

**CARDINAL NEWMAN COLLEGE**

**BOARD OF GOVERNORS - FINANCE AND PREMISES COMMITTEE**

A meeting of the above Committee was held at 4.00 p.m. on Wednesday 4<sup>th</sup> March 2015 in the Conference Room at the College.

**Present:**

Richard Ainscough (Chair)  
Nick Burnham  
John Crowley  
Bill Noblet  
Andrew Wygladala

**Officers in attendance:**

Katie O'Reilly  
Millie Kozuszkiewicz  
Paul Vaughan  
Claire Wallbank (for agenda item 2/B)

Joe McNamara (Clerk to the Governing Body)

**MINUTES**

**The meeting commenced with a prayer**

**Before the formal commencement of the meeting, the Chair, on behalf of members warmly welcomed Bill Noblet as a new member of the Committee.**

**1. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting of the Committee held on Wednesday 19th November 2014 were accepted as a correct record and signed by the Chair (file copy entered).

**2. SECTION 'A' ITEMS**

**There were no items included in this section of the agenda.**

**3. SECTION 'B' ITEMS**

**1/B/FPC(3.15)**

**MATTERS ARISING FROM THE MINUTES**

**(any such items were included as main agenda items)**

**2/B/FPC(3.15)**

**MANAGEMENT ACCOUNTS TO 31 JANUARY 2015**

**Received: DOCUMENT 2/B/FPC(11.15)** (file copy entered) and oral report from the College Accountant.

Members considered the Summary Income and Expenditure Account for the 2014/15 financial year to date, and noted inter alia:

- that the forecast year-end surplus exceeds the budget forecast. This is largely due to the receipt of additional funding from the Education Funding Agency related to exceptional in-year student growth;
- the healthy Cash Flow situation;
- the expected year-end strong Cash Balance and Balance Sheet;
- the healthy current ratio;
- the update report on Newman Business Limited.

Members received at Appendix 'A' details related to Capital developments and at Appendix 'B' an analysis of the Cash Flow Situation.

In answer to a Governor query related to the increase in Management and Administrative costs, members were advised that this related to Summer Works remodelling and expenditure on Networks covered by the recent receipt of an additional central funding allocation.

### **3/B/FPC(3.15)**

#### **PROPERTY STRATEGY: UPDATE REPORT**

**Received:** **DOCUMENT 3/B/FPC(3.15)** (file copy entered) and oral report from the Director of Corporate Resources.

Members noted the following points, inter alia:

#### **Property Strategy (Phase 3)**

The current adjusted costs of the Project were of the order of £2,958,930. These costs are included in the College draft budget and financial forecasts.

The College will be procuring the furniture and equipment from existing budgets.

Members were advised that good progress was being made in relation to the development and noted that Eric Wright Construction continue to liaise closely with the College over access, noise and in relation to any operational issues likely to impact on the Project. Members also noted, that following the installation of new road markings and new pedestrian routes developed in conjunction with the Highways Authority, Eric Wright Construction was requested by the College to make further alterations to improve pedestrian safety and afford vehicles greater visibility whilst moving around the development works. These alterations are now in place and will continue to be monitored by Eric Wright in conjunction with the local Authority.

Members received key timeline dates and noted that the overall completion date for the Project was 28<sup>th</sup> August 2015.

At Appendix 'A' members received the Risk Summary Report for the Project.

Members then considered the plans and costs related to the St. Mary's Building Re-modelling Works and costs related to Other Summer Works.

**Agreed: to recommend to the Governing Body at its meeting scheduled to take place on Wednesday 25th March 2015:**

- approval of the St. Mary's Remodelling Works at a projected cost of the order of £550,000;
- approval of the cost of the order of £95,000 to complete planned summer building works.

**4/B/FPC(3.15)**

**UPDATE REPORT ON OTHER PREMISES RELATED ISSUES**

**Received:** **DOCUMENT 4/B/FPC(3.15)** (file copy entered) and oral report from the Estates Manager.

Members noted, inter alia:

- that a tender is to be submitted for the final phase of the the planned and preventative maintenance works in order to complete the 5-year programme by July 2015;
- that the schedule of service and maintenance works would continue throughout the 2014/15 academic year. Members noted the maintenance and service agreements that had recently been carried out;
- details of the work to be carried out related to the summer works building and related programme.

**5/B/FPC(3.15)**

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

**Received:** **DOCUMENT 5/B/FPC(3.15)** (file copy entered).

Members continue to consider in detail the gross and net risk information in the revised Risk Register relating to the responsibilities of the Finance and Premises Committee.

