

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 18th November 2015** in the **Conference Room** at the **College**.

Present:

Richard Ainscough (Chair)
Nick Burnham
Adrian Metcalf

Officers in attendance:

Katie O'Reilly
Paul Vaughan
Claire Wallbank

Joe McNamara (Clerk to the Governing Body)

Apologies were received and accepted from:

Bill Noblet
Andrew Wygladala

MINUTES

The meeting commenced with a prayer

Members were advised by the Chair that he had asked Adrian Metcalf, Foundation Governor, to join the Committee for today's meeting for quorum purposes given the two recorded apologies from Committee members

1. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Committee held on Wednesday 17th June 2015 were accepted as a correct record and signed by the Chair (file copy entered).

2. SECTION 'A' ITEMS

There were no items for inclusion in this section of the agenda

3. **SECTION 'B' ITEMS**

1/B/FPC(11.15) **MATTERS ARISING FROM THE MINUTES**

(any such items were included as main agenda items)

2/B/FPC(11.15) **RISK PRESENTATION BY DIRECTOR OF CORPORATE RESOURCES**

Members received a powerpoint presentation which highlighted risks related to her area of responsibility, explained how those risks were managed and how risk assurance was obtained.

The Director outlined her role which covers Finance, Estates, Networks and Development, and explained her responsibility for the monitoring, development and use of resources within the College to ensure that they are used in ways that maximise their benefit to students and staff. She also provides strategic advice to Governors, the Principal and the Senior Management Team in relation to all her areas of responsibility.

The Director then outlined a number of risks related to her remit, including Health and Safety, Network Security, Higher Education, National Funding and Roads. She explained how the various risks were managed from Gross Risk to Net Risk utilising control measures and the sources of assurance that were related to those risks.

In conclusion, Katie outlined emerging risks arising out of the new Area Based Review Procedures.

The Chair, on behalf of members, warmly thanked the Director of Resources for her informative presentation.

3/B/FPC(11.15) **2014/15 FINANCIAL ACCOUNTS**

(i) **Draft Year-End Accounts: 2014/15**

- (ii) **Group Draft Report and Financial Statements**
- (iii) **Newman Business: Draft Report and Financial Statements**
- (iv) **External Audit Completion Report**

Received: (DOCUMENTS 3/B(i)-(iv)/FPC(11.15) (file copies interred) and oral report from College Accountant.

Members were aware that these documents had been received for consideration from an audit viewpoint at the meeting of the Audit Committee held on Wednesday 21st October 2015. Members were pleased to note that no audit issues had emerged from that meeting.

Members considered the draft year-end accounts in detail, particularly the Income and Expenditure Account and the Balance Sheet, and were pleased to note the current strong financial position of the College.

Members then considered the Group Draft Report and Financial Statements, Newman Business Draft Report and Financial Statements and the External Auditor's Completion Report.

Following discussion related to the Director's Report, it was agreed to include in the Report information related to the developments and opportunities that might arise out of the new Area Based Review Procedures. Bob Deed would be asked to prepare a statement to that effect for consideration by the Chair of the Board prior to its inclusion in the Director's Report.

Action: Director of Corporate Resources(B.D.)

Agreed: to recommend acceptance of the 2014/15 Year-End Accounts to the meeting of the Board of Governors of the College at its meeting scheduled to take place on Wednesday 9th December 2015.

4/B/FPC(11.15) STUDENTS' UNION ACCOUNTS: 2014/15

Received: DOCUMENT 4/B/FPC(11.15) (file copy entered).

5/B/FPC(11.15) MANAGEMENT ACCOUNTS TO 31 OCTOBER 2015

Received: DOCUMENT 5/B/FPC(11.15) (file copy entered) and oral report from the College Accountant.

Members considered the Summary Income and Expenditure Account for the 2015/16 financial year to date, and noted inter alia:

- that the full-year forecast outturn is expected to be better than the budgeted surplus;
- the strong Balance Sheet
- the healthy Cash Balance;
- the current ratio situation;

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

In answer to a query from the Chair, the Director of Corporate Resources confirmed that she was continuing to model possible future financial scenarios given the current fluid funding situation.

Action: Director of Corporate Resources

6/B/FPC(11.15) PROPERTY STRATEGY: UPDATE REPORT

Received: DOCUMENT 6/B/FPC(11.15) (file copy entered) and oral report from the Director of Corporate Resources.

Members noted the following points, inter alia:

Fitness Suite/Gym – St. Augustine's

A planning application is currently being considered by Preston City Council in relation to this proposal with an expected outcome to be received shortly. The estimated cost of the project is in the region of £250,000. Members received a copy of the proposed plan for the development and outline timescales.

Agreed: to recommend approval to progress the Fitness Suite Project at an estimated project cost of the order of £250,000 to the Board of Governors at its meeting on 9th December 2015.

