

AQUINAS COLLEGE RESOURCES COMMITTEE

Date: 4 June 2019

Time: 4.30 pm

Venue: The College

GOVERNORS PRESENT

Miss M Braithwaite, Mr P Carter, Mr P Horton, Cllr T P McGee, Mr D Pearson and Mrs A Taylor.

Miss M Braithwaite in the Chair

IN ATTENDANCE

Mrs D Blackburn Assistant Principal (Finance)

Miss E Bradbury Head of Adult Education (Item 3)

Mr T Conlon Clerk to the Governing Body

1. OPENING PRAYER

The meeting began with a prayer led by Miss Braithwaite.

2. APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Ms C Vitti (Vice Principal).

3. 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.

4. 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 2019/2020, along with a comparison for 2018/2019. This year the courses are funded by the Greater Manchester Combined Authority (GMCA). The paper also detailed the courses that would be offered from September 2019. Where applicable the fees include registration and examination costs.

Governors noted the following:

- a) Access to Higher Education Diploma Pathway in Psychology with: Human Biology or Criminology is free for those aged 19-23 if this is their first or full level 3 qualification and is claimed from the GMCA budget. Those aged 19 and above who already hold a level 3 qualification will have to pay the full cost of the course. The Advanced Learner Loan continues to be available or students can pay by instalments.
- b) GCSE English and Mathematics continue to be fully funded by the GMCA and are free for those students aged 19+ who have not yet achieved a Grade A* - C or 9-4. Others pay full fee.

c) GCSE Science Trilogy (combined) 50% of the fee is paid by the student and 50% is funded by the GMCA. Those on job seeker's benefits or low income would receive the course free i.e. the GMCA would cover the full course fee.

d) BTEC First Award Level 2 in Health and Social Care was being offered for the first time. Cllr McGee advised Governors that bursaries are being offered to students to go to local universities to try and solve the nursing shortage. Ms Bradbury replied that the college has good links with local universities.

Courses offered at full cost recovery

- i) AAT Access Award in Bookkeeping Level 1
- ii) AAT Access Award in Accounting Software Level 1
- iii) AAT Foundation Certificate in Bookkeeping Level 2
- iv) AAT Foundation Certificate in Accounting Level 2
- v) AAT Advanced Certificate in Bookkeeping Level 3
- vi) AAT Advanced Diploma in Accounting Level 3

For level 1 and 2 courses, 50% of the fee is paid by the student and 50% is funded by the GMCA. Those on job seeking benefits or low income benefits would receive the course free using the GMCA budget. For level 3 courses the Advanced Learner Loan would be available or pay by instalments.

Governors asked why the fees for AAT Foundation Certificate in Bookkeeping Level 2 and AAT Foundation Certificate in Accounting Level 2 had increased so much. The higher fee is due to an increase in the registration fee for the course and the extra costs for examinations.

- e) Leisure Course fees are in line with other providers. Digital Marketing and Millinery Design were being offered for the first time.
- f) All courses must cover the cost of the tutor.

RESOLVED: That the fees as set for 2019/2020 be recommended for approval to the Governing Body.

5. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meetings held on 12 February 2019 were agreed as a correct record.

6. MATTERS ARISING FROM THE MINUTES

There were no matters arising that were not covered by the agenda for the meeting.

7. 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) Monitoring and Audit – Health and safety development plans produced with higher and medium risk departments over the last three years remain under regular review.

- b) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). It was noted that one report had been made under RIDDOR in this academic year. It involved an incident where a student's finger contacted the needle of a powered embellishing machine. The injury was minor but the student attended hospital to have the remains of the needle removed from the wound.
- c) Nine accidents have been recorded so far in the academic year and a further three accidents were reported but were deemed to be caused by risks inherent to the activity. All accidents have been investigated or are in the process of being investigated.
- d) Four staff members have been affected by work related ill health resulting in a cumulative absence of 20 days including weekends and bank holidays. In the same period for 2017/2018, five members of staff had been affected by work related ill health leading to a loss of 54 days. The most significant cause of absence is stress which accounts for all 20 days. All cases have been appropriately investigated and remedial measures put into place.
- e) There are no significant findings to be reported to Governors.
- f) There has been no significant regulatory changes effecting the college.
- g) Health and safety Committee meetings have taken place as scheduled so far this academic year.

The college continues to review departmental health and safety development plans produced as a result of auditing. The college will continue to follow Health and Safety Executive's Management Standards process for the management of stress including completing another staff survey before the end of the academic year.

A full report covering the academic year will be provided for the next meeting.

RESOLVED: That the report be received.

