

**The Sixth Form College Farnborough
Policy and Resources Committee Meeting, 20 June 2011
Minutes**

The meeting opened at 5.08pm

Members Present: William Bagnall (Chair), James Bacon, Linda Montgomery, Gregory Trigg, Terri Willcocks,

In Attendance: Simon Jarvis, Catherine Cole, Gordon Dodds, Alison Venner (Clerk)

1. P 11/14 Apologies

Apologies were received from Peter Eyre. Andrew Needham and Russell Kelaart were absent from the meeting.

2. P 11/15 Declaration of Interests

None declared

3. P 11/16 Minutes of 7 March 2011

The minutes were agreed and signed by the Chair.

4. P 11/17 Matters Arising

(a) Working Group

Three meetings of the Working Party have taken place; a report will be presented at the Corporation meeting on 4 July 2011.

(b) 2010 teaching and support staff pay

A settlement with the unions had been reached prior to the Remuneration Committee meeting on 7 April 2011; the increase has been implemented for teaching and support staff.

(c) It was noted that the Review of the College Development Plan and Strategy, 11/01 was adopted at the Corporation meeting on 28 March 2011.

(d) Bridleway and Gated Crossing at Farnborough North railway station

Copy of correspondence issued with agenda.

It was noted that the delay in resolving the issues mean that safety issues are not being addressed. Gerald Howarth remains very supportive.

5. P 11/18 Chair's Business

Nothing to report

6. P 11/19 Instrument and Articles of Government (IAG)

Issued with agenda

The proposed changes to the IAG by the YPLA are minimal and changes to terminology. There will be no effect on the operation of the Corporation.

If Governors wish to comment on the proposed changes these are to be passed to Simon. Comments need to be received at the YPLA by 31 July 2011.

7. P 11/20 Funding for 2011-12

(a) 16-19 Learner Allocation Statement 2011-12

Issued with the agenda

The amount received was in line with expectations. The Transitional Protection Funding (TP) for 2011/12 amounts to £931,676; TP is expected until the year 2014/15, however there is currently no commitment to the level of TP. The funding methodology is under review and will change possibly as soon as 2013-14.

The withdrawal of proposals to further reduce College funding by imposing a more stringent cap at the 80th percentile results in an increase in funding by c£300,000.

The Additional Learner Support funding was not reduced as expected.

(b) Building Condition Improvement Fund

Issued with the agenda

This had been an unexpected payment of £736,012. All Governors had been notified of the allocation, who had confirmed their agreement to commit to the conditions. Estates Committee have discussed the proposed works in detail.

The payment has been timely, considering the budget cuts. One area of work will be a loft conversion, giving an additional 6 rooms in addition to the 3 rooms being freed up by changes to the tutorial programme. This will allow for the increase in student numbers, which could obviate the need for a revised timetable.

Gordon advised that the timescales are tight; the deadline for completion of works is 31 March 2012 although he feels that this may be extended.

Linda commended the Principalship team on their approach to use the funds, and getting the works started in order to maximise the allocation.

(c) Devolved Capital Allocation

Issued with agenda

An amount of £77,238 has been allocated to the College. The YPLA does not need to be notified on how it will be used.

Although the allocation is for the academic year 2011/12, it was paid in May 2011. Gordon advised that the cashflow forecasts have been adjusted to reflect the payment being received in 2010/11; he will take advice from the auditors as to whether it should be in the 2011/12 budget.

8. P 11/21 Draft Budget 2011/12

Issued with the agenda

Gordon explained the draft budget to the Committee:

Income	£16,860,000
Expenditure	£16,066,000
Surplus	£ 794,000

- The above figures include the TP of £931,000
- Funding is lagged – therefore based on the number of students in 2010/11.
- The Principalship has reviewed the budget to ensure that costs are reduced over the coming years, in order for the College to be able to manage within the allocated budget when the TP is withdrawn.
- The increase in student numbers will help to offset the removal of the TP.
- Gift Aid is to be re-launched in the hope of generating more funds, if this does not bring in the expected funds, the College may need to reconsider the approach to charging students for some aspects of provision.
- An increase in lettings and change to Chartwells will generate £45,000.
- Staff costs are the main expenditure, and will increase next year due to incremental drift. The College is planning cost-savings over a three year period. Changing some Support staff contracts to term-time will save £40,000
- Work on premises will be cut back, with a focus on energy conservation.
- Support services are external costs such as legal advice, accountants, insurance, and travel.
- Overall an increase in spending for 2011/12 of 0.8% with a surplus of approximately the same as 2010/11.

