

Bilborough College

Minutes of the EP&F Committee Meeting Held on Monday 21st September 2009 at 5.30pm

Present: Mr A Hogg – Chair
Mr C Bradford – Principal
Prof D Birch - Item 10 onwards
Ms E Sfar-Gandoura
Mrs H Gould (Non-Governor Member) – Item 13 onwards

In Attendance: Mrs S Bolton – Clerk to the Corporation
Mrs D Mountford - Vice Principal (Quality & Curriculum)
Mr T Wales – Director of Finance
Ms L Lewis – Nominated Support Staff Governor

Minute No		Action
	BUSINESS ITEMS	
1.	<p>Welcome</p> <p>The Chair welcomed all those present at the meeting, especially Lisa Lewis who was observing the meeting. Members noted Ms Lewis had been nominated as Support Staff Governor and was awaiting appointment by the Corporation at its meeting in October.</p>	
2.	<p>Apologies for Absence</p> <p>There were no apologies received although the Clerk reminded members that Ms Gould would be arriving late.</p>	
3.	<p>Declarations of Interest</p> <p>There were no declarations of interest made, although it was noted that two members of staff were present for the meeting in which reports had been submitted on Pay Negotiations and Structure Review.</p>	
4.	<p>Minutes of the previous meeting held on 29th June 2009</p> <p>The minutes of the meeting held on Monday 29th June 2009 were reviewed for accuracy and content, and following agreement by those present the Chair signed them as a true record of the meeting.</p>	
5.	<p>Matters arising</p> <p>Meltwater – The Principal confirmed that he had been in touch with this Company to obtain a quote on the service that was currently being provided for free. Members noted that a response had not been received and the Principal would report back at the next meeting.</p> <p>SPH Vacancy – The Principal confirmed that a formal process of recruitment had been undertaken for the post of Director of Finance and that Mr Ted Wales had been appointed to this position with effect from 1st September 2009.</p>	Principal

	<p>Management Accounts – The Director of Finance reported that two pages of Appendix E had been removed although one page remained which showed key ratios graphically. Members agreed that this page should continue to be included.</p> <p>Swine Flu – The Principal confirmed that this had not been prevalent in the college and that there had only been a couple of staff who had been absent.</p> <p>Banking Review – The Director of Finance confirmed that following the last meeting he had placed on deposit £500k, which had gained the college £479 in interest.</p> <p>It was confirmed that any other action points from the previous minutes were agenda items for discussion later in the meeting.</p>	
	PERSONNEL	
6.	<p>Pay Negotiations Update for 2009/10</p> <p>The Principal confirmed that because of on-going negotiation meetings, there had been no further news on agreements for both Teaching and Support Staff. He confirmed that the position still stood as laid out in his report, and that a provision of 2.3% for staff salaries had been made in the budget approved at the last meeting.</p> <p>The report was accepted.</p>	
7.	<p>Policy Review</p> <p>The Members were advised that a register of policies had been drawn up and were under review by the Senior Management Team. This review would schedule all policies for review in priority order and include Equality & Diversity impact assessments for each. The Principal advised that a report would be given to the next meeting.</p> <p>The members thanked the Principal and accepted the report.</p>	Principal
8.	<p>New Timetable Update</p> <p>The meeting noted that it was the first day that both Year 12 and Year 13 students had been in the college under the new timetable. The Principal confirmed that the timetable had been heavily consulted upon, with the Chair of EP&F attending a joint meeting with the unions back in July. He confirmed that feedback would be received by staff and students before the end of the half term, when a more confirmed impression could be ascertained.</p> <p>The report was accepted.</p>	
9.	<p>Terms Dates 2010/2011</p> <p>The Committee noted the proposed term dates for the next academic year which, as in previous years, followed those of Nottinghamshire County Council. Members agreed to recommend to Corporation the</p>	

