



St Dominic's Sixth Form College Finance & General Purposes Committee

Minutes of the Finance and General Purposes Committee held on Tuesday 18th November 2025 at 5.00pm via Zoom

Present:

Noel Feeney (Chair)	(NF)
Patrick Freely	(PF)
David Martin	(DM)
Andrew Parkin	(AP)
Adrian Richardson	(AR)

In Attendance:	Tom Colgan (Director of Finance & Human Resources)	(TC)
	Bryan Johnston (Acting Vice Principal)	(BJ)
	Susan Jacobs (Clerk to the Governors)	(SJ)
	Julia Gollings, Observer	(JG)

NF welcomed all to the meeting especially AR, staff governor and new member of the committee and JG, observing this meeting as a prospective associate member. NF led the prayers.

2199. Apologies

No apologies, all present.

2200. Declaration of Interests

There were no declarations of interest concerning the business of this meeting.

2201. Appointment of Chair and Vice Chair

NF was appointed chair of the committee for a further one year.

SJ reported that she had contacted Gary Holmyard to see whether he was eligible to become a foundation governor but received no response.

SJ stated that the appointment of a Vice Chair cannot be completed at this meeting due to no one being eligible. This will be considered at the next meeting when there should be more governors joining.

2202. Terms of Reference to review (Paper A)

Following a question from PF, it was ascertained that any governor can be a Vice Chair except those that are not eligible as per the terms of reference.

Terms of reference were updated agreed by the committee and will be presented at the full governing body meeting on 4th December 2025.

2203. Minutes of the Previous F&GP Meeting 17th June 2025 (Paper B)

The minutes of the F&GP meeting 17th June 2025 were agreed by the committee and

will be signed by the Chair.

2204. Matters arising

PF asked if the work on the Chapel subsidence has been concluded. TC replied yes.
The cyber security presentation will be featured at the spring meeting.
All other actions completed.

2205. Management Accounts (Paper C)

TC reported on the *Income and Expenditure Report to 30 September 2025*.
At this point the College is almost £30k ahead of budget. The support staff pay increase of 4% was paid in September 2025 and the 4% increase for teachers will be paid in December.
There is an additional spend on other personnel of £21k, recruitment fees were £22k.
Catering costs break even. Gas and electricity costs are coming in £12k under budget but this will be eroded through the winter months.

TC reminded governors that this is only the first two months of accounts. AR asked if it is normal to focus on two months. PF replied that they accumulate across the year.
It was explained that the accounts run from August to July and not from April.
The next set of management accounts will feature the teacher's pay increase.

NF stated that he had reflected year on year on the variations.

TC reported that there had been a recent clearance meeting with the auditors. Financial health is outstanding; currently the auditors are editing the financial statements.
There is an audit committee meeting next Wednesday 26th November. The final accounts will be presented at the governing body meeting on the 4th of December.

NF thanked TC for his report.

2206. Annual Report & Financial Statements

TC stated that the auditors are currently looking at the statements. TC will forward the documents when they are available.

2207. EFA Finance Dashboard (Paper E)

TC referred to the number of cash days (40) colleges are expected to hold, the college holds more than that.
TC commented on the financial grades of all colleges and the trend slowly reducing; in 2021/22 52% were graded outstanding, in 2024/25 it was 23%, including St Dominic's.
Following a question from AR, TC stated that the college is doing well against other colleges.

The current ratio is very good at a score of 2.1.

TC stated that the probability of achieving the suggested EBITDA ratio of 8% is not achievable and explained why, the college was just over 5% last year.

Staff costs are all above the benchmark, TC believes this is ambiguous, and does not compare like for like, for example, most colleges outsource catering whereas St Dominics have it in house. AR commented that it is difficult to set a benchmark. DM acknowledged that it was constant over the period.

Borrowing – St Dominic's has zero debt, some other colleges are heavily in debt.

AR stated that it was an impressive set of figures and asked if there were any concerns that will compromise the situation over the coming year. TC explained that having zero debt is a plus, student numbers are maxed out. If there continues to be a 4% pay increase, in three to four years there may be issues unless there is more funding or

the college expands. AP commented that it has always been like that; in 2016/17 the college grew by 300 students but it was still flatlining in 2019 until the government increased the rate.

2208. DFE Funding Assurance (Paper F)

TC referred to the executive summary on page 2. The college received a clean bill of health and there are no implications. NF commented on the positive report.

2209. Property Update, Strategy and Estates and Risk Management Team Autumn meeting (Paper G)

TC reported that the actions arising from the previous estates and risk management meeting have all been completed.

Regarding health and safety, the lift in Aquinas building is constantly breaking down. There was a quote for a new lift. PF asked how much it would cost. TC replied that the previous quote was £90k using the existing shaft, just a new lift would be required.

A fire door safety check was completed over the summer, the vast majority of fire doors are not compliant, a remedial report has been provided with an objective of completing the work over the summer. DM will walk around the building with TC to check the situation.

TC reported a potential issue on the top floor of the Hume building as it just has one fire exit with eight classrooms on that level. AR asked if an additional fire exit was needed or whether to increase the capacity of the existing exit. AP stated that it was assessed at the time when it was built but it is an important point and needs to be looked at. DM explained what new regulations are being enforced. PF confirmed that two staircases are needed if a residential building is higher than eight stories. DM and TC will review the situation.

There are two new staff in the maintenance department.

The committee were given information on the proposals for the extension of the canteen (paper G1). AP stated that the throughput in the canteen is phenomenal, space is tight and possibly could be extended. AR asked if it would double up as a study area. AP stated that students do work in the canteen there is also a conservatory that is blocked off at the back. In spite of the number of people at any one time there are never any issues. TC and AP had met with Miles the college architect to assess the feasibility. The Catherine building upgrade needs to be completed within in the next two years.

The work schedule for four classrooms from Unique Construction Services (paper H) and the Catherine fire door conditions survey from in line safety (paper I) had been circulated to members of the committee.

2210. Cyber Security (Paper J)

TC is doing work for the cyber security certificate this week. AP stated it was done by CTS and will be noted at the full governing body meeting; NF can give feedback in his summary.

The committee discussed the increasing amount of money being paid out to businesses in order to be compliant.

In the policy, it was noted that students are considered stakeholders in 3.8.

TC stated that the auditors had pointed out that the college needs a policy on AI and how staff and students use it.

The cyber security policy is reviewed every six months by this committee.

2211. Performance Indicators (Paper K)

It was noted that the QIP is presented at the full governing body meeting.

2212. Any Other Business

NF commented on the delay and poor quality of the Parliamentary response to when and how 16-19 funding can be accessed. AP referred to funding for the Aquinas extension.

DM to meet with TC on the 3rd of December.

2213. Date of next meeting – Tuesday 24th February 2026 at 5pm

The meeting closed at 5.40 pm.

Actions from Finance and General Purpose Meeting 18th November 2025

No.	Comments	Responsibility
2202	<i>SJ to circulate ToR at the FGB meeting</i>	<i>SJ</i>
2203	<i>NF to sign minutes</i>	<i>NF</i>
2204	<i>Cyber security presentation at the next meeting</i>	<i>SJ</i>
2206	<i>TC to forward the financial statements when available</i>	<i>TC</i>
2209	<i>DM to meet with TC to walk around the building on 3rd December</i>	<i>DM</i>

Signed Chair Date