



STANDARDS & FINANCE COMMITTEE

Part I

Minutes of the one hundred and twenty-third meeting of the Standards and Finance committee meeting held on Thursday, 9 February 2023 via Zoom.

Present:

Prof A Neill Chair
 Mr J Hiley-Jones
 Mr G Beards
 Ms X Bloodworth
 Mr S Wain
 Mr R Dunford

Meetings

(6 out of 7)
 (7 out of 7)
 (7 out of 7)
 (6 out of 6)
 (5 out of 7)
 (7 out of 7)

In attendance:

Mr L Feingold Vice Principal, Finance
 Mr S Lovegrove Vice Principal, Curriculum and Quality
 Mr S Jenkin Assistant Principal, Vocational
 Mr G Francis Assistant Principal, A-levels

Mrs L Payne Clerk to Corporation (7 out of 7)

Meeting commenced at 5.00pm

Minute No.		Action
102.1	WELCOME, APOLOGIES & DECLARATIONS OF INTEREST The Chair welcomed everyone to the meeting. Apologies had been received from Assistant Principal, Learning and Quality. No member declared any conflict of interest with the agenda.	
102.2	COMMITTEE BUSINESS	
102.2.1	Minutes of previous meeting held on 15 November 2022 The minutes of the meeting held on 15 November 2022 having been previously circulated to members, were approved as a true record and would be signed electronically by the Chair. All Members were agreed.	
102.2.2	Matters arising from meeting held on 15 November 2022 It was noted all matters arising had been actioned or would be covered within the agenda.	
102.2.3	Minutes of previous meeting held on 6 December 2022 The minutes of the meeting held on 6 December 2022 having been previously circulated to members, were approved as a true record and would be signed electronically by the Chair. All Members were agreed.	
102.2.4	Matters arising from meeting held on 6 December 2022 It was noted all matters arising had been actioned or would be covered within the agenda.	



Minute No.		Action
102.3	STRATEGIC MATTERS	
102.3.1	<p>Recruitment 2022-2023</p> <p>This item was presented by the Vice Principal, Curriculum and Quality. Members were advised that applications received currently stood at 1,974. This represented a decrease of 8.1% on the number of applications received at this time last year.</p> <p>The number of applications processed with students offered a place was up on the previous year currently at 852 being an increase of 2.4% on the position last year.</p> <p>The VP advised members that student applicant behaviour was now starting to show signs of returning to the pre-pandemic levels. The College was seeing conversion rate increases as students were not tending to apply to multiple institutions.</p> <p>In relation to applications by area it was noted that A-Level applications were currently tracking significantly behind (35%) of where they were this time last year. The Vice Principal indicated why the decrease seemed to have occurred.</p> <p>It was noted vocational applications were strong and up 28% on the previous academic year.</p> <p>Overall, there was a prediction of a decrease of 2.4% and, an overall enrolled number of 2795. The VP felt recruitment for 2023/2024 should be in line with the College allocation and this year's student numbers.</p> <p>Members discussed the report.</p> <p>It was noted that schools were now offering subjects that previously only the College had covered enabling schools to retain their students This prompted the question on whether it was the time to review the Colleges current curriculum portfolio.</p> <p>The Vice Principal informed members that this year the College was revising its entry criteria which was noted as lower than local College competitors.</p> <p>The Interim Principal informed members that schools were fighting hard to retain their students in their sixth forms. Members discussed the effect Covid has had on students had on making choices in some cases to stay nearer to home.</p> <p>The report was noted.</p>	
102.4	STANDARDS AND QUALITY	
102.4.1	<p>Destinations of student's report including UCAS</p> <p>This item was presented by the Assistant Principal, A-Levels. Members noted the report on the Destination of College Sixth forms leavers, and the information, which had been derived from the UCAS return and College follow up. It was noted the Destinations of 82% of 2022 leavers had been established, with 45% leavers choosing to progress to Higher Education.</p> <p>The report was noted.</p>	
102.4.2	<p>DFE 16-18 Performance Data</p> <p>Members noted the report on the Performance data, detailing the overall predicted achievement rate for 16-18 year olds, currently noted as 85.8%.</p> <p>Retention rates for 16-18 years olds were at 90.3% being above the Colleges current target of 85%.</p>	