Condition Improvement Funding 2015/16: Roofing and Associated Works

Funding of £167,000 was received from the Education Funding Agency in connection with these works.

The first and second phases of the works have been completed. The third phase will be undertaken by March 2016.

Condition Improvement Funding 2016/17

The College is currently preparing two condition based funding applications to be submitted to the Education Funding Agency in December 2015. The bids will include roofing and window improvements and replacement boilers in the St. Augustine's building.

The Director of Corporate Resources also advised members of a possible further CIF project related to a space utilisation deficiency currently existing in the College. She would prepare a document for consideration at the meeting of the Board of Governors scheduled to take place on Wednesday 9th December 2015.

Action: Director of Corporate Resources

3G Sports Facility

The College is currently working in partnership with Christ the King Catholic High School related to the possible development of a 3G pitch within the school grounds.

7/B/FPC(11.15) UPDATE REPORT ON OTHER PREMISES RELATED ISSUES

Received: DOCUMENT 7/B/FPC(11.15) (file copy entered) and oral report from the Estates Manager.

Members noted, inter alia:

- details of planned and preventative maintenance works that were completed in October 2015;
- the schedule of service and maintenance works that would continue throughout 2015/16;
- details of the work to be carried out related to the Roofing and Associated Works (CIF grant);

Members also received details related to Directional/Way Finding Signage, a new College Parking lease scheme and Estates Staffing.

8/B/FPC(11.15) ANNUAL INSURANCE REPORT

Received: DOCUMENT 8/B/FPC(11.15) (file copy entered) and oral report from the Director of Corporate Resources.

Members received details related to the Procurement of Insurance services, insurance cover in place for 2015/16 and the College's Insurance Claims history for 2014/15.

9/B/FPC(11.15) RISK MANAGEMENT: UPDATE REPORT RELATED TO FINANCE AND PREMISES ISSUES

Received: DOCUMENT 9/B/FPC(11.15) (file copy entered).

Following on from the powerpoint presentation received earlier in the meeting from the Director of Corporate resources, members considered in detail the gross and net risk information in the revised Risk Register, particularly high risk ratings, relating to the

responsibilities of the Finance and Premises Committee.

10/B/FPC(11.15) HEALTH AND SAFETY: UPDATE REPORT ON MATTERS RELATING TO THE FINANCE AND PREMISES COMMITTEE

Received: DOCUMENT 10/B/FPC(11.15) (file copy entered).

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

- Health and Safety Policy and Procedures
- Health and Safety Committee
- Health and Safety Training
- Accident Reporting
- Risk Assessment
- Fire Evacuation Plan
- Fire Drills
- Fire Risk Assessment
- Service and Maintenance Agreements
- Grounds

Members also received the minutes of the meeting of the Health and Safety Committee held on 21st October 2015.

11/B/FPC(11.15) BUSINESS CONTINUITY AND RECOVERY PLAN: ANNUAL REVIEW

Received: DOCUMENT 11/B/FPC(11.15) (file copy entered).

Members considered the contents of the Plan and arrangements that were tested in June 2015 by Andrew Deas of Risk Source Limited. Members noted the recommendations contained in the Report which had already been reviewed by the Audit Committee.

Members were of the opinion that the recommendations would require changes to the extant Business Continuity Plan. The main recommendation of the report will involve Departmental checklists; this

will be launched at the next meeting of the wider risk management group.

Agreed: that the necessary changes to the Business Continuity Plan should be brought for consideration to the next meeting of the Finance and Premises Committee.

Action: Director of Corporate Resources

**12/B/FPC(11.15) COLLEGE STRATEGIC PLAN (2013-2016):
UPDATE REPORT ON PROGRESS RELATED TO KEY
FINANCE OBJECTIVES/INDICATORS**

Received: DOCUMENT 12/B/FPC(11.15) (file copy entered).

Members were very pleased to note the continued excellent performance of the College related to the financial forecast 2015/16 objectives and the financial objectives contained in the College Strategic Plan (2013-2016).

Members also received a copy of the letter to the Principal from the Education Funding Agency relating to the College's Financial Plan 2015/17.

**13/B/FPC(11.15) FINANCE AND PREMISES POLICIES REVIEW:
TREASURY MANAGEMENT POLICY**

Received: DOCUMENT 13/B/FPC(11.15) (file copy entered).

Members noted that there had not been any major changes to the Policy since its adoption in 2013 and that there have been no major changes affecting the College and its approach to treasury management since then.

Members agreed to approve the minor changes to the the Policy.

Discussion then took place as to whether the College should explore new options for investing. It was

decided that this would not be necessary at the present time.

Agreed: to accept the proposed Treasury Management Policy review and to recommend its adoption at the meeting of the Board of Governors of the College scheduled to be held on Wednesday 9th December 2015.

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 2nd March 2016.**