

Queen Elizabeth Sixth Form College

Minutes of the Meeting of the Finance and Resources Committee held on Monday 1 September 2008 at 4.30 pm

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

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

53/08 Welcome

Mr Wiper welcomed everyone to the meeting and in particular the two new Members of the Committee, Mr Warman and Mr Wilson.

54/08 Apologies

There were no apologies.

55/08 Minutes of the Previous Meeting

Professor Oglesby informed the Members that apologies for not being able to attend the last meeting had been submitted prior to that meeting. With this amendment, the minutes of the meeting held on 16 June 2008 were **accepted** as a true record by the Committee and signed by the Chairman.

56/08 Matters Arising

All actions had been completed and there were no matters arising.

57/08 Outstanding References

There were no outstanding references.

58/08 Urgent Business

No items of urgent business were raised.

59/08 Premises Report

Mr Fisher gave a verbal summary and stated that a written report would be submitted to the full Board. **Action Mr Fisher**

Points covered included work done on rooms in the Arts Centre used by QE students; in the QE basement area; and on the usual summer maintenance items. A grant from the LSC for energy-saving schemes had been used to provide loft insulation and light sensors and any quantifiable savings would be reported back to the Committee.

Action Mr Fisher

The Committee **accepted** the report.

60/08 Capital Project

60.1 English Heritage

Mr Fisher referred to the letter from English Heritage dated 15 August 2008 which stated that the Secretary of State, after consulting English Heritage, has decided

not to add QESFC to the Listed Buildings list. The reasons for not doing so were highlighted.

60.2 The Project

60.2.1 Mr Fisher referred to the AA Projects minutes of the meeting held on 6 August 2008 and stated that these had been superceded by a further meeting held on 22 August 2008. He also outlined what facilities would be provided under Option 2A of the Proposed Site Plan.

60.2.2 At a meeting with the Local Authority on 22 August a number of issues were raised which required further investigation and /or clarification and Mr Fisher mentioned the dates of forthcoming meetings leading up to a Council Meeting in November at which it is hoped that 'approval in principle' will be given to the Capital Project proposals. A formal report will be submitted to the next meeting of the Board. **Action Mr Fisher**

60.2.3 Mr Wiper summarised the situation with respect to the College and the Local Authority and confirmed that the latter's time table now in place should still meet the LSC's requirement for a decision in December 2008. He asked that points raised in this item remain confidential.

The Committee **accepted** the report.

61/08 Personnel Report

Mr Fisher referred to the Personnel Report dated 1 September 2008 which covered Appointments (24, including 11 internal appointments/promotions) and Leavers (7). A fuller report will be presented at the next meeting of the Board. **Action Mr Fisher**

The Committee **accepted** the report.

62/08 Finance Report

62.1 Mr Loftus reported verbally that, as usual at the September meeting, no papers were presented to the Committee. He confirmed that the College remains in a healthy financial position and that no problems were anticipated.

62.2 At the request of the Chairman, for the benefit of the new Members of the Committee, Mr Loftus outlined the stages involved this term before the finance report for the 12 months to July 2008 are submitted to the full Board for approval.

The Committee **accepted** the report.

63/08 Urgent Business Raised under Item 58/08

No urgent business was raised.

64/08 Confidentiality

The Personnel Report (Ref 61/08) and the Capital Project Report (Ref 60/08) are confidential.

65/08 Date and Agenda for the next meeting

The next meeting will be held on Monday 10 November 2008 at 4.30 pm.

Mr Wilson informed the meeting that he would be unable to attend on that date and gave his apologies.

There being no further business the meeting closed at 5.11 pm.