efforts, it had not been possible to trace the whereabouts of the student. Assurances were given that new arrangements had been introduced to prevent a similar position occurring in the future.

The Committee agreed that the debt should be written off.

FP 631 Human Resources

i) *Human Resources Strategy*

The second draft of the strategy had been circulated. Andrew Miller stated that the College needed to add the key actions and targets to ensure that the strategic aspirations set out in the policy would be achieved. In reply to a question, Andrew Miller stated that comments from the recent OfSTED Inspection on equality and diversity issues were covered by the content of the Strategy Policy. It was expected that the completed version of the HR Strategy would be presented at the next F & P meeting. If approved, it would then go to the July Corporation meeting for final acceptance.

ii) *Management Succession Planning Update*

Andrew Miller stated that no further action had been taken on this Plan. It was agreed that any action on this matter be held over until the Autumn Term.

iii) *Disciplinary & Grievance Procedures*

Details of the existing procedures covering staff other than Senior Post Holders had been circulated. Andrew Miller stated that John Wilson was now reviewing the procedures, in order to ensure that they met with the new ACAS Code of Practice.

It was noted that there needed to be separate and specific procedures relating to Senior Post Holders. The Clerk agreed to present proposals on this at the next meeting of the Committee.

FP 632 Any Other Business

i) *Framework For Excellence*

Andrew Miller stated that he expected to be in a position to present the Framework grades and results at the next F & P meeting, prior to being discussed further at the July Corporation meeting.

FP 633 Date of Next Meeting

Thursday 25th June 2009 at hours.

The meeting closed at 18.40 hours

Agreed and signed by the Chair 25th June 2009

Chair _____ Date _____

8th June 2009