

AQUINAS COLLEGE
RESOURCES COMMITTEE

Date: 10 November 2015
Time: 4.30 pm
Venue: The College

GOVERNORS PRESENT

Miss M Braithwaite, Mr P Carter, Mrs H Dove, Mrs R Hewitt, Cllr T P McGee 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

1. APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Ms C Calverley.

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 9 June 2015 copies of which had been circulated previously, were agreed as a correct record.

4. MATTERS ARISING FROM THE MINUTES

Management Account – Minute 7 – Miss Braithwaite asked if monies received from the SFA and EFA for initiatives that had not taken place had been clawed back. Mrs Blackburn reported that the monies had not be clawed back and it had been agreed with the External Auditors that the monies would be released into the 2015/2016 accounts.

5. HEALTH AND SAFETY ANNUAL REPORT 2014/2015

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. Governors noted that on page three of the report it should read Key Aims 2015/2016. The report covered the academic year 2014/2015 and the main points were as follows:

a) Accidents reported for the period 1 September 2014 to 31 August 2015 were summarised by cause. The numbers had decreased from 14 in the previous year to 10. One incident was reported under RIDDOR involving a student sustaining broken ribs. The injury occurred during a performing arts rehearsal when a student performing a planned fall struck an upturned chair that had not been cleared from the performance area. Only one half day of

learning was lost

b) Work related ill health – Governors noted that the main cause of absence was reported as stress related. The number of days lost had reduced from 372 in the previous year to 25 and covered 5 staff. 20 days had been due to stress related illness compared to 330 in the previous year.

c) 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. Of the four departments classed as high risk, audits have been completed for three and an audit for the fourth is in progress. For Physical Education, Performing Arts and Pathways recommendations have been made to either improve or create new written risk assessments relating to some tasks. Despite the recommendations it was found that practical risk control measures were in place and adequate for all tasks.

d) Benchmarking data had been provided that showed that the college was performing well in comparison to other colleges.

RESOLVED: That the Health and Safety Report for 2014/2015 be received.

6. MANAGEMENT ACCOUNTS

A discussion took place on the Management Accounts for October 2015 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 accounts showed a trading surplus of £245,000 as a retained surplus and the monthly accounts for October show a surplus of £30,000. The trading surplus will be reduced once large items such as examination costs are included.
- b) Continuing Education – Income is up due a higher level of activity and the fact that the college has picked up a number of courses on behalf of the Local Authority which in turn has increased the Local Authority subsidy. The college is monitoring the recruitment of students against the Local Authority contract.
- c) High Needs Income – Cllr McGee asked if income for high level need students was forthcoming from the local authorities. Mrs Blackburn advised Governors that income from Stockport MBC and Cheshire East had been finalised. Discussions with Derbyshire LA are ongoing. The amounts due are as follows: Stockport LA – £162,000, Cheshire East LA - £5,000 and Derbyshire LA - £2,000.

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

RESOLVED: That the Accounts for October 2015 be received.

7. BUDGET UPDATE 2015/2016

Mrs Blackburn advised Governors there had been three changes i) the teaching staff budget was up £60,000 due to additional staff to cover curriculum pressures and to cover staff absences due to illness ii) the support staff budget was down £23,000 due to a reduction in learning support staff and iii) high needs income up £60,000. Miss Braithwaite asked if the college took out insurance to cover staff absences due to illness. Mrs Blackburn advised Governors that the college did not have insurance due to the fact that the cost would be prohibitive.

The budget would be reviewed in January 2016.

RESOLVED: That the budget position be noted.

8. DRAFT STATUTORY ACCOUNTS 2014/2015

Mrs Blackburn introduced the draft Statutory Accounts for 2014/2015 that had been circulated previously to members. The surplus was £479,000 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.

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.

A discussion took place on the uncertainty surrounding the Comprehensive Spending Review due out at the end of November 2015. The impact on the college may not be known until March 2016.

In addition Governors discussed the Area Review process that is currently being undertaken. Cllr McGee outlined the position in general terms in that the Review is looking at the curriculum offers and looking to avoid any wasteful duplication of courses. There are likely to be a range of outcomes including and some mergers. The process is already running behind schedule with the date for proposals put back to the new year.

RESOLVED: That the draft Statutory Accounts for 2014/2015, subject to any amendments be recommended to the Governing Body for approval.

9. FINANCIAL REGULATIONS

A copy of the revised Financial Regulation had been circulated prior to the meeting. Mrs Blackburn highlighted the proposed changes to the Financial Regulations and a number of amendments were identified.

Cllr McGee sought clarification on how the college credit card is used on trips abroad. Mrs Blackburn advised Governors that depending on the trip cash may be taken or the trip contingency would be put in the staff member's bank account with a full reconciliation to receipts on their return or the staff would use their own credit card in an emergency and reclaim the money on return to college.

RESOLVED: That the changes to the Financial Regulations, subject to any amendments be recommended to the Governing Body for approval.

10. STATEMENT OF RECOMMENDED PRACTICE (SORP)

Mrs Blackburn introduced a paper that had been circulated to Members prior to the meeting. The Statement of Recommended Practice (SORP) will be introduced for the financial year ending 31 July 2016. The paper contained two models which show the alternatives for the treatment of capital grants i) Performance Model and ii) Accruals Basis.

The aim of the paper is to give Governors a brief outline of the implications for the college using the accounts for the college for the year ending 31 July 2015.

It was agreed that there was a need to liaise with other colleges in the sector and that it was important to do what is best for the college whilst also being mindful of what the sector is doing.

RESOLVED: That the paper be received.

11. ANY OTHER BUSINESS

i) Health and Safety Policy

Mrs Blackburn asked for Governors to review the Health and Safety Policy. Cllr McGee undertook to review the Health and Safety Policy and to report back at the Governing Body meeting on 24 November 2015. In addition Ms Calverley (Health and Safety Governor) would also be asked to review the Health and Safety Policy.

12. DATE OF NEXT MEETING

26 January 2016 at 4.30pm.

Signed _____

Date _____