

AQUINAS COLLEGE  
FINANCE AND BUILDINGS COMMITTEE

Date: 14 June 2011  
Time: 4.30 pm  
Venue: The College

GOVERNORS PRESENT

Mrs L Bernola, Miss M Braithwaite, Mrs H Dove, Cllr T P McGee and Mr A Moss.

Cllr McGee in the Chair

IN ATTENDANCE

Mr D Pearson	Principal	
Mrs D Blackburn	Assistant Principal	
Mrs P Ollerhead	Assistant Principal	
Miss E Bradbury	Adult Centre Assistant Manager	(Item 5)
Mr T Conlon	Clerk to the Governing Body	

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Miss T Hunt.

2. DECLARATION OF INTERESTS

Governors and Staff were asked to declare any interest, which they may have in any of the items on the Agenda for this meeting. No interests were declared.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meetings held on 25 January 2011 were agreed as a correct record.

4. MATTERS ARISING FROM THE MINUTES

i) Joseph Mayer Building – Minute 10

Mr Pearson reported that the insurers had agreed a settlement figure of £30,000 for the damage caused by the water ingress over the Christmas holiday period. The quote for repairing the building was considerably more. It had, therefore, been decided to demolish the building and that would take place during the summer holiday period so as not to interfere with either the college or Sunday School's activities.

5. CHARGING POLICY FOR CONTINUING EDUCATION COURSES

Miss Bradbury introduced a paper that had been circulated prior to the meeting that gave details of the proposed fees to be charged for Adult and Continuing Education Courses for 2011/2012.

Governors noted that there had been changes to how leisure courses would be funded. The Local Authority will not fund for any repeat courses (e.g. badminton); therefore the college last year introduced a club rate (Aquinas Community Learning) for these courses because there is a demand for them. The number of courses offered by the college is expanding. In addition some academic courses will not be fully funded. There will need to be a minimum number on the courses for them to run.

The degree course has now finished. The Access to Higher Education Diploma course is a one year course requiring attendance on two evenings. The AAT Level 1 course is a new course and the only one run locally. There has been an increase in ICT courses but the cost has increased because of the need to employ technicians.

A number of cost saving measures will be introduced for next year including only having one way of entry and closing down parts of the college thereby saving on heating and lighting.

RESOLVED: That the fees as set be recommended for approval to the Governing Body.

Miss M Braithwaite in the Chair

#### 6. IT DISASTER RECOVERY PLAN

Mrs Blackburn introduced the Backup Procedures and Disaster Recovery Plan that had been circulated prior to the meeting and had been prepared by Mr Moss. She advised Governors that following an Audit review at the end of last year the college had received an Amber/Red report. There had subsequently been discussions with the Internal Auditors and a new grading of Amber/Green has been received. The report was considered at the Audit Committee meeting on 13 June 2011.

Mr Moss advised Governors that the Plan is part of the Disaster Recovery Plan for the college as a whole. He highlighted the key areas for Governors to consider and indicated that the Plan is a fairly standard document that has been amended to meet the needs of the college. A discussion took place on the back up procedures and the fact that files are stored in the Sports Hall, which is a separate building and that Mr Moss takes home the backup files every half term.

Governors noted that the college's Disaster Plan would be reviewed and submitted to the Autumn Term Governing Body meeting.

RESOLVED: That the Backup Procedures and Disaster Recovery Plan be approved.

#### 7. NATIONAL FUNDING POSITION

In view of the fact that the Governor Training session on Thursday 16 June 2011 would cover this topic it was decided to leave discussion on this item until then.

#### 8. POST 19 REVIEW

Mrs Blackburn introduced a paper that had been circulated prior to the meeting that gave details of the Review of Post 19 operations at the college. The paper summarised the

changes to the funding for Post 19 education and the impact that this would have on the college.

A detailed discussion took place on the impact that these changes would have, particularly on the operations at Brinnington. It was agreed that a full report be prepared for the Governing Body meeting on 28 June 2011.

Mr Moss and Mrs Ollerhead left the meeting at point.

#### 9. HEALTH AND SAFETY REPORT

Mrs Blackburn introduced a paper that had been prepared by Neil Lowe, Health and Safety Adviser, which had been circulated to Governors prior to the meeting. The paper covered the following areas:

##### a) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

It was noted that the college had reported an injury to a student under RIDDOR. The incident was reported because the student had been to hospital. The student's injury was that their hand had been punctured by broken glass when a pipette shattered whilst a bung was being inserted. The incident has been investigated and remedial measures put into place. The student was absent for half a day as a result of the injury and approximately 4 days as a result of hospital appointments.

b) The college had only one day of lost time due to work related ill health (stress) since 18 January 2011. In comparison to previous years the number of days lost due to work related ill health is considerably down. As part of the college's ongoing commitment to manage and reduce work related ill health a stress audit will be undertaken in June 2011.

c) A meeting has been held with Caroline Calverley, the nominated Health and Safety Governor to discuss general issues including clarification of a system by which new policies and procedures are approved. The appointment of a nominated Governor for Health and Safety will be discussed at the Governing Body meeting on 28 June 2011.

