

GOVERNING BODY OF GODALMING COLLEGE

Minutes of the Godalming College Finance and Estates Committee meeting held at the College on 9th May 2018 at 8.30am

Present:

Julia Roberts (Chair)	Douglas Jack	Emma Young
Nick Poulter		

In attendance:

Elizabeth Graham (Chair of the Board of Trustees)	Marcus Isherwood (SU Vice President & Treasurer)	Martin McCarthy (Director of Services)
Shaneel Shajpal (Finance Manager)	Sharon Harmon (Clerk to the Board of Trustees)	

		Action
1	Apologies for Absence	
	Apologies for absence were received from Claudia Rowell.	
2	Declarations of Interest	
	There were no declarations of interest for items on the agenda.	
3	Draft Minutes of the meeting held on 12th June 2017	
	The minutes were signed as an accurate record by the Chair with the following minor amendments: Item 8. line 7 replace 'committee' with 'committed' Item 13. line 8 spelling error 'supersede'	
4	Matters Arising	
	<u>Accounts for the year to July 31st 2017</u> Shaneel Shajpal confirmed all actions had been completed. <u>Management Accounts to 30th September 2017</u> The variance percentage to act as a warning system on the condensed balance sheet has not yet been set. Nick Poulter agreed to give this further consideration and get back to Shaneel Shajpal with a suggested variance percentage. <u>Student Union Accounts</u> It was confirmed that the SU Christmas Ball did not go ahead due to lack of interest. <u>Report on Bank account Options</u> Shaneel Shajpal reported that he had consulted other S7 Colleges Finance Managers on Bank Account options. The majority of college's bank with Lloyds due to favourable interest rates. Some colleges bank with two banks. Shaneel Shajpal confirmed that the college would continue to bank with Lloyds for deposits as they offer the best interest rates. The college will also open a second account with HSBC in order to spread/minimize risk.	NP/SS
5	College Accounts for the year to 31st December 2017	
	<u>College Accounts to 31st December 2017</u>	

	<p>Shaneel Shajpal presented the draft College accounts to 31st December 2017 and confirmed that the accounts showed the final numbers for the period. Shaneel Shajpal noted this set of accounts represented an unusual situation due to academisation. Following discussions with RSM on their expectation of seeing results approximating to 5/12 of the full year figures, college management had agreed some key adjustments with RSM to both income and expenditure before arriving at the agreed overall financial result for five months of £386k total comprehensive income. For example staff costs were reduced by £209k to reflect the credit resulting from a reduction in the holiday pay accrual at December 2017.</p> <p>Accounts fulfil statutory obligations to 31st December 2017.</p> <p>At the request of the committee Shaneel Shajpal explained the pension figures. Balance sheet shows total net assets £15.3k which is an overall improvement. Noted on page 20 - change 'year' to 'period'.</p> <p>Shaneel Shajpal confirmed he would review the document for consistency of time period/entity and also ensure Elizabeth Graham appears in all instances of Chair of the Board of Trustees.</p> <p>Confirmed statement on page 13.</p> <p>Expand the note on academisation to explain this was done out of choice.</p> <p>Nick Poulter suggested the table of governors could be improved going forward. Nick agreed to forward some examples of best practice.</p> <p>Action Shaneel Shajpal to make agreed updates to accounts by Monday 14th May.</p> <p><i>It was agreed that subject to the suggested amendments being incorporated, the College Accounts to 31st December 2017 were approved for recommendation to the Full Board.</i></p> <p><u>Management Accounts to 31st March 2018</u></p> <p>Shaneel Shajpal presented the management accounts to 31st March 2018 and went through the headline figures.</p> <p>Income to March £6,825k is some £56k ahead of forecast primarily due to high needs and bursary funding exceeding budget.</p> <p>Expenditure - payroll costs include additional cost for pay award and additional support for high needs students. Admin costs include a small overspend for transport costs reflecting the additional college subsidy required to operate our recently expanded four bus routes to help bring students into college. This compares to only two college bus routes last year.</p> <p>Lower General Education spend is the primary reason the reserve budget not yet used. Capital expenditure £123k.</p> <p>The overall position at March 2018 is favorable. Our Financial Health score at March 2018 is 290 points or 'outstanding' which is just short of top marks.</p> <p>Shaneel Shajpal confirmed that as an academy the college cannot budget for a deficit. Nick Poulter asked for clarity on the difference between the two capital expenditure figures. Shaneel Shajpal clarified that the second figure takes into account IT capital expenditure. It was agreed that going forward the report would include a separate line for IT Capital expenditure.</p> <p><i>It was agreed that the Management Accounts to 31st March 2018 were approved for recommendation to the Full Board.</i></p>	<p>SS</p> <p>SS</p>
6	Estates	

Student Parking

Martin McCarthy reported to the committee on the position regarding student parking. A number of concerns have been raised by local residents relating to students parking in local roads. The College already takes a number of measures to prevent issues with student parking arising, including regular communication with students about parking safely and considerately. Communications from the local police have also been circulated to students. The College has also made specific reference to parking in its new version of the Code of Conduct for students.

