



GREENHEAD COLLEGE CORPORATION

**Minutes of the Finance & Estates Committee meeting held virtually using Zoom
Monday 7 September 2020, 4.30pm**

Govs present: Craig Shannon (from 4.50); John Holroyd (Chair); Richard Armstrong; Simon Lett (Principal) (from 5.00)

In attendance: John Blake; Ian Leedham (Clerk)

Apologies: Abby Barraclough

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	JHO welcomed all. ABA apology and late arrivals as above. <i>Meeting started with 2 Govs (quoracy requirement 3 Govs), on basis that SLE had informed Clerk he would be a little late joining; quorate from CSH joining 4.50 (then SLE also joined 5.00); routine business items considered first; strategic matters deferred until 4.50 quoracy and no decisions made prior to this.</i>	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 8/6/20	Minutes 8/6/20, previously circulated, agreed by Committee, signed by Chair, returned to Clerk for filing. No matters arising not covered on agenda.	Clerk
4. FE Commissioners' visit 13/7/20 & report: F&E implications	SLE updates & Committee discussion summary: 1. broader data depository/dashboard with multifaceted data – SLE taking forward with relevant staff – Govs' dashboard should be high-level summary data based on what Govs would find useful, rather than too much detail 2. costed curriculum model being developed with HoD's – ensuring middle leaders use it in planning & developing curriculum is a key focus 3. IT developments to support curriculum of the future – early discussions held with Academia (technology company) & Saint Francis Xavier SFC London – work ongoing – this could feed into capital development School Specific Brief (minute 6.2 below) – SLE to report back before/at Govs' Strategy Development Day 9/11/20 4. Association of Colleges financial reporting model to be used, including for monthly financial reports.	SLE John B
5. Financial update	5.1 Discussion of June management accounts (spreadsheet & narrative), previously circulated: 1. ESFA income received according to published schedule 2. two sets of COVID-related income received: (1) Kirklees	

	<p>Council Small Business Grant £10k; (2) additional Free School Meals £35k for distribution to F.S.M. students</p> <ol style="list-style-type: none"> 3. awaiting information on potential income from Government catch-up lessons funding 4. not eligible for FE capital grant despite SFCA lobbying 5. approx £90k credit expected against exam fees budget; spend on October exams will be modest and will come from exams budget 2020/21 6. RAR raised specific issue regarding performance indicators and F.T.E. calculations associated with this – JBL to check with Jess Norcliffe, HR Manager 7. awaiting LGPS data mid-Sep in order to finalise end-FY figures; currently projecting surplus of £320k. <p>5.2 Discussion of draft budget 2020/21 (spreadsheet & notes), previously circulated. Discussion of RAR point on using contingency for additional staff costs, especially in computing science and other science subjects – JBL updated on potential Computing Science additional part-time staff member required – budget should be OK.</p> <p>5.3 Committee considered JBL proposed renewal of Barclays loan for Cooksey Building (£1.2m 15 year loan with 5 year break clauses; first 5 years complete; remaining loan now £844k; Barclays offering 2.3% as opposed to previous 1.5% over base rate; in line with loan costs predicted at outset and repayments staying at similar level to last 5 years; looks to be a good deal in current market given increased lending costs and experience of other NORVIC colleges) – Committee endorsed approval of above deal for coming 5 year period.</p>	<p>John B</p> <p>Govs note</p>
<p>6. Capital Development update & decision process</p>	<p>6.1 RAR updated on his summary document and clarification email, both previously circulated. DfE potential funding/commissioning route looking promising and is preferred vehicle at this point as a feasibility project pending DfE funding announcement expected at time of Autumn Budget Statement. DfE capital team grateful for work of AA Projects, which gives headstart. DfE and their contractors, Mace, visited college twice in summer holidays and undertook survey work; DfE/Mace virtual meetings with College now weekly until half-term; survey work continues.</p> <p>6.2 JBL working with HoD's etc and DfE to draw up a (DfE scheme) <u>School Specific Brief (S.S.B.)</u>, which is essentially a Greenhead College specification of what it wants. This will form basis of tender document if funding is forthcoming. JHO & CSH asked about approval process for S.S.B. – agreed that early draft S.S.B. be emailed to Capital Development Group at same time as S.L.T. (so both S.L.T. & Govs can consider & contribute at same time) and then further considered by Group at its next meeting, rescheduled to early-Nov (<i>date subsequently set for Wed 4</i></p>	<p>John B / SLE...</p>

