



## MINUTES OF THE FINANCE AND ESTATES COMMITTEE MEETING

Held on Teams  
Wednesday 28<sup>th</sup> June 2023 at 6pm

**Present:**

Paul Collyer (Chair)                      Mark Nelligan  
Dan Hards (Principal)  
Fran Stewart  
Jane Duscherer

Stephanie Wiles (Advising Officer)  
Catherine Davies (Clerk)

### 1. REGISTER OF INTERESTS

There were no declarations of interests from Trustees.

### 2. APOLOGIES FOR ABSENCE

Apologies were accepted from Tim Oliver, Kate Parsons and Declan Mason.

### 3. MINUTES OF THE LAST MEETING

The minutes of the previous meeting of 14 March 2023 were approved as an accurate record.

### 4. MATTERS ARISING

There was an action arising from the last meeting:

F&E02: The Committee suggested that the marketing of the General Fund to parents is looked at again for the next academic year. **The Director of Finance and Estates updated the Committee that a web page has been created for the General Fund in the Admissions section of the College website and students will be referred to the link during the enrolment process.**

### 5. MANGEMENT ACCOUNTS, PLUS FORECAST OUTTURN, CASHFLOW AND COMMENTARY FOR 8 AND 9 MONTHS TO 30.04.23 AND 31.05.23

The Director of Finance and Estates introduced the management accounts for 8 and 9 months. She made the following points:

- The TPS Pension Grant wasn't received in May as normal (it was received in June).
- The Rates reclaim has yet to be submitted due to its complexity but will be soon.
- Lettings income exceeded the budgeted figure and whilst the Lettings Manager role is currently vacant the facilities at the College are in demand from local sports organisations (although no new customers are currently being taken on). The Committee had a discussion

regarding the difficulty of recruiting for staff in the current economic climate and the Principal added that the HR department evaluates every vacancy to ensure the salary is benchmarked and the role is filled in the most efficient manner.

- The teacher recommended pay increase is now through and although the support staff salaries were below budget the net overspend on salaries is in line with the expected forecast.
- The spend on fixed assets was high due to the IT spend and the LED lighting project.
- EBITDA (Earnings before Interest, Tax, Depreciation and Amortisation) was on target against budget and the cash balance was healthy.

The Committee approved the April and May 2023 Management Accounts and cash flow projections.

## **6. PROVISIONAL BUDGET 2023-24 AND FINANCIAL PLAN INCLUDING COMMENTARY AND 24 MONTH CASHFLOW FORECAST**

The Director of Finance and Estates introduced the draft budget, noting that the position looked healthy next year. The Director briefed the Committee on the key assumptions underlying the budget:

- The 2023-24 budget is based on 2078 students, while a small decrease in numbers to 2050 is assumed for 2024-25 the impact of a reduction to 2030 students is also shown.
- An increase in the National funding rate of 2.2% for 2023-24 and 1.89% for 2024-25 is based on the HMT spending review assumption (with 0% thereafter).
- The budgeted figure for high needs funding has been reduced as the receipts are dependent on the number of students who qualify.
- Income from interest on the cash balances has been increased significantly for 2023-24 and 2024-25 and then reduced due to the expected reduction in cash balances.
- A cost-of-living pay increase for all staff has been included in the 2023-24 budget.

In discussion the Trustees noted:

- The interest and inflation rates used in the calculations plus the level of capital expenditure budgeted for.
- The salary predictions used in the budget are at the limit of what can be afforded with an unfunded increase.
- Nationally this year teacher's salaries have not been agreed which will make an agreement next year more difficult to achieve.
- The risk of recession or a change of Government in 2024 should be considered when taking a long-term view.
- Overall whilst the current climate is challenging the budget forecasts show the College is in a good position.

The Committee recommended the revenue and capital budgets, the financial plan and the cashflow projections to the Board for approval.

The Committee thanked The Director and her team for her excellent work.

## **7. PROPERTY STRATEGY**

The Director of Finance and Estates introduced the new Property Strategy for 2023. The new Strategy aims to:

- Facilitate the additional 40 GLH per student by having a long-term solution to increase the number of classrooms.

- Commit to environmental sustainability and aim for carbon neutrality by installing solar panels and other decarbonisation projects.
- Improve the estate by increasing the toilet facilities and expanding outdoor social spaces as well as maintaining the aging infrastructure.

The Committee considered the Campus Energy Net Zero Options report and noted the long-term aims could be met with the help of various grants including the Public Sector Decarbonisation Scheme.

A Trustee asked about the number of electric vehicle charging points available to staff (2) and the Director replied that the number of charging points meets the current needs but an increase in the future is expected.

The Committee approved the 3 aims and goals of the Property Strategy 2023.

## **8. UPDATE ON THE ESTATES PROGRAMME**

The Director of Finance and Estates updated the Committee on the planned works this summer:

- The Theatre roof is to be replaced and solar panels added to both the new roof and the roof of Y Block.
- The windows are being replaced with a tight time schedule to ensure scaffolding is removed by the start of lessons in mid September.
- Additional access control will be added to the site as previously discussed at the Committee meetings.

## **9. MINUTES OF THE ENVIRONMENTAL SUSTAINABILITY GROUP 21/06/23**

The Director of Finance and Estates introduced the Minutes of the most recent Environmental Sustainability Group meeting. The Staff Champion has been active in directing the replanting the allotment area and turning it into a wildflower meadow and the Group is hoping to achieve an Eco Schools Green Flag Award by the end of July.

The Committee enjoyed reading the report and learning about the works of the Group.

The Committee thanked the Director and her teams for the excellent state of the green spaces at the College.

## **10. HEALTH AND SAFETY REPORT**

The Director of Finance and Estates drew attention to a recent Fire Risk Assessment that was carried out by a new company, the risk level is now moderate with a list of recommendations that are being actioned. A full review of the emergency lighting also created a list of recommendations which have now been completed.

The Director of Finance and Estates informed the committee that there had been 26 accidents this Academic Year; none required notification to the HSE. Normal maintenance and servicing activity continues.

The Committee thanked the Director for her briefing.

**11. ANY OTHER BUSINESS**

The Director of Estates and Finance asked the Committee to ratify the donation of £200 to Princess Alice Hospice in memory of a member of staff and the Committee agreed.

**12. DATE OF NEXT MEETING**

The date of the next meeting is Thursday 23 November 2023.

*The meeting closed at 7pm  
Attendance was 62%*

Signed.....

Date.....

**SUMMARY OF ACTIONS**

None

**SUMMARY OF GOVERNOR CHALLENGE [C] / SUPPORT [S]**

| <b>C/S</b> | <b>Minute</b> | <b>Topic</b>  |
|------------|---------------|---|
| S          | 6             | The Committee thanked The Director and her team for her excellent work.                                       |
| C          | 6             | The Salary predictions used in the budget are at the limit of what can be afforded with an unfunded increase. |
| S          | 9             | The Committee thanked the Director and her teams for the excellent state of the green spaces at the College.  |