

NOTRE DAME SIXTH FORM CATHOLIC COLLEGE

Minutes of the **Finance and Physical Resources Committee** meeting held via Teams on:
WEDNESDAY 14 SEPTEMBER 2022 AT 5.00PM

PRESENT David Wright (Chair) Principal
Matthew DiClemente

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

IN ATTENDANCE: Susan Francis – Clerk to Corporation
Director of International Students (DIS)

The agenda was taken slightly out of sequence.

The meeting was opened with a prayer and RIP to Queen Elisabeth II.

1.00	APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS	ACTION
1.01	Apologies were received and accepted from Chris West.	
7.00	INTERNATIONAL STUDENT BRIEFING UPDATE REPORT	
	The report had been shared with the committee in advance of the meeting, although it had not been scrutinised by SLT (Senior Leadership Team). It was imperative that, in future, these reports were shared with SLT before governors.	DIS
7.01	The challenge on re-engaging with business partners post pandemic was explained. That certain cultural responses made it difficult to get direct feedback and only face to face conversations would yield the necessary information to enable things to move forward.	
7.02	Another possible factor with regards the placement of students at College was the low commission earned by the agents compared to that of Boarding schools.	
7.03	Several re-launch ideas were mentioned: <ul style="list-style-type: none">• The new build would prove attractive to parents who want a modern facility.• The Outstanding Ofsted rating.• The possibility of offering a “bundle” package which could include educational and accommodation fees. DIS further explained how the bundle package could work.	
7.04	In terms of student/parent focus, it was clear that Covid had presented many more challenges to the International student compared to the local student population. In order to support these students, the following initiatives were mooted: <ul style="list-style-type: none">• Offer some additional tuition / coaching sessions with the option of them receiving “training credits”.• Compulsory UCAS sessions for International students in addition to those delivered in tutorial sessions to a) inform b) screen and check applications.	

- Uptake on additional activities in College had been low. Greater efforts to encourage social/cultural sporting activities that they may see value in such as volunteering opportunities.
- Offering personal in-house training for agents with the re-launched product after such a long period of online meetings due to Covid.

7.05 **Q** – Roughly, what percentage of the International cohort go onto University?
A – Around 70% go straight to University. A number of students go through Clearing as they had not performed as well as anticipated possibly due to the impact of the pandemic. There has been an increase in students doing a Foundation course in the last two years.
 The impact of this was discussed.

7.06 Details of the relaxing of Covid restrictions for certain target countries were shared and the hope that visits would be able to start again in 2023 to Hong Kong, Vietnam and South Korea. The Principal would do a short video that could be used as part of the marketing process.

Principal

7.07 **Q** - What are your thoughts on the current fee structure?
A – They are in line with University costs and cheaper than Foundation courses. This has been discussed with agents and it has been suggested that a slight increase would be beneficial.
 The Principal would do some research on fees in order to present a clear rationale behind any increase.

Principal

7.08 The following action points were shared:

- Start to schedule visits again
- Investigate potential accommodation partners
- Explore suitable ways of providing a level of extra tuition
- International promotional leaflets with new images that can lead to the website.
- Gather honest feedback from clients

The Chair summarised the main points moving forward, stating the key selling points of the College.

7.09 It was reported that the number of International students enrolled for Lower 6 this year were ten, although a few were still awaiting their visas. Upper 6 had 11 students currently.

7.10 The Chair checked that the International Department had the support available to be able to move forward with the action points and was given assurances that they did.
 DIS would meet with the Principal outside the meeting to discuss this further and formulate a structured and robust action plan to enable both College and Governors to measure progress.

DIS/Principal

A further update would be produced for the November meeting.
DIS left the meeting at 5.40pm

2.00 ELECTION OF COMMITTEE CHAIR

2.01 There had been email correspondence with other committee members to see if they would be willing to take on the role of Chair. For valid reasons, they were not able to do so currently.

2.02 David Wright was nominated as Chair of the Committee. He was voted in for another term of office.

Resolved: That David Wright be Chair of the Finance and Physical Resources Committee for a one-year term of office.

3.00 SCHEME OF DELEGATION/TERMS OF REFERENCE

3.01 Committee members had all had sight of the documents ahead of the meeting. They were agreed in principle, subject to any amendments be sent to the Clerk by 22 September.

Resolved The committee adopted the Terms of Reference and Scheme of Delegation.

4.00 DECLARATION OF INTERESTS

4.01 There were no declarations relating to any agenda item.

5.00 MINUTES OF THE LAST MEETING

5.01 Minutes from the Finance and Physical Resources meeting on 22 June 2022 had been circulated as part of the meeting bundle. They were agreed as a true record and the Chair was authorised to sign them.

6.00 REVIEW ACTIONS AND MATTERS ARISING

6.01 Minute 4.01 – Risk Appetite Training

Ongoing: TIAA had promised to provide training on risk management and risk appetite to the College free of charge.

This had been arranged for the first Full Corporation meeting on 13 October 2022.

6.02 Minute 4.04 – Verbal update on Outsourcing Catering Procurement

The Principal notified the Committee that the catering contract which had been won by Chartwells following a procurement process had yet to be signed. That Chartwells had requested modifications to the contract post the procurement process, which were not agreed by the College. Advice had been sought from the procurement agent, Tennant, regarding the situation. Dialogue between both parties was ongoing and the Principal would advise the Committee once it had been resolved.

6.03 Minute 5.02.1 – International Students Update

Completed: The report been shared with the Committee ahead of the meeting and dealt with under item 7.

6.04 Minute 6.11 – Management Accounts

Completed: The management accounts would be shared with governors on a monthly basis.

Principal

8.00 MONTHLY MANAGEMENT ACCOUNTS TO DECEMBER 2021

8.01 The monthly management accounts had been sent out in advance of the meeting. Governors were happy with them and had no questions.

9.00 CAPITAL BUILD AND SUMMER WORKS VERBAL UPDATE

9.01 An update on the refurbishment summer upgrade works to enhance both the staff and student experience were given:

- Essential maintenance to the steps and canopy between the main building and Cuvilly was complete.
- The refurbishment of the staff room was almost complete with a few delays on furniture deliveries. It felt a bright and airy space and positive feedback from staff had been received.
- There had been a few issues with the refitting of the canteen with several items of equipment still outstanding.
- The canopies over the picnic tables had been installed and looked good.

It was suggested that a break be scheduled in the next Full Corporation meeting to allow Governors to see the improvements to the College site for themselves.

UPDATE: Scheduled on the agenda.

8.02 The Committee was informed that work on the capital build project was going well and largely on schedule. Monthly meetings took place between College staff (Principal, Estates Manager, Health and Safety Officer), Triton and AHR. That Triton were showing great consideration to the needs of the College by minimizing the disruption of noise and deliveries to outside College hours when possible.

10.00 REVIEW OF FINANCIAL PARAMETERS / ASSUMPTIONS TO INFORM BUDGETING AND FORECASTING (To recommend to Corporation)

Bank Mandate (and revised signatures).

- The former Director of Finance and Operations was being removed from the bank mandate.
- The signatories were as follows: any two members of SLT.

11.00 STUDENT NUMBERS

11.01 Provisional student numbers were provided by the Principal.

- Upper Sixth - 1222
- Lower Sixth – 1421 (Census October 2021 showed 1358)

These numbers were subject to change as new enquiries were still being received.

Thanks were given to all staff involved in the enrolment process, there had been lots of positive feedback around this from students.

11.02 It was reported that deadline for the bid for Post 16 Capacity funding was November. That the final phase of this planning was being done in conjunction with AHR and the Interim Director of Finance.

12.00 POLICY REVIEW

12.01 The GDPR Privacy notices (last reviewed November 2021) had been shared in advance of the meeting. Governors asked about the wording on the Student Notice and how these documents were made available
Resolved: That the GDPR Privacy notices be approved subject to clarification on the wording on the Student Notice of “birth date to 25 years”.
UPDATE - The DPO stated that it was standard wording and the notices are available on the college website and also the ND SharePoint.

12.02 **Deferred:** The Business Continuity Plan, deferred from July 2022 (*due October 2022, 2-year review*) had been delegated to the Deputy Principal. This would be sent out to all Committee members as soon as possible.

12.03 The renewal of the insurance policy formed part of the commentary on the annual financial statements.

13.00 ANY OTHER URGENT BUSINESS

13.01 The Principal shared that an Interim Director of Finance had been appointed on a consultancy basis to work with College two days a week until Christmas in the first instance.

13.02 Details of the successful funding for the T Level Wave 4 Grant were given by the Principal.

- Health and Science up to £183,833
- Creative and Design up to £315,174.

13.03 The Chair asked that dates for the SAR meetings be sent to Governors to allow them to attend.

14.00 DATE AND TIME OF NEXT MEETING

14.01 Joint Audit meeting on Wednesday 30th November 2022 at 5pm in the Boardroom at College.

**Deputy
Principal**

PA

The meeting closed at 6.55pm.