	acceptance of these proposed term dates.	
STRATEGIC ITEMS		
10.	<p>Estates Strategy</p> <p>[Di Birch joined the meeting]</p> <p>The Principal gave a verbal update on the situation regarding the estates strategy. He reminded members of the temporary classrooms which had 2 years planning permission left to run and the aspiration for the 4th block. Following the problems that the LSC has encountered with capital support, he confirmed that he would write to Ian Curryer regarding assurance from the local authority, for which funding would pass in April next year. The Principal anticipated that a further report would be given at the next meeting.</p>	Principal
11.	<p>Strategic Objectives Review</p> <p><u>Final Review 08/09</u></p> <p>The Principal confirmed that this was the last review of the objectives for the year 08/09 before the new plan was submitted to Corporation in October. The members reviewed the objectives and confirmed that they were happy with the achievements that had been obtained throughout the year on these.</p> <p><u>Proposal 09/12</u></p> <p>The Principal introduced the draft Strategic Plan which EP&F Committee were the first Committee to see. Members congratulated the Principal on the more streamlined plan and discussed the priorities, aims and performance indicators. Members commented in particular on staff PI's, financial PI's and also on the curriculum PI's, which they noted that Standards Committee would also comment upon.</p> <p>The draft plan was accepted with the comments made by members and who looked forward to seeing a final plan at the Corporation meeting in October.</p>	
12.	<p>Structure Review Update</p> <p>The Principal reminded members of the rationale behind the review of the organisational structure and the members noted the timetable which would take place in two phases. The Principal confirmed that with any review of this type, feelings of anxiety had been raised which the Principal hoped would be helped by the open and consultative way the review would be carried out. Members supported the Principal and the aims of the review and hoped that it could be carried out sensitively to alleviate any anxiety.</p> <p>The members accepted the report and looked forward to an update at the next meeting.</p>	Principal
FINANCIAL ISSUES		
13.	Management Accounts to 31 July 2009	

	<p>[Heather Gould joined the meeting]</p> <p>The meeting noted that the Management Accounts reflected the position as at the end of the financial year and with a net surplus of £190k was better than budget and that predicted at the mid year. The Director of Finance confirmed that there had been no claw back of funds from the LSC in year; savings had been achieved in staff costs, consultancy fees although any surplus had tried to be spent in year.</p> <p>In respect of the expenses, members noted that park and ride expenditure related to the buses used on open evenings and the Chair asked for a breakdown of other expenditure of £32k under general admin overheads.</p> <p>The Head of Finance tabled a paper which showed cashflows for the year, which indicated the servicing of loans and assets purchased.</p> <p>The members agreed to accept the management accounts to 31st July 2009.</p>	Dir. of Finance
14.	<p>Capital Expenditure 2009/10</p> <p>The Director of Finance reported to the meeting on the capital budget spends for the year. Members noted that this was set at £165k and to date just over £100k had been spent. The spend related to IT, equipment, fixture and fittings and new boilers.</p> <p>The report was accepted.</p>	
	RESOURCE ISSUES	
15.	<p>Enrolment against target 2009/10</p> <p>The Principal updated the members on the student recruitment which currently stood at 1864, which even with student drop-outs, would leave the numbers comfortably between the 1802 funded figures and the 1850 target. The Vice Principal confirmed that there were 25 IB students included in this figure, together with 24 from Bulwell Academy and NUSA and 71 International Students. Ms Lewis in her capacity of International Student Manager commented to members of the origins of the international students.</p> <p>The report was accepted.</p>	
16.	<p>Review of Insurance Protection 2009/10</p> <p>The Director of Finance gave an update for the year on the insurance protection noting that premiums had risen due to increased cover rather than increased rates. The Director of Finance confirmed that this year would see the end of the three year term and that at the next meeting he would give a report on the option of undertaking a tendering exercise or to roll-on with the current rates for a further two year period.</p> <p>The report was accepted.</p>	

RISK MANAGEMENT		
17.	Risk Management and Risk Register The meeting reviewed the risk register and the Principal confirmed that the register was linked to the current strategic plan, therefore would change when the new plan was approved by Corporation in October. The meeting confirmed their acceptance of the register.	
HEALTH AND SAFETY		
18.	Annual Health & Safety Report The Principal tabled the Health & Safety Report which had only been received that day. The meeting noted that it had been prepared by the college's external consultants on health and safety, Steve Bingley of the Nottinghamshire County Council. The members took time to read the report and the proposals and agreed to accept the report.	
MARKETING & PR		
19.	Marketing/PR Update The Principal reported to the meeting on the recent press coverage in the Nottingham Evening Post and confirmed that he would be meeting the correspondent again to keep up the coverage and public awareness. The report was accepted.	
COMMITTEE MANAGEMENT		
20.	Self-review of meeting Members agreed that it had been a well presented meeting with information and clarity to make informed decision and recommendations to Corporation.	
21.	Date of the next meeting The date of the next EP&F Committee Meeting was confirmed as Monday 23RD November 2009 at 5.30 pm.	
22.	Confidentiality of Business It was confirmed that there were no confidential items.	

The meeting closed at 7.00p.m.

Chair