

**Minutes of Management Accounts Review Group Meeting
and Review of Student Numbers Presentation
held on Monday 25 January 2010 at 10am**

Present: Mr J Wilkinson (Chair)
Mrs S Arayan (Principal)

In Attendance: Ms J Barber (Finance Director) until 10.50am
Mr D Grant (Senior Manager College Information Services)
from 10.50am
Mr P Hodgson (Corporate Director)
Mr J Holland (Clerk)

1. Apologies for absence

Apologies had been received from Ken Willcox.

2. Minutes of Management Accounts Review Group meeting held on 1 December 2009 for approval

The meeting unanimously agreed to approve the Minutes.

3. Matters arising

- MA12091 - Childcare funding ex Job Centre Plus
John Wilkinson had written a letter to Job Centre Plus but they were unable to transfer any budget for childcare to us. If we know that a student is unemployed and will need childcare, we should try and get them referred through Job Centre Plus before enrolling on a course. The expected overspend on the Learner Support Funds has now been reduced to just over £30k from an expected overspend of £60k at the last meeting.

Action: SA MA1101

SA explained that she had recently received a briefing note from the Association of Learning Providers concerning extending free childcare eligibility and would follow this up to see if this affected any of our students' entitlement.

- MA12092 - Framework for Excellence grading on reduced allocation
PH is still trying to get a definite answer on this and will continue to follow up.

Action: PH MA1102

- MA12093 - Non positive cash from operation
JB and SA have met the bank manager and discussed the issue with him. He did not anticipate a problem but would need to clear it with his superiors.

4. **Management Accounts for November 2009 for information**

JB explained she had done a detailed forecast as at January 2010 which she had inserted in the Management Accounts.

She took the meeting through her report in detail.

On school links, particularly Health and Social Care courses, some of the local schools are now teaching this themselves due to behavioural issues and Frome College did not have the budget to run school links this year.

On Diploma Capital, Health and Social Care are writing a bid for £50k worth of capital.

The problem on the Learner Support Fund was made worse by the fact that the College cannot vire between 16-18 and 19+ allocations.

The College is to establish if employers getting £2.5k to take on Apprentices (16-18) will affect the College's ability to draw down additional delivery funding.

Action: PH MA1103

With regard to the forecast pay award, this was originally set at 2% in the budget but the AOC recommendation was 1.5% which SA was happy to recommend to Governors. The meeting unanimously agreed to this approach.

JB explained that the Forecast she had gone through formed the basis of the Management Accounts for November 2009.

JB is to check the salaries budget figure as this is different when the Management Accounts and Forecast sheets are compared.

Action: JB MA1104

The cashflow sheet was noted and it was agreed that this would be updated to reflect the forecast.

JB agreed to check that the problem of non positive cashflow from operations did not repeat itself in 2009/2010.

The lowest forecast cash was in February 2010 and cash would be monitored in detail around this time.

With regard to the old debt from Bath Spa, the agreement with them stated the College would not get paid if they still did not receive the fee from the student which they did not in this case. This has now been resolved by the College keeping half the fee but not invoicing for the other half.

5. **Recommendation of pay award from 1 January 2010 to Corporation**

This had already been discussed earlier in the meeting with 1.5% from 1 January 2010 being recommended.

6. **Any other business**

There was no other business.

JB left the meeting at 10.50am.

DG joined the meeting at 10.50am.

Review of Student Number Presentation

The meeting went through the prepared paper that was going to Governors.

The meeting clarified the type of provision that went into each heading.

DG explained that there is little discretion to move courses between funding streams.

DG and PH took the meeting through each funding stream explaining the progress and actions being taken by the College to ensure allocations are met, the impact of any potential clawbacks and how future allocations would be based.

It was agreed that the discussions would be incorporated into a more detailed commentary to accompany the student numbers in the Principal's Report.

The meeting concluded that the report format being used was appropriate.

There being no further business, the meeting closed at 11.20am.