

AQUINAS COLLEGE
RESOURCES COMMITTEE

Date: 27 January 2015
Time: 4.30 pm
Venue: The College

GOVERNORS PRESENT

Miss M Braithwaite, Mr P Carter, Mrs H C Dove, Cllr T P McGee, Mrs J Miller, Mr D Pearson and Mr L Thomas.

Miss M Braithwaite in the Chair.

IN ATTENDANCE

Mrs D Blackburn	Assistant Principal
Mr A Moss	IT Manager Item 3 only
Mr T Conlon	Clerk to the Governing Body

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Ms C Calverley and Mrs R Hewitt.

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. IT STRATEGY

Mr Moss advised Governors that a Technology Strategy Group had been established within the college. All sections of staff were represented and the aim of the group is to try to identify problem areas and to bring new ideas on how to resolve the problems. In addition Mr Moss and Mrs Blackburn meet regularly to monitor the position. The infrastructure of the college is now 5 years old and is getting towards the end of its life span. The college could be faced with large expenditure over the next few years to replace the telephone system, 300 pc and 92 whiteboards/projectors. It is now impossible to get some spare parts for the telephone system.

Cllr McGee asked if the college had looked at leasing as an option to give the college some breathing space. Mr Moss advised members that leasing was something that the college has not used to any great extent. However, it has just been used in printing. Mr Carter asked if a phased plan had been drawn up for replacing equipment. Mr Moss replied that a phased plan had been drawn up and that the telephone system was now a priority. Miss Braithwaite asked if the college had links with other college so that a better deal could be obtained. Mr Pearson replied that consortium arrangements with other colleges already exist. Mrs Miller asked if there was a move over to Cloud. Mr Moss indicated that it was already used to a limited degree. Mr Thomas advised Governors that students get frustrated if the computers are slow. Mr Moss responded by advising Governors that the bandwidth within the college was limited.

Mr Pearson informed Governors that the use of IT equipment had increased because more students are taking BTEC courses. When determining what curriculum to offer the college needs to make sure that it has the IT equipment to support it.

Mr Moss was thanked for his informative presentation to Governors

4. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meetings held on 4 November 2014 were agreed as a correct record.

5. MATTERS ARISING FROM THE MINUTES

a) Budget Update – Minute 7 - Mrs Blackburn advised Governors that the number of students with high needs had now levelled out but there was still a need to monitor the position carefully.

b) Draft Statutory Accounts – Minute 8 – Mrs Blackburn advised Governors that the Statutory Accounts had been submitted by 31 December 2014.

6. MANAGEMENT ACCOUNTS

Mrs Blackburn introduced the Management Accounts for December 2014 that had previously been circulated. A discussion took place on the December Accounts with particular reference to the following:

a) Pay Expenditure – Mrs Blackburn advised Governors that the December 2014 accounts included the standards payment to support staff of £320 for full time member of staff and pro rata for part time staff.

b) The surplus year to date is currently shown as £267,000. The monthly results for December 2014 show a surplus of £55,000. The main reason for the improvement in the monthly results is because all the registrations for BTEC courses and November exams were processed in November 2014. A full review and reforecast of income and costs will be undertaken in the January accounts.

c) Last month £500,000 matured and came off deposit. A further £2m comes off deposit in March 2015 and that would be the time to consider paying off the variable loan. There is £2.071m on fixed term loan with £1.784m on variable rate and this amount has been placed on deposit. The interest earned covers the cost of borrowing with a small margin.

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

RESOLVED: That the Accounts for December 2014 be received.

7. BUDGET UPDATE 2014/2015

Mrs Blackburn advised Governors that the budget would be re-forecasted at the end of January 2015. The main points to note are as follows;

- a) The teaching staff budget remains the same
- b) There is a need to move £12,000 to the estates budget to cover the painting of the external wooden cladding.
- c) The special needs budget is being monitored.
- d) The budget is running as expected.

Cllr McGee asked if the capital build had all been completed. Mrs Blackburn advised Governors that all work in relation to the capital build had been completed and all grants received.

8. FUTURE FUNDING METHODOLOGY

Mrs Blackburn advised Governors that although confirmation had yet to be received the college were working on the assumption that the per capita amount for a student would remain at £4,000. The college had recruited an additional 20 students which will produce an additional £88,000. In addition there are more students in the higher band which will provide another £55,000.

Provisional figures would suggest that the budget for 2015/2016 will be £147,000 more than 2014/2015; this includes £340,000 formula protection.

The teaching staff budget will increase by £240,000 due to an increase in pension and national insurance contributions.

Mrs Miller asked now that feeder secondary schools will be doing linear exams how will that impact on the college. Mr Pearson replied that year 11 students doing all their exams in the summer may have a dampening effect on their overall results. The college will take this into account at enrolment.

9. FEEDBACK ON RISK REGISTER AND MANAGEMENT ACTIONS

Mrs Blackburn circulated a report that gave Governors a brief overview on risk areas which are a focus for the beginning of the Spring term. The areas included the following:

- i) Reduction in funding from the EFA/SFA
- ii) Drop in SFA funding and rise in fee charges
- iii) High Level ALS
- iv) A Level Reform
- v) The college overspends its revenue
- vi) Recruitment of students
- vii) Student issues

Cllr McGee reminded Governors that when the formula protection of £340,000 ends that equates to 8-10 staff. He added that Governors need to be aware of the issues that the college will have to face in 2016/2017. Mr Pearson reminded Governors that in addition to the formula protection ceasing there are likely to be funding cuts from 2016/2017.

Mrs Blackburn advised Governors that in relation to Risk 16 (Student Issues) the college retention rate is up by 2% from the previous year.

Cllr McGee asked Mr Thomas how students had dealt with the mock exams. Mr Thomas indicated that the exams had made students aware of what they need to do to prepare themselves for the final examinations.

Mrs Blackburn would continue to provide a report for Governors that will detail the areas that the Management Team of the College are currently looking at.

After a full discussion it was:

RESOLVED: That the report be received.

10. REVIEW OF COMMITTEE TERMS OF REFERENCE

A copy of the current Resources Committee Terms of Reference had been circulated to all members prior to the meeting. After a full discussion it was agreed that the following change be made:

Point 8 delete Three year Plan add Two Year Financial Plan

RESOLVED: That amended Committee Terms of Reference be recommend for acceptance by the Governing Body.

11. ANY OTHER BUSINESS

This was the last meeting of the Resources Committee that Mr Thomas (Student Governor) would be attending. The Governors thanked Mr Thomas for his contribution to the meetings and wished him every success for the future.

12. DATE OF NEXT MEETING

Tuesday 9 June 2015 at 4.30pm.

Signed _____
Chairperson

Date _____