



# ***SOUTHGATE COLLEGE GOVERNING CORPORATION***

## **Finance and Staffing Committee**

### **Minutes of the meeting of 25 January 2007**

#### **Attendance**

##### Members

Mr R Lis                      Mr P Camp  
Mr N Levey                  Mr M Blagden

##### In attendance

Mr S Alam  
Mr J Spindler  
Mr S Fuchs

#### **1. Minutes of the meeting of 14 December 2006**

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 Dr A Gainza.

#### **4. Declaration of Governor Interest**

No declarations were received.

#### **5. Notification of any other business**

Accident on College premises – 18 January 2007.

## **6. Management Accounts for the period ending 31 December 2006**

### **6.1 Southgate College Corporation**

Governors received the management accounts for the period ending 31 December 2006 and noted:

- Income is £127K below budget.
- Main concern are the income streams relating to full cost recovery courses, Train to Gain, ESF, Work Based Learning and Learndirect all significantly below budget. In particular Train to Gain as the budgeted income of £60K is less than half of that proposed by Directors.
- Pay costs are within budget, the overspend on part-time staff is to cover full-time teaching vacancies.
- Non pay costs are above budget for the year to date. These must be brought back within budget asap.
- All key ratios and the cash flow position have improved.

### **6.2 Nursery Accounts**

Governors received the Nursery accounts for the period ending 31 December 2006 and noted a surplus for month of £1,999 compared to year to date deficit of £260. The year to date surplus is now £5,529 against a budget deficit of £6,458.

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

Governors received an update on the College's revised property strategy and noted:

- that the meeting with the LSC's property advisor had been very positive and that the LSC are willing to support our capital project.
- That the College will incorporate expenditure on the property strategy with building strategy.
- That LSC will support 50% of the feasibility fee which is £125K in total.
- The accommodation will be completed in 3 stages with an estimated start date of April 2008 and completion by September 2010.
- That the overall cost of the accommodation strategy will be approximately £31M.
- That curriculum staff must be involved in discussion with the architects.
- That the majority of the College share of the cost of the feasibility study will be found from re-proportioning the Capital expenditure programme.

The College intends to submit its bid for feasibility funding within the next two weeks.

*The Finance and Staffing Committee approved the expenditure of £62.5K towards the feasibility study.*

## **8. Management of Change Policy**

Governors received information on the consultation with UCU on the Management of Change Policy. The Policy sets out the key principles for managing structural change promptly, effectively and fairly. Governors noted that there were three areas where College Management and UCU do not agree as follows:

### **1. Under Assimilation – percentage match of essential criteria**

UCU believe that the percentage match should be 60% and not 70% as stated in the Policy.

*Governors determined that the percentage match should be 70%.*

### **2. Under Redeployment, other re-deployment issues – outcome of a trial period**

UCU claim that a redeployment can only be deemed unsuccessful by an employee once the trial period has expired. Management take the view that the employer can also determine that the trial has been unsuccessful i.e. that the trial period applies to both employer and employee.

*Governors determined that the trial period would apply to both employer and employee.*

### **3. Under item 2.2 in the appendix – Statutory redundancy payments**

UCU have asked that all staff who are dismissed on redundancy grounds be paid a redundancy payment based on their actual salary and not the statutory minimum. Management recognise that the College may wish to do this however, the College's financial position may not always permit this and must be determined by the Governing Body at the time of the redundancy.

*Governors determined that they would decide the basis of redundancy payments as each occasion arose and in the light of the College's financial position at the time.*

*With the above changes Governors agreed to recommend the Policy to the Governing Body in March 2007.*

## **9. Update on the College's plan for student numbers for 2007/08**

The Principal update Governors on the College's bid to the LSC for funded student numbers for 2007/08. Governors noted:

- That full-time 16-18 numbers planed to increase from 1300 to 1375
- That part-time 16-18 numbers to remain at 350.
- That full-time adults to increase from 1070 to 1100.
- That part-time adults to remain at 3500.

The above planning figures are submitted to the LSC on the basis that the current year enrolments are considerably ahead of target.

Governors will receive regular reports on the progress of negotiations with the LSC.

#### **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% ahead of target.
- That full-time adult enrolments are 13% ahead of target.
- That part-time 16-18 enrolments are 25% below target with 2 enrolment periods still to go. It is unlikely that the shortfall will be made up.
- That part-time adult enrolments is 22% below target with 2 enrolment periods 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 2 additional periods of part-time enrolment yet to be added.

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

Principal reported that the recent storm had brought down a large tree on the Minchenden site and that a staff member had been seriously injured. Injuries were two spinal fractures and a possible depressed fracture of the face.

Vice Principal John Spindler assured Governors that all the trees on the estate had been examined during the regular annual tree inspection last August and that no dangers had been identified associated with the tree that had blown down. College insurers have been notified as have the Health and Safety Executive.

The member of staff concerned is making reasonable progress and members of staff and management are in regular contact.

#### **12. Date of next meeting**

1 March 2007