

**Minutes of the Estates and Finance Committee meeting held on Monday 15 March
2010 at 6:00pm in Conference Room 1, the Astral Centre**

Members Present:

Ken Applegate : Corporation Member
 Russell Baxter : Corporation Member
 Kevin Howes : Corporation Member
 Gwen Parsons : Principal
 Richard Perkins : Chair/Corporation Member

In Attendance:

Teresa Miller : Vice-Principal
 Julie Roper : Head of Finance
 Charles Reynolds : Clerk to the Corporation
 Jon Bonham : Head of Estates

The Chair welcomed those present to the meeting.

Apologies for absence:

Apologies for absence had been received from Bob Mee and Alastair King. In both cases this was due to business commitments.

Before the meeting started Teresa Miller introduced Jon Bonham, the newly appointed Head of Estates, to members who in turn wished him well in his new appointment and congratulated him on joining the College. Jon Bonham left the meeting at this stage.

Agenda Item	Notes	Action
1.	<p>Disclosures of Interest.</p> <p>There were no disclosures of interest relevant to the agenda items. As had been the case at previous meetings, and should the Kirkley Centre be discussed the Chair declared an interest in his role with the Waveney Community Forum.</p>	
2.	<p>Minutes of the previous meeting.</p> <p>Minutes of the Estates and Finance meeting held on 18th January 2010.</p> <p>Deferred until next meeting.</p>	
3.	<p>Matters arising from the minutes and not agenda items.</p> <p>3.1) Property Plan Update (previous agenda item 7)</p> <p>Teresa Miller advised that she had been in contact with RG Carter. A more detailed report would be given later in the meeting.</p>	

<p>4.</p>	<p>Correspondence.</p> <p>No correspondence had been received relevant to the committee.</p>	
<p>5.</p>	<p>Management Accounts to the end of January 2010 including a budget review.</p> <p>Presented by Julie Roper who went through the very detailed meeting paper and especially the executive summary and summary of mid-year revision of the budget.</p> <p>With respect to the mid-year revision Julie Roper provided information for each line with an explanation for each variation. It was confirmed that following a thorough review of the budget there had been an overall net budget adjustment of £8,000 for the financial year. Therefore there was an overall operating surplus at the end of January of £1,000 compared to an original budgeted operating surplus of £9,000.</p> <p>Turning to the executive summary, members were advised that again at the end of January 2010, the accounts indicated an operating surplus for the first 6 month period of £858,000 against a budgeted surplus of £228,000.</p> <p>Having set the scene Julie Roper identified, and provided explanations for and details of actions being taken, for all significant variances both income and expenses. On the income side these were identified as LSC Employer Responsive Funding, School Pre 16 Income, Other LSC Income and Tuition Fees and Charges.</p> <p>Regarding expenditure Julie Roper was pleased to advise that the staffing costs continue to be below budget with a variance of £298,000. However payment of a cost of living rise and annual increments, which, it had been agreed with unions would be paid from February 2010 would impact on this. Members were advised therefore that the annual budget had been revised by £68,000 and a pay contingency of £113,000 had been included in the total pay budget.</p> <p>On non-pay expenditure overall there was a six-month positive variance of £212,000 and having reviewed each budget line the effect on the non-pay budget for the year was an addition of £5,000.</p> <p>Having provided the detail re Income & Expenditure Julie Roper reviewed the Balance Sheet, Cashflow, Debtors Report, Capital Expenditure, Sensitivity Analysis, Performance Indicators and graphs with Members.</p> <p>Having thoroughly reviewed the accounts and mid-year revised budget it was proposed by the Chair and seconded by Kevin Howes that they be accepted. Members thanked Julie Roper for her report which was received.</p>	

<p>6.</p>	<p>Tuition Fees Policy 2010/2011.</p> <p>Teresa Miller presented the Tuition Fees Policy 2010/2011 to members. She advised minor changes. Reference in the current Policy to the Learning & Skills Council had been changed to Skills Funding Agency. In addition the main area of change in the policy re fees was that there was now expectancy that Colleges would charge fees of 50% as opposed to the current 47 ½% where relevant. However the SFA has to agree a national fee remission policy which Colleges are expected to apply and this includes giving fee remission to 19+ Students on courses leading to HE. For the purpose of clarification Teresa Miller explained that fee remission did not mean additional funding, rather that it was sourced out of core funding. This had significant implications for the numbers of students the college could cater for. To this end Teresa Miller advised that it was the view of the Senior Management Team that remission should not apply to Access to HE and level 3 provision, which was currently given and that corporation needed to take a decision on this.</p> <p>On the issue of administration charges which were proposed to be set at £35. Members, following discussion, suggested that they should be set at £50 to ensure all costs were covered.</p> <p>Having reviewed the policy and subject to the change to the administration fee, it was proposed by Richard Perkins and seconded by Kevin Howes that Corporation be recommended to approve the Tuition Fees Policy for 2010/2011</p> <p>Member voted unanimously in favour</p>	<p>JM</p>
<p>7.</p>	<p>Estates Report.</p> <p>The Principal and Teresa Miller updated members on the outcome to date of discussions with the interested parties to fund a new Eng Tech Building.</p> <p>There was a consensus to build at the Power Park. EEDA had indicated there would be financial support. Funding was also available from xxxxx. R G Carters had also expressed a willingness to fund the building. However it was reported that this could have implications for any funding from EEDA.</p> <p>Teresa Miller added that other organisations had indicated a willingness to “fund” the building. The issue was that the College could not afford to pay back any loans involved. A follow up meeting was planned for week commencing 12 April 2010.</p> <p>In discussion it was recognised that the College was facing a deadline for any new build of Sept 2011, that there could be OJEV implications depending on what was agreed as the way ahead, and significantly a</p>	

	<p>number of identified interested parties had yet to commit financially to the project. It was agreed that it would be helpful for there to be further discussion with the Chairman at R G Carters and the Chair agreed to this.</p> <p>It was also seen as a good move for the Principal to talk directly to the Chief Executive of Suffolk County Council to ensure a good understanding of the significance of the project to the area and the importance of financial support from Suffolk County Council. This could be essential as it was understood that EEDA might have a preference for the build to be at Beacon Park, Gorleston. This would, the Principal advised, not take account of the need to use the facility for 16-19 training and Suffolk County Council needed to be made aware.</p> <p>Having updated members on the new build situation Teresa Miller also advised that the new Head of Estates was looking to carry out a full survey of all buildings to prioritise maintenance requirements. This would start to happen over the summer period.</p> <p>The Chair observed that it would be useful to contact Carbon Trust to see if they would offer financial support. They could also be interested, he advised, in financially supporting the new build.</p>	<p>RP</p> <p>GP</p> <p>TM</p>
<p>8.</p>	<p>Any Other Business</p> <p>8.1) Russell Baxter</p> <p>The Chair advised that this was Russell Baxters final meeting prior to his retirement from the board. He thanked Russell Baxter for his commitment to the work of the committee. The Principal added that he had also been extremely supportive especially where matters of confidentiality had been concerned. All wished him well for the future.</p>	
<p>9.</p>	<p>Date and Time of Next Meeting</p> <p>The next meeting of the Estates and Finance Committee will take place on Monday 10th May 2010 at 5.30 pm. The venue will be Conference Room 1 in the Astral Centre.</p>	