**6/B/FPC(3.15)**

**HEALTH AND SAFETY: UPDATE REPORT ON MATTERS RELATING TO THE FINANCE AND PREMISES COMMITTEE**

**Received:** **DOCUMENT 6/B/FPC(3.15)** (file copy entered) and oral report from the Estates Manager.

From today's Report, members received updates related to:

- Health and Safety Policy and Procedures
- Health and Safety Committee
- Accident Reports
- Health and Safety Training
- Risk Assessment
- Fire Evacuation Procedure
- Phase 3 New Build
- College Smoking Policy
- Control of Asbestos Regulations
- Service and Maintenance Agreements
- Grounds

In the ensuing discussion, a query was raised about the current situation where the Staffing and Remuneration Committee had overall responsibility within its Terms of Reference for Health and Safety. A number of members of the Committee thought that this should be the responsibility of the Finance and Premises Committee.

**Agreed: to ask the Audit Committee to discuss this issue further at its next meeting.**

**7/B/FPC(3.15)**

**NEWMAN BUSINESS LIMITED: UPDATE REPORT**

**Received: DOCUMENT 7/B/FPC(3.15)** (file copy entered).

Members received and considered the update report.

In answer to Governor queries, the following points were recorded:

- that any surplus made by Newman Business Limited was gift-aided to the College;
- that new sales of CEDAR were anticipated with expected revenue of the order of £30,000.

**8/B/FPC(3.15)**

**REVIEW OF THE COLLEGE FINANCIAL REGULATIONS**

**Received: DOCUMENT 8/B/FPC(3.15)** (file copy entered).

Members received and considered the proposed changes to the College Financial Regulations.

**Agreed: to accept the proposed changes and to recommend adoption of these to the Governing Body at its meeting scheduled to take place on Wednesday 25<sup>th</sup> March 2015.**

**9/B/FPC(3.15)**

**FINANCIAL BENCHMARKING DATA**

**Received: DOCUMENT 9/B/FPC(3.15)** (file copy entered) and oral report from the Director of Corporate Resources.

Members noted that the College is currently undertaking work related to the 2014/15 financial benchmarking for the Association of Catholic Sixth Form Colleges. The report will be ready for the ACVIC Conference scheduled to take place later this month.

The Financial Benchmarking Report will be presented for consideration at the meeting of the Finance and Premises Committee scheduled to take place on Wednesday 17<sup>th</sup> June 2015.

Members were pleased to note the College's position in relation to key indices in 2013/14.

With regard to the current situation, the College has an above-average surplus and below-average pay:income ratio. The College has more temporary funding than any ACVIC College in both absolute and proportionate terms. Excluding the effect of Formula Protection, the College would still have a pay:income ratio better than the ACVIC median.

**10/B/FPC(3.15)**

**BUDGET 2015/16: UPDATE REPORT**

**Received:** **DOCUMENT 10/B/FPC(3.15)** (file copy entered) and oral report from the Director of Corporate Resources.

Members had considered the projected financial position of the College in detail following key presentations at the SMT/Governors' Conference on 6<sup>th</sup>/7<sup>th</sup> February 2015.

The projected Income and Expenditure Account for the financial years ending 2015/16/17 and 18 indicated that the College was forecasting an operating surplus in all years though this decreased markedly following the removal of Formula Protection in the financial year 2016/2017.

Members were aware that the final budget will be presented for acceptance by the Finance and Premises Committee at its meeting scheduled to take place on Wednesday 17<sup>th</sup> June 2015 with a recommendation from that Committee to be made to the Governing Body at its meeting scheduled to take place on Wednesday 1<sup>st</sup> July 2015.

**11/B/FPC(3.15)**

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

**Received:** **DOCUMENT 11/B/FPC(3.15)** (file copy entered).

Members were very pleased to note the continued excellent performance of the College related to the financial forecast 2014/15 objectives and the financial objectives contained in the College Strategic Plan (2013-2016).

**12/B/FPC(3.15)**

**FINANCE AND PREMISES POLICIES REVIEW**

**Received:** **DOCUMENT 12/B/FPC(3.15)** (file copy entered). and oral report from the Clerk to the Governing Body.

Members were advised that there were no Policies to be reviewed at this meeting of the Committee.

**DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of the Committee is scheduled to be held at **4.00 p.m.** on **Wednesday 17<sup>th</sup> June 2015.**