

# NOTRE DAME SIXTH FORM CATHOLIC COLLEGE

Minutes of the Finance and Physical Resources Committee meeting held on  
TUESDAY 13 JUNE 2023 AT 5.00PM

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

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

IN ATTENDANCE: Caroline Goldingay, taking minutes in the absence of the Governance Professional  
Karen Petrillo – Director of Finance and Operations (DFO)

The meeting was opened with a prayer.

	ACTION
<b>1.00   APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS</b>	
<b>1.01</b> No apologies had been received from Ann Marie Mealey	
<b>2.00   DECLARATION OF INTERESTS</b>	
<b>2.01</b> There were no declarations relating to any agenda item.	
<b>3.00   MINUTES OF THE LAST MEETING</b>	
<b>3.01</b> Minutes from the meeting on 21 February 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.	
<b>4.00   REVIEW ACTIONS AND MATTERS ARISING</b>	
<b>4.01</b> <u>Minute 4.03 International Student fees research</u> This will be covered under item 5	
<b>4.02</b> <u>Minute 6.02 Health and Safety governor visit</u> This will be covered under item 5	
<b>4.03</b> <u>Minute 7.03/6 Estates Strategy /procurement- costings</u> This will be presented to Governors at the Away Day on 29 <sup>th</sup> June 2023	DFO
<b>4.04</b> <u>Minute 9.01 – Deferred: That the Financial Regulations (including anti-bribery legislation) be reviewed in the June meeting.</u> This is on the agenda	
<b>4.05</b> <u>Minute 6.02 – Student Support Bursary – update</u> The Director of Finance and Operations (DFO) informed the meeting that in the 2022 accounts there was an underspend of £30K and that in 2022/23 the bursary fund received £454,152. There will be a large underspend this year, this is common across all colleges due to the strict spending criteria that the Government has set out.	

Issues that had been identified in spending the money are that

- Staff administering the bursary weren't aware of how much money was available
- Students were asked purchase items in advance for us to reimburse them, making the process too restrictive
- We waited for students to contact us about trips or books they may need – many of them don't.

Solutions going forward

- All eligible students will be identified and the full costs of all items they require will be allowed
- Text books, revision books etc will be purchased by the college in advance and given to the students rather than them buying it first
- We will identify subject specific trips and if students want to attend these will be paid automatically.
- We will allow a £30 payment to all students in their first week to buy essentials, pens, books, bag etc
- We will forecast for the year to ensure that we are on track to expend all the income we receive.

**Q** – does this money appear in our accounts

**A** – only as a note, the money is in a separate bank account

**ACTIONS**

DFO to report back to the next meeting in September, to review the situation at the start of the academic year

Principal to contact Tina Wise at the EFSA to raise the restrictions on spending the bursary monies.

**DFO  
Principal**

**5.00 REPORTS**

The reports had been circulated as part of the meeting bundle.

The Principal informed the meeting that she would speak about these reports in the absence of their authors.

**5.01** | Health And Safety Annual Report (L Catherall)

MDi commented that he had not been invited to any Health & Safety meetings. DFO to ensure that invitations are sent for all future meetings.

MDi was invited to the meeting at 13:15 on 14.06.2023

The Principal informed the committee that the H&S meetings are now H&S and Staff Well Being and that these meetings are now being structured by the Principal, DFO, H&S Officer and Estates Manager and standing items will be introduced.

H&S regular meetings had been held between the college and the contractors and College and contractor was pleased to report there had been no incidents other than minor damage to one car.

The committee passed on their thanks to the H&S Committee for a good report and were pleased to note how few incidents there had been.

**DFO**

## 5.02 International Student Briefing (R Lou)

Student numbers for 2023 are an increase again from 2022 with some deposits already paid. Income for next year is forecast to be approx.£260K, which would give a surplus of approx. £149K  
Benchmarking has been undertaken and college are reviewing current fees with a view to increase fees for 2024 £9K to £10K per student – this is still ensure college remained competitive. It was agreed that any increase in fees and deposit needs to be notified at least 1 year in advance.

The committee was in favour of the increased fees and associated increase in deposit.

The HoD International has been working with 3 new agencies and the Deputy Principal is working with the International Team on how to proceed if a recruitment trip to Hong Kong is not possible.

DFO to provide a competitor analysis to reassure governors on the viability of the fee increase which is to be presented along with this report at the full corporation meeting on 21.06.23. Governor approval will be sought at Full Corporation in anticipation of issuing new fee costs for 2024 admission.

DFO

## 5.03 Marketing Report (R Hall)

The Chair thanked the Marketing Team for an excellent strategic report  
The principal commented that the report really highlighted the progress that had been made in supporting and promoting the college

**Q** – is more investment required to further enhance the work being done  
**A** – we are investigating CRM system to streamline communications across social media, apps etc and are re-advertising for an Assistant Marketing Manager – College may look at a graduate placement or higher apprenticeship if unable to appoint the right person

**Q** – in line with the Bishop’s Report can we use our excellent marketing skills to support other Catholic institutions in the diocese

**A** – we can certainly promote more explicitly the work we do with other schools and build on the ND brand

## 6.00 **PREMISES AND ESTATE UPDATE - For information/discussion**

*The following guide, produced by the FE Commissioner Team and LocatED have recently been updated to take account of sector reclassification:*

<https://www.gov.uk/guidance/further-education-estates-planning>

*They are intended to be “hands-on” and full of practical hints and tips, including college case studies and real life examples.*

## 6.01 **St Elizabeth’s**

- In full operation since 05.06.23.
- Maths, Digital, Economics and Financial Studies have all been relocated.
- 95% of the £3.941m capital grant from the DfE has been drawn down  
Remaining 5% to be released on submission of a project completion

statement which includes the architect's certificate of practical completion. Deadline for this is 30.06.23.