Gordon then explained how some of the cost savings will take place:

- Student experience will not be affected, as this would impact on the reputation of the College.
- Marketing will be reduced.
- Requests for additional teaching resources will be monitored and evaluated, only being replaced or purchased if essential.
- Computers will not be replaced so readily and not updated as soon as new operating versions are released.
- Music costs will be reduced
- The Principalship will not go away for spring planning.
- 4 members of staff have accepted voluntary severance, and others have taken new jobs elsewhere. Some of these will not be replaced.
- Timetabling will be more effective to maximise staff hours; we are looking at redeployment options.
- The newsletter is now e-mailed rather than posted, saving c£1,200 per mailshot.

The current budget indicates that compulsory redundancies can be avoided, and that the savings made in 2011/12 will put the College in a better financial position for subsequent years.

DECISION

The Committee recommends that the Corporation approves the draft 2011/12 budget.

It was suggested that the budget presented to the Corporation has more detail relating to staff costs. **Action: Simon Jarvis/ Gordon Dodds**

9. P 11/22 Finance Issues

(a) Strategic Cashflow 2011 to 2015

Issued with agenda

This had been covered under item 8.

It was noted that the College is in a stronger financial position than two months ago. The Principalship was thanked for their work on the budget.

DECISION

The Committee recommends that the Corporation approves the Strategic Cashflow 2011 to 2015.

(b) Finance and Management Reports

Issued with the agenda

The May report was reviewed.

This had been covered under item 8. The BCIF monies were due on 31 May 2011, it is yet to be confirmed if this has been received.

The short term overdraft may not be needed. This will remain under review and the Committee will be kept up to date on whether it is needed or not.

DECISION

The Committee approved the May Finance and Management report under delegated authority.

(c) YPLA Financial Returns 2009/10

Issued with agenda

It was noted that the YPLA agreed with the College self-assessment of "Good". This was not graded as 'outstanding' due to the College use of overdraft facilities. The YPLA are to review the requirements for Financial Arrangements in Sixth Form Colleges.

10. P 11/23 Strategic Action Plan 2010 to 2013

Issued with the agenda

This is a "Live Document", being updated continually as work progresses. This will mean that as key objectives are completed they will "Roll off" the plan and new ones added as identified.

It was identified that Governors need to know these areas in order to follow them through.

- The five strategies remain unchanged.

- Key Objectives have not changed,
- Actions are updated as and when required.

A discussion took place on where in the plan Equality and Diversity in relationship to training staff involved in the recruitment process should be. This will be looked at during the next Principalship review to ensure it was on the original plan, or to add to the current plan. **Action: Simon Jarvis**

DECISION

The Committee recommends the Strategic Action Plan 2010 to 2013 to the Corporation, as a live document.

11. P 11/24 Risk Management – Annual review of strategic risks

Issued with the agenda

The Risk Register was reviewed with the following highlighted:

- concerns over inadequate revenue remain the highest risk;
- uncertainty of how many students offered a place will enrol. Not known until September;
- impact of changes to local post-16 facilities such as mergers, new sixth form provision, academies. Where new provisions are set up this could impact on the College achieving the increased student numbers required;
- BCIF risks still to be analysed;
- stress in colleagues has increased for the first time. Uncertainties about job security both in and out of the College contribute to this.

DECISION

The Committee recommends that the Corporation approves the Risk Register.

12. P 11/25 Admissions 2011

Issued with the agenda

(a) Estimated 2011 student admissions

There were no appeals - compared to 50 last year. The process has gone well and around 2100 students have been offered places.

(b) Admissions Policy 2012-13

Issued with agenda

Catherine highlighted two areas which Governors may wish to consider changing in the policy:

(i) Siblings not being in the "Likely to be offered an interview" category.

21 out of 260 siblings were not offered an interview. Although the process had been followed correctly, had they secured a place the College could have accommodated them.

