

The College of West Anglia
Minutes of Finance & General Purposes Committee
Tuesday, 10 February 2009, 8.30 am - Boardroom

Present	Andrew Cave	Chair
	Peter Dixon	
	Derek Stringer	
	Roger Ward	
	David Pomfret	Principal
Attending	Richard Williamson	Executive Director of Finance and College Services
	Nicholas Barrett	Head of Finance
	Hilary Reid	Clerk

1 Apologies

None, all members present.

2 Minutes of Previous Meeting – 18 November 2008

The Minutes of the meeting of 18 November 2008 were agreed as a correct record and signed by the Chair.

3 Matters Arising

There were no matters arising.

4 Management Accounts to 31 December 2008

The management accounts to 31 December 2008 were presented by the Head of Finance, the updated detail from which was to be considered at item 5 on the agenda.

Noted.

5 Mid-year Budget Review

This item was deemed to be "Confidential".

6 Cash Flow and Borrowing Facilities

This item was deemed to be "Confidential".

7 Fees Policy 2009-10

The Principal presented the Fees Policy September 2009, noting that minor word changes remained to be made. He explained that the LSC had applied pressure to capture more fees and steps had been taken to heighten fee collection across certain areas. However, the College was significantly under-performing on fees. Increasing fees had undermined volumes and the proposed Policy reflected a prudent approach

by the College. A course by course review would determine whether fees should be driven up.

A different approach was being adopted towards College training grant and would demonstrate to the LSC that maximum fees were being collected.

Peter Dixon proposed, seconded by Andrew Cave, that the Fees Policy September 2009 be recommended to Corporation for approval. Agreed.

8 LSC Funding and Data Control

The issues raised in the report prepared by the Executive Director of Finance and College Services had, in the main, been addressed at item 5 on the agenda. However, the following points were added to the commentary:

Para 40 – the current position of data control:

- The DSAT control reports have been run and around 60% of the resulting data errors have been corrected;
- ILR checklists – 83% have now been reviewed and the resulting changes made.

Para 47 – Tasks:

- The Principal reiterated the difficulties in recruiting to the vacant Head of Funding and Exams post.

The current position was noted.

9 Contracts over £100,000

The Principal advised there were none to report.

10 Any Other Business

(i) **The Budget** – PD suggested that a detailed paper showing the actions taken by management, the savings already made and any projected savings be presented to the Board in simple tabular format for the meeting on 10 March 2009. **Action: RW**

11 Chair's items for Briefing to Corporation

- Recommendation to approve the new budget 2008-09
- Recommendation to approve the Fees Policy 2009-10

12 Date and Time of next Meeting

28 April 2009, 8.30 am.

The meeting closed at 10.55 am