

AQUINAS COLLEGE
RESOURCES COMMITTEE

Date: 6 November 2018
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

Ms C Vitti Vice Principal Mrs D Blackburn Assistant Principal (Finance)

Mr T Conlon Clerk to the Governing Body

1. OPENING PRAYER

The meeting began with a prayer led by Ms M Braithwaite

2. APOLOGIES FOR ABSENCE

Apologies for late arrival were received and accepted from Mr D Pearson.

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. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 5 June 2018 copies of which had been circulated previously, were agreed as a correct record.

5. MATTERS ARISING FROM THE MINUTES

a) Budget 2018/2019 – Minute 8

i) Miss Braithwaite asked if any Standards Fund money would be coming to the college. Mrs Blackburn advised Governors that it was unlikely that the college would receive any funding.

ii) Mr Horton asked when would the next revaluation of the Greater Manchester Pension Fund take place. Mrs Blackburn replied that the next re valuation would be undertaken in 2021.

iii) Mr Horton asked if the local authority had agreed a figure for those student with high needs. Mrs Blackburn replied that an agreement has been reached and there is now £300,000 included in the budget.

b) National Funding Position – Minute 9

Miss Braithwaite asked if there was any more information about the future funding methodology for sixth form colleges. Mrs Blackburn replied that no announcement had been in the recent budget statement. Ms Vitti added that Ofsted were also putting pressure on the Government to increase the level of funding for schools and colleges.

6. HEALTH AND SAFETY ANNUAL REPORT 2017/2018

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 2017/2018 and the main points were as follows:

- a) The Ionising Radiation Regulations came into force on 1 January 2018 as an update to existing regulations. The college has submitted a new notification of work involving Ionising radiation to the Health and Safety Executive.
- b) In September 2018 the Health and Safety Executive issued a press release warning of potential asbestos content within ceramic heat proof gauzes supplied to school and colleges. As a result the college's existing stock of gauzes was assumed to potentially contain asbestos and disposed of. The replacement gauzes purchased have been tested and certified as not containing asbestos.
- c) During the October half term the kitchen services reviewed arrangements around allergens in light of the recent incidents reported on the national news regarding unlabelled allergens with supplied goods.
- d) Accidents reported for the period 1 September 2017 to 31 August 2018 were summarised by cause. The number of accidents was 10 which was one more than the same previous year. No incident had been reported under RIDDOR.
- e) Work related ill health – Governors noted that the main causes of absence was reported as Muscular -skeletal disorders. The number of days lost had increased from 150 in the previous year to 264 and covered 6 staff. 259 days (4 members of staff) were lost due to Muscular Skeletal Disorder with 1 member of staff being absent for 210 days due to Manual Handling. Two members of staff had been absent due to stress related illness for a total of 5 days compared to 61 days in the previous year.
- f) Four departments, Art and Design, Facilities, Kitchen and Science were classed as high risk. Whilst IT, Physical Education, Performing Arts and Pathways were classed as medium risk. All departments classed as high risk and medium risk have been audited in the last 12 months or were evaluated in October 2018.
- g) Benchmarking data had been provided that showed that the college was performing well in comparison to other colleges.

Governors noted there had been an incident on the Peru expedition where a member of staff had fallen from a horse. Mrs Blackburn advised Governors that as a result of the incident the college are again reviewing all trips to ensure that robust risk assessments are undertaken. Cllr McGee added that there was a need to plan before the visit to mitigate any potential risk. Mrs Taylor felt that educational visits were an important part of the curriculum.

Mr Horton asked if the college had any sickness insurance policy to cover staff absences. Mrs Blackburn replied that the college did not have any insurance cover. Absences are covered internally or supply cover is used.

RESOLVED: That the Health and Safety Report for 2017/2018 be received.

7. MANAGEMENT ACCOUNTS

Mrs Blackburn circulated the Management Accounts for October 2018.

A discussion took place on the October 2018 Management Accounts with particular reference to the following:

- a) The retained budget surplus had increased from £78,000 to £181,000 in the forecast column as detailed in the budget update.
- b) The income from the local authority for high needs students had increased from £197,000 to £301,000 and this was a prudent figure. This was because the overall number of high needs students had increased due to an additional group of 8 in Pathways. The Element 2s (£6,000) funded by the ESFA remains at 42 but actual student numbers are around 52 so Local Authorities have to fund from the first pound of any claim for a high needs student. Ms Braithwaite asked why the income was late in coming from the local authority. Mrs Blackburn replied that the local authority starts the funding process in May which is close to the budget period. They then have to review overall calls for funding before they can agree the levels of support. A further process in September confirms which provision the students are placed in to finally agree the payments.
- c) The number of students on roll on the census date for this academic year will be around 2236 which is an increase of 49 students which will mean an increased budget for 2019/2020.
- d) From September 2019 the employer's contribution to the Teachers Pension Scheme will increase by 7% to 23.6%. This additional cost should be funded until April 2020 but details of this support are still outstanding. The cost to the college will be around £250,000. It is hoped that the Comprehensive Spending Review will allocate funds to cover this increase.
- e) Cllr McGee advised Governors that there was some uncertainty about pay awards for teaching and support staff. One teaching union is asking for a 15% increase.
- f) The announcement of the additional lump sum in the Budget to cover "the little extras" would also be given to sixth form colleges. The amount should be received in January 2019 and may be used for IT equipment. Cllr McGee felt it was important to agree the broad area for the expenditure.
- g) The financial health of the college remains good.
- h) Mrs Blackburn advised Governors that there was an error on the Overview of results in the October 2018 Accounts. An amended version would be sent to Governors.

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

RESOLVED: That the Accounts for October 2018 be received.

Mr Pearson arrived at this point of the meeting.

8. BUDGET 2018/2019

Mrs Blackburn advised Governors that the changes to the budget had been covered whilst discussing the October 2018 Accounts. An updated report will be provided for the Governing Body meeting on 20 November 2018.

9. DRAFT STATUTORY ACCOUNTS 2017/2018

Mrs Blackburn introduced the draft Statutory Accounts for 2017/2018 that had been circulated previously to members. It was noted that the Audit Committee who have a corporate governance role in considering the draft Statutory Accounts had discussed this at its meeting on 5 November 2018.

A paper was circulated that covered the movement on the surplus post management accounts and the pension adjustment. In 2017/2018 the college had received a large credit from the Greater Manchester Pension Fund due to the increase in the discount rate that is applied to the scheme liabilities compared to the assets of the scheme and the actuarial gain in respect of pensions is included in the Statutory Accounts. Mrs Taylor asked in what areas does the fund invest in. Mrs Blackburn replied that the fund tries to maximise its returns for members and that it has the highest rating for ethical investments. Mr Horton added that brokers for the Church of England were reviewing their portfolios

A discussion took place on a number of points included in the draft Statutory Accounts for 2017/2018. In addition all members were asked to check the draft Statutory Accounts for any mistakes or typing errors and to advise Mrs Blackburn accordingly.

The accounts remain draft until they are approved by the Governing Body and signed by the Chairperson, Principal and the auditors.

RESOLVED: That the draft Statutory Accounts for 2017/2018, subject to any governor amendments be recommended to the Governing Body for approval.

10. ANY OTHER BUSINESS

i) Financial Regulations – The amended Financial Regulations had been circulated to all members prior to the meeting. Mrs Blackburn advised Governors that any changes to the Financial Regulations were highlighted in red.

RESOLVED: That the amended Financial Regulations be recommended to the Governing Body for approval.

11. DATE OF NEXT MEETING

12 February 2019 at 4.30pm.

Signed _____
Chairperson

Date _____