	<p><i>Nov, 4.30pm</i>). Corporation to be briefed as to this process at Corporation meeting 5/10/20.</p> <p>6.3 Timeline. If successful DfE funding announcement Autumn 2020:</p> <ol style="list-style-type: none"> 1. press coverage linked to this – need to prepare for this 2. review specific options at that time & generate firm plans for architect by 31/12/20 3. DfE-Council liaison (DfE has already appointed local planning consultant to support this, which should speed up planning process etc) – RAR & SLE to have preparatory discussion with Council leaders 4. DfE tender exercise and appointment of approved contractor from its framework 5. building work starts Sep 2021. <p>6.4 Additional questions/points:</p> <ol style="list-style-type: none"> 1. RAR asked about interface with IT requirements & developments, including potential cloud-based servers – JBL explained that IT infrastructure could be within scope of DfE scheme (as carbon neutral work is) – JBL to advise – Katie Mallinson’s IT contacts could be useful 2. RAR suggested that student reps be involved in considering social space requirements & developments 3. RAR asked how refurbishment of Staff Rooms would be picked up – JBL advised seeing what we can get on DfE refurb list and then assessing Greenhead budget requirements for additional items. <p>6.5 Summer capital works & COVID precautionary works undertaken over summer holidays include changes to some rooms and main drive tarmac work. RAR asked about further works that might be needed to create extra space for increased student numbers – JBL summarised measures in place including timetabling innovations which enable more effective use of space particularly in most popular subjects.</p> <p>6.6 JBL update on new Estates Team: in place; more skilled and proactive than previous team; will facilitate more preventative maintenance.</p>	<p>Clerk re agendas</p> <p>RAR/SLE</p> <p>RAR/SLE</p> <p>John B</p> <p>John B</p>
<p>7. COVID risks & mitigation</p>	<p>7.1 Background:</p> <ol style="list-style-type: none"> 1. induction starts Wed 9/9/20 and formal teaching starts w/b 14/9/20 with split timetable approach; hoping for full return w/b 28/9/20 (similar approach to both HD New College & Kirklees College) 2. currently A1 1,369 students & A2 1,275 making total of 2,644; envisage fallout of c.50-70 come Day 42 Census 3. consequently some pressures of additional numbers but not swamped (also danger of too low numbers averted), with measures in place. <p>7.2 In above context, COVID Risk Assessment updated</p>	

	<p>weekly to reflect and pre-empt changing circumstances. Continuing with split timetable approach on longer timeframe than competitor colleges could pose additional risk in terms of potentially losing students.</p> <p>7.3 Responding to CSH question about COVID financial implications, SLE explained College is researching bursary support for students – only minimal £134 received from new 16-19 Tuition Fund – to explore potential IT bursary funds.</p>	
8. Policies	No policies to review on this occasion.	
9. Catering, cleaning, premises, estates update	<p>9.1 Catering. Aramark to take over contract Jan 2021 on existing service footprint. Might have to amend predicted profits. Potential DfE capital development provides new context for catering contract. Would now make more sense for Aramark's £150k investment to contribute to College profits rather than capital improvements. RAR wondered if some of the £150k could be used to develop mobile/outdoor catering facilities; JBL confirmed this is the case. Aramark discussions ongoing. Further meeting to be arranged with College's catering consultant.</p> <p>9.2 Cleaning. Cleaning Supervisor post advertised but recruitment not successful. To research potential for outsourcing cleaning (there are c30 cleaners), in pursuit of greater efficiency & cost fixing; also cost externalisation benefits. Would likely use Crescent Purchasing Consortium cleaning framework, comprising 10 suppliers, where a small fee would facilitate a mini-tender exercise. Committee agreed with this in terms of principle and approach.</p>	Govs note
10. AoB	Corporation Annual Report 2019/20: RAR to draft, with support from Clerk, in time for next F&E 23/11/20; ESFA deadline has been extended to 31/1/21.	RAR & Clerk
11. Confidentiality	Confidential aspects taken into account in drafting these minutes.	
12. Date next mtg	Mon 23 Nov 4.00pm immediately followed by joint meeting with Audit & Risk Committee & auditors 5.00pm, both virtually by Zoom/Teams.	Govs note

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 22/9/20

Signed off by John Holroyd, Chair, at Finance & Estates Committee 23/11/20