**Q** – will this be done in time to report completion at Full Corporation on 21.05.23

**A** – if not by then it will be done by the deadline

- Retention of £65K to be paid next year
- The expected total cost of St Elisabeth's is £5.118m with a contribution of £1.1K from college reserves.
- A really good project overall even if snagging took longer than it anticipated.

**DFO**

## **6.02 Capital Grants received**

We have received unexpected capital grants in the year of £99K and £360K.

- The £99K grant is being used to install LED lighting across the whole college as the grant must be used for sustainable projects to improve the efficiency of the estate. The 4-5 week project will start on 10.07.23. NOTE – Governors had approved this expenditure prior to this meeting via email after reviewing the 3 quotes obtained by the DFO
- The £360K must be spent on the college estate, this is part of the ONS reclassification and compensation for taking away the colleges ability to borrow money. We are currently assessing how best to spend this to fit in with the strategic aims of the college

## **6.03 T Level Wave 4 Media and Science refurbishments**

- Lodestone have been awarded the contract for both bids and work has commenced already.
- Asbestos was identified for removal in media in the main building. When work started in May half term more was detected than the survey highlighted and the project has been set back by a couple of weeks.
- New science lab and IT suite in St Julies will be completed on the 11.08.23 August as planned.
- New media area and IT suite with built in recording studio will be completed on the 24.08.23
- The bid for both these projects was £997k with a 50% contribution from the college

## **6.04 T Level Wave 5 Bid**

- A capital bid was submitted in January for delivery of T Level Law. The total bid amount was £650K with a 25% college contribution of £162.5K.
- Details of successful bids will be released in the Summer.

## **6.05 SEA funding**

- We are allocated an amount to spend on specialist equipment to deliver T Levels
- The deadline for spending the allowance was April 23, with any unspent money having to be returned. An extension was successfully

applied for based on the defunding of BTECS and our forecast increase demand on T Levels. The remaining £177K must be spent by 31.08.23. We will be refurbishing two T Level business classrooms and equipment.

## **6.06 Other capital Jobs and planned maintenance budgets**

### Works taken place so far:

- In house internal maintenance and painting jobs, the hospital green walls have been painted bright giving the main building lovely fresh feel
- Refurbishment of flooring in classrooms
- T Level Education & Childcare room has been adapted to enhance the learning environment.

### Works taking place In the summer

- New way-finding project starting in the summer - total cost £34k. Full tendering exercise undertaken through Crescent Purchasing consortium. The 6 bids ranged from £26k to £43K with very different levels of quality. The chosen supplier was Model whose signage was robust and will stand the test of time.
- Full college fluorescent to LED lights replacement
- Plans to change M1 and M2 into offices (quotes being obtained) and create a new meeting room in Trinity building, this hopefully will enable us to earn external revenue by hiring this out.
- Creation of 11 more parking spaces in the car park, as we will have city car spaces at the back of Cuvilly.
- Currently obtaining quotes for the refurbishment of the toilets – starting with St Francis.

Governors were pleased to note the cross-college approach and the Chair commented that the Away Day would be a good opportunity to develop and expand the Estates Strategy

## **7.00 COLLEGE ACCOUNTS AND FINANCES**

College Financial Forecast Report (CFFR) – Financial Plan and Commentary including latest Management Accounts

The Chair thanked the DFO for the supporting commentary and invited questions

The Governors discussed the budget assumptions made by the DFO and agreed that they were realistic with regard to pay rises and pension increases. The bottom-line forecasts for 2023/24 and 2024/25 are viable based on our predicated student numbers  
DFO will produce revised budgets for the September meeting and, if pay rise have been released, they will be incorporated.

**Q** – is the maximum student capacity 2721 for 2024/25

**A** – the maximum capacity for students will probably be approx.2800

**DFO**

It was agreed that a small working group of governors and senior leaders should look at this. This can be discussed at the away day

Gov prof

It was agreed that it is vital to maintain our outstanding classification for financial health.

**Resolved**

That the budget be recommend to Full Corporation

The bundle of papers from this meeting, including any updates made by DFO from this meeting, will go to full Corporation next week

DFO & Gov Prof

**8.00 POLICY REVIEW**

**8.01** The Health and Safety Policy had been shared in advance of the meeting. Governors approved it as per the scheme of delegation.

**Resolved:** That the Health and Safety Policy be adopted.

**8.02** The Financial Regulations had been shared in advance of the meeting. The DFO confirmed that the following updates are included

- Anti-Bribery Legislation
- Insurance

Governors approved it as per the scheme of delegation.

**Resolved:** that the Financial Regulations be adopted

The chair raised the question of the college payroll system.

The DFO reported that the college Payroll system had been discussed at the audit meeting that we will be going out to tender. A paper will be presented to SLT on 20.06.23 with an aim to have a new provider in place for April 2024, and to move to one pay run a month rather than separate pay days for support and teaching staff

It was agreed that LCC should be given the opportunity to submit a tender along with three other agencies.

DFO to report back to this committee in September 2023

Communicate this to Full Corporation next week

DFO Chair

**9.00 ACCOUNTABILITY STATEMENT**

The Principal confirmed that the draft had been submitted to the EFSA The Chair noted that after going through the committees this will need to be approved a Full Corporation next week so that the final statement can be by the end of June. The EFSA deadline is 31.07.23

**10.00 DATE AND TIME OF NEXT MEETING**

Thursday 14 September 2023

The meeting closed at 18:40