8. MANAGEMENT ACCOUNTS

Mrs Blackburn circulated the Management Accounts for April 2019. A discussion took place on the May Accounts with particular reference to the following:

- i)There had been a trading surplus of £443,000 to date. The monthly results for April 2019 show a deficit of £32,000. The forecast outturn for 2018/2019 is around £180,000.
- ii)The additional capital funding of £149,000 has now been received and needs to be spent by 31 July 2019. A small amount has been allocated to bids from departments, the remainder will be spent on IT to solve infrastructure issues thereby saving on recurrent budgets.
- iii)The support staff pay award has been paid along with back pay which amount to £15,000. The teachers pay award has now been agreed and was paid in May 2019. Both pay awards are backdated to 1 September 2019
- iv)The financial health calculations show that the college will be classed as Good at the end of the financial year. However, this fluctuates month by month and the forecast at the end of the two year assessment shows the college as good.

If Governors had any questions on the April Accounts they were asked to contact Mrs Blackburn.

RESOLVED: That the Accounts for April 2019 be received.

9. BUDGET 2019/2020

Mrs Blackburn advised Governors that the college had been successful in the business case that it had submitted to the ESFA for Mathematics and English to be supported to level 2 and for core

mathematics to be included in the ILR although it was not include when the initial ILR had been submitted. As a result of the business case being agreed the college will receive an additional £196,000.

Mrs Blackburn circulated a new set of papers in relation to the proposed budget for 2019/2020. The papers contained a) a spreadsheet of cash income and expenditure b) the same converted into accounting format and c) a written summary.

The ESFA have now confirmed that the income from them for 2019/2020 will be £9,410,257 compared with £9,347,338 for 2018/2019 and is an increase of £151,349. The funding is based on 2,243 students compared with 2,187 for last year an increase of 56 students. The increase in student numbers generated an additional £240,000. There has also been a fall in the retention factor of £100,000 and course weighting factors of £140,000 due to a change in the funding rules. High needs funding has increased by £48,000 to £300,000 for 50 students; this element of funding provides the first £6,000 additional support funding per High Needs students who need one to one support.

The draft budget includes £247,000 from Stockport MBC for students with high needs. Some of these costs have yet to be submitted to the Local Authority. This figure is understating the final situation.

The Teachers Pension Grant will continue until 31 August 2020 and is estimated at £285,000.

The draft budget shows a contingency reserve of £98,893 compared to £109,453 last year, a decrease of £10,560. This is again a small surplus given the level of income. Whilst the trading surplus is £100,595.

The budget for 2019/2020 is very tight and will present a number of challenges. All aspect of staffing and non pay costs will be monitored to ensure the running of the college as efficiently as possible. It is anticipated that in the coming years a modest increase in student numbers will not generate large amounts of additional income.

Mrs Blackburn drew Governors attention to the Financial Health of the college where the overall outcome is that it is classed as good.

RESOLVED: That the draft budget for 2019/2020 as presented be recommended to the Governing Body for approval.

10. NATIONAL FUNDING POSITION

Mrs Blackburn circulated a paper that had been received from the Sixth Form Colleges Association which outlined the submission that had been made to the DfE for inclusion in the 2019 spending review. The recommendations were as follows:

- a) That the funding rate be increased to at least £4,760 per student from £4,000. There has not been an increase since 2013.
- b) That a capital expansion fund for dedicated sixth form providers be introduced.
- c) That the increase in employer contributions to the Teachers' Pension Scheme be fully funded.
- d) That the teachers' pay grant be extended to sixth form colleges.
- e) That a capital maintenance fund for dedicated sixth form providers be introduced.
- f) That a VAT refund scheme for sixth form colleges be introduced.

Cllr McGee advised Governors that he thought the spending review was unlikely to happen in the autumn. Therefore, it is unlikely that there will be any change in this financial year. At the moment Brexit legislation is taking up all the time.

Cllr McGee left the meeting at this point.

11. **AUTHORISATION OF TWO YEAR FINANCIAL PLAN**

Mrs Blackburn advised Governors that the two year financial plan has to be submitted to the ESFA by the end of July 2019. The plan includes the outturn for 2018/2019, the budget for 2019/2020 and 2020/2021.

The plan may be ready for the Governing Body meeting scheduled for 25 June 2019. If not the Chairperson would need to sign the Two Year Plan on behalf of the Governing Body.

RESOLVED: That the Chairperson be authorised to sign the Two Year Plan on behalf of the Governing Body.

12. **ANY OTHER BUSINESS**

There was no any other business.

13. **DATE OF NEXT MEETING**

The next meeting to be held on Tuesday 5 November 2019 at 4.30pm, subject to the Calendar of Meetings being agreed by the Governing Body at its meeting on 25 June 2019.

Signed _____
Chairperson

Date _____