



Godalming College Board of Trustees
Minutes of the Finance and Estates Committee Meeting
Held at Godalming College in the Board Room
Monday, 7th March 2022 at 4.30pm

Present:

Peter Aitken (PA)	Dawn Reves (DR)	Emma Young, Principal (ELY)

In attendance:

Sarah Baudains, Finance Director (SB)	Raphael O'Neill, SU Treasurer (RON)	Ken Kehoe, Clerk (KK)
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1	Apologies for Absence	
	There were apologies from Nigel Roberts and Justin Knight. These were accepted.	
2	Declarations of Interest	
	There were no declarations of interest for any items on the agenda.	
3	Minutes of the meeting held on Monday, 22nd November 2021	
	The minutes of the last meeting of the Finance and Estates Committee held on 22 nd November 2021 were approved by the Committee as an accurate record.	
4	Matters Arising	
	Item 3 – SB informed the Committee that the College’s insurers had confirmed that the College was covered for losses arising from the use of non-College electrical equipment. All other matters arising had been completed.	
5	Management Accounts to 31st January 2022 and updated 3 Year Plan	
	The Committee reviewed the Management Accounts to 31 st January 2022. SB highlighted that the Forecast net position for the year was an £133k overspend, down from £335k overspend in the original Budget. Following some further expected underspends which have not yet materialised, we expect the £133k overspend to reduce as the year progresses. The College was awaiting the results of its 2022/23 CIF bids. SB updated the Committee on the catering operation. The normal turnover was in the order of £3.1k per day, although during Mock Examinations week this had fallen to £2.2k, which was likely to be about the turnover in the second half of the summer term. Trustees asked about the extra burdens that the Catering operation had placed on the Finance Director. SB said that the work had improved this term as recruitment had happened and the team was working well together. Turning to the 3-year plan, SB noted that changes to projected income reflected changes to the base funding rate and the number of students. The funding for next year had now been set with 2081 students on roll this year. The break-even number of students was 2105 next year. In 2024/25, the break-even number of students was 2180. This was quite high but the	

	<p>cohort was expected to keep increasing until 2030. On current plans, there was likely to be an underspend in 2022/23 and the College's financial position would be comfortable in 2023/24. SB noted that the medium term plans included substantial capital investment of about £400k but this was necessary to maintain the status quo and would not provide for the development of the site.</p> <p>The Committee asked SB about the pay assumptions underlying the plan. SB said that she was comfortable with the assumed 3% per annum assumed pay rise in light of the proposed 5% two-year settlement for school teachers. She noted, however, that there was a move towards NQT salaries of £30k which might mean more than 3% per annum increases at the bottom of the scale. Staff costs were also impacted by the creation of 3 new Director posts. They might also be affected by any additional staff need as a consequence of the 40 hour increase to the annual full time student study programme, a rise from 540 to 580 hours. of contact f</p>	
6	Treasury Management	
	<p>The Committee discussed the low interest rates received on the College's deposits and the spread of maturity dates. The Committee noted the difficulty of accessing funds on deposit in the period April to November.</p>	
7	Contracts Update	
	<p>SB updated the Committee on the status of a number of contracts:</p> <p><u>External Audit</u> SB, together with the Chair of Audit, had recently completed a re-tender of the external audit contract. They were recommending to the Audit Committee that Buzzacott be appointed as the external auditors at a cost of £22k per annum. They would replace RSM, the external auditors for at least the last 10 years, based solely on price.</p> <p><u>Cleaning</u> SB had begun the process of re-tendering the cleaning contract. She was using the YPO tendering portal. The current provider was on the portal and so would be able to bid. It currently cost £180k per annum but the cost could rise to £200k, if not higher.</p> <p><u>Photocopiers</u> SB was going to award a new 3-year contract for the replacement of the two heavily used large reprographics machines, but would extend the contract for the other smaller copiers by 1 year as they were still working well.</p> <p><u>Coaches</u> SB would draw up a specification and then go out to the local market. She would need to complete the necessary due diligence as there was no tendering framework.</p> <p><u>Estates Contracts</u> SB would look at re-tendering some of the smaller Estates contracts next year, such as grounds maintenance.</p> <p>The Committee commended SB for her work.</p>	
8	Capital Estates Work 2022	
	<p>SB introduced the proposal for Capital works over the 2022 summer holidays. The key works would be converting the existing Boardroom into a classroom; utilizing the underused staff workroom as a new Boardroom; providing additional offices for the new Director posts; and installing new electric car charging points in the staff car park. This work would lead to an Estates Capital overspend of some £39k. This overspend could be accommodated and should be seen against the background of the projected 3 Year Plan current £366k underspend next</p>	

	<p>year. This projected underspend could be a problem if it simply added to the College's reserves and it would be important to spend it sensibly.</p> <p>The Committee approved the summer capital works and the associated £39k overspend in the Estates budget.</p>	
9	Sustainability Strategy	
	<p>ELY introduced the Strategy, highlighting SB's role in putting the Strategy together. The Strategy was a move on from the Environmental Policy and included embedding green literacy in student learning. The local council had come onto to discuss how they could help the College be sustainable, the Sustainability Strategy would sit on top of a workplan and there would be a Sustainability Committee within the College and an annual report. This would feed into the strategic plan for the estate.</p> <p>In discussion, the Committee noted that there were economic and social aspects, as well as the environment, to sustainability, but that this strategy focused specifically on Environmental Sustainability. The Committee agreed to recommend the Sustainability Strategy to the Board of Trustees.</p>	
10	AOB	
	There was no other business.	
11	Date of the next meeting	
	<p>The next meeting was scheduled to take place on Monday 20th June at 4.30pm but the Committee agreed that the Clerk should canvas availability for a meeting on Tuesday 21st June.</p> <p>Action: Clerk should canvas availability for the next meeting to take place on Tuesday 21st June.</p>	Clerk

The meeting closed at 6.05 pm.

Signed

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