

CORPORATE GOVERNING BODY OF GODALMING COLLEGE

Minutes of a meeting of the Finance and Estates Committee of Godalming College held at the College on Monday 28th February 2011 at 6.30pm

Present: Brenda Jenner (Chair)
David Adelman (Principal)
Michael Laver
Hugh Pile
James Skeet
Sharon Ward

In Attendance: Martin McCarthy (Director of Services)
Stella Halloran (Clerk to the Corporation)

ACTION

1. **Apologies for absence**
Apologies were received from Shaneel Shajpal; these were accepted.
2. **Declaration of Interests**
No member had any interests to declare on items on the agenda.
3. **Minutes of the meetings held on 22nd November 2010**
The minutes were approved and signed.
4. **Matters arising from the minutes**
 - *Aerial*
Martin McCarthy reported that planning permission for the aerial had been refused to O2. For the time being the aerial remains on the roof of the College. However, O2 have decided to appeal and in the meantime will hold a meeting with the College to look at alternatives to the current aerial and position.
 - *Catering and Cleaning Contracts*
Nothing had, to date, been agreed with either set of contractors; their performance was still being monitored. The tendering process would take a minimum of 3 months and could therefore wait a short while yet.
5. **Accounts to 31st January 2011**
As Shaneel Shajpal was unable to be at the meeting, David Adelman drew the attention of the governors to the following:
 - Thanks to Gary Fenn for producing the accounts in Shaneel's absence.
 - The net cash position was better than forecast and the year end projection of an improvement of £58,000 better than budgeted. It was possible that this would improve still further.
 - There had been additional income of £34,000 to offset expenses the College had incurred for a special needs student.
 - Salaries would result in a favourable outcome even though the Local Government Pension Scheme had requested an additional £10,000 to be paid this year.

- There was a £40,000 saving anticipated on equipment
- The loss on administration was largely due to photocopying, which had been explored in previous meetings
- A £17,000 saving was anticipated on Estates

A governor questioned whether the teachers' pay settlement had been agreed. The principal reported that it was still under discussion.

It was noted that the Financial Health of the College was rated 'Good' and that the cash position was strong.

Governor accepted this report.

6. Funding Update

There was no further news to add to that of which governors were already aware.

The Principal noted that the College was part of a campaign to try to reduce the cuts. He also noted that next year's budget could be managed OK due to the growth in student numbers and the staffing savings of approximately £170,000 that would be achieved without redundancies.

The government's plan to raise the participation age was queried (all 17 and 18 year olds receiving some form of education). The Principal reported that the commitment by the government to all students being in some form of education until the age of 18 still stood. The problem was that the increased numbers would not attract additional central funding, which was one reason why the funding per student was planned to be cut.

7. College Development Plan 2010/2011 - February update

Section 1.1

The target for the number of students for next year would rise to the 1770s in order to mitigate funding reductions.

For the current year, the perceived increase in withdrawal rate was probably due to the fact that all applicants had been interviewed for September 2011, whereas at this stage last year, only half had been interviewed and therefore a view that we were not comparing like with like.

Applicants on the waiting list were now being called for interview.

The average set size, although rising a little, was still lower than that of 6th Form Colleges generally.

Section 5, 38 – 40,

The new computer finance package was working well.

Renewal of Cleaning and Catering contracts had been discussed earlier in the agenda.

The College Charging Policy was being reviewed.

Suggestions were made regarding the College Fund.

The new Admissions Policy was now on the website.

MIS was on course.

The sections of the Development Plan pertinent to the Finance and Estates

committee were recommended to the Corporation.

8. Risk Register

Governors were alerted to 2.1 and 2.2 which had both been heightened.

5.4 was a newly added risk and was discussed. Possibilities of rewarding staff in an environment where pay rises could not be given were discussed and the challenge of the College retaining its best staff in such an environment.

Risks due to weather conditions were again discussed but it was agreed that they could be mitigated through the use of IT.

12. Estates

It was agreed that this would be taken as a Confidential item.

13. Date of next meeting:

A meeting on Monday 7th March at 6pm was agreed, should it be necessary.

The next scheduled meeting of this committee would take place on:

Monday 13th June 2011 at 6.30pm.

The meeting closed at 7.55pm

Signed:

Date: