

CARDINAL NEWMAN COLLEGE

BOARD OF GOVERNORS – FINANCE AND PREMISES COMMITTEE

The Committee met at 4.00 p.m. on Wednesday 22 November 2017 in the Conference Room at the College.

Members present:

Richard Ainscough, Chair (F)
Nick Burnham, Principal
Len Hampson (F)
Helen Seechurn (F)
Andrew Wygladala (F)

Officers in attendance:

Bob Deed, Clerk
Katie O'Reilly
Claire Walbank

MINUTES

1 Opening prayer

The meeting commenced with a prayer

2 Welcome, introductions and apologies

Apologies were received from Bill Noblett and Matthew Sane.

3 Declarations of interest

There were no declarations of interest. The Clerk noted that he had a role in relation to some financial matters.

4 Minutes of the last meeting

The minutes of the meeting of Finance and Premises Committee held on Wednesday 21 June 2017 were accepted as a correct record and signed by the Chair (file copy entered).

5 Matters arising from the minutes

The Vice Principal noted that the query about cladding was addressed in the Health & Safety Update report.

The Chair asked about health and safety training completion rate. The Vice Principal signposted the statistic in the Health & Safety Update report and suggested that the figure was likely to have risen with work on reminding staff to complete modules.

The Chair asked about letters of support for the new build application. The Principal confirmed that a significant number of letters of support had been obtained including BAe and Lloyds.

6 Premises manager report

As the Premises Manager was unwell, the Vice Principal presented the report. There were no matters of concern.

7 Health & safety reports

The Vice Principal introduced the report. The Chair noted an improvement in the record of accidents and incidents. The Principal informed the Committee that there had been two recent road traffic accidents involving students as pedestrians where the car drivers had been at fault.

In response to questions about what the College could do, the Principal and Vice Principal outlined the extensive discussions and work with the College on road improvements. The Vice Principal noted an unsuccessful bid to fund bus and drop-off lay-bys on Queen Street. The Principal highlighted the widening of the pavement on Larkhill Road.

The Committee asked about the proposal for changes to fire evacuation procedures including a dual-knock approach with smoke and heat triggers. The Fire Service had informed the College that they would be content with a change.

A Governor asked about the lockdown procedure. The Principal observed that a recent security consultant review had indicated that the current procedure may be excessive. It is being reviewed.

8 Property strategy update

The Vice Principal drew attention to the notes on road improvement plans. Lancashire County Council are planning to undertake further work. The College is intending to contribute towards a costed and detailed design for improvements. The Vice Principal noted the College's involvement in local transport plans and the Stoneysgate masterplan.

The Vice Principal circulated images of the new build.

9 Risk register: termly update

The Chair noted that the main risks around funding – notably High Needs funding, the loss of Formula Protection and the possible end of the 1% cap on public sector.

The Principal discussed the proposed £600 premium for “additional Maths students” announced in the Autumn Budget and the uncertainties around it.

The Committee asked about the pay rises assumed in the College's financial plans. The College Accountant noted that the College had assumed 1% in the current budget but 1.5% might be assumed in the future. The risk of industrial action nationally was noted.

A Governor asked about funding for training computing teachers. The Principal suggested that the College may indirectly benefit from this initiative through more teachers being trained.

10 College Finance Report for October 2017

The College Accountant presented the College Finance Report for October 2017. She noted rising income with High Education and non-core income. A favourable variance was showing on staffing costs with some contingency lines not being required. The impact of larger pension provision charges was noted. While there were savings on depreciation there was a related higher spend required on Networks due to spend under the capitalisation threshold.

The College Accountant outlined the College subsidiary's financial performance. The Principal highlighted a recent sale and some positive sales leads which were being followed-up.

The Chair asked about community lettings. The Vice Principal noted the success in reducing costs and generating income at St Augustine's. The range of lettings were noted.

11 Correspondence with the Education and Skills Funding Agency

The Vice Principal introduced the letter from the Education and Skills Funding Agency. Governors noted that the value in all staff being aware that financial management was strong and ensuring that the College was moving into Outstanding financial health in 2017/18. The Vice Principal noted that the external auditors had confirmed that financial health in 2016/17 was Good.

[Matthew Ainge gave his apologies and left the meeting]

12 Draft Annual Report and Financial Statements 2016/17

Decision

The College Accountant introduced the College and Newman Business Limited accounts. She noted the main variances in the College's performance.

The Committee agreed to recommend the financial statements for the College to the Governing Body for approval.

Clerk

The Committee noted the financial statements of Newman Business Limited.

Clerk

13 External audit completion report

The Committee formally noted the strong financial performance and the positive Audit Completion Report. The Finance Team was congratulated by the Committee.

The Vice Principal noted that the Audit Completion Report had been discussed

14 Annual insurance report

The Vice Principal introduced the annual insurance report. The Chair noted the significant discounts secured and the low overall insurance premium.

15 Policy Review

The Vice Principal presented the revised Business Continuity and Recovery Policy and Plan. She highlighted the minor revisions and updating.

The Committee agreed to recommend the revised Business Continuity and Recovery Policy and Plan to the Governing Body for approval.

Clerk

A Governor asked whether policies would require updating for the forthcoming changes in data protection legislation. The Clerk outlined the requirements of the General Data Protection Regulations due in May 2018. While some requirements had limited the implications, the new regulations included increased sanctions and greater stringency around issues of the basis for holding data and obtaining consent. He said that he would be working with managers to build a data asset register which would be used to identify where further work on consent and other issues was needed. He said that the College had improved its data protection arrangements and raised awareness of the issues after an earlier review of data protection,

The Chair asked about the implications for governance. The Clerk noted that the issue had been discussed by the Audit Committee which was commissioning an assurance review of the College's preparedness.

16 Feedback from Link Governors

There was no feedback from the Health and Safety governor.

17 Determination of any items to be treated as Confidential

Sections relating to the College's new build were deemed to be confidential for the next 18 months.

18 Date and time of the next meeting

The next ordinary meeting of the Committee is scheduled to be held at 4.00 p.m. on Wednesday 28 February 2018.