The College promotes public transport and in recent years has introduced a number of College bus services. Students found to be parked dangerously or inconsiderately are taken out of lessons and required to move their car. The Student Union work with the College to promote safe driving. The College also strives to educate its students about safe driving. All first year students attend a Safe Drive Stay Alive day.

In order to address local residents concerns Emma Young, Elizabeth Graham and Martin McCarthy recently met with County Councilor Peter Martin and Hugh Pile, resident of Oakdene (and former Chair of the Corporation) to discuss the situation and consider solutions. Ideas discussed included possible parking restrictions on local roads, improved engagement with students to encourage safe and considerate parking, greater use of public transport and other alternative means of travelling to college and the investigation of additional parking on campus.

The committee discussed the situation and ways forward. It was noted that two members of the Committee are also local residents. The committee acknowledged the feeling of the locally community and would like to work co-operatively with local residents and the local council to resolve issues.

It was agreed that the potential use of the remaining sports pitch on College campus for student parking is not an option. This pitch is an essential facility for the teaching of Sports subjects. In addition, there are strict planning restrictions on the use of the pitch enforced by Sport England. The pitch is also the safest emergency evacuation point for the College.

It was agreed that:

The College will produce and circulate a communication to local residents outlining the measures the College is already taking to alleviate any problems caused by students parking in local roads. Also to open a clear line of communication, include a link to the Anti-Social Parking section on the local council website.

MM/EY

The College will continue to promote public transport and green travel initiatives and consider an incentive scheme for students cycling to College.

MI/MM

Martin McCarthy to further investigate possible options to increase parking on campus.

The profile of ongoing issues with parking will be increased amongst students, including working more closely with the Student Union on this issue. Marcus Isherwood agreed to work with Martin McCarthy to include information about parking in the SU student presentation.

The College will continue to work with local residents, local council and the Police to resolve issue.

	<p><u>Proposed Capital Works – Summer 2018</u> Martin McCarthy outlined proposed capital works for summer 2018. The works had been costed by MEA the College’s appointed surveyors/contract managers.</p> <p><u>Landscaping Works</u> The proposed works include the improvement of routes around the campus to increase safety. The removal of decking in the piazza which is decaying. The creation of an outside dining area adjacent to catering block. Martin McCarthy reported that Surrey County Council had made a commitment to carry out works to widen and re-surface the public footpath as part of the project and to provide ongoing maintenance.</p> <p><u>Classroom 926 – Adaptation Works</u> Martin McCarthy outlined works required to improve teaching space in classroom 926.</p> <p>Martin McCarthy confirmed that the works would be capital spend. Shaneel Shajpal confirmed that the EFSA provide funding for capital maintenance of around £46k per year.</p> <p><i>It was agreed that the proposed works were approved.</i></p>	
7.	<p>Health and Safety Policy</p>	
	<p>The committee reviewed the updates to the College’s Health and Safety Policy. Martin McCarthy reported that the updates had been agreed in consultation with the College H&S Committee and external consultants Smart FM. Martin McCarthy confirmed that fire drills are carried out regularly. Usually 1-2 in the autumn and spring terms. Fire drills are not normally carried out in the summer term due to constraints around exams and assessments. Martin McCarthy reported that there is low grade asbestos present in the College as in most buildings of its age. However, it is contained and staff are aware where it is located. Contractors are always advised of its location. All required asbestos surveys have been carried out. Martin confirmed use of hot works only when necessary and subject to strict safety measures being in place whenever carried out.</p> <p><i>It was agreed that the updated Health and Safety Policy was approved.</i></p>	
8.	<p>AOB</p>	
	<p><u>VAT Arrangements Update</u> Shaneel Shajpal updated the committee on arrangements for reclaiming VAT. There are two options for reclaiming VAT. The College to be VAT registered as a company or alternatively reclaim VAT via a VAT 126 claim form. It was agreed that full registration was not appropriate as the College does not do business as such. The income from College lettings is below the threshold. The College will be claiming back VAT using the 126 form which is standard practice for academies. It is forecast that we will be eligible to reclaim approximately £60k for the period from the 1st January 2018 to 31st March 2018. However, it should be noted that the vast majority of capital expenditure will be in this term. It is also worth noting there are strict categories for which VAT can be reclaimed. For example tax paid on insurance policies is not eligible to be reclaimed. Shaneel Shajpal reported that he has been in contact with other colleges who have already been through the academisation and VAT reclaim process and they are happy to share lessons with us.</p>	

	<u>Noted:</u> The Finance and Estates Committee did not look at the College Development Plan and Risk Register for the spring term at this meeting as they were approved at the full Board of Trustees meeting on Monday 26 th March. Both these documents will be reviewed for the summer term at the next Finance and Estates Committee meeting on Monday 11 th June.	
9.	Date of next meeting	
	The next meeting 11 th June 2018 at 8.30am	

The meeting closed at 10.20am.

Signed

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