



## MINUTES OF THE FINANCE AND ESTATES COMMITTEE MEETING

Wednesday 13<sup>th</sup> March 2024 at 6pm via Remote Link

### **Present:**

Claire Douglas (Acting Chair)  
Dan Hards, Principal  
Anna Mawson

Stephanie Wiles, Director of Finance and  
Estates (Advising Officer)  
Catherine Davies (Clerk)

### **1. REGISTER OF INTERESTS**

There were no declarations of interests from Trustees.

### **2. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Paul Collyer, Tim Oliver, Dave Roberts, Mark Nelligan and Liz Gilroy-Scott.

### **3. MINUTES OF THE LAST MEETING**

The minutes of the previous meeting of 23<sup>rd</sup> November 2023 were approved as an accurate record.

### **4. MATTERS ARISING**

None.

### **5. MANAGEMENT ACCOUNTS, PLUS FORECAST OUTTURN, CASHFLOW AND COMMENTARY FOR 4 AND 5 MONTHS TO 31.12.23 AND 31.01.24**

The Director of Finance and Estates introduced the management accounts for 4 and 5 months to 31.12.23 and 31.01.24. Income highlights include the increase in the student funding rate to £4,753 per student, interest income and lettings income. On expenditure, salaries are as expected despite some variances. Health and Safety has had a high level of spend but Estate costs are below budget. The Board discussed the sports complementary studies costs that are running high and being monitored. (These costs include the cost of coach transport for sports teams on Wednesday afternoons).

Overall predicted EBITDA was on target against budget and cash reserves were healthy.

The Committee approved the December 2023 and January 2024 Management Accounts and cash flow projections.

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

## **6. UPDATE REGARDING NEW CLASSROOM BLOCK**

The Director of Finance and Estates updated the Board on developments regarding the building of a new classroom block. The architect has organised quotes from the surveyors and mechanical engineers, and these have been appointed. They are now building the tender specification. The tenders for the building works are due to be presented on the 6<sup>th</sup> of June at the College and a Trustee is invited to attend.

**Action:** Clerk to ensure a Trustee attends the presentation on 6<sup>th</sup> June (done).

## **7. DRAFT SRMA**

The Director of Finance and Estates introduced the draft SRMA return. The Action Plan for question 11b regarding the number of meetings held by the Audit Committee per year was reviewed. The Audit Committee meets twice a year, this was deemed sufficient for a College of our size, the Committee agreed with the "Action Planned" for this question.

The Committee approved the draft School Resources Management Self-Assessment Return.

## **8. HEALTH AND SAFETY REPORT**

The Director of Finance and Estates informed the Committee that there had been 22 accidents this Academic Year; none required notification to the HSE. Normal maintenance and servicing activity continues.

The Committee thanked the Director for her briefing.

## **9. MINUTES OF ENVIRONMENTAL SUSTAINABILITY GROUP MEETING OF 27 FEBRUARY 2024**

The Director of Finance and Estates briefed the Committee on the works of the Environmental Sustainability Group meeting and thanked the Staff Eco Champion who is committed to engaging in environmental activity at the College. The Director explained that following the installation of solar panels on the Y block roof, the College has reached capacity for solar panels at the site (due to the national grid being at full capacity). Private grid options are being investigated. The Eco Committee received a batch of 60 trees from the Woodland Trust that are being planted around the site. The Committee noted the student initiatives taking place during Green Week such as the Insect Appreciation Day. The Eco Committee is also working to retain the Green Flag award.

The Principal added that the role of the Staff Eco Champion has been revised with the new job title, "Education for Sustainable Development Co-ordinator" to recognise the activity that is taking place now and in the future at the College. The Committee agreed to approve the College Sustainability Strategy at the next Committee meeting and noted that the Strategy will replace previous Environmental policies that are now out of date.

The Committee congratulated the ESD Co-ordinator for his commitment and leadership of the group.

## **10. ENVIRONMENTAL STATEMENT OF PLANNED ACTIVITY**

The Director gave an overview of the statement which reflected the items covered in the above point.

## **11. DUKE OF EDINBURGH ICELAND TRIP 2021**

The Principal outlined the history of the dispute and the current position. The Acting Chair approved the current approach being used by the College.

**12. ANY OTHER BUSINESS**

None

**13. DATE OF NEXT MEETING**

The date of the next meeting is Wednesday 26 June 2024 at 6pm.

*The meeting closed at 6.55pm  
Attendance was 37%.*

Signed.....

Date.....

**SUMMARY OF ACTIONS**

<b>F&amp;E2-001</b>	<b>Action:</b> Clerk to ensure a Trustee attends the presentation on 6 <sup>th</sup> June (done).
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**SUMMARY OF GOVERNOR CHALLENGE [C] / SUPPORT [S]**

<b>C/S</b>	<b>Minute</b>	<b>Topic</b>
S	5	The Committee thanked the Director and her team for her excellent work.
S	9	The Committee congratulated the ESD Co-ordinator for his commitment and leadership of the group.