Minute No.		Action
	<p>College attendance in this area was noted as 84.38% and lower than the College target of 86%. With regard to Apprenticeship achievement the VPC&Q advised members that this area was beginning to show signs of stabilising as some of the provision available at the College was being reduced. The report was noted.</p>	
102.4.3	<p>Quality Improvement Development Plan 2022-2023 Leadership and Management The Vice Principal, Curriculum and Quality highlighted the main points of the Colleges Quality Improvement Plan. The VPC&Q informed members that in future this report would come to the first and third term in the year and not as now in the second term. The report was noted.</p>	Agenda planning
102.4.4	<p>Stakeholder Feedback The Assistant Principal, Vocational informed members that the College continued to highly value the feedback from Stakeholders, ensuring the quality and ongoing improvement in the provision from the College. It was noted the Education Inspection Framework encouraged educational providers to obtain and respond to learner views. Members noted the detail in the stakeholder feedback 2022. The report was noted.</p>	
102.4.5	<p>Attendance Report Members were advised that the current year to date attendance for the Sixth Form was 84.5% compared to 86.7% last year. The report was discussed and noted.</p>	
102.5	FINANCIAL & COMMERCIAL MATTERS	
102.5.1	<p>Debt write-offs The Vice Principal, Finance informed members that the College bad debt provision, as at the end of December 2022, was £51,000. This was made up of 23 debtors. As at December 2022 the provision included three large debtors over £5000 relating to International Students who had been slow in paying. Members noted the report.</p>	
102.5.2	<p>Capital Project report Members noted the Capital Expenditure for the year to date, and it was noted that the budget mainly comprised of classroom and estate improvements. The Vice Principal, Finance reported on the new build which was progressing well and due to complete at the end of July 2023. There was a still a financial risk on the new build project in that the deadline for the claim for the monies of £3.2m had to achieved by 31 March 2023. He updated members on the work that had been done already and was hopeful that the College would achieve the deadlines of March and July. Members were very encouraged by the report. The report was noted.</p>	
	<i>Davina Hawkins joined the meeting</i>	



Minute No.		Action
102.5.3	<p>2023-2024 Curriculum Plan and Budget Timetable The Vice Principal, Finance informed members that the College Curriculum Plan and Financial Budget setting process for next year, had already started. The exercise of compiling the Curriculum Plan takes place from the start of February until the end of April and the overall Financial Budget would run alongside that and be completed by the end of April 2023. Members of this committee would receive the full budget in June 2023, for approval by the Board in July 2023. Members noted the report.</p>	
102.5.4	<p>Property Strategy update The Vice Principal, Finance reported in particular on the achievements reached in relation to the new build, and the additional space the new build would provide for the College. He informed members that there was money available from the DfE, for energy, lighting, heating, cooling systems and solar panels. The report was noted.</p>	
102.6	OPERATIONAL MATTERS	
102..6.1	<p>Students' Union Minutes of meeting 17 October 2022 and 12 December 2022 The Minutes were considered. Members noted the minutes.</p>	
102.6.2	<p>Student Union Accounts The report was considered. Members noted the accounts.</p>	
102.6.2	Policies	
102.6.2.1	<p>Anti-Fraud Policy The Vice Principal, Finance presented the policy and advised members that there were no proposed changes. Members agreed to recommend the policy to the Board for approval. All Members were agreed.</p>	Refer to Corporation
102.6.2.2	<p>Tuition Fees Policy and charges schedule for 2022-2023 and expected charges for 2023-2024. The Vice Principal, Finance presented the policy and advised members there were no proposed changes. In the light of inflationary pressures, prices across the college had been reviewed and there were shown in the expected charges schedule. Members agreed to recommend the policy to the Board for approval. All Members were agreed.</p>	Refer to Corporation
102.6.2.3	<p>Government Procurement Card Policy This item was presented by the Vice Principal, Finance who advised members of the minor changes made to the policy. It was noted that this policy could now be approved at this committee. Members approved the Government Procurement Card Policy. All Members were agreed.</p>	



Minute No.		Action
102.7	Evaluation of Meeting Members were happy with the quality of the papers and that they had sufficient information to inform their decisions. The length of the meeting was about right. There was felt to be 'good added value' and 'appropriate challenge' from members.	
102.8	Any Other Business (to be notified to the Clerk in advance) No other business was raised.	
102.9	Date of next meeting	
	Tuesday, 20 June 2023 at 5.00pm	

Meeting ended at 5.30pm