

BARTON PEVERIL COLLEGE
Finance and Employment Committee
Minutes of Meeting held on
Monday, 9 May 2011 at 5.30 pm

Present:

Mr S Gardiner (Chair)
Mrs S Anderson
Mrs K Everett
Cllr K House
Mr J Prest
Mr D Quinney

In attendance:

Mr N Groves (Vice Principal)
Mr G Miles (Director of Finance)
Mrs C Spires (Human Resources Manager)
Mrs J Miles (Acting Clerk and PA to the VP)

Apologies:

Prof R Brown
Miss S Campbell

Absent:

None

		Action
44	Declaration of Interests No member of the Committee had anything to declare relating to the items on the agenda.	
45	Presentation on the Staff Satisfaction Survey	
45.1	The Vice Principal (VP) advised members of the main findings of the recent Staff Satisfaction Survey using a Powerpoint presentation. He highlighted the following as matters of particular interest: <ul style="list-style-type: none">▪ the analysis of respondents▪ an overview of staff morale▪ responses in graphical form covering:<ul style="list-style-type: none">– the College culture and values– leadership and change management– internal communication– induction and staff development– appraisal and individual performance review– customer care and responsiveness▪ conclusions	
45.2	Members asked questions on: <ul style="list-style-type: none">▪ comparators both with the previous College survey and other institutions▪ the cycle of reviews the College undertakes▪ the way forward	

- 45.3** The following points were noted:
- the very high response rate
 - the way the Senior Leadership Team (SLT) was planning to address issues raised
 - the fact that the survey took place when the College was in the midst of the Consultation period, when pension problems were hitting the headlines and when the country was in a financially critical period
 - the unions encouraged staff to complete the survey
 - another survey in 2-3 years' time would provide useful comparison data

Agreed Action

The presentation slides would be e-mailed to all Governors for information

**Acting
Clerk**

- 45.4** The VP was thanked for his presentation.

46 Equality and Diversity Issues arising from the agenda

The Chair reminded members to consider Equality and Diversity issues when considering items on the meeting's agenda.

47 Minutes

- 47.1** **The Minutes of both the main meeting and the confidential section of the meeting held on Monday, 7 March 2011**, were approved and duly signed by the Chair.

- 47.2** All matters arising from the minutes had been actioned.

48 Monthly Finance Monitoring Report – CONFIDENTIAL PAPER

- 48.1** The Director of Finance (DF) presented his Paper which showed finances were currently in a very good state. The following points were highlighted:
- the Young people's Learning Agency(YPLA) had transferred £1,000,000 of the College's Recurrent grant earlier than had been expected
 - the College had been successful in obtaining a £1,200,000 grant towards the cost of the cladding of the Mountbatten Building, receipt of which would start at the end of May
 - discussion was underway with the Heads of Faculties as to whether they could bring forward any expenditure from the next year
 - Cash Days in Hand were healthy
 - It was hoped to capitalise some of the work to be carried out on the Learning Resources Centre

- 48.2** Questions were asked about:
- the revaluation reserve
 - the predicted Surplus figure

- 48.3** Members noted the content of the Report.

49 Annual Review of Fees

The DF presented his Paper, pointing out the marked change in Adult Education fees which he confirmed were competitive.

Agreed Action

Members unanimously APPROVED the revised Fees for 2011-2012

50 Annual Review of Financial Regulations (Allowances)

The DF advised members that the proposed Allowances were within the rates recommended by Her Majesty's Revenue and Customs.

Agreed Action

Members unanimously APPROVED the revised Financial Regulation Allowances

51 Budget Preparation: Headlines for 2011-2012 – CONFIDENTIAL PAPER

51.1 The DF stated that it was 'early days' in the Budget preparation but that his Paper gave an idea of the early indicators likely to be seen in the final Paper at the next Committee meeting. This would hopefully align with the new set of Financial Performance Indicators set by the Committee in March 2011. The Forecast would also be presented at the next meeting.

51.2 Members were informed that the College is looking into photo-voltaics which could generate electricity, reducing consumption from the National grid and at the same time provide an income from the sale of electricity back to the Electricity Board.

51.3 Cllr House said that Eastleigh Borough Council had quite an expertise in this field and recommended a large number of small projects to increase the tariff.

52 Capital Funding and the Accommodation Strategy – CONFIDENTIAL PAPER

52.1 The VP confirmed that:

- there was not an excessive amount of money being spent on planning for a new wing
- options were being kept open so that future projects could be started as and when funding became available
- applications would be made for any future grants that might become available
- the Bank was happy to proceed with the loan
- the YPLA had approved the loan
- refurbishment was being planned in advance
- financial management planning was in place to ensure that the money was not held in reserves for too long

52.2 Members were content that the College was drawing down the loan for future use to advance the Property Strategy beyond the YPLA grant.

53 Committee Business

There was no Committee business to discuss.

54 Standing Items**Contracts**

The VP stated that after considerable discussion the SLT had decided to bring the Catering provision in-house, subject to TUPE arrangements being satisfactory. The

management fee for the current contract was £30,000 and the Catering Manager was very positive about staying at the College and enthusiastic about the plan. It was hoped to collaborate with Peter Symonds College in terms of joint procurement and for the Peter Symonds Catering Manager act as a mentor for Barton Peveril's Catering Manager.

55 Information Exchange

The Chair stated that he and Mr Quinney had been invited in to College the previous week to attend Engineering Scheme presentations from two teams of students and to offer constructive criticism. The Chair was pleased to announce that both teams did particularly well, both being classified as 'Outstanding' and one receiving a special award for the best team.

56 *Date and time of next meeting: Monday, 20 June 2011 at 5.30 pm in the Conference Room*

The attendees left the meeting at 6.39 pm.

57 Confidential Items

57.1 HoSP Remuneration

The Chair confirmed that SFCF salary data was being reviewed and would form the basis of a Paper to be circulated to members before half term, for discussion at the June meeting of this Committee and for decision. The HR Manager would be assisting with this process.

At that meeting a Paper to be issued by the Chair of Corporation would also be discussed regarding the appointment of a Clerk, for recommendation to Corporation.

The meeting closed at 6.50 pm.

**Acting
Clerk**