

CHELMSFORD COLLEGE
PERSONNEL, FINANCE & GENERAL PURPOSES COMMITTEE
11th NOVEMBER 2008

Present: Elaine Oddie (Chair)
Peter Rainbird
Bob Best
Graham Evans
Michael Lager
David Law

In Attendance: Paul Bayliss (Director of Finance)
Mike Tadman (Director of Human Resources)
John Fowl (Clerk to the Corporation)
Jo Saward (Minuting Secretary)

284 Apologies For Absence

There for no apologies.

285 Declarations Of Interest and to Notify Confidential Items

There were no declarations.

286 To Approve the Minutes of the Meeting Held On 24th June 2008

278.1

In the final sentence it was agreed to change the word 'accounts' to 'budget'.

With this amendment the minutes were **Approved**.

287 Matters Arising

287.1 Staff Representative Body.

Mike Tadman advised the governors that the college had held back from establishing a staff representative body until the position regarding Braintree was more clear. Subsequently the situation associated with the restructuring of support for dyslexia provision had also delayed the implementation of a staff representative body and he was now expecting to be in discussions about this in early 2009.

287.2 Writtle College.

The committee was informed that the LSC had now agreed the settlement between the colleges in the sum of £120,000 of which Chelmsford College would retain £370,000. the college was still awaiting formal confirmation in writing from the LSC.

287.3 Budget 2008/09

Further to the previous meeting the final budget figures had now been confirmed and the budget was little changed from that reported to the governors.

287.4 Benchmarking Data

The revised data was due in February 2009 which would enable the college management to provide updated benchmarking information to the committee at that time.

288 HR Reports

288.1 Pay Negotiations

The teaching union UCU has now agreed the AOC recommended pay offer of 3.2% or £550 per annum whichever is the greater. Mark Tadman informed the governors that recent press articles suggested that UCU nationally intended to target those colleges it considered were not implementing AOC pay recommendations in full including moving towards a harmonised pay spine. It was noted that following a ballot of all union members Chelmsford College had agreed alternative arrangements with the staff and it is hoped that in view of this the college would not be subjected to any industrial action. A view was expressed that the recent problems regarding support for dyslexia students should not impinge on the pay award situation. Mike Tadman expressed his puzzlement as to why the college had been targeted regarding the situation over dyslexia support as the effect on the staff involved had been minimal compared to the many redundancies seen at other colleges. Governors were advised that the cost of implementing a harmonised pay scale was unknown but were informed that at Epping Forest College the cost had been estimated as a 7% increase in pay costs.

288.2 Dyslexia Support

Members noted the key points regarding the matter. No internal disruption had occurred and no complaints had been received from the parents of the students involved.

It was **Resolved** that the report be received.

289 To Receive The Draft Members Report And Financial Statements to 31st July 2008

Paul Bayliss stressed that the accounts matched the management accounts and were showing an operating deficit of £49,000. The auditors had recommended no adjustments to the accounts. Governors requested the cash flow and liquidity information in future reports be combined under the one heading. Governors drew attention to a number of grammatical errors in the document and also made a request for rewording in some areas, in particular the first sentence regarding the tuition fee policy where it was felt rewording would place the percentages in context.

It was **Resolved** that the committee approve the accounts and **recommend** to the Board of the Corporation for approval at its meeting 12th December 2008.

290 To Receive The Management Accounts Period 2

During the period concerned the governors were advised that a surplus of £112, 848 had been achieved with the historic surplus to date being £158, 958. Governors were reminded of the arrangements for investing the College reserves and that income from the interest generated would reduce slightly by the year end due to the recent reduction in interest rates. The committee was informed of the “Golden Hellos” that were offered to staff in the ‘hard to recruit’ areas these were funded by the LSC and equated to approximately £3,000 per person.

It was **Resolved** that the Management Accounts Period 2 be received.

291 To Approve the Revised Scheme of Publication – Freedom of Information.

The committee members were informed of the changes made to the Scheme of Publication and were advised that it would be implemented with immediate effect.

It was **Resolved** that the revised Scheme of Publication – Freedom of Information be approved

292 Framework for Excellence 2008/09.

The report set out how colleges will be measured and judged in future was received and the key financial performance indicators noted. It was intended that the data will be produced by the college in

future using software issued from the LSC. Governors were told that there had been significant delay in the receipt of the final version of this software which was hampering this work. Paul Bayliss told governors that the Financial Management & Controls questionnaire was being produced by the clerk and members of the senior management team, The completed document will be submitted to governors. The College Improvement Plan will be linked into the Framework for Excellence process. The Chair requested that an initial report using the LSC provided software be provided for the March 2009 meeting of the committee if this was possible.

It was **Resolved** that the report be received.

293 Any Other Business

There was no other business

283 Date of Next Meeting

Tuesday, 3rd March 2009 at 3.30 pm

The meeting moved into the Confidential Part II item of the agenda at this point

Chair

Date