

NOTRE DAME SIXTH FORM CATHOLIC COLLEGE

Minutes of the Finance and Physical Resources Committee meeting held on Microsoft Teams on
Wednesday 21 February 2024 AT 5.00PM

PRESENT David Wright (Chair)
 Justine Barlow (Principal)
 Matthew DiClemente
 Dr Christine Bosch
 Dr Ann-Marie Mealey

The quorum for a committee meeting is a minimum of two governors excluding the Principal.

IN ATTENDANCE: Denise Hark- Clerk to the Corporation
 Karen Petrillo – Director of Finance and Operations (DFO)

The meeting was opened with a prayer.

1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	ACTION
1.01	There were no apologies for absence received from governors.	
2	DECLARATION OF INTERESTS There were no declarations relating to any agenda item.	
3	MINUTES OF THE LAST MEETING Minutes from the Finance and Physical Resources meeting held on 14 September 2023 had been included with the papers for the meeting. They were agreed as a correct record for signature by the Chair, subject to the following amendments: To include September as the date of the meeting in the header Minute 6 (5.01) to read “invitation” and Minute 9 to read “have we heard anything from the ESFA”. The Minutes of the joint meeting with the Audit Committee held on 29 November 2023 were agreed as a correct record.	
4	REVIEW ACTIONS AND MATTERS ARISING A governor asked for an update on overseas fees. The DFO reported that the agreement to charge £10k from September 2024 has been confirmed. Minute 4.05 from meeting 13.06.23– Student Support Bursary The DFO reported that the total bursary carry forward amount from the previous year was £325k, with the current year’s allowance being £536k and a free meal allowance of £151k. Total expenditure for the year to date was £193k. Q: How is the free meal allowance arrived at and is there an expectation that it should all be spent? A: The allocation is £4 per day per eligible student. However, some students were not taking up the offer as they liked to go out of college for meals. Marketing, focus	

groups and the introduction of an app had been implemented to make it easier for students to apply and for the college to understand what they want.

The DFO reported that other colleges were experiencing similar problems as there are restrictions on how the money can be spent. It was noted that if the college spends over £320k this year it would not need to repay any underspend from last year's allocation.

Other options being considered to spend some of the bursary fund include the purchase of laptops at £120k and increasing a subsidy on trips and enrichment opportunities.

The bursary is currently assessed on parental income below £25k which is low compared to other local colleges. The threshold will be increased to £30k to move in line with other colleges and to encourage more students to apply.

Q: What percentage of students are taking up the offer and what are the barriers to applying?

A: An online system has been introduced with students being allocated £4 per day on an app. There is nothing to distinguish them as being entitled to free meals. The DFO is awaiting some data from our catering supplier on the % of students taking up the £4 per day allocation.

Q: How attractive is the current catering offer?

A: It is a good offer which includes meal deals. Students are spending their allocation at different times of the day.

Q: Could the application be combined with enrolment?

A: It is not part of the paperwork for enrolment, but the college tries to make it accessible to parents. A lot of data is required from parents as part of the bursary application, which could hinder applications.

It was noted that up to 5% of the bursary can be used for admin fees with the rest going to students.

Item 8 was taken at this point.

Minute 8.02 from 13.06.23 – College Payroll

The DFO reported that Edupay would become the college's payroll provider starting from 1 April 2024. Weekly meetings with them take place and a parallel pay run was carried out in January to compare it with the Leeds Council payroll.

Training will take place on 19 March for HR and Finance staff and the system will go live from April.

One area identified as an issue was that Leeds City Council had not asked for staff bank account names. Staff will be asked to log into the new system to check their personal details and add their bank account name.

	<p>Leeds City Council had reported that there were 3 outstanding debts which had not been collected. This had been due to Leeds City Council having overpaid staff and not having collected them. Leeds City Council has charged the college for the debts in accordance with the SLA. The staff concerned no longer work at the college, with one of them having left over 6 years ago. The total amount was £2,089. The DFO reported that the college would try to recover one of the debts which amounted to £1,162 but too much time had passed to collect the other two debts.</p> <p>Q: What is the overall saving by moving payroll provider? A: It is around £5k but there are also other benefits around staff workload.</p> <p>Q: Are staff happy with the change in payment date? A: This will go out to full consultation with the aim of one pay date from August 2024.</p>	
5	<p>MONTHLY MANAGEMENT ACCOUNTS</p> <p>The DFO presented the summary report and highlighted the following points:</p> <ul style="list-style-type: none"> • Income for Looked After Children was higher than forecast, and there was an increase in additional income with £12k being received against a £2k budget. • There were positive variances against the staffing budget due to some vacancies, as not all the vacancies had been covered by supply. • Increases in expenditure were reported under insurance which had increased significantly following a quote. There had also been an increase in governance costs due to the statutory requirement to undertake an External Review of Governance in order to remain compliant. <p>The Chair advised that line 123 should be changed to governance costs rather than governor training.</p> <p>The DFO noted that ESFA income would be £11k less next month due to the T-Level funding clawback.</p> <p>There would be an increase to consultancy costs for planned maintenance and for the space utilisation survey.</p> <p>The Chair noted that budgeted performance against actual was very strong.</p> <p>Q: Are there any implications from the funding announcement for 2024/25? A: The changes to the Advanced Maths premium and to Disadvantaged funding, based on last year's figures, should result in an increase of £150k on what had already been budgeted for. Colleges would also receive in full the teachers' pension increase contribution which would increase to 28% in April.</p>	

