

Queen Elizabeth Sixth Form College

Minutes of the Meeting of the Finance and Resources Committee held on Monday 10 November 2008 at 4.30 pm

Present: Mr C Wiper (Chairman)
Mr T J Fisher
Prof L Oglesby
Mr M Shaw
Mr D Warman

In Attendance: Dr S Hunnisett
Mr T M Loftus
Mr G Brookes (Clerk)

66/08 Apologies

Apologies were received from Mr A Wilson and were **accepted** by the Committee.

67/08 Minutes of the Previous Meeting

The minutes of the meeting held on 1 September 2008 were **accepted** as a true record by the Committee and signed by the Chairman.

68/08 Matters Arising

There were no matters arising.

69/08 Outstanding References

There were no outstanding references.

70/08 Urgent Business

No items of urgent business were raised.

71/08 Capital Project

71.1 Mr Fisher referred to the AA Projects minutes of the meeting held on 11 September 2008. He explained the aim of the meeting and that the College agreed with the approach being adopted. Also the feasibility study is almost complete. The LSC confirmed that it was content with the principles of the preferred option outlined at the meeting and that the College should proceed with the development of the Stage C design on in principle application.

71.2 Since the College appointed AA Projects the LSC has introduced a 'framework' for capital projects which provides an 'approved' list of consultants. QE must use the framework process to appoint its Stage C team. **Action Mr Fisher**

71.3 Mr Fisher informed the Committee that proceeding to Stage C design will incur costs and he referred to the indicative fees for a New Build Option and for a Refurbishment Option. Points raised in discussion included:

- a. The fees are deemed to be reasonable and the LSC would pay 50%.

- b. Informal conversations with the local authority have been encouraging.
 - c. The proposals will be considered at a Borough Council Cabinet meeting on 2 December and the official documentation will be available to the public on 24 November.
 - d. The College is preparing a press-release for 24 November.
 - e. A delay of 4-6 weeks may be incurred if the LSC objects to AA Projects continuing with the project.
- 71.4 The Committee gave approval, subject to the LSC's approval, for:
- a. The College to proceed to Stage C design at the indicative costs considered in Ref 71.3
 - b. A part measured survey to be carried out.
 - c. A full report to be presented to the next meeting of the Board.

Action Mr Fisher

The Committee **accepted** the report.

72/08 Premises Report

Mr Fisher outlined the work which had been carried out since the last meeting including the installation of more accessible lighting in the Atrium.

The Committee **accepted** the report.

73/08 Personnel Report

73.1 Mr Fisher referred to the Personnel Report dated 10 November 2008 which covered New Appointments (7), Leavers (2) and Other Staffing News.

73.2 Mr Fisher informed Members that the medical records of some QE staff held by Darlington Memorial Hospital appear to have been lost. The hospital will be issuing a press release about the matter and the Principal will brief College staff tomorrow.

The Committee **accepted** the report.

74/08 Finance Report to 30 September 2008

74.1 Mr Loftus referred to the Finance Report for the 2 months to 30 September 2008 and in particular to:
Para 1.1 The College remains in a healthy financial position.

74.2 In response to a question about where the College's money is invested, Mr Loftus suggested that it should be left where it is but sought the Member's advice on the matter. After discussion, the Committee **approved** Mr Loftus's suggestion to continue with the current arrangements.

The Committee **accepted** the report.

75/08 Annual Report and Financial Statements 2007-2008

75.1 Mr Loftus introduced the Annual Report and Financial Statements for the year ended 31 July 2008 which will also be considered by the Audit Committee before being submitted to the full Board for approval.

75.2 Mr Loftus pointed out in particular:

- a. The narrative pages (2-8) which contain the Members' report. Any amendments or additions the Members may have could be included at this stage. No changes were proposed.
- b. The Statement of Corporate Governance and Statement of Members Responsibilities.
- c. The figures on page 19 onwards have been audited and cannot be changed. Mr Loftus referred to a change in the historical cost surplus (from £650k to £739k) on page 20 and explained the reasons for the alteration. Otherwise, the figures were the same as those presented to Members at the last Board meeting.
- d. The Committee **accepted** the Annual Report and Financial Statements 2007-2008 and, subject to agreement by the Audit Committee, **recommended** that it be submitted to the full Board for approval. **Action Mr Wiper**

76/08 Urgent Business Raised under Item 70/08

No urgent business was raised.

77/08 Confidentiality

The Personnel Report (Ref 73/08) and details of the Capital Project (Ref 71/08) are confidential.

78/08 Date and Agenda for the next meeting

The next meeting will be held on Monday 19 January 2009 at 4.30 pm.

There being no further business the meeting closed at 5.35 pm.