

## NOTRE DAME SIXTH FORM CATHOLIC COLLEGE

Minutes of the Finance and Resources Committee meeting held on Microsoft Teams on  
Wednesday 26 February 2025 AT 5.00PM

PRESENT                      David Wright (Chair)  
                                    Justine Barlow (Principal)  
                                    Matthew DiClemente  
                                    Richard Hall  
                                    Christine Bosch

*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.

<b>1.00</b>	<b>APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS</b>	<b>ACTION</b>
<b>1.01</b>	There were no apologies for absence received.	
<b>2.00</b>	<b>COMMITTEE TERMS OF REFERENCE</b>	
<b>2.01</b>	The Committee terms of reference had been updated to allow for the incorporation of Human Resources matters within the remit of the committee.	
<b>2.02</b>	The updated terms of reference for 2024/25 are <b>approved</b> .	
<b>3.00</b>	<b>DECLARATION OF INTERESTS</b>	
<b>3.01</b>	There were no declarations made relating to items on the agenda.	
<b>4.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
<b>4.01</b>	Minutes from the Finance and Physical Resources meeting held on 11 September 2024 had been included with the papers for the meeting. They were <b>agreed</b> as a correct record for signature by the Chair.	
<b>5.00</b>	<b>REVIEW ACTIONS AND MATTERS ARISING</b>	
<b>5.01</b>	Minute 7.08 The DFO to provide a two-year comparison of income. This information was provided after the meeting.	
<b>5.02</b>	Minute 7.19 International Students to be an agenda item. Action completed.	
<b>5.03</b>	Minute 9.04 EV Points. Permission had been received from the Diocese and installation will take place on 26 March.	

<b>6.00</b>	<b>FINANCE REPORT MANAGEMENT ACCOUNTS</b>	
<b>6.01</b>	The DFO presented the key features from the finance report and highlighted the following points:	
<b>6.02</b>	Core funding will increase by 3.65% of total income for the months April to July. to pay for the pay rise of 5.5%. Details to be released in due course.	
<b>6.03</b>	The Indonesia trip for students under the Turing scheme has been included in the budget as this is ESFA income and needs to be stated in the Annual Accounts.	
<b>6.04</b>	Funding for High Needs students was higher than originally forecast.	
<b>6.05</b>	The income for International students is higher than the original budget because of more students.	
<b>6.06</b>	It is forecast that £67k will be received in interest. Following a meeting with the bank the college is now receiving £1500 per month interest on the current account. Consideration will be given on whether to move the bank account to Barclays to benefit from the sweeping method.	
<b>6.07</b>	Staffing variances of £213k are due to unfilled vacancies. The cost of covering the vacancies comes out of the supply budget.	
<b>6.08</b>	The accounts which are up to the end of January show a variance of £49k against the staffing budget as there were 4 days deducted for strike days. There will be a further 4 days deducted in February.	
<b>6.09</b>	Q: How many unfilled vacancies are there? A: There are three in hard to fill areas. These include the Head of Computer Science, a teacher of environmental science and a 0.5 teacher of Psychology.	
<b>6.10</b>	Insurance costs increased in February. The DFO had discussed whether there was a need to have terrorism insurance included in the cover. This is not compulsory but recommended dependent on location. The cost of this cover is an additional £11k. It had been agreed to include this as it was prudent in terms of risk management.	
<b>6.11</b>	At January 2025 there was an expected surplus £970k against a working budget of £656k.	
<b>6.12</b>	Cash at the bank was £6.6m at the end of January.	
<b>6.13</b>	Q: What is the expected cash balance at the end of the year? A: It is expected to be between £5m-£5.5m, not including the developments in the hall.	

