

AQUINAS COLLEGE
RESOURCES COMMITTEE

Date: 11 November 2014
Time: 4.30 pm
Venue: The College

GOVERNORS PRESENT

Miss M Braithwaite, Ms C Calverley, Mr P Carter, Mrs H Dove, Mrs R Hewitt, Cllr T P McGee, Mrs J Miller and Mr D Pearson.

Miss M Braithwaite in the Chair

IN ATTENDANCE

Mrs D Blackburn Assistant Principal
Mr T Conlon Clerk to the Governing Body

Before the meeting started there was a moments silence to acknowledge Armistice Day.

1. APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Mr L Thomas.

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 meeting held on 10 June 2014 copies of which had been circulated previously, were agreed as a correct record subject to replacing 26 with 24 in Minute 7.

4. MATTERS ARISING FROM THE MINUTES

There were no matters arising that were not covered by the Agenda.

5. HEALTH AND SAFETY ANNUAL REPORT 2013/2014

Mrs Blackburn introduced a paper that had been prepared by Neil Lowe, Health and Safety Adviser, which had been circulated to all members prior to the meeting. The report covered the academic year 2013/2014 and the main points were as follows:

- a) Accidents reported for the period 1 September 2013 to 31 August 2014 were summarised by cause. The numbers had decreased from 19 in the previous year to 14. One incident was reported under RIDDOR involving a student whose finger was punctured by a sewing machine needle.
- b) Work related ill health – Governors noted that the main cause of absence was reported as stress related. The number of days lost had increased to 372 from 338 in the previous year and covered 6 staff. 330 days had been due to stress related illness compared to 11 in the previous year.
- c) Benchmarking data had been provided that showed that the college was performing well in comparison to other colleges.

Governors noted that the end column in the chart showing the number of Accident should read 2012/2013 and in the chart showing Causes of Absence the third column relates to 2013/2014. Mrs Blackburn undertook to circulate an amended report for the Governing Body meeting.

RESOLVED: That the Health and Safety Report for 2013/2014 be received.

6. MANAGEMENT ACCOUNTS

A discussion took place on the Management Accounts for October 2014 that had previously been circulated. Mrs Blackburn advised Governors that there was nothing out of the ordinary for Governors to note.

A discussion took place on the October Management Accounts with particular reference to the following:

- a) The pay award had been included and was backdated to 1 September 2014.
- b) The accounts showed a trading surplus of £202,000 as a retained surplus and the monthly accounts for October show a surplus of £2,000.
- c) The college has £4.0m held on deposit. £2.0m has been reinvested for a year at 1.1% which on maturity in March 2015 will deliver £22,000 interest. The remaining balance comprises of £500,000 on deposit until December 2014 at 0.75%, £1.1m on deposit at 1.1% and a further £400,000 has been placed on long term deposit until September 2015 at 3.6%.
- d) Fixed Assets have increased by £6,000 which relates mainly to the purchase of IT equipment and a storage unit.

If members had any questions on the October Accounts they were asked to contact Mrs Blackburn.

RESOLVED: That the Accounts for October 2014 be received.

7. BUDGET UPDATE 2014/2015

A discussion took place on the paper that had been circulated prior to the meeting that detailed the movement between the original budget set in June 2014 and revised budget. Mrs Blackburn advised Governors there had been three changes i) the college had received the additional income of £169,912 relating to high needs students ii) have recruited additional staff to support these students £143,394 and iii) there had been a reduction in adult education salaries of £37,417.

A discussion took place on the budget for students with high needs who require additional learning support whether that be one to one support in the classroom or support from the learning support teachers Miss Braithwaite asked for clarification on how the students were funded. Mrs Blackburn advised Governors that the EFA fund the first £6,000 of the additional support costs for the student, income has been received for 37 students but the college has recruited 44 students. The Local Authority funds the remainder of the costs. The extra 7 students have been fully funded by Stockport MBC albeit at a lower level than the costs anticipated. However, it is anticipated that the total income will cover the costs. Cllr McGee outlined for Governors the financial position at the Local Authority. Mr Pearson advised Governors that the college assess the students needs and based on that there is under funding in region of £30,000. Mrs Miller asked if the college would identify the actual cost. Mr Pearson confirmed that this would be the case however no student had been turned away.

Ms Calverley arrived whilst this item was being discussed.

A discussion took place on the Adult Education budget and Mrs Blackburn advised Governors that a prudent approach had been taken when setting the budget. A number of new courses including GSCE had been included in the prospectus. They had been marketed as leisure courses rather than academic courses. These courses did not attract enough students to run and some other leisure courses have also not run. The staffing costs for these courses had been included in the budget but income had not been included because it was not known which courses would run. The staffing costs have been recalculated and reduced to reflect the courses that have actually run. This has led to a significant fall in costs.

Mrs Blackburn advised Governors that there had been little capital expenditure since the new building was finished but in future years the college will need to begin to look to replacing IT equipment and infrastructure because most of the computers are at least four years old. It was agreed that Andy Moss be invited to the next meeting of the Committee to outline the long term strategy for the replacement of IT equipment.

RESOLVED: That the budget position be noted.

8. DRAFT STATUTORY ACCOUNTS 2013/2014

Mrs Blackburn introduced the draft Statutory Accounts for 2013/2014 that had been circulated previously to members. The surplus was £434,000 the same as shown in the July Management Accounts. It was noted that the Audit Committee has a corporate governance role in approving the Statutory Accounts.

Mrs Blackburn circulated an addendum to the accounts in relation to the narrative concerning the disclosure around the Teachers Pension Scheme.

A number of amendments had been identified at the Audit Committee and a revised set of Statutory Accounts would be issued to all members incorporating these changes. In addition all members were asked to check the draft Statutory Accounts for any further mistakes or typing errors and to advise Mrs Blackburn accordingly.

RESOLVED: That the draft Statutory Accounts, subject to any amendments be recommended to the Governing Body for approval.

9. RISK REGISTER

A copy of management action on the Risk Register (October 2014) was circulated to all members of the Committee prior to the meeting. Changes to the Risk Register had been highlighted and Mrs Blackburn identified the high risk areas and updated the Committee on the latest position.

RESOLVED: That the updated Risk Register be noted.

10. ANY OTHER BUSINESS

There was no any other business.

11. DATE OF NEXT MEETING

27 January 2015 at 4.30pm.

Signed _____
Chairperson

Date _____