ST DOMINIC'S
Sixth Form College

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

Minutes of the Finance and General Purposes Committee held on Tuesday 16th June 2026 at 5.15pm via Zoom

Present:

	Noel Feeney (Chair)	(NF)
	Patrick Freely	(PF)
	Julia Gollings	(JG)
	David Martin	(DM)
	Adrian Richardson	(AR)
In Attendance:	Bryan Johnston (Vice Principal)	(BJ)
	Tom Colgan (Director of Finance & Human Resources)	(TC)
	Susan Jacobs (Clerk to the Governors)	(SJ)

NF welcomed all to the meeting and led the prayers.

2225. **Apologies**
Apologies received and noted from Andrew Parkin (AP).

2226. **Declarations of Interest**
There were no declarations of interest concerning the business of this meeting.

2227. **Minutes of the Previous F&GP Meeting 24th February 2026 (Paper A)**
The minutes of the meeting of 24th February 2026 were agreed, subject to SJ adding the word financial into the sentence regarding the health ratios and will be signed by NF.

2228. **Matters arising**
NF referred to 2221 and asked if a complaints form had been compiled to go with the policy. SJ explained that she had sourced a model policy and had passed it on to AP so that both policies can be compared. NF asked for this to be an action for the next meeting.

JG asked if there had been any follow up following the visit of the permanent secretary on 5th June. DM reported that there had been a request for more funding but is no money available.
2217 Cyber security, there is no presentation today, the policy is featured in 2233.
2219, the quote for the boilers was agreed.
All other actions were completed.

2229. **Management Accounts (Paper B)**

TC reported on the *Income and Expenditure Report to April 2026.*
The EBITDA is £12k ahead of budget, with a forecast of £689k at the end of the year.
Gas and electricity are £14k below budget. Catering is £38k ahead of budget due to the catering manager cutting wastage and being extra tight on margins. Personnel costs are £37k over budget due to agency recruitment fees.
The budget is in line and on target to achieve at the end of July. Pay rises have gone through.

DM reported that recruitment fees were mentioned during the DfE visit, this is a massive cost.

2230. **Budget summary 2026/27 (Paper C)**

Budget 2026/27 and 3 Year Financial Plan. TC reported that the forecast for the next 12 months is as accurate as can be, the following years are more difficult to project. TC described the DfE formula and the twelve different items that affect the figures.

TC is forecasting EBITDA of £518k, assuming a 3% increase in salaries, 4% for inflation and 1500 students on roll. The college cannot grow any further due to lack of space; eventually there will be increased costs and flattened revenue. AR referred to drop off levels, TC explained that numbers on roll had increased over the last 5/6 years, the pods and extra classrooms were added.

TC was asked if there are STEM increase in funding.TC explained that the college gets additional Maths and Science funding.
TC stated that eventually there will be a plateau in income over the next three years with rising salary costs.

The financial health score is 240, this is an outstanding rating. There is no debt and enough cash in the bank, this will start to reduce, in future years owing to capacity issues.
DM pointed out an example of an increase in funding of £33k and an increase in salaries of £57k.

AR asked if there are inflationary increases for students. TC explained the basic rate for students of £5133 per student for 2026/27 plus other income streams. TC has added a notional increase of 1.3% for 2027/28 i.e. £5200 and 1.5% afterwards.
TC referred to the high value course premium as being an assumption.

PF asked if a separate paper can be produced stipulating what goes into the funding formula referencing the current one. DM stated that with the additional premium, each student equates to £6897. TC can provide the information at the next meeting.

TC stated that this is a conservative budget.

JG asked if there are any other premiums or income streams that are not tapped.
TC replied that the ILR is submitted to the DfE three times per year and funding is allocated, courses being taken drives the premium which is driven by the curriculum.

AR queried if there is a BTEC uplift. TC reported this no longer exists.

Forecast cash next year is £398k and capital spend of £120k. There is a need to build up cash reserves. There is currently £1.4m in the bank, next year it should be £1.8m and then plateau.
AR referred to financial health ratios.TC explained the three categories, currently it is stable, gearing is 100 with no debt, with an EBITDA profit next year.
The committee thanked TC for his work on maintaining an outstanding financial position.

Clerk's note: The budget will be itemised at the FGB meeting on 2nd July for approval.

2231. Risk Analysis June 2026 (Paper D)

TC explained the function of the document and pointed out areas to be aware of.

