

CHELMSFORD COLLEGE
PERSONNEL, FINANCE & GENERAL PURPOSES COMMITTEE
16TH NOVEMBER 2010

Present: Elaine Oddie (Chair)
Graham Evans
Michael Lager
David Law (Principal)

In Attendance: Mike Tadman (Director of Human Resources)
Joanne Seward (Minuting Secretary)

357. Apologies for Absence

Apologies were received from Phil Bridge, Paul Bayliss and John Fowl.

358. Declarations Of Interest and to Notify Confidential Items

Mike Tadman notified members that two items in his report were confidential.

Michael Lager declared that he is a member of the County Council and that he has a personal interest in the Local Government Pension Scheme.

359. To Approve the Minutes of the Meeting Held On 22nd June 2010

Under item 344, apologies were received from Michael Lager who was in fact in attendance.

Under item 351, members asked for the word 'business' to be inserted before the word 'acumen'.

With these amendments the minutes were **Approved**.

360. Matters Arising

- i) Members were informed that there had been various discussions regarding the actuarial valuation for the Local Government Pension Superannuation Scheme (LGPSS) but no decision has as yet been made. Members noted that the Budget will now go to the Skills Funding Agency only for approval in the future as Essex County Council are no longer responsible.
- ii) Mike Tadman informed the Governors that he was unable to provide a full report on Staff Equality and Diversity at the moment as he had not had the opportunity to do a full analysis yet. He reported, however, that he does have the figures and there are no significant changes.
- iii) Members were informed that the new payroll system is working albeit a few minor issues.

361. To Receive Human Resources Report

It was **Resolved** that this minute be kept confidential.

362. To Receive the Draft Members Report and Financial Statements for the Year Ended 31st July 2010

Reported Financial Statements show a good year for the College. Generated a surplus ahead of budget and in line with the management accounts. Noted that there was a positive impact on the accounts due to FRS17.

The overall variance between the final accounts and the management accounts was £29k (positive).

Noted the positive, and growing cash balances which are required to allow the capital build and the improving surpluses which are necessary to enable the loan repayments associated with the build programme.

It was **Recommended** that the Board of the Corporation approves the Financial Statements for the year ended 31st July 2010.

363. To Receive the Management Accounts for Period 2 (30th September 2010) Including CTS/ Dovedale Nursery

The Management Accounts presented covered the months of August and September and showed a positive start to the year compared to the same period in 2009 the performance is stronger.

Noted that pay costs were under tight control and that almost £4m was in the bank.

The Chair informed members that she had asked Paul Bayliss to develop a more sophisticated Capex reporting aspect to the Management Accounts.

Noted that the new management accounts for the first time represented the whole Chelmsford College Group's performance. Members asked, in relation to capital and other purchases, whether purchasing consortia were used, The Principal reported that very tight procurement processes were in place enabling purchasing consortia and other groupings to be used to ensure the keenest possible prices are obtained.

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

364. KPMG 'Accelerate College Efficiencies' Report

Report was the outcome of KPMG's work to ensure that the college was as efficient as possible. The Principal highlighted the key aspects of the report. Discussion focussed upon fee collection. The fee policy adopted by Corporation

allowed fee remission for particular groups of learners – LDD, 19 year olds on two year courses, etc. Though the report seemed to indicate that we were missing out on significant fee income, the Principal reported that in reality much of the lost fee income referred to courses no longer running.

It was **Agreed** that the Senior Leadership Team would present a paper to the next meeting identifying actions taken and planned against all the ACE report categories. It was further **Agreed** that the Quality & Learners Committee would need involvement too to establish the balance between income and quality.

It was **Resolved** that the 'Accelerate College Efficiencies' report be received.

365. Any Other Business

GE asked if there was anything serious likely to affect college during 11/12. The Principal reported that there will be cuts to adult learning of 25% over the next four years and there will be a number of changes to 19+ funding which will impact upon the college. However, given the amount of funding currently received, the impact will be manageable.

The Chair asked if there was anything to report on the property strategy as it was in the remit of committee.

The Principal informed governors that planning application for Princes Road and Moulsham Street went up/ through the portal at Chelmsford Borough Council (CBC) a week and a bit ago, and the 13 week process has begun. The College held a public consultation evening last Tuesday, and an invitation has been extended to three councillors who represent the Moulsham ward who did not turn up to the consultation. Councillor Wright, Chair of the Planning Committee is coming in especially. The general population appeared to be pleased, however next-door but one is extremely anti. The Leader of the Council is very positive and welcomes development in Chelmsford.

366. Date of Next Meeting

The next meeting will be held on Tuesday 1st March 2011 at 3.30 pm

Chair

Date.

(The Committee moved onto the Part 2 Confidential Agenda)

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