A discussion took place as to whether this category should exist at all; even though there were benefits to the College and the families, it would be inappropriate if the policy was held to be discriminatory against families with single children. It was agreed Catherine would report back having taken further advice.

Action: Catherine Cole

(ii) Removing the "5 year rule" for siblings as this does not add any value to the policy, and there could be many reasons why there is a longer gap than 5 years between children.

It was agreed that this should be removed.

DECISION

The Committee recommends that the Corporation approves the Admission Policy 2012/13 subject to further advice on (i) and (ii) being removed.

(c) College Charter

Issued with agenda

This is mainly unchanged from last year.

The Equality Act 2010 has been included. The new bursary scheme, replacing the EMA, is referred to – but at the time of writing details had not been confirmed. When the scheme has been agreed by the College, supplements will be issued.

DECISION

The Committee recommends that the Corporation approves the College Charter, subject to the updated information on financial assistance.

13. P 11/26 Bursary Scheme 2011/12

Issued with the agenda and two documents (received 17/06/11) tabled.

Funding of £83,030 has been allocated to the College – this had only been confirmed on 17 June 2011, along with guidance on how to distribute it.

5% of the allocation will be retained for admin costs.

It is not known how the allocation has been calculated, as future needs of students are unknown.

If the College had a large number of vulnerable students, an application could be made to the YPLA for an increase in amounts allocated.

Some funds are available in the budget under "Student Welfare", which could be used as a top up if needed for the first year of the bursary scheme.

The removal of the EMA and of £23k funding for transport from the LEA will mean it will be impossible for the same financial support to be given to students as previously. This in turn could affect the student enrolment numbers, as this cut was not known when places were offered.

A policy needs to be written and in place for September 2011. Meetings will take place with other colleges to work together on producing a policy. The policy will be provided for Governors to review at the next meeting.

Action: Agenda

Simon expressed his concern about the lack of time given to colleges to produce a policy on allocating the funds. Feedback will be given at a later date on the effects of such short notice to colleges; Simon is attending a meeting with the Chief Executive of the YPLA on 6 July.

14. P 11/27 Any Other Business

The College will be open to students on 30 June – the day of Industrial Action. It is not known how many members of staff will not be in College, either due to industrial action or childcare duties resulting from school closures.

Due to this the timetable will be suspended for the day.

Students will be able to see staff who are in and use College facilities including catering.

Any future strike days will be assessed on an individual basis.

Date of next meeting: TBC

Meeting closed at 7.55 pm

Decisions

P 11/21 Draft Budget 2011/12

The Committee recommends that the Corporation approves the draft 2011/12 budget, subject to any substantial staff costs which may come to light.

P 11/22 Finance Issues

(a) Strategic Cashflow 2011 to 2015

The Committee recommends that the Corporation approves the Strategic Cashflow 2011 to 2015.

(b) Finance and Management Reports

The Committee approved the May Finance and Management report under delegated authority.

P 11/23 Strategic Action Plan 2010 to 2013

The Committee recommends the Strategic Action Plan 2010 to 2013 to the Corporation, as a live document.

P 11/24 Risk Management – Annual review of strategic risks

The Committee recommends that the Corporation approves the Risk Register.

P 11/25 Admissions 2011

To remove the 5 year rule from the policy

P 11/25 Admissions 2011	
(b) Admissions Policy 2012-13	
The Committee recommends that the Corporation approves the Admission Policy 2012/13 subject to further advice on (i) and (ii) being removed.	

P 11/25 Admissions 2011	
(c) College Charter	
The Committee recommends that the Corporation approves the College Charter, subject to the updated information on financial assistance.	

Actions

P 11/21 Draft Budget 2011/12	
The budget which is presented to the Corporation should have more detail relating to staff costs.	Simon Jarvis Gordon Dodds

P 11/23 Strategic Action Plan 2010 to 2013	
To ensure that Equality and Diversity in relationship to training staff involved in the recruitment process has been on a previous plan, or added to the current plan.	Simon Jarvis

P 11/25 Admissions 2011	
To seek advice on whether it is discriminatory to include siblings in the admissions policy.	Catherine Cole

P 11/26 Bursary Scheme 2011/12	
To review the policy for the Bursary Scheme at the next meeting	Agenda