

**CORPORATION OF KIDDERMINSTER COLLEGE**

**Minutes of the Finance & Personnel Committee held on**

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

**FP 683 Present**                      **David Cory Chair**  
Mick Cooper  
Adrian Davis  
Andy Dobson  
Mark Garnier  
Jonathan Grice

**FP 684 Quorum**                      **3**

**FP 685 In Attendance**                      **Derek Harrison, Director of Finance & Administration**  
**Angharad Hale, Clerk to the Corporation**  
**Judith Simpkins, Senior Finance Officer**

**FP 686 Apologies**                      **None received.**

**FP 687 Declaration of Members' Conflict of Interests**  
None declared.

**FP 688 Minutes of Meeting Held on 28<sup>th</sup> January 2010**

The minutes of the meeting held on 28<sup>th</sup> January 2010, having been circulated, were agreed and signed by the Chair.

**FP 689 Matters Arising**

*i) Train to Gain funding audit*

Derek Harrison reported that the College have received the final audit report from the LSC which confirms a claw back figure of £86,196.21

As last year's accounts had provided for the maximum potential clawback figure of £338K the balance will be released to this year's accounts.

The LSC audit report will be considered by the Audit Committee and the internal auditors have carried out a review of the current arrangements in place for Train 2 Gain. They have given substantial assurance for that area of activity.

*ii) Disciplinary & Grievance Procedures for Senior Post Holders*

Following agreement of Mick Cooper's suggested amendments at the previous meeting, an updated version of the documents had been circulated.

Derek Harrison confirmed that he has checked the College practice regarding retaining written warnings on file and the documents are now in line with College policy for all staff.

It was unanimously agreed to approve the procedures.

#### **FP 690 Management Accounts Period 6 to 31st January 2010**

Details having been circulated, it was noted that the solvency ratios were :-

	<u>Target</u>	<u>Actual</u>
Current Ratio	1-1.5:1	2:18 :1
Cash Days in Hand	15 days	81 days

The Chair brought to member's attention the amount that the College has in the bank, currently in excess of £2.5 million, and the need to maximise any potential for earning interest. The College is looking at how and where it could invest surplus funds.

Derek Harrison highlighted the fact that the telephone system, purchased in 2001 is no longer fit for purpose. A new digital system would offer reductions in call costs. There were options to lease and to purchase outright. It was noted that the savings made by reduced call costs could cover any lease payments.

Derek also brought to members' attention the changed arrangements for the supply of gas and electricity. The College is now part of an energy consortium who purchase in advance. This has led to reduced prices and has minimised the impact of the higher fuel bills during the recent cold weather.

#### **FP 691 Financial Reforecast 2009-10**

Details having been circulated, it was noted that SMT have identified fee income and charges as an area for further consideration.

It was also noted that the Glades costs have increased due to higher student usage rather than any increase in fees.

The College is hoping to appoint a Consultant to assist with updating the College's Property Strategy. 3 companies have been invited to submit quotes. King Sturge and AA projects have been considered and King Sturge appear the stronger candidate. The cost for carrying out this exercise will be offset by £14K which has been renegotiated with AD architects for work previously carried out on the Sladen project.

It was confirmed that a smaller scale project on the Sladen site is still a possibility. Advice will be taken from the appointed Consultant regarding options discussed at the SMT/Governor strategic planning day when updating the Property Strategy. It was noted that the site has an educational covenant attached to it.

Overall, performance indicators for the reforecast are positive.

#### **FP 692 Bank Mandate**

Derek Harrison reported that the only change to the mandate reflects the removal of Andrew Miller's name and the change of job title for Andy Dobson. The number of signatories and all other arrangements remain the same.

The committee approved resolutions 1-5 for each bank account.

**FP 693 Human Resources**

*i) Sickness Absence Statistics 2008-9*

Details having been circulated, it was noted that absence rates were slightly lower in 2008-9 due to a decrease in individuals on long term absence.

Andy Dobson reported that he is working with the Personnel Manager on a revised Sickness Absence policy which he hopes will lead to improved procedures and more robust data collection in future.

Forthcoming changes to legislation regarding sickness whilst on holiday and increased options for transferring maternity to paternity leave were discussed.

**FP 694 Any Other Business**

None raised.

**FP 695 Date of Next Meeting**

Thursday 20<sup>th</sup> May 2010 at 17.30 hours

The meeting closed at 18.30 hours

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