



SOUTHGATE COLLEGE GOVERNING CORPORATION

Finance and Staffing Committee

Minutes of the meeting of 1 March 2007

Attendance

Members

Mr R Lis Mr N Levey
Mr M Blagden

In attendance

Mr S Alam
Dr A Gainza
Mr J Spindler
Mr S Fuchs

1. Minutes of the meeting of 25 January 2007

The minutes were accepted as a true and accurate record of the meeting.

2. Matters arising

There were no matters arising.

3. Apologies for absence

Apologies were received from Mr A Nicholas and Mr P Camp.

4. Declaration of Governor Interest

No declarations were received.

5. Notification of any other business

None

6. Management Accounts for the period ending 31 January 2007

6.1 Southgate College Corporation

Governors received the management accounts for the period ending 31 January 2007 and noted:

- Income is £51K above budget for the month but £76K below budget for the year to date. This represents a significant improvement on the previous month (£127K below budget) and is mainly a profiling issue linked to income from Train to Gain, Work Based Learning and Learndirect.
- Income from Work Based Learning is likely to be £50K below the full year budget figure of £402K.
- Pay costs are within budget for both the month and the year to date.
- Non pay costs have improved significantly and are now within budget for both the month and the year to date.
- On the financial ratios the cash days in hand is at 4.8 against a target range of 5-30 and this current ratio is at 0.3 which is at the low end of the target range.

6.2 Nursery Accounts

Governors received the Nursery accounts for the period ending 31 January 2007 and noted a deficit for month of £2,183. This is due to higher agency costs to cover bereavement related staff absence and a vacancy in child places.

7. Verbal update on the progress of the College's Revised Property Strategy

Governors received a verbal update from Vice Principal John Spindler on the discussions with national LSC staff regarding the draft strategy. Governors noted that feasibility funding has been approved in principle but LSC have suggested an increase in funding from £125K to £133K to allow for additional advice with regard to town planning. Governors agreed to the increase in the funding bid.

A key element in the feasibility study will be 'options appraisal'. Important that academic staff are consulted when these options are being considered.

John reported that he was also to make contact with the Post Office to explore the possible availability of the Post Office site adjacent to the public library.

The likely timescale:

- Formal approval of feasibility study July 2007.
- Start of the design phase September 2007.

The phasing of the re-building will be critical for the College and may involve some temporary re-structuring of Farbey Hall to provide classrooms or temporary refectory etc. The first phase of building works will then provide classrooms to provide for the vacation of the main site. Some vocational activities may have to go off-site temporarily.

8. Report on Sickness Monitoring to 31 January 2007

Governors received the policy and procedures for recording and managing sickness absence and noted:

- That a new HR computer system has been in operation since September 2006.
- That November 2006 and January 2007 show the highest levels of sickness absence across the College at 8.7 days and 9.7 days respectively.
- That the projected average days per person lost in sickness for the year is 7.1 which is lower than that published by the CBI, CIPD and local government and lower than the FE colleges survey which is 9.66 days per person per year.

Governors determined that for future meetings they wish the sickness absence statistics to be analysed by teaching and non-teaching staff and by established and agency staff.

9. Review of the Committee's Terms of Reference

Governors received and reviewed the Terms of Reference for their Finance and Staffing Committee.

Governors agreed that the Terms of Reference gave a clear indication of the work of the Committee and agreed to recommend them to the Governing Body without change.

Governors further recommended that membership of the Finance and Staffing Committee should be 5 members including any co-opted members and that the quorum be 3 members including at least 2 Governors.

10. Report on the College's funding performance 2006/07

Governors received the regular update on current year enrolments and funding generated performance for 2006/07 and noted:

- That full-time 16-18 enrolments are 1% on target.
- That full-time adult enrolments are 13% ahead of target.
- That part-time 16-18 enrolments are 21% below target with 1 enrolment period still to go. It is unlikely that the shortfall will be made up.
- That part-time adult enrolment is 15% below target with 1 enrolment period still to go. Adult enrolment is likely to hit target by the end of the academic year.
- Overall funding is currently 1% ahead of whole year targets with 1 additional period of part-time enrolment yet to be added.
- That ALS is currently generating only £163K against a target of £615K but that the likely outturn will be approximately £800K.

The overall performance is likely to be significantly ahead of target by the end of the academic year.

11. Any other urgent business

Accident on 18 January 2007

Governors noted that the member of staff who had been injured when the tree fell on him during the storm is now out of hospital but remains in a serious condition and has to wear a brace supporting his fractured spine.

Noted also that the tree roots and the tree inspection report have been reviewed by the Insurance Claims Adjustor who noted the comment in the report that 'the tree was weak and should be monitored'.

He also noted that this may give rise to a liability and if so the College will be covered by insurance. There are to be further discussions between the College and the College Insurers.

12. Date of next meeting

Thursday 26 April 2007