

NOTRE DAME SIXTH FORM CATHOLIC COLLEGE

Minutes of the **Finance and Physical Resources Committee** meeting held on
TUESDAY 21 FEBRUARY 2023 AT 5.00PM

PRESENT David Wright (Chair) Principal
Matthew DiClemente (via Teams)

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

IN ATTENDANCE: Susan Francis – Governance Professional
Director of Finance and Operations (DFO)
Ann Marie Mealey – Foundation Governor (via Teams)

The meeting was opened with a prayer.

1.00 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS

1.01 All Committee members were present.

2.00 DECLARATION OF INTERESTS

2.01 There were no declarations relating to any agenda item.

3.00 MINUTES OF THE LAST MEETING

3.01 Minutes from the meeting on 14 September 2022 and the Joint Audit/Finance and Physical Resources meeting on 13 December and the extraordinary committee meeting on 19 January 2023 had been circulated as part of the meeting bundle. They were agreed as a true record and the Chair was authorised to sign them.

4.00 REVIEW ACTIONS AND MATTERS ARISING

4.01 ***14 September 2022***

Minute 6.02 – Update on Outsourcing Catering Procurement

Completed: The Principal gave the background to the issues arising from the recent catering procurement with Chartwells. That, after a lengthy process, all issues had been resolved to the satisfaction of the College.

4.02 Minute 7.00 – International Student Briefing update

This would be covered under item 5.

4.03 Minute 7.06 – International students

Ongoing: The Principal would do a short video for marketing purposes once there was a clear remit. A compilation video had been put together in the meantime.

4.04 Minute 7.06 – International students

Ongoing: The Director of Finance and Operations would do some research into fees and present her findings at the next meeting.

4.05 Minute 7.10 – International students

This would be covered under item 5.

ACTION

DFO

- 4.06 Minute 12.02 – The Business Continuity Plan
Resolved: This had been dealt with at the meeting on 13 December 2022.
- 4.07 Minute 13.03 – Governors attend SAR meeting
Completed: The dates for the SAR meetings been sent to Governors.
- 4.08 From **19 January 2023**
Minute 4.03 – Refurbishment Costings
Ongoing: As part of a value for money exercise, the College were looking at other providers in addition to AHR. Once this process was completed then, the provider would be asked to do some costings for a refurbishment if the T Level bid was unsuccessful.
- 4.09 Minute 13.03 – T level Wave 5 bid submission
Resolved: The T level Wave 5 bid had been approved by Governors and submitted.
- 5.00 INTERNATIONAL STUDENT BRIEFING UPDATE REPORT**
- 5.01 Governors were taken through the update report which had been shared ahead of the meeting.
- That the report showed smart actions to help move this area forward following the pandemic.
 - That there was a lot of competition for international students, both in the FE (Further Education) but also the HE (Higher Education) sector.
- 5.02 A Governor commented on the many positive aspects of having international students in the College and asked about the possibility of an articulation agreement with other Notre Dame institutions worldwide. The Principal commented that this was certainly worth further investigation, adding that the report did show a plan for short term immersion courses for students.
- 5.03 It was noted that the projected numbers for September 2023 were positive, with a 33% increase on September 2022.
- 5.04 **Q** – Are there any plans for the Head of Department to make visits again post pandemic?
A – Not currently as many of the targeted countries still have quite strict travel rules in place. A lot of work is being done on social media and through webinars.
- 6.00 HEALTH AND SAFETY MID-YEAR REPORT**
- 6.01 The mid-year report had been shared with the committee ahead of the meeting.
Governors were advised that regular health and safety meetings with key personnel took place. Lots of work was being carried out to update

