

HOPWOOD HALL COLLEGE CORPORATION

Minutes of a meeting of the Employment and Finance Committee held on 25 June 2009

Present	Linda Feerick	James Gallagher	Caroline Taylor
	Derek O'Toole (Principal)		
In Attendance	Ralph Devereux (Clerk)	John Spindler (Interim Exec Dir FP&HR)	OJ Rahim (Exec Dir Skills) (not 37/08)
Apologies	Robert Clegg (Chair)	Margaret Kingsford (Exec Dir T&L) (Attendee)	

Robert Clegg had sent apologies and it was agreed that Caroline Taylor would act as Chair

37/08 APOLOGIES, ELIGIBILITY, QUORUM AND DECLARATION OF INTERESTS

The apologies were accepted. No notice had been received of any member becoming ineligible to hold office. The meeting was quorate and no interests had been declared.

38/08 MINUTES OF THE LAST MEETING

The Minutes of the meeting held on 25 April 2009 were confirmed and signed.

39/08 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS

- a. There were no matters arising
- b. There were no requests for urgent business.

40/08 FINANCE REPORT

The mid-year financial report accurate to 31 May was considered and discussed. The surplus of £688 was -£73k below the budgeted surplus of £761k. Student enrolments were approaching targets for both 16-18 and 19+ but the funding levels were above budget due to the proportion of these completing longer courses; adult learner volumes and funding generation however were also both over target. The overall year end position had been budgeted as £7k and was expected to be slightly below at £2k. Over achievement in ALR delivery was some 14% (114% of target), consequently, as the LSC allowed up to 105%, some additional £150/175k depending on the amount of priority work involved could be expected although no provision had been made in the accounts. The schedule of bad debts showed that some £39k was outstanding and it was agreed to write off that amount from the accounts but to continue to chase defaulters, some concern was expressed at the number of ex students involved and it was agreed to review the policy and to bring it to the committee for consideration. The graphs and statements at Annex A were studied and the cash flow position was noted.

- a. **The Report was received.**
- b. **The bad debts policy would be reviewed.**

41/08 BUDGET 2009/10

The revenue budget for 2009/10 was considered; planning assumptions and the I/E streams were fully discussed item by item and agreed as prudently realistic in the light of the possible effects of the fully detailed associated risks. Total income was £5.4m higher than in 2008/09 including considerably increased contributions from T2G and the inclusion of RMBCs work-based and community learning activities (Learn Local). Expenditure was £5.1m higher than last year and provided for a 2% pay rise and expected efficiency savings, other areas of

increase were in T2G and Learn Local activity. In summary the overall budget surplus of c£304k equated almost exactly to the contribution of Learn Local, and thus mainstream activity reflected a break even solution similar to the previous year. Additionally, the budget assumed that the complete accommodation strategy would proceed and if the rebuild went ahead there would be more write off of assets. The budget was recommended to the corporation; however, the situation was volatile and there could be some movement in the figures before the corporation meeting on 16 July or, in extremis if the capital approval was not forthcoming then the numbers would have to be reworked; the papers would be circulated in good time for scrutiny and if necessary a short special committee meeting would be held in advance of that meeting.

The budget was (conditionally) recommended to the corporation.

42/08 ACCOMMODATION STRATEGY

The LSC national capital committee had been expected to meet on 3 June but would now meet on the following day (26 Jun) to decide on the initial tranche of project approvals from the long list of "Shovel ready" applications. There were positive indications and guarded optimism was expressed. A further meeting would be held at the LSC to determine how much expenditure committed in good faith was likely to be refunded.

The information was noted and received.

43/08 URGENT BUSINESS

There had been no urgent business declared.

44/08 DATE OF NEXT MEETING

The date of the next meeting would be notified.

Signed: _____

Dated: _____