<b>6.14</b>	<p>Q: What is the balance on the main loan?</p> <p>A: The two loans combined will be £671k at the end of the financial year. This is reducing by £124k per year. These would need to be paid off if the college academised.</p>	
<b>6.15</b>	The Chair noted that it would be prudent to maintain the cash at the bank to be no less than £2.5m so that potential opportunities could be taken up.	
<b>6.16</b>	<p>Q: Is there anything that might affect the forecasting?</p> <p>A: There is potentially some income for in-year growth funding, but this is not definite.</p>	
<b>6.17</b>	The possibility of a future investment plan was considered.	
<b>6.18</b>	The Chair thanked the DFO for the finance report.	
<b>7.00</b>	<b>INTERNATIONAL STUDENTS</b>	
<b>7.01</b>	The DFO reported that the budget for international students was breaking even. Fees had been increased from £9k to £10k per year. There had been a slight decrease in staffing costs in the department. The costs are offset against the income that would be received for UK students.	
<b>7.02</b>	An audit of International Students has been carried out. This initially was a one-day audit, but auditors returned for more information about students funded by the ESFA to include passport, origin details and settled status. The Principal noted that this information cannot be requested at enrolment if the students come from feeder schools, however, the Home Office is asking for this information for all students.	
<b>7.03</b>	<p>Q: What is the plan with International Students?</p> <p>A: There is uncertainty until the Home Office confirms that the College can have International Students.</p>	
<b>7.04</b>	<p>Q: Would we have liabilities if the licence was removed?</p> <p>A: It would be hoped that the current students could finish their course. If not, they would have to be refunded.</p>	
<b>7.05</b>	The DFO noted that a decision would need to be made within a month on whether to go out and recruit new students.	
<b>7.06</b>	It was agreed that International Students should be a standing agenda item.	Clerk
<b>7.07</b>	The DFO questioned the committee over the preferred strategy for International Students. The Chair noted that if the College became an academy this would not be an option unless it was done through a subsidiary company. If the provision	

	<p>continues it would need to break even. The provision should continue until a clearer picture becomes available.</p>	
<b>7.08</b>	<p>A governor commented that if this provision didn't continue there are students in the local area who would be able to take up places, however, the diversity of income is powerful. A governor noted that having International Students allows the College to appear prestigious as it is internationally recognised.</p>	
<b>7.09</b>	<p>The Chair asked for a breakdown of destination analysis. The DFO replied that of the six students who graduated last year, five of them went on to university, with one having no intention of further study.</p>	
<b>8.00</b>	<b>HR MATTERS</b>	
<b>8.01</b>	<p>The Principal reported on the 2024 Teacher's pay recommendations. Following collective bargaining it had been agreed that teachers in schools and 16-19 academies would receive a 5.5% increase. Sixth Form Colleges had been omitted from this agreement which resulted in the SFCA taking out a judicial review on behalf of the 38 designated Sixth Form Colleges outside the pay award.</p>	
<b>8.02</b>	<p>The NEU had balloted its members for industrial action and 8 days strike action had taken place. There has now been agreement between the SFCA, the unions and the government and strike action has been suspended. It was agreed that staff in Sixth Form Colleges will receive funding for 3.5% for September to March and 5.5% for the remainder of the academic year. Sixth Form Colleges will be part of the pay award recommendations, along with schools and 16-19 academies in future years.</p>	
<b>8.03</b>	<p>Unison is negotiating for the support staff pay award, once agreed it will be backdated to September.</p>	
<b>8.04</b>	<p>The DFO reported that she had included 3% in the budget for next year's pay award as it was expected to be below this level.</p>	
<b>8.05</b>	<p><b>Staff Absences</b> Cleaners had the highest percentage of absence, but these figures included some staff with long-term sickness absence.</p>	
<b>8.06</b>	<p>Overall long-term sickness absence was low.</p>	
<b>8.07</b>	<p><b>TES Pulse Survey</b> The TES Pulse survey had been introduced in February 2024 and is carried out monthly. The response rate fluctuates with a significant dip in July when teaching staff are on holiday.</p>	
<b>8.08</b>		

<p><b>8.09</b></p> <p><b>8.10</b></p> <p><b>8.11</b></p>	<p>Recommending Notre Dame as a good place to work scored 8.6/10 and Relationships with students scored 9.2/10.</p> <p>Three custom questions are included in the survey each month where staff are able to leave comments. There had been over 1000 comments in 12 months. There were no areas of concern and key themes were around communication and workload.</p> <p>Q: Why is the response rate lower for teachers than for other groups? A: It is due to lack of time, and they don't see it as a priority. Research had been carried out and a response rate over 30% was deemed to be excellent.</p> <p>The Principal reported that regular half-termly meetings are arranged with the College NEU representative. One of the main areas of concern which had been raised was staff workload. It had been acknowledged that staff workload is a national issue.</p>	
<p><b>9.00</b></p> <p><b>9.01</b></p> <p><b>9.02</b></p> <p><b>9.03</b></p> <p><b>9.04</b></p> <p><b>9.05</b></p> <p><b>9.06</b></p> <p><b>9.07</b></p>	<p><b>POLICIES</b></p> <p>The following policies were presented for approval:</p> <p><b>Student Support Fund and Bursary</b> The DFO noted that the policy had been updated to reflect the new system "Pay My Student" which allows students to apply online. The process is safer and more efficient and is now being managed by the Finance department.</p> <p>Q: Is PIP no longer included in the list of allowed benefits? A: The list is a government list which sets out evidence which can be gathered.</p> <p>The DFO noted that there could be a reduction in the number of students eligible as more households move onto Universal Credit and this could have a significant impact for the catering service.</p> <p><b>Agreed:</b> That the Student Support Fund and Bursary is approved.</p> <p><b>DBS Statement</b> <b>Agreed:</b> That the DBS Statement is approved.</p> <p>The Home Visits Policy and Home Visits Risk Assessment document were presented for information.</p>	
<p><b>10.00</b></p> <p><b>10.01</b></p>	<p><b>PREMISES &amp; ESTATES</b></p> <p>The DFO reported that the final payment had been made for the St Elizabeth's building. The final invoice from Triton came in at £4,435,000.</p>	

<b>10.02</b>	A planning application has been submitted for the Hall First Floor project. There have not been any objections received to date. The date for approval is 11 March with the work being put out to tender on 13 March.	
<b>10.03</b>	AHR were confident that the dates in the project were achievable. The DFO had asked them for reassurance that the project would be achievable, and they had confirmed that three companies would be interested.	
<b>10.04</b>	Capital works completed during the Christmas holiday period had included the refurbishment of two classrooms and new flooring in the IT suite.	
<b>10.05</b>	The Building Conditions survey completed on behalf of the DfE had taken place over three days during January and February.	
<b>10.06</b>	Three quotes had been received for the CCTV and Lockdown Alarm system, however the integrated system for the Lockdown Alarm was not as robust as the College needs. The DFO reported that several other colleges used Audiebant for this provision and she had visited Kirklees College to see it in action.	
<b>10.07</b>	Four quotes had been received with the final quote from Audiebant coming in at £22k. There is a 6-week lead in time for the work and a 2-week implementation period. The work will be completed during term time.	
<b>10.08</b>	Q: When will the work start? A: The order has already been placed and a survey of the site has been carried out. The next task is to make sure that the zones are correct.	
<b>10.09</b>	The DFO noted that although colleges are exempt from some of the aspects of Martin's Law, it is important to have an effective communication system in place.	
<b>10.10</b>	Q: Is there provision to expand the system? A: Yes, additions can be made to the system.	
<b>10.11</b>	Capital works completed over the February half-term included the removal of fixed benching from the science labs, the installation of 4 Smartboards, and painting/refresh to the staircase and corridor in English.	
<b>10.12</b>	<b>Planned Maintenance</b> The College had estimated the cost of planned maintenance for year one of the report at £132k. Of the £150k budget £32k has already been spent, £33k is planned to be spent next term and £72k for roofing work during the summer.	
<b>11.00</b>	<b>HEALTH &amp; SAFETY</b>	
<b>11.01</b>	The mid-year Health and Safety report had been circulated with the papers for the meeting.	

<b>11.02</b>	The Chair commented that the report was positive and had a clear focus.	
<b>11.03</b>	<b>Agreed:</b> That the Health & Safety mid-year report is approved.	
<b>12.00</b>	<b>RISK ASSESSMENT</b>	
<b>12.01</b>	The Chair noted that a number of risks had been considered in the course of the meeting.	
<b>12.02</b>	The Principal commented that the teachers' pay award should be more straightforward in future years. An important part of risk management is being aware of the external landscape that can have an impact.	
<b>12.03</b>	The DFO reported that Internal Audit were currently carrying out an audit on Risk Management.	
<b>13.00</b>	<b>ANY OTHER URGENT BUSINESS</b>	
	There were no items of Any Other Business raised.	
<b>14.00</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
<b>14.01</b>	Wednesday 25 June 2025 at 5.00pm.	

The meeting closed at 7.00pm