

**CARDINAL NEWMAN COLLEGE  
BOARD OF GOVERNORS - FINANCE AND PREMISES COMMITTEE**

A meeting of the above Committee will be held at **4.00 p.m.** on **Wednesday 2<sup>nd</sup> March 2016** in the **Conference Room at the College.**

**Members present:**

Richard Ainscough, Chair  
Andrew Wygladala, Vice Chair  
Nick Burnham, Principal  
Bill Noblet

**Officers in attendance:**

Bob Deed, Acting Clerk  
Katie O'Reilly, Director of Corporate Resources  
Millie Kozuszkiewicz, Estates Manager  
Claire Walbank, College Accountant

**Apologies:**

Len Hampson

**MINUTES**

The meeting commenced with a prayer

Minutes     **MINUTES OF LAST MEETING**

The minutes of the meeting of the Committee held on Wednesday 19th November 2015 were agreed.

Section A     There are no items for inclusion in this section of the agenda.

Section B

1.     **MATTERS ARISING FROM THE MINUTES**

None not included as main agenda items.

2.     **RISK REVIEW PRESENTATION**

The presentation by the Principal on demographic risks was deferred.

3.     **UPDATE REPORT ON OTHER PREMISES RELATED ISSUES**

The Estates Manager presented the report and highlighted the work being undertaken. She noted that further Condition Improvement Funding works were planned for the next month.

The Principal noted the work on increasing student social space in response to learner feedback.

4. **HEALTH AND SAFETY: UPDATE REPORT RELATED TO FINANCE AND PREMISES ISSUES**

The Estates Manager presented the report. She highlighted that there have been no reportable incidents and that consultants from the insurers had reviewed arrangements at the College and given positive feedback.

5. **PROPERTY STRATEGY: UPDATE REPORT**

The Director of Corporate Resources outlined the work on assessing property options for accommodating student numbers. These arrangements included modular classrooms at the rear of the St Augustine's building ready for the autumn 2016. The Principal noted the work undertaken by the Director of Corporate Resources. The Director highlighted the high standards required for the modular buildings. The initial planning permission may only be three years although the College may seek to extend the life of the building.

**The Committee approved the leasing or purchase of temporary classrooms where the total cost over five years is up to £720k (i.e. the equivalent of £600k plus VAT); and the delegation of authority to the Chair of the Committee and the Principal where the tendered costs are greater than currently expected**

6. **RISK MANAGEMENT: UPDATE REPORT RELATED TO FINANCE AND PREMISES ISSUES**

The Director of Corporate Resources noted that a number of risks had been modified or removed after the Chancellor's Autumn Statement which indicated a more positive funding settlement for 16-18 education.

7. **COLLEGE FINANCIAL REPORT TO 31 JANUARY 2016**

The Chair noted that the current liabilities were down on the year end-when the current ratio was low compared with other Association of Catholic Sixth Form Colleges. The Director of Corporate Resources explained that the year-end position was affected by the St Frances building programme. The Chair noted the cashflow report attached.

8. **BUDGET 2016/17: UPDATE REPORT**

The Director of Corporate Resources introduced the indicative budget position for 2016/17 and the forecast positions for the following year. The Director indicated that the indicative budget position was unlikely to change materially before the draft budget was presented in the summer.

9. **ASSOCIATION OF CATHOLIC SIXTH FORM COLLEGES BENCHMARKING REPORT**

The Director of Corporate Resources introduced the ACVIC benchmarking report. The College has also led on financial and staffing cost benchmarking for the Maple Group of high performing sixth form colleges. The Principal noted that some smaller sixth form colleges were struggling and might be deemed too small in the Area Review process.

The Chair asked about the extent to which the College was generating non-core income, including Higher Education fees. The Principal highlighted the opportunities offered by Foundation Degrees with a top-up aimed at the local population. The Director of Corporate Resources highlighted the scope for the Cedar student tracking software to grow income streams in sixth form colleges and other institutions.

The Members noted the diversity of marketing costs and the effectiveness of spending. The Principal noted that there may be issues of comparability.

The Chair asked whether the metric of learner pcs per learner may indicate a lack of provision. The Director of Corporate Resources highlighted that the College had invested in wifi infrastructure to support Bring Your Own Device.

10. **EMERGENCY PLANNING UPDATE**

The Acting Clerk as Director of Corporate Resources introduced the report on business recovery planning and dynamic lockdown. The Principal outlined the useful discussions with Lancashire Police.

11. **COLLEGE STRATEGIC PLAN (2013-2016): UPDATE REPORT ON PROGRESS RELATED TO KEY FINANCE OBJECTIVES/INDICATORS**

The Director of Corporate Resources introduced the report. The Principal warned that Edge Hill University were seeking to re-negotiate the financial terms of the School Direct relationship for 2016/17.

12. **FINANCE AND PREMISES POLICIES REVIEW**

The Director of Corporate Resources noted that the Financial Regulations will have their annual review at the next meeting of the Committee. There are no other policies requiring review.

13. **DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of the Committee is scheduled to take place at **4.00 p.m.** on **Wednesday 15<sup>th</sup> June 2016.**