

**BARTON PEVERIL SIXTH FORM COLLEGE**  
**Finance and Employment Committee**  
Minutes of the meeting held on  
Monday, 5 March 2018 at 5.30 pm

**Present:**

Mrs K Everett (Chair)  
Mr G Ashton  
Mr D Blenkarn  
Cllr K House  
Miss S Peacock  
Mr J Prest  
Mr D Spalinger

to 7.42 pm

**In attendance:**

Mr P Boote  
Mr A Jackman  
Mr M Chart (Assistant Principal (Finance and Resources))  
Mr G Miles (Director of Finance)  
Mrs J Miles (Clerk)  
Miss C Struggles

from 6.34 pm

to 5.59 pm

**Apologies:**

None

**Absent:**

None

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	<b>Action</b>
<p><b>406 Preliminaries</b></p> <p>The Chair welcomed Miss Peacock to her first meeting and Mr Jackman who was observing and stated that Mr Boote would join the meeting as soon as possible in order to contribute to the agenda item on the Science Centre Extension proposal in his capacity as Building Support Governor. The order of discussion of agenda items would be re-arranged as appropriate.</p>	
<p><b>407 Declaration of Interests</b></p> <p>No member of the Committee had anything to declare relating to the items on the agenda.</p>	
<p><b>408 Equality and Diversity Issues arising from the agenda</b></p> <p>The Chair reminded members to consider Equality and Diversity issues when considering items on the meeting's agenda.</p>	

**409 Training session on Gender Pay Gap Reporting**

**409.1** Miss Struggles, the Human Resources Manager, used a PowerPoint Presentation to illustrate the new legislation and requirements on organisations with 250 or more employees to reporting annually on their gender pay gap. The following points were highlighted:

- the report was not looking at equal pay
- the figures must be calculated using a specific date (31 March) and published within a year of the snapshot date
- the distinction between full-pay relevant employees and relevant employees
- publication of the data on both the Government and the College website
- the process
- where bonuses were included they would be calculated pro-rata
- overtime not included
- an average hourly pay rate would be calculated
- the mean and median difference between male and female pay for all staff must be reported
- the calculations for Barton Peveril

**409.2** A discussion followed on the Barton Peveril figures and the mix within categories which could skew the numbers and the fact that nationally many women were in lower paid jobs than men. It was agreed that a narrative giving the context was needed. The figures raised interesting questions such as were more men employed in senior posts or were men being paid more money.

**409.3** A high proportion of females were in the lower quartile (many choose to do term-time work only) and the opposite for men.

**409.4** Miss Struggles was thanked for her presentation and she left the meeting at this point.

**410 Minutes**

**410.1** **The Minutes of the meeting held on Tuesday, 7 November 2017** were confirmed as a true record and were duly signed by the Chair.

**410.2** All Matters arising from the minutes had been actioned, were ongoing or were on the agenda for the meeting, other than:

379.2 Speaking with Mr Ashton regarding potential investment modelling  
*NB It was agreed that this action was no longer relevant.*

**410.3** The updated Action Points sheet would be kept with the Committee papers.

**411 Monthly Finance Monitoring Report: Half-yearly Accounts for Corporation – CONFIDENTIAL PAPER**

**411.1** The Director of Finance (DF) presented the half-yearly accounts. Questions were asked about:

- the reduction in cash flow (due to paying off creditors)
- the negative picture painted by the trend analysis graphs over the last two years (a lot of money had been spent on the new Student Social Centre and all Indicators were still within the ranges)
- the growth in spending as a result of recruiting more students but income would not be increased until the following year (lagged funding)
- extra staffing costs as a result of increased numbers of students

- an issue with the Excel cell sizes on page 8 would be resolved for the next report

DF

**411.2** It was also noted that there had been a change in the way transport was provided which would result in less income as students were paying the bus companies directly rather than paying the College and then the College transferring money to the bus companies. This reduction in income would be offset by a comparable reduction in expenditure.

**411.3** Members noted the content of the report, which would be provided for all Governors at the next Corporation meeting for information.

