

# CORPORATION OF KIDDERMINSTER COLLEGE

## Minutes of the Finance & Personnel Committee held on Thursday 28<sup>th</sup> January 2010 at 17.30 hours

**FP 672 Present**                      **David Cory**, Chair  
Mick Cooper  
Andy Dobson  
Jonathan Grice

**FP 673 Quorum**                      3

**FP 674 In Attendance**    Derek Harrison, Director of Finance & Administration  
Angharad Hale, Clerk to the Corporation  
**Judith Simpkins, Senior Finance Officer**

**FP 675 Apologies**                      Adrian Davis  
Mark Garnier

**FP 676 Declaration of Members' Conflict of Interests**  
Andy Dobson declared an interest in item 680.

### **FP 677 Minutes of Meeting Held on 5<sup>th</sup> November 2009**

The minutes of the meeting held on 26<sup>th</sup> November 2009, having been circulated, were agreed and signed by the Chair.

### **FP 678 Matters Arising**

#### *i) Train to Gain funding audit*

Derek Harrison reported that the College has still not been able to resolve the situation with the LSC. The maximum potential clawback figure had been taken out of last year's accounts and following provision of the additional evidence to the LSC, there have been exchanges via e-mail and telephone. The lead LSC auditor is due to come into the College to discuss the smaller of the 2 elements in question regarding Train 2 Gain starts in March 2009.

Baker Tilly have been sent a sample of the paperwork and feel the College has a reasonable case to claim the higher level of funding. The internal auditors have also reviewed the process / paperwork as part of the recent 'Partnership' audit and concur with this view.

#### *ii) Learner Support Fund Appeals Procedure*

Mick Cooper had discussed the query raised at the last meeting with Tim Mason who had circulated an e-mail with a suggested form of re-wording. The committee agreed to the redraft of that section of the document.

*iii) Sickness & HR Statistics*

Following the request at the last meeting for a breakdown of staff turnover into teaching and support staff, the additional information was circulated. It was noted that turnover is noticeably higher amongst full time staff. Derek Harrison reported that the Absence policy and procedures are being reviewed which will hopefully reduce future sickness levels.

Andy Dobson confirmed that a policy document for inclement weather is being formalised.

**FP 679 Management Accounts Period 5 to 3 January 2010**

Details were tabled.

The solvency ratios were :-

	<u>Target</u>	<u>Actual</u>
Current Ratio	1-1.5:1	2:04 :1
Cash Days in Hand	15 days	89 days

No queries were raised and it was noted that the Spring term reforecast is due to come to the next meeting.

**FP 680 Disciplinary & Grievance Procedures for Senior Post Holders**

Further to the last meeting, Mick Cooper had contacted Derek Harrison and the Clerk with a number of possible changes. The Clerk obtained an updated version of the procedures from the AoC website which addressed many of the recommended changes and had circulated this version to the Committee. Mick Cooper had identified further recommendations and tabled a version with these changes highlighted.

A discussion was held and all recommended changes were accepted. The Clerk will amend the procedures accordingly.

A query was raised relating to a clause in the document which stated that a written warning should be retained on a Senior Post Holder's personal file but disregarded for disciplinary purposes after 12 months period. It was agreed to check the College's procedure for all staff with regard to retaining written warnings and to act in line with this policy. The Clerk agreed to contact AoC for clarification as to why it is necessary to retain the warning on file.

**FP 681 Any Other Business**

It was noted that the College headed paper still has Andrew Miller's name on as Principal and Chief Executive. It was confirmed that the stock of this paper is coming to an end.

**FP 682 Date of Next Meeting**

Thursday 11<sup>th</sup> March 2010 at 17.30 hours

The meeting closed at 18.50 hours

Chair \_\_\_\_\_ Date \_\_\_\_\_