

STRATFORD-UPON-AVON COLLEGE CORPORATION

MINUTES OF FINANCE COMMITTEE WEDNESDAY 23 MARCH 2011

Present :	Alan Richardson	Chair of Committee
	Mike Atkins	Governor
	Tony Jefferson	Governor
	Martin Penny	Principal
In attendance :	David Jackson	Clerk to the Corporation
	Norman MacDonald	Vice Principal – Finance

1. **APOLOGIES**

Apologies for absence had been received from Kay Taylor.

2. **DECLARATION OF INTEREST**

Members were invited to declare any interest in business to be discussed at the meeting, following which it was reported that Alan Richardson was Chair of Governors at Coventry University.

3. **MINUTES OF THE LAST COMMITTEE MEETING**

It was resolved **THAT:**

The minutes of the Finance Committee meeting held on 16 December 2010 be regarded as correct and signed by the Committee Chair.

4. **MATTERS ARISING**

SEGTA

The Principal indicated that as far as he was aware SEGTA had yet to conclude a deal with another party. The value of the contract was then discussed further in the wider context of other possible initiatives, such as University Technical Colleges, Freeschools, Studio Schools and the international market. The Committee stressed that in moving forward there should be no surrender on quality and the College should concentrate on its niche offers.

5. **MANAGEMENT ACCOUNTS 2010/11**

The Vice Principal Finance presented the Management Accounts for the period 1 August 2010 – 28 February 2011 and worked through the risks and opportunities for the College in the remaining part of the year. He went on to say that he was still quite positive regarding the year end position and that there were still some efficiencies which could be made. The Committee spent some time discussing apprentices and the difficulties surrounding their recruitment. The Committee recognised that the cash position was still tight but in part this had been caused by the College choosing to spend money on capital projects without borrowing. At the end of the debate,

It was resolved **THAT:**

The Management Accounts for the period 1 August 2010 to 28 February 2011 be recommended to the Corporation for approval.

6. **DRAFT BUDGET 2011/12**

Following on from the meeting of the Strategic Planning Group on 16 February 2011 the Vice Principal Finance outlined the work that had taken place on preparing a College budget for 2011/12 which would need approval at the July meeting of the Corporation. The Committee concurred with the approach to going for a middle ground option in relation to the recruitment of full-time students which would aim to increase numbers but not group sizes. He explained that the College was ahead in planning terms on this time last year and there were a lot less part-time teachers in the plan due, in part, to changes in the tutorial programme and he did not anticipate at this stage the need for a large redundancy programme. Staff were aware that recruitment targets for 16-18 year olds had not been met in 2010/11 and were assisting in recruitment and

marketing for 2011/12. It was anticipated that the two major funders would confirm their budgets by 31 March 2011.

The Committee then turned its attention to higher education and the need to promote HND's. After discussion it was recognised that this programme could not be expanded dramatically in 2011/12 but the College would be well poised to do so for 2012/13 and information on this would be included in the prospectuses for 2012/13 which were currently under preparation. In the interim the Principal would ask the Deputy Principal to prepare a brief paper on the College's intentions in relation to HND and forward this to Committee members.

The need for capital expenditure was discussed with the Committee in the context of what would be a difficult year. The Committee recognised that 2011/12 would be a tough year in financial terms which the College would have to manage through but considered that the College was well placed to do so. The meeting then went on to discuss the acquisition of small training provider contracts and the College's ability to manage these. Finally the Committee turned its attention to the College's involvement with Stratford District Council in relation to the tourism project. It was noted that the current contract was due to expire at the end of September 2011. The College was currently in discussion with the Council on alternative schemes, but it was proving remarkably difficult to make progress. The Chair then proceeded to pull together the key strands of the debate following which,

It was resolved **THAT:**

- a) The Committee support the work done to date in putting together a College budget for 2011/12;
- b) Caution would need to be exercised on large capital funding projects in 2011/12;
- c) At all times upholding quality must be at the forefront of staff mind;
- d) The Deputy Principal prepare and circulate a paper to Committee members on the College's intentions in relation to HND provision.

7. FEES POLICY REVIEW

The meeting reviewed the proposed fees for 2011/12 and after discussion,

It was resolved **THAT:**

- a) The College Fees for 2011/12 be approved as presented;
- b) A report be brought to the November meeting on numbers recruited against each of the fee tariffs for international students.

8. NEW PROJECTS PROGRESS REPORT

The Committee reviewed the capital and revenue projects for 2010/11 and discussed the current status in relation to a number of the projects.

It was resolved **THAT:**

The report be noted.

9. LECTURER UTILISATION SUMMARY 2009/10

The Vice Principal Finance drew attention to the Lecturer Utilisation Summary for 2009/10 and went on to outline the likely outturn for 2010/11 and outlined the monitoring that took place to ensure that the College was no more than 2-3% adrift of total contract fulfilment across the board for academic staff.

It was resolved **THAT:**

The Committee recognise the importance of contract fulfilment and look forward to the end of year outturn.

10. ANY OTHER BUSINESS

There was no other business.

11. DATE OF NEXT MEETING

It was resolved **THAT:**

The Finance Committee meet again on:

Tuesday 12 July 2011 at 8.30am

12. MINIMUM LEVELS OF PERFORMANCE

The Principal outlined to members the outcome of the annual increment review.

It was resolved **THAT**:

The Committee recognise the importance of improved success rates and support College management in taking relevant actions to raise standards when appropriate.