## **412 Indicative Funding 2018-2019**

**412.1** The Assistant Principal (Finance and Resources) (APFR) stated that the funding information had been received the previous week and that the number of students funded for the following year would be 3419 (286 more students than the current year).

**412.2** This would amount to £1.1 million extra income for the following year including programme cost weighting and disadvantaged student funding (£70,000 more than was predicted in the forecasts).

## **413 Annual Review of Finance Indicators and information to Governors**

**413.1** No changes to the Finance Indicators were being proposed.

**413.2** The APFR was asked why Pay was recorded as a percentage of the Recurrent Grant as it was a 'moveable feast'. It was explained that external agencies such as the Association of Colleges do use this information.

### **Agreed Action**

**Members unanimously agreed to keep the range of Finance Indicators at the current level for 2018-2019**

## **414 Lloyds Loan – CONFIDENTIAL PAPER**

The APFR reminded members that the College had consolidated all the loans with Lloyds Bank in 2014 in a five-year arrangement. The bank had offered the College the same terms for the next five year period of loan repayment (for a one-off arrangement fee of £15,000) and this would remove the need to consider making early repayments as had been considered by this Committee. The terms indicate the high confidence the bank has in the College.

### **Agreed Action**

**Members unanimously agreed to recommend the new loan terms and costs to Corporation for approval**

Clerk

## **415 Annual Review of Fees**

**415.1** The DF presented his paper, reminding members that Lettings had been reviewed in the last academic year. The amount for Transport was the amount that parents would be charged and was agreed with the bus companies.

**415.2** The trend of Lettings continuing to rise was discussed and the APFR stated that the College did undertake market research on the matter.

**Agreed Action**

**An inflation factor would be applied to hire charges**

DF

**415.3** Mr Boote arrived at this point.

**416 Property Strategy 2018-2021 – CONFIDENTIAL PAPER**

**416.1** The APFR presented the recommendations for the Property Strategy for the next three years. The Senior Leadership Team had considered the proposals in conjunction with the drafting of the Strategic Plan 2018-2021.

**416.2** Previously the Property Strategy had focussed on the condition of the buildings and had worked to achieve good quality buildings on the campus. With increasing numbers of students curriculum needs must be considered alongside the state of the buildings, so the new strategy focussed on accommodation that satisfied the College growth and curriculum needs.

**416.3** The Committee had received the enrolment report at the previous meeting and always received a financial report at each meeting. It was proposed that the main item in the Property Strategy should be the extension to the Science Building as well as cladding projects. Other small works could be dealt with in-house. It was hoped to employ an architect to see how and where an additional 15-20 classrooms could be created. It was noted that the sports pitches were expensive to maintain but alternative all-weather pitches were very expensive and over 10 years with maintenance costs would not be cost-effective.

**416.4** Mr Boote stated that his company was doing a lot of work with Higher Education institutions and he has seen the improvement to the student experience. He would be able to give a certain number of days, through his company, to provide a free consultancy service.

**416.5** Members discussed the proposals in the light of potential higher student numbers.

**Agreed Action**

**Members unanimously agreed to recommend the Property Strategy (which would be appended to the Strategic Plan) to Corporation for approval**

APFR

**417 Science Centre Extension Proposal – CONFIDENTIAL PAPER**

**417.1** The APFR presented his paper which had been written after careful consideration of potential future student numbers and the need for more space. It was suggested that if the building went ahead the College would still make a surplus up to 2023. It was suggested that preparations were made in two phases with plans and tendering in place before a final decision was made in September 2018 after the College enrolment period.

**417.2** Members discussed:

- lessons learned from the refurbishment of the Student Social Area
- cost control
- getting caught up in the emotional investment
- the risk appetite
- whether it was better to complete the project in one phase
- whether investing in science facilities would provide enough flexibility

- the fees looked high initially so the Quantity Surveyor would play an important role
- the adequacy of the current M & E plant
- the benefits of installing fire-retardant lifts

417.3 Reporting on progress would be via this committee.

**Agreed Actions**

- **A check would be made as to whether the M&E plant was downgraded when the second part of the Science Block was not built and would need to be extended**
- **Members unanimously agreed to recommend the proposals for extending the Science Centre in one phase of work, with Mr Boote as the Governor representing the Corporation and taking a special interest on their behalf (given his role as Chair of the Audit Committee and his professional expertise in managing construction projects), to Corporation for approval**

APFR

Clerk

**418 Policy Reviews**

**418.1 Fees Policy**

The DF reported the removal of post-19 fees.

**Agreed Action**

**Members unanimously approved the revised fees for 2018-2019 subject to the addition of an annual inflation charge for Lettings**

DF

**418.2 Grievance Procedure**

The Procedure had been updated to allow for an investigation to be carried out if required and improved the introduction and the 'after employment' sections.

**Agreed Action**

**Members unanimously agreed to recommend the revised Grievance Procedure to Corporation for approval**

**418.3 Holders of Senior Posts' (HoSP) Appointments Procedure**

Job titles had been updated.

**Agreed Action**

**Members unanimously agreed to recommend the revised HoSP Appointments Procedure to Corporation for approval**

**418.4 HoSP Appraisal Policy and Procedure**

A few changes had been made to reflect changes in current practices and circumstances eg involving two Governors in the appraisal process, the timing of consideration of remuneration of Senior Post Holders and the inclusion of the grading on the appraisal record.

**Agreed Action**

**Members unanimously agreed to recommend the revised Appraisal Policy and Procedure to Corporation for approval**

**418.5 HoSP Capability Procedure**

The HoSP Capability Procedure had been updated to remove reference to the Statutory Dispute Regs which no longer existed and updated sanctions to first and second level warnings and dismissal hearing.

**Agreed Action**

**Members unanimously agreed to recommend the revised HoSP Capability Procedure to Corporation for approval**

**418.6 HoSP Disciplinary Procedure**

References to the Statutory Dispute Regs had been removed.

**Agreed Action**

**Members unanimously agreed to recommend the revised HoSP Disciplinary Procedure to Corporation for approval**

**418.7 HoSP Grievance Procedure**

The HoSP Grievance Procedure had been updated in line with the staff Grievance Procedure above.

**Agreed Action**

**Members unanimously agreed to recommend the revised HoSP Grievance Procedure to Corporation for approval**

**418.8 HoSP Remuneration Policy and Procedure**

Changes made reflect the current practice of considering the HoSP pay review in November when the Sixth Form Colleges Association (SFCA) data was available, backdating any salary increase to 1 September.

**Agreed Action**

**Members unanimously agreed to recommend the revised Remuneration Policy and Procedure to Corporation for approval**

**419 Confirmation of Pay Awards or latest position**

The Principal reported on the difficult negotiations carried out by the SFCA with teaching staff unions. A 1% increase across the teacher and leadership spines had been awarded, except for the first six points of the teachers' spine which had attracted a 2% increase. Across the sector this would equate to a 1.13% increase. Support staff had already been awarded a 1% rise. Increases were payable from 1 September.

**420 Committee Business**

There was none.

**421 Standing Items**

**421.1 Property Strategy update**

This had been covered earlier in the meeting.

**421.2 Contracts update**

There was nothing to report.

**422 Information Exchange**

The Principal reported that a new Finance Manager had been appointed that day. Miss Feriser Tasdelen had previously worked for Bournemouth Borough Council. Two Governors had been involved with the appointment process.

**423 *Date and time of next meeting: Tuesday, 5 June 2018 at 5.30 pm in the Conference Room***

This part of the meeting closed at 7.42 pm and staff left the meeting at this point.

**424 Confidential Items**

**424.1 Assistant Principals' Pay Review – CONFIDENTIAL PAPER**

The Principal presented the paper which had arisen after discussions during the appraisal reviews of the senior team.

**424.2** Members noted the salary data and other relevant information such as the composition of the senior team and job titles from comparable sixth form colleges.

**Agreed Action**

**Members unanimously approved the recommendations regarding the Assistant Principals' payscale points and job titles**

The meeting closed at 8.01 pm.