- A6 – maintaining student numbers
- PE6 - maintaining staff levels to ensure outstanding provision.
- F2 – maintain at least 'Good' financial health position. Dropping to satisfactory would result in an intervention from the DfE.
- F6 – budgets need to be accurate to delivery college strategy.
- F8 –academy conversion, methodology of funding would impact on funds available to the college.
- ES9 – cyber security and IT systems. The college has got a cyber essentials certificate.
- ES12 – worldwide pandemic.

JG asked if maintaining the fabric of the building should be featured, for example water ingress and a faulty roof situation. TC could add this to the list

2232. <u>Property Update, Strategy and Estates and Risk Management Team, Summer Term (Paper E)</u>

TC referred to fire safety, the fire alarm was serviced over the May half term and the ongoing door remedial work continues.
A gas and electricity inspection was completed in the canteen.
A lockdown test took place; a few silent areas were detected and six lockdown units ordered ready to be installed over the summer. The panic button in reception will be remedied at the same time.
The new lift in Aquinas to be installed, cost £90k.
Additional CCTV units to be installed in the atrium.

2233. <u>Policies</u>

(i) Paper F, Charges and Remissions Policy. NF pointed out that the governors have not been asked to sanction any zero charging for certain activities. It was noted that the bursary is means tested.
(ii) Paper G, Cyber Security Policy. No updates reported. It was pointed out that the numbering needs attention, SJ will check this with the author of the policy.
BJ explained the staff have training on cyber security through an INSET at the beginning of the year and ongoing updates. The IT team do regular phishing exercises. BJ to discuss with AP cyber training for governors.
(iii) Paper H, Health & Safety. TC reported that there is a change to an evacuation point if an alarm sounds during examinations. The field below Siena will facilitate those students instead of making their way to the regular area.
(iv) Paper I, AI policy. TC explained that he and AP went through model policies provided and created this version. NF asked SJ to add this to the PIs for circulation at the June and November meetings.
JG pointed out an anomaly on the second bullet point of the introduction and the scope regarding who the policy is for. TC will amend the document.

The policies were agreed subject to edits.

2234. <u>Risk Assessment Lourdes Trip (Paper J)</u>

The committee noted the risk assessment for the Lourdes trip in July. BJ reported that over 100 students are going this year, the document went to C&C committee recently.
BJ reported on the amount of paperwork in order to be compliant. Following a question from JG, BJ reported that there is lots more documentation as per procedures for educational visits including a checklist that is thoroughly scrutinised, checks include medical needs and safeguarding, information is reported to trips leads. 10 members of staff are going, they will divide up responsibility for the students. Information will be shared as per guidance.

2235. DfE Accessing the College Dashboard Information Sheet (Paper K)
TC can arrange for members of the committee to access the DfE dashboard system.

2236. Performance Indicators (Paper N)
SJ to update the document with new dates and add on the AI policy bi-annual review.
There was discussion regarding asset disposal. TC explained how equipment such as computers were disposed of. AR asked about the register. SJ explained write offs over a certain limit as per the finance policy. PF asked if computers were wiped before disposal. BJ stated that the IT team are responsible for this.

2237. Any Other Business
JG has attended online dashboard training. JG asked if there is an estate plan for next year and if so, if there is something she could help with over the summer.TC will liaise with AP and JG.
TC stated that there is no post 16 capacity funding.

2228. Date of next meeting
Tuesday 17th November 2026 at 5pm.

The meeting closed at 6.03pm.

Actions from Finance and General Purpose Meeting 16th June 2026

No.	***Comments***	***Responsibility***
2227	*NF to sign the minutes of 24th February 2026*	*NF*
2228	*SJ to liaise with AP re the complaints policy to be presented at the next meeting*	*SJ/AP*
2231	*TC to update the risk analysis*	*TC*
2230	*TC to provide information on the formula for the next meeting.*	*TC*
2233	*SJ to arrange for cyber security policy formatting to be done*	*SJ*
2233	*BJ to discuss with AP cyber security training for governors*	*BJ*
2235	*TC to arrange access to the DfE dashboard for committee members*	*TC*
2233	*TC to amend AI policy*	*TC*
2236	*SJ to add the AI policy to the PIs for a bi-annual check*	*SJ*
2237	*TC to liaise with AP and JG re the estate plan for next year.*	*TC*

Signed ……………………………………………………………………………. Chair Date …………………………………..