

GOVERNING BODY OF GODALMING COLLEGE

**Minutes of the Godalming College Finance and Estates Committee meeting held at the College
on 11th June 2018 at 8.30am**

Present:

Douglas Jack (Acting Chair)	Nick Poulter	Emma Young
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Apologies:

Julia Roberts (Chair)	Marcus Isherwood (SU Vice President & Treasurer)
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In attendance:

Shaneel Shajpal (Finance Manager)	Sharon Harmon (Clerk to the Board of Trustees)	Martin McCarthy (Director of Services)
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		Action
1	Apologies for Absence	
	Apologies for absence were received from Julia Roberts and Marcus Isherwood.	
2	Declarations of Interest	
	There were no declarations of interest for items on the agenda.	
3	Draft Minutes of the meeting held on 9th May 2018	
	The minutes were signed as an accurate record by the Chair.	
4	Matters Arising	
	None	
5	Management Accounts to April 2018	
	<p><u>Management Accounts to April 2018</u></p> <p>Shaneel Shajpal presented the management accounts to April 2018 and the committee reviewed headline figures.</p> <p>Total income to April 2018 of £7,634k is some £58k ahead of forecast primarily due to high needs and bursary funding exceeding budget whilst voluntary contributions to the College general fund from parents remains £24k below budget. The committee reviewed expenditure figures, overall position and key ratios. The overall position at April 2018 shows a deficit of £71k which is £163k better than budget.</p>	

	<p><u>Management Accounts Future Format / Variance Reporting</u></p> <p>The committee reviewed the future format of accounts reporting for the benefit of the Finance and Estates Committee. The committee agreed that going forward headline figures would be sufficient for the purposes of the committee. The following variance reporting percentages were agreed:</p> <ul style="list-style-type: none"> – Total Income 1% – Payroll 1% – Equipment 10% – Admin 5% – Estates 5% – General Education 5% – Capital Expenditure 10% <p>It was agreed that any variance the committee should know about that is not picked up by agreed percentage should be flagged in report. If necessary the percentage can be changed.</p> <p>Action: Shaneel Shajpal to revise format of accounts reporting going forward.</p>	SLS
6	College Budget 2018-19	
	<p>The committee reviewed the College Budget 2018-19. The following points were noted.</p> <ul style="list-style-type: none"> • Small reduction in funding, on lagged basis, due to slight dip in student numbers. • Increase in salaries expenditure of £181K. • Increase in photocopier budget. • Increase in cleaning costs mainly due to increase in living wage. • Increase in Exams budget due to exam boards increasing price of exam papers. • The College is not VAT registered. VAT is claimed back on expenditure. VAT is paid back via the ESFA. Our vat reclaim has been submitted to HMRC based on a VAT refund scheme created specifically for academies called a vat126 claim. <p>Action: Shaneel Shajpal to update the budget commentary to reflect the overall academy basis result showing a positive position of £592k.</p> <p>The committee had a full discussion around the challenges going forward of increasing costs and decreasing funding.</p> <p><i>The committee approved the College Budget 2018-19 for recommendation to the Full Board.</i></p>	SLS
7	Financial Forecast Summary to 2020	
	<p>The committee reviewed the traditional ESFA 3 year financial forecast to 2021. This had been prepared for information as historically academies have only been asked to prepare a one year forecast or budget. This year this requirement has changed so academies are now asked to submit a summary high level three year plan by 31st July 2018.</p> <p>The committee agreed that it was very helpful to plan ahead and assess the impact of potential future changes on college finances.</p>	
8	Estates	
	<p><u>Proposed Capital Works – Summer 2018</u></p> <p>Martin McCarthy gave an update on progress of proposed capital works for summer 2018. The college is currently awaiting returned tenders for the footpath works. The College is not anticipating any variance in the amount forecast the works. Martin McCarthy requested authority from the committee to proceed on the basis of budget presented.</p> <p><i>The committee agreed that the proposed works were approved to proceed on basis of budget.</i></p>	

	<p><u>Student Parking</u> Martin McCarthy updated the committee on the progress with issues related to student parking. The committee reviewed a letter to be circulated to local residents updating them of actions being taken by the college. The committee agreed the letter. Martin McCarthy confirmed the College was still investigating options for potential additional parking on site, and had identified some possibilities that would carry a cost. The committee asked to be kept informed of progress going forward.</p>	MNM
9.	College Development Plan 2017-18 and Risk Register	
	<p><u>College Development Plan 2017-18</u> The committee reviewed the updates to the relevant sections of the College Development Plan. The following was noted: T7 - Surrey county Council have confirmed financial support for works to footpath. Tender process for capital works underway. T8 – Assessment of the College Finance system is underway with current provider to identify any possible updates/improvements/training to meet College requirements. It was agreed the review should be carried out again in a year’s time to see if improved.</p> <p><u>Risk Register</u> The committee reviewed the updates to the Risk Register. The following was noted:</p> <ul style="list-style-type: none"> • Pay settlement for teachers reached for current academic year mitigates risk of potential industrial action. • No change in funding position which continues to be a high risk. With the announcement of a funding review it is important to continue the message regarding underfunding. • There will be a GDPR training session for Trustees at the Full Board meeting on 9th July. • The committee discussed the implications of the introduction of T-Levels and any opportunities/threats they present. At present there is some overlap with applied generals ‘Btecs’ but no real impact on curriculum delivered at the college. The college has one eye on T-Levels going forward to watch for potential impact on Btecs in the future. 	
10.	AOB	
	Sharon Harmon agreed to canvass the Full Board on their preferences relating to the circulation of papers for meetings.	SNH
11.	Date of next meeting	
	The next meeting Monday, 19 th November 2018 at 8.30am - TBC	

The meeting closed at 10.15am.

Signed

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