	<p>The Chair noted that next year's pay award would need to be monitored. The DFO confirmed that 5% has been added to the budget to allow for this following a meeting with other NORVIC Finance Directors.</p>	
6	<p>PREMISES AND ESTATES UPDATE The DFO reported on the progress towards the actions raised by the auditors.</p>	
6.1	<p>Planned Maintenance Review A planned maintenance review has been agreed to restructure the 10-year plan. The auditors had requested external validation.</p> <p>Three companies had been approached to provide quotes. Examples of the type of the report provided by each company had been sent to governors for consideration. Quotes had been provided by Eddison, Alcott and Bradley, with Edison.</p> <p>Q: Are the companies aware of the 5-year plan and how many days would the work involve? A: They had requested sight of the plan. It would be a lengthy process to be agreed with the company selected.</p> <p>It is expected that the work could be carried out over the Easter holiday subject to availability.</p> <p>It was agreed that Eddison be selected to carry out the planned maintenance review based on the quotes received. Since the meeting the DFO confirmed that the Eddisons quote was missing an element of expenditure. An email was sent to all governing body members to recommend that Bradley Mason were now the better value for money option at £16.6K. The email was acknowledged and the decision to now appoint Bradley Mason was approved.</p>	
6.2	<p>Site Space Utilisation Review At the Annual Strategic Conversation with the ESFA they had been interested to know how the college had been able to maximise the existing campus.</p> <p>An independent site space utilisation review was proposed which would enable governors to have clarity if considering expanding capacity.</p> <p>The DFO reported that it had been difficult to find companies to carry out this work but School Property Matters had been recommended by Edisons. They have requested floor plans with room numbers in CAD format in order to proceed with a quote.</p> <p>Arcadis had worked as a consultant for the DfE regarding Phase 1 capital bid. They require more data before they will provide a quote.</p> <p>The DFO agreed to forward quotes to the committee for approval by email to enable the work to be carried out in the early summer.</p>	

	<p>Q: What type of report are they likely to prepare? The DFO agreed to provide a copy of a typical report.</p> <p>The Principal noted that governors would need to see the outcome of the two reports to be able to consider a plan for the estates going forward. An extraordinary meeting may be required to discuss estates development dependent on the report outcomes. The Chair added that this would tie in with the review of the Strategic Plan for 2024-27.</p> <p>6.3 Capital Expenditure The DFO reported that a new CCTV system is essential but had not been budgeted for in the current year. Three quotes would be sought with the plan to have the work carried out over the summer holiday. The Chair added that consideration would need to be given to the ongoing cost of monitoring the CCTV system.</p> <p>6.4 Sustainability AM offered to share connections regarding the research on Decarbonising Catholic Schools which may be of use.</p>	
7	<p>HEALTH & SAFETY MID YEAR REPORT The Health and Safety Mid-year report had been circulated with the papers for the meeting.</p> <p>MD, the link governor for Health & Safety, confirmed that he has arranged a link governor meeting and will provide a report at the next meeting.</p>	
8	<p>POLICY REVIEW The following amended policy was presented for approval:</p> <p>Student Support Fund and Bursary Scheme</p> <p>Priority 2 would increase from £25,521 to £30,000 to try to capture more people. Other amendments related to the increase in Universal Credit and Tax credits.</p> <p>Q: Should the priority 4 threshold change? Following discussion, it was agreed that priority 3 and 4 should be deleted.</p> <p>Q: When will the increase to priority 2 be implemented, and will this increase again? The increase would be implemented straight away and would be backdated to January 2024.</p> <p>The DFO noted that some colleges had increased the threshold to £36,000.</p> <p>Payment of the bursary is based on attendance. If the student attends for 50% of the time the receive 50% of the bursary.</p> <p>Q: How is the bursary tracked and audited?</p>	

	<p>A: It is tracked on a spreadsheet and audited by the ESFA who check payments and attendance records.</p> <p>Pay My Student would be implemented in May, and this should encourage more students to apply.</p> <p>The Student Support Fund and Bursary Scheme is approved.</p>	
9	<p>ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Business raised.</p>	
10	<p>DATE AND TIME OF NEXT MEETING</p> <p>Wednesday 26 June 2024 at 5.00pm. The meeting will take place in college. Links to attend virtually will be made available if governors are unable to attend in person.</p>	

The meeting closed at 6.26pm

DRAFT pending committee approval