

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 2 March 2010

Membership: *E Johnson (Chair)
 *M Coleman
 *C Hindmarch
 *M Jackson
 S Modaley
 M Prodger
 B Spencer

**Denotes Present*

In attendance: Bill Bryden, Assistant Vice-Principal
 Deborah Sheridan, Clerk to the Corporation

299 Apologies for absence

Apologies were received from M Prodger, B Spencer and S Modaley.

300 Minutes of the previous meeting

The minutes of the meeting held on 9 February 2010 were approved as a correct record and were signed by the Chair.

301 Matters arising from the minutes

There were no matters arising.

302 Management Accounts for the period 1 August 2009 to 31 January 2010

The Resources Committee received and considered the management accounts and supporting commentary for the period 1 August 2009 – 31 January 2010.

The Assistant Vice-Principal confirmed that the operating surplus and bottom line surplus for the period was £75,000 above plan. Governors noted the factors that contributed to this positive variance.

The committee considered the funding for Apprenticeships and noted that increased funding of £950,000 had been allocated to the college and the APEX Consortium which covered starts prior to 1 November 2009. Governors noted the contents of an email from Karen Kelly of the Skills Funding Agency that encouraged the college to continue to recruit Apprentices over and above the contract value. The correspondence showed a commitment by the SFA to increase the contract further to £2,540,000 to cover additional starts with further income to cover costs to be incurred between April – July 2010.

Governors noted that the increases would be confirmed by the SFA in early March. The Principal confirmed that the contents of the e-mail from Karen Kelly had been shared with the LSC Provider Financial Assurance Team (PFA).

The Principal informed the committee of the audit by the LSC PFA team of the Financial Management and Control Evaluation on 9 and 10 February 2010. No subsequent contact had been raised following the feedback session. The Principal and Assistant Vice-Principal continue to meet with accountants from the LSC to discuss the monthly management accounts.

The Resources Committee discussed the management accounts and the impact of the actions taken to date to recover the college's financial position. Governors noted that the college continued to require the support of a bank overdraft and will require a further letter of support from the LSC/SFA. The college had written to the LSC/SFA to request this.

The Resources Committee discussed college income streams and noted those that were not performing to target. The committee noted additional sources of income that had become available to the college since the financial plans were compiled. The Principal reported on the formation of the project team to better ensure delivery of these funding streams.

The Resources Committee reviewed the Risk Assessment for income and expenditure streams. The committee approved the Management Accounts and supporting commentary for the period 1 August 2009 – 31 January 2010 and thanked the Assistant Vice-Principal for his report.

303 Harlow College Strategic Financial Recovery and Improvement Plan

The Resources Committee received and approved the Finance Action Plan.

The Principal reported on the three actions that were outstanding. Governors noted that two of these actions were awaiting the arrival of the new Deputy Principal (Resources) whilst a third required consultation with the recognised unions.

The meeting discussed the progress of the college in reducing staffing to levels that can be afforded from income. Governors noted that further staff reductions would be made among the support staff, the college's target for reduction in direct delivery staff has already been met. The meeting noted that there were shortages of expertise in some support staff areas and these would require to be addressed too.

304 Indicative Levels of Funding 2010/11

The Resources Committee received the report of the Assistant Vice-Principal on indicative funding levels provided to date by the LSC. Governors noted the figures provided. The Principal advised that until final confirmed levels are received no assumptions could be made.

Governors noted those areas of activity still to be allocated funding.

305 Statement of Policy for Discretionary payments in respect of the Local Government Pension Scheme 2009/10

The Resources Committee received and approved the policy regarding the exercise of discretionary powers in relation to the local Government Pension Scheme.

306 Higher Education Strategy

The Resources Committee received and approved the Higher Education Strategy for submission to the Higher Education Funding Council for England. The Principal confirmed the allocation of an additional 100 HE places to Harlow College for 2010/11.

307 Any other business

There was no other business.

308 Dates of future meetings

Summer Term 2010	Tuesday 4 May 2010	8.30am
	Tuesday 6 July 2010	8.30am