

LONGLEY PARK SIXTH FORM COLLEGE

**MINUTES of the meeting of the
RESOURCES COMMITTEE
held on 30 SEPTEMBER 2009 at 5.00pm
at the College, Horninglow Road, Sheffield**

Present: Kevin Clifford (Chair)
Omer Abdulqader
Doug Liversidge
Rob Ellis
Mo Nisbet (Principal)

In attendance: Janet Brown (Finance Manager)
Sharon Langridge (Clerk to the Corporation)
Trevor Wray (Deputy Principal)

Apologies for absence were received from Alan Law.

**Action
Who By**

1 ELECTION OF CHAIR AND VICE-CHAIR

Doug Liversidge nominated Kevin Clifford as Chair, Mo Nisbet seconded the nomination. Kevin was elected unanimously as Chair.

The Chair informed Members that Rob Ellis' tenure as a staff governor was coming to an end. He thanked Rob for his contribution to the work of the Committee and extended an open invitation to attend future meetings to advise Members in his role of Estates & Operations Manager. The Committee agreed to defer the appointment of a Vice-Chair until new Governor appointments had been made.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF THE MEETING HELD ON 1 JULY 2009

The Minutes of the meeting held on 1st July 2009 were approved as an accurate record and signed by the Chair.

4 MATTERS ARISING

Prodema BAQ Cladding (Minute 4(a))

See Confidential Minutes.

5 MANAGEMENT ACCOUNTS

The Finance Manager circulated copies of the Management Accounts for the period to 31st July 2009 and apologised for not being able to circulate them in advance of the meeting. She explained that there were two versions of the summary included in the accounts; one taking account of

the FRS17 adjustment and the other not. The impact of the actuarial valuation on the bottom line position was to move from a surplus of £7,000 to a deficit of £71,000. Members noted that the South Yorkshire Pensions Authority were planning to undertake a review of their scheme in the coming year, which might lead to a change in the level of employee contributions. They accepted that long range forecasting in relation to pensions could be flawed. The Deputy Principal explained that the late receipt of the actuarial valuation information created an issue for College's and some were intending to include an explanatory note in their annual financial statements reflecting that they had no control over the pension fund. The Committee supported this position and agreed that a note should be added to the College's financial statement to clarify the Corporation's position. They acknowledged that the FRS17 position could reflect on the College's financial health score under Framework for Excellence.

The Committee recognised that the College needed to prepare for a worsening financial situation over the year, taking into account incremental drift in salaries, pension cover and 2% efficiency gains. Members accepted that it was a question of where any further cuts could be made as there was very little left in non-pay expenditure.

The Deputy Principal drew Members' attention to the higher than predicted deficit on catering, which was disappointing at £28,000. He reported that potential savings of 6% had been identified by moving from consortia suppliers to local suppliers. The Finance Manager informed Members that the LSC was to raise the issue of higher costs with the purchasing consortia. Members were pleased to note that the quality of the service had improved.

The Committee **recommended** to the Governing Body that that Management Accounts for the period to 31st July 2009 be noted.

Govs Oct '09

6 **HOT WORK PERMIT SYSTEM**

The Committee considered the report setting out the Hot Work Permit System and noted that it had been reviewed and some aspects tightened up. They supported the proposal for breaches of the system to lead to contractors being removed from site.

The Committee **recommended** to the Governing Body that the amended Hot Work Permit System be approved.

Govs Oct '09

7 **TRAVEL AND SUBSISTENCE CLAIMS AND POLICY FOR DRIVING ON COLLEGE BUSINESS**

The Committee considered the revised Travel and Subsistence Claims and Policy for Driving on College Business. The Deputy Principal explained that the main change was an increase in the mileage rate to the maximum rate allowed by HM Revenue & Customs. Members noted that changes had been made to the checking procedure on drivers' documents and some Health & Safety elements. The Policy covered use of an individual's personal vehicle and authorised drivers of College transport.

The Committee **recommended** to the Governing Body that the Travel and Subsistence Claims and Policy for Driving on College Business be approved.

Govs **Oct '09**

8 **DISCRETINARY SUPPORT FUNDS**

The Deputy Principal presented the report. He explained that the term 'Discretionary Support Fund' had replaced 'Learner Support Fund'. Members noted that uptake of support funding had reduced as a result of EMA payments to students.

The Committee **recommended** to the Governing Body that the Discretionary Support Fund Policy for 2009-10 be approved.

Govs **Oct '09**

9 **DRAFT FINANCIAL REGULATIONS**

The Committee considered the draft financial regulations which were based on the Chartered Institute of Public Finance and Accountancy model for Higher and Further Education. Members noted that the regulations were much more comprehensive than those initially developed by the College. They agreed that the regulations should be adopted as a working document and that Members should be given a period of two weeks in which to comment on the detail.

The Committee **recommended** to the Governing Body that the draft Financial Regulations be adopted as a working document.

Govs **Oct '09**

10 **ANNUAL REVIEW OF EFFECTIVENESSB**

The Committee considered a list of questions presented by the Clerk. Members agreed that the terms of reference were appropriate and had been applied throughout the course of the year. They discussed whether the Committee's delegated financial authority should be specified as a range to clarify between authorisation and implementation. Members discussed value for money and agreed that this should be inherent across the organisation.

Members were happy that there was a comprehensive programme of business in place and agreed that there were sufficient meetings scheduled each year to accommodate the business cycle.

Members believed that there was a good breadth of expertise across the Committee's membership. The Corporation appeared satisfied with the work of the Committee and relied upon its judgement and advice. Members were happy with the present system of reporting and felt that the Committee was well chaired and clerked. Timeliness was considered to be good and there were normally good reasons for any papers which were not circulated in advance of meetings. They accepted that there had been staffing issues in the Finance Team during the year but recognised the genuine efforts made to provide Governors with the information they required.

Members considered whether there would be a benefit to moving to more frequent meetings to coincide with financial period ends. They decided that quarterly accounts were more indicative and that monthly management accounts lost their value if not produced soon after the period end. They accepted the LSC expectation for monthly information to be provided for Governors and agreed that to make this more worthwhile management accounts should be circulated to Governors once they had been considered by the College Management with a record of the Management team's discussion.

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DATE OF NEXT MEETING

Wednesday 25th November 2009 at 5.00pm.

The meeting ended at 6.50pm.

Signed: (Chair)

Date: