

## ELTHAM COLLEGE

**Minutes of Finance and General Purposes Committee meeting held on  
Thursday 10<sup>th</sup> March 2011 at 7.30pm**

**Present:** Mr S R Charlick (Chairman), W Oram, R B Morgan, C P J Muttukumar and D A Robins with the Headmaster and Bursar *ex officio*.

**Apologies**

Apologies were received from Messrs B C Carey and A Robb.

**F/11/01 Minutes of the Meeting held on Tuesday 16<sup>th</sup> November 2010**

The minutes were accepted as a true record of the meeting and signed by the Chairman.

**F/11/02 Matters Arising****College Meadow/London Marathon**

The Bursar reported that the car park works discussed at the last meeting were now being considered by the architect. The Headmaster informed the meeting that he would like the London Marathon pavilion refurbished as soon as possible for the benefit of the pupils, and also mentioned two recent visits by LOCOG (London Organising Committee of the Olympic and Paralympic Games) who were interested in using football pitches as a training facility.

**Art Centre**

The meeting was informed that the enabling works on the electrical sub-station were proceeding well and were due to finish the last week of March.

**Scholarships and Bursaries**

A paper prepared by the Bursar in relation to this item had been circulated with the agenda.

The paper was approved as a principle to be followed.

**FSSM Limited**

The meeting was informed that the recent marketing exercise had generated some new memberships.

**F/11/03 Draft Statutory Accounts for Year Ended 31<sup>st</sup> August 2010.**

These had been circulated by post prior to the meeting. The figures had been previously agreed and the latest version had the updated narrative. There were one or two typographical errors and the Bursar agreed to amend these. It was agreed to recommend the accounts for approval by the Governing Body.

**F/11/04 Termly Management Accounts**

The 2010/11 Budget Split, the Budget versus Actual for Autumn Term 2010, the narrative on major variances and the cash flow statement had all been circulated with the agenda.

The position was noted, as was the cash flow statement.

**F/11/05 Draft 2011/2012 Budget**

The first draft of the Budget had been circulated by hard copy one week prior to the meeting. The budget had been drawn up on the basis of a nil percentage increase in teaching staff salary scales.

It was agreed to recommend the budget to the Governing Body.

**F/11/0 Property Strategy/Fundraising**

The Chairman explained that he had asked for this item to be added to the agenda to allow an update.

A brief discussion followed.

**F/11/07 Revenue Generation**

A table of comparisons of Income Generation over the last three years had been circulated with the agenda.

The table was noted.

**F/11/08 Terms of Reference**

These had been circulated with the agenda for annual review. A couple of typographical errors were noted and the terms of reference agreed.

**F/11/09 Review of Debtors**

An anonymous list of current fee debtors had been circulated with the agenda. It was noted, when the totals were provided to the meeting, that the figure was comparable to that which had been considered at the last meeting.

The report was noted.

**F/11/10 Any Other Business**

**Leave of Absence**

The Headmaster outlined an approach from a parent for leave of absence for a pupil.

**Date of Next Meeting**

This had been agreed as Thursday 9<sup>th</sup> June 2011.

Chairman .....

Date .....