



ESTATES AND FINANCE COMMITTEE CHAIR'S ANNUAL REPORT 2008 – 2009

1. Introduction

This annual report seeks to provide members of Corporation with a summary of the work carried out on their behalf by members of the Estates and Finance Committee during the year 1 August 2008 to 31 July 2009.

2. Committee Terms of Reference:

These are set out on page 20 of Corporation standing orders. In essence the committee monitors, reviews and advises Corporation on all strategic issues of finance and budgeting and in addition on expenditure which relate to buildings and equipment. This includes being responsible to Corporation for the implementation of the Property Strategy.

3. Committee Membership:

Richard Perkins	Chair/ Member of Corporation (attendance 100%)
Russell Baxter	Staff Member of Corporation (attendance 80%)
David Matthews	Member of Corporation (to January 2009 attendance 0%)
Ken Applegate	Member of Corporation (from March 2009 attendance 100%)
Kevin Howes	Member of Corporation (from March 2009 attendance 100%)
Bob Mee	Member of Corporation (attendance 60%)
Gwen Parsons	Principal (attendance 100%)
Sue Swift	Co-opted Committee Member (resigned October 2008, attendance 100%)

Staff in Attendance:

Ros Pugh	Acting Principal (3 meetings to January 2009)
Teresa Miller	Vice-Principal Corporate Services (all meetings)
Ron Stainsby	Assistant Principal for Business Innovation (3 meetings)
John Kemp	Director of Planning and IT (1 meeting)
Julie Roper	Head of Finance (5 meetings)
Jeff Tebbutt	Director of Estates (all meetings)
Marc Wild	Health and Safety Manager (all meetings)

Secretary to the Committee:

Charles Reynolds	Clerk to the Corporation
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4. Meeting Schedule for the Period:

The Estates and Finance Committee met on five occasions to consider work relating to the period 1 August 2008 to 31 July 2009. On each occasion the meeting remained quorate. The meeting dates were:

Wednesday 8 October 2008
 Monday 24 November 2008
 Monday 23 March 2009
 Monday 11 May 2009
 Monday 29 June 2009

5. Review of Committee Activity:

Either at each meeting held in the year, or termly, members monitored and reviewed:

- The most recent set of management accounts.
- The implementation of the strategic plan via key performance target monitoring.
- An Estates and/or a Health and Safety update.
- Non-Core-LSC funded activity.

Other reports received, monitored and reviewed by the group during the year:

- Review of the effectiveness of the committee.
- Draft financial statements for the year end 31 July 2008.
- One year operation and capital budgets 2009/10.
- Health and Safety annual report.
- Health and Safety Policy review.
- Budget review.
- Treasury Management Policy.
- North Suffolk Skills Centre Financial Update.
- IT Infrastructure update.
- Kirkley Centre updates.
- New Finance System.
- Train to Gain, Work Based learning and European Funded activity updates.
- College Financial Regulations.
- FE Tuition Fees Policy 2009/10.
- Corporation Members', Principal's and overseas expenses 2007/08
- Learner Numbers 2008/09.
- Long Term Loan and Revolving Credit Agreement.

6. Summary:

In summary, the Estates and Finance Committee has monitored and reviewed a significant range of College activities relating to the effective and efficient use of College resources and facilities. The committee also carried out a review of its effectiveness at the end of the 2008/09 business cycle and as part of the Corporation's overall self-assessment process.

Richard Perkins
Chair - Estates and Finance Committee.