	the fabric of the Estate. That a fire drill would be scheduled for this term.	
6.02	The Health and Safety governor had not been able to attend these meetings due to them being held during the working day. He would try and schedule a visit soon.	MDI
7.00	PREMISES AND ESTATE UPDATE	
7.01	The Committee was given a brief update on the progress of the capital build project by the Principal. All was going to plan and on schedule with a pre-snagging handover date scheduled for 10 March 2023. The decision to change the arrangements of the toilets to make them unisex had had implications on the completion of that area.	
7.02	Q – How are things in terms of costs going, do we have all the receipts in? A – We respond to invoices as and when required, all receipts need to be submitted to the Department for Education (DfE). Costs are expected to be on target, but I will get an analysis of the contingency costs for the Committee. <u>UPDATE:</u> A Financial Statement document was circulated to the committee after the meeting which contained the breakdown of costs for the capital build project.	
7.03	The Director of Finance and Operations explained that College had a 10-year planned schedule of works. A new Estates Manager had recently been appointed and was working on an Estates Strategy to move things forward. A conversation about costings had taken place with the auditors and more information on this would be provided for the next meeting.	DFO
7.04	A Governor asked which budget digital innovation came from, to which the Principal replied that the Head of IT had put together an IT strategy. It was agreed that information about the IT infrastructure and estates strategy be shared with the Full Corporation for information.	Full Corp
7.05	It was shared by the Director of Finance and Operations that College would receive monies to upgrade the Estate following the ONS reclassification decision. More information on this was supplied under item 8.02.	
7.06	Q – Do we need to be mindful of anything with regards resources? A – We are coming to the end of the contract for utilities, so will be looking into renegotiating. Since the ONS reclassification, College was now able to buy in groups as part of the public procurement procedure, the Director of Finance and Operations would investigate this further.	DFO

7.07 The Principal explained that the Director of Marketing had looked into a wayfinding solution for the College, to make the estate easier to navigate. Plans to rename and renumber the whole estate would be carried out during the year as College were mindful that everyone would need to be comfortable with and get accustomed to the new system.

8.00 COLLEGE ACCOUNTS AND FINANCES

8.01 The Director of Finance and Operations took the Committee through the latest Management Accounts up to December 2022 on the screen. The following points were highlighted:

- Core Funding from the latest ESFA funding return was now £107K more than originally budgeted and £48K more funding had been awarded for the capacity and delivery.
- Tuition fees for international students were on forecast to be £170K, up £2K on the original budget.
- Examination fee income was higher than budget so far to date, but refunds were issued to students on a successful pass.
- Lettings income was already ahead of budget for the year and it was expected to outturn £35K this year, £23K over budget.
- £500K had been moved into 95-day deposit account in early February at 2.02% interest which would yield an increased bank interest income of £10K.
- It was estimated that £134K would be clawed back due to actual T Level numbers. This had now been confirmed and would be taken out of the funding paid over the remaining year.
- Staff costs – The expected outturn was £304K less than budget – but offset against £54K increase in supply costs.
- The expected outturn was £220K higher than budget.
- Supply costs were £53K over budget, due to roles not yet appointed to and cover for long term absence.
- Insurance costs had just been renewed at £64K, but with a proviso that a full reinstatement valuation be obtained for the full estate within 90 days, the first quote received for this was £10.5K but an alternative quote of £6K had been sourced. If the reinstatement value increases from the £27 million currently insured, this would increase the renewal even further, possibly £7K above budget.
- Travel expenses and water bills budgets were too low based on costs to date and forecast. These were expected to be £14K over budget.
- In summary, the expected surplus after estimated actuarial valuation costs £582K against a budget of £428K.

8.02 The Chair asked for a breakdown of the ONS monies that College would receive. The Director of Finance would look to provide these for the Committee.

UPDATE: The following information was provided by the Director of Finance and Operations the following day.

For the £360,965 FE reclassification capital allocation:

“The funding was allocated in proportion with the revenue funding the institution received in 2021 to 2022, relative to other colleges that were eligible for this allocation. This included the following revenue funding streams:

- *16 to 19 revenue funding (core programme funding)*
- *adult education budget (allocated):*
- *adult skills*
- *community learning*
- *National Skills Fund - level 3 offer*
- *19 to 24 traineeships*
- *apprenticeships carry in*
- *sixth-form colleges*
- *16 to 18 traineeships, including bursary funding*
- *advanced learning loans bursary*
- *adult education budget devolved data*

Adjustments were made so that FE colleges in devolved adult education budget areas receive their full allocation”.

For the £99,328 additional school capital funding;

“This was based on the weighted pupil numbers (from the 20/21 ILR) of 4453.10 x £20.06 per pupil + £10,000. The weighted pupil numbers was derived from total planned hours / 600 x phase weight of 2.0 (for 6th forms)”.

The following commentary was shared by the Director of Finance and Operations - having checked with MIS (Management Information Systems), the planned hours for 20/21 were 1,320,240. Divided by 600 would give 2200.40 students x 2.00 phase weight = 4400.80 student numbers for the calculation, if we then add on the T Level students of 24 x 2.0 = 4448.80 which is more or less the 4453.10 for which we are being funded. I believe the figures to be accurate.

8.03 T Level Wave 5 bid – verbal update.

This had been addressed under item 4.09.

9.00 **POLICY REVIEW**

The following policies had been scrutinised by SLT. Any changes to a policy were highlighted.
Governors had received a copy of all policies in advance of the meeting.

9.01 The Director of Finance and Operations had asked that these be deferred to the next meeting to give her time to thoroughly review them. Having only been in post for 6 weeks, there were some areas that she wished to scrutinise, such as the travel reimbursement approved rates and the procedure for obtaining estimates.

Following a discussion about the amount over which an estimate be obtained before an order was placed, it was agreed that further work would be done on this and presented at the next meeting. The Financial Regulations (including anti-bribery legislation) had been shared in advance of the meeting. Governors would review these at the next meeting.

Deferred: That the Financial Regulations (including anti-bribery legislation) be reviewed in the June meeting.

9.02 The Data Protection Policy had been shared in advance of the meeting. Governors were happy to approve it as per the scheme of delegation.

- **Resolved:** That the Data Protection Policy be adopted.

9.03 The Freedom of Information Publication Scheme had been shared in advance of the meeting. Governors were happy to approve it as per the scheme of delegation.

Resolved: That the Freedom of Information Publication Scheme be adopted subject to the amendment under 1.3 to include Universities and LSIPS (Local Skills Improvement Plans).

9.04 The Student Support Fund and Bursary Scheme had been shared in advance of the meeting. Governors were happy to approve it as per the scheme of delegation.

- **Resolved:** That the Student Support Fund and Bursary Scheme be adopted.

9.04.1 **Q** – Has there been an increase in this funding given the cost-of-living crisis? What is the take up of this by students?

A – We have received £118k more than expected due to the current cohort. The funding is based on student postcodes and the English indices of deprivation.

A variety of ways were used to encourage qualifying students to come forward. The new Free School Meal app makes it easier for students to access this. All College applications are used to identify and target eligible students. Any unused money is clawed back, so we are looking at how we can allocate these funds to supplement academic resources.

It was agreed that an annual update on this to the Committee and Full Corporation would be useful.

10.00 ACCOUNTABILITY REPORT

10.01 The Chair gave the background to the new report that had to be written by College, agreed by the Corporation and submitted to the ESFA by the 30 July 2023 called the Annual Accountability Statement. A link to a recent webinar on this had been shared with all governors.

Given the need for it to be signed off by the Full Corporation, the dates of the final meeting would need to be changed to accommodate this. The new dates were set as follows:

- Curriculum and Standards – 25 May 2023
- Audit 8 June 2023
- Full Corporation – 21 June 2023.

11.00 DATE AND TIME OF NEXT MEETING

- 11.01 • Tuesday 13 June 2023 at 5pm.

The meeting closed at 6.50pm.