RESOLVED: That the report be received.

#### 10. MANAGEMENT ACCOUNTS

Mrs Blackburn introduced the Management Accounts for May 2011 that had previously been circulated. A discussion took place on the May Accounts with particular reference to the following:

- a) There had been a trading surplus of £232,000 to date but there were some large examination fees still to be paid.
- b) The revised forecast outturn for 2010/2011 is around £140k.
- c) The costs of the capital building work incurred up to May 2011 are £40.05m. The final account for the main contract is being drawn up, there will then be a small retention which will be payable in February 2012.

- d) A fixed term loan of £2.3m is now in place with a variable repayment loan of £2.15m, along side it. The £2.15m is surplus to requirements so has been placed on a variable rate deposit. The interest earned (approximately £16k) will cover the cost of borrowing with a small margin. At the end of the project, cash balances will be between £1.2m - £1.3m which is close to that forecast at the beginning of the project.

If Members had any questions on the May Accounts they were asked to contact Mrs Blackburn.

RESOLVED: That the Accounts for May 2011 be received.

#### 11. BUDGET 2011/2012

Mrs Blackburn drew Governors' attention to the papers that had been circulated prior to the meeting in relation to the proposed budget for 2011/2012. The papers contained a) a spreadsheet of cash income and expenditure b) the same converted into accounting format and c) a text summary.

The YPLA and SFA have confirmed that the income from them for 2011/2012 will be £8,860,826 compared with £8,869,190 for 2010/2011 and is a decrease of £8,364. The funding is based on 1913 students compared with 1883 for last year. The draft budget shows a contingency reserve of £121,826, whilst the trading surplus is £143,472.

Mrs Blackburn advised the Governors that the teaching staff budget was likely to increase by £172,000 due to incremental drift. The cost of living pay award modelled 0%. The support staff budget is likely to reduce by £17,000 due to some reduction in staff which will counter the increase in teaching staff costs. The staffing budget accounts for 75.8% (78.0% last year) of the total YPLA/SFA grant income.

Governors were advised that there has been a reduction in the funding for the core curriculum and the effect of this is that it would have meant a drop in funding of 10% or a loss of approximately £700,000 over the next 3 years. There is transition relief which reduces this to £575,000. It is not clear if the transition relief will continue after 2011/2012.

RESOLVED: That the draft budget for 2011/2012 as presented be recommended to the Governing Body for approval.

#### 12. BUILDINGS REPORT

A paper prepared by Mr Pearson that summarised the latest position in respect of building matters had been circulated prior to the meeting.

The Official Opening of the college had taken place on 18 May 2011 presided over by the Most Reverend Vincent Nichols. The event went well and the college received many positive comments.

The new building contract has now been open for 12 month and the latent defect period has been completed. Final inspection and snagging has occurred and some minor jobs have been completed. As a result of this the college will soon balance the final account by releasing some,

or all, of the retention. There is an element of work that is held back until completion of the defects period for the phase 2 work, which is mainly landscaping.

Demolition of the Sunday School has been provisionally scheduled for the summer holiday period so as not to interfere with either the college or the Sunday School operations. The insurers have now agreed to settle on the damage caused by the water ingress that occurred over the Christmas holiday period last year.

It was agreed that now the new building had been completed there was no need for a standing item to be on the agenda for this committee.

13. AUTHORISATION OF THREE YEAR FINANCIAL PLAN

Mrs Blackburn advised Governors that the three year financial plan has to be submitted to the LSC by the end of July 2011.

RESOLVED: That the Governing Body be recommended to authorise the Chair of Governors to sign the Three Year Financial Plan on behalf of the Governing Body.

14. ANY OTHER BUSINESS

There no any other business.

15. DATE OF NEXT MEETING

The next meeting to be held on Tuesday 8 November 2011 at 4.30pm, subject to the Calendar of Meetings being agreed by the Governing Body at its meeting on 28 June 2011.

Signed \_\_\_\_\_  
Chairperson

Date \_\_\_\_\_

Terry Conlon  
Clerk to the Governing Body