

GOVERNORS' MANAGEMENT COMMITTEE

Minutes of a Meeting 11.00am Monday 19th November 2012 Gordon Canning Room

Present: Mr Graham van der Lely (Chair) (GVdL)
Mr Martin Baber (MHB)
Mr Mark Davison (MJD)
Mr Jim Hickman (JH)
Mr Edward Keene (EK)
Mr Russell Marchant (RM)
Mr Chris Moody (CM)
Mr Charles Whitehouse (CW)

In Attendance Mr Graham Ledden (GL)
Dr Stephen Waite (SW)
Mrs L Worsfold (LW)

Apologies: Mr Bob Barnett
Mr Mike Burton
Mr Luke Rake

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
1.	Apologies Apologies were received from Mr Barnett, Mr Burton and Mr Rake.		
2.	Declaration of Interest – Paper GMC02/11/12 The Clerk advised that member's interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.		
3.	Minutes of the Last Meeting – Paper GMC03/11/12 Minutes of the meeting held on 4 th October 2012 were agreed to be a true and accurate record and signed by the Chair.		
4.	Matters Arising 4.1. (4.2, 4.4) Review Agreement with Velcourt. RM advised that he had started a dialogue with Velcourt and this matter		

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	<p>was on-going.</p> <p><i>The next meeting will be updated.</i></p> <p>4.2. (6.0) Update on HE student enrolment.</p> <p>SW advised that we had 500 new students but we had missed HEFCE target as 64 of this figure were AAB students and therefore outside of the target. In response to MJD SW confirmed that this was likely to change next year for targets to exclude ABB and above. In response to EK SW advised that the situation on numbers available is likely to be confirmed in mid-January 2013 but agreed that funding was unlikely to increase to cater for this change so student number targets would likely be decreased. In response to GvdL SW advised that it had been difficult to get clear data from UWE as they had had some administrative problems after centralising the function that dealt with the student loan company. GL advised that UWE seem to be overcoming these problems and he was expecting shortly to receive at least 80% of our funds. In response to GvdL CM advised that the decision on three distinctions being equivalent to grade A's was still to be made but it could make a dramatic difference. SW believed that this would not change until 2013/2014.</p>	RM	07/02/13																																								
5.	<p>Discuss and Approve monthly accounts for September 2012 to include performance of College commercial enterprises, Employer Engagement and Hartpury Business. Paper GMC05/11/12</p> <p>GL warned Members that the accounts were currently not representative as they do not contain HE or residential income. The results for the first two months of the year show an operating deficit of £1980.4K compared to a budgeted deficit of £1996.2K and represents a £15.8K favourable variance. GL advised that we had budgeted for 460 new HE students and therefore this area should be positive but he had some concern over our international student numbers. Our 16-18 Apprenticeships will be helped by English Lacrosse joining the AASE programme which is similar to the arrangement we have with the RFU. GL outlined the performance of the Colleges commercial activities.</p> <table border="1"> <thead> <tr> <th></th> <th>Actual £000's</th> <th>Budget £000's</th> <th>Variance £000's</th> </tr> </thead> <tbody> <tr> <td>Catering</td> <td>(27.1)</td> <td>(39.7)</td> <td>12.6</td> </tr> <tr> <td>Bar</td> <td>(11.9)</td> <td>(6.7)</td> <td>(5.2)</td> </tr> <tr> <td>Conferencing</td> <td>18.1</td> <td>32.5</td> <td>(14.4)</td> </tr> <tr> <td>Equine</td> <td>(36.6)</td> <td>(104.2)</td> <td>67.6</td> </tr> <tr> <td>Stud</td> <td>0.6</td> <td>(0.9)</td> <td>1.5</td> </tr> <tr> <td>Farm</td> <td>(104.4)</td> <td>(71.5)</td> <td>(32.9)</td> </tr> <tr> <td>Residential</td> <td>(284.3)</td> <td>(275.8)</td> <td>(8.5)</td> </tr> <tr> <td>Transport</td> <td>(120.3)</td> <td>(141.3)</td> <td>21.0</td> </tr> <tr> <td>Business</td> <td>(10.5)</td> <td>55.2</td> <td>(65.7)</td> </tr> </tbody> </table>		Actual £000's	Budget £000's	Variance £000's	Catering	(27.1)	(39.7)	12.6	Bar	(11.9)	(6.7)	(5.2)	Conferencing	18.1	32.5	(14.4)	Equine	(36.6)	(104.2)	67.6	Stud	0.6	(0.9)	1.5	Farm	(104.4)	(71.5)	(32.9)	Residential	(284.3)	(275.8)	(8.5)	Transport	(120.3)	(141.3)	21.0	Business	(10.5)	55.2	(65.7)		
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	<p>GL advised that as stated earlier the accounts are at this time of year not fully representative and no trends were identifiable as yet. GL confirmed that the Stud had now closed and this heading will be removed. GL warned that equine costs on bedding and feed are likely to increase dramatically. In response to CW GL advised that Velcourt had forward ordered feed and was therefore the Farm was better placed than equine.</p>		
6.	<p>Update on Capital Projects. Paper GMC06/11/12</p> <p>6.1. Enhanced Renewal Grant</p> <p>GL advised that we had been successful in our application for a SFA grant of £1110K which together with our own funds of £2219K will enable the construction of a new FE Independent Learning and A Level Centre. In response to EK GL advised that he would be having discussions with the Bank on government subsidised loans. In response to GvdL RM advised that we are looking at the design of the building to give more space. This would mean straightening the building from the original curvature design but would still be an impressive building and maintain good BREEAM rating. In response to CW RM confirmed that we would be keeping the current traffic system but because of proposed changes in design we may have to re-submit the plans. In response to GvdL RM confirmed that it was his intention to bring all staff currently at Overton Farm back to the main College site. This would improve staff morale and student access. RM advised that changes to design may delay the project.</p> <p><i>The plans for the building would be made available to Members at the next meeting.</i></p> <p>6.2. Dingle 2</p> <p>GL advised that plans had been revised to 42 bedrooms instead of 50 and planning application submitted and a response was expected in the new year. GL confirmed that due to time and financial pressures this project was unlikely to go forward next year.</p> <p>6.3. Renewal Grant</p> <p>GL advised that the £120K Renewal Grant from the SFA together with £240K from our own funds would probably be used for the rebuilding of Laughton's Farmhouse. We hoped to construct a larger building than currently on the site to include accommodation, offices, classrooms and laundry and after discussions there would be no objections from local planners</p> <p>6.4. Principals Capital Budget</p> <p>GL advised that the majority of the capital budget had not been allocated to give the new Principal more flexibility and referred Members to the projects where funds of just under £200K had been spent or committed. RM advised that he was re-looking at the need to rectify faults with the Sports Academy Roof which could cost £500K. More data from the original build had now become available and this had been sent to our structural engineer to evaluate and review their opinion on what action we should take. In response to MHB GL confirmed that all chance of making a claim</p>	RM	07/02/13

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	<p>had gone. In response to CM GL advised that the original report from our structural engineers stated that there was no imminent danger from the roof failing. CM believed that we should inform our insurers. JH also believed that we should check the limiting insurance of the structural engineers to ensure that any risk by accepting their advice would be passed to them.</p> <p><i>The insurance issues raised will be actioned.</i></p> <p><i>The next meeting will be updated on the Sports Academy Roof.</i></p>	<p>GL</p> <p>RM</p>	<p>Immediate</p> <p>07/02/13</p>
7.	<p>Approve amendments to Financial Regulations. Paper GMC07/11/12</p> <p>GL advised that the Financial Regulations are updated annually. GL explained that other than cosmetic changes to take account of changes to the funding agencies there was only one major amendment to allow for the new Financial Memorandum which allows the College to borrow without seeking SFA approval. CM felt the Members should note that this change passed the responsibility of meeting the repayment of the loan from the SFA to governors.</p> <p><i>The amendments to the Financial Regulations were approved.</i></p>		
8.	<p>Review SFA responses to College Financial Plan 2012-2015. Paper GMC08/11/12</p> <p>GL advised that the SFA had accepted our self-assessed grade of satisfactory of our financial health. Members should note however that many of the key indicators of the Colleges financial health were adverse to the benchmark and this was due mainly to our gearing. GL advised that our turnover had flattened over the last three years and we need to look at areas such as the Farm and Catering to improve our performance. In response to JH GL confirmed that these figures would be available through the SFA and they were shared with our Bank.</p>		
9.	<p>Note Synopsis of June 2012 Review by Investors in People. Paper GMC09/11/12</p> <p>LW advised that we were audited every three years and they look at areas of progress since the last audit and outline areas for further improvement. EK wondered what the advantages were of continuing to maintain this award. RM believed it had some value with the staff and the Report had been shared with them. SW advised that IIP accreditation was useful when dealing with the QAA and in response to GvdL LW confirmed that it carried creditability with Ofsted. CM commented that this was the only external audit you had to confirm what you are doing relating to staff is sound. RM believed that as it was three years to the next inspection we should consider our HR strategy at that time as to whether we continue or not.</p>		
10.	<p>Note Report on Staff Survey 2012. Paper GMC10/11/12</p> <p>LW referred Members to the Staff Survey Report and advised that it mirrors the results of the IIP audit. LW advised that a Staff Forum will be set up and they will lead on looking at the key topics that have come out of the survey. RM believed that it was important to have Forum for exchange of views and to address communication for the future.</p>		

		ACTION	ACTION DATE
11.	Any Other Business There was no other business.		
12.	Dates of future meetings all at 11.00am Thursday 7 th February 2013 Thursday 6 th February 2014 Wednesday 1 st May 2013 Thursday 1 st May 2014 Wednesday 19 th June 2013 Tuesday 24 th June 2014 Thursday 3 rd October 2013 Thursday 9 th October 2014 Thursday 25 th November 2013 Thursday 27 th November 2014		

Mr Graham van der Lely
Chair Governors' Management Committee

7th February 2013