



ST BRENDAN'S CATHOLIC SIXTH FORM COLLEGE

Governors' Finance Committee

MINUTES OF MEETING

Tuesday 11 November 2025

Office Team Virtual Meeting (16:00–17:19 hrs)

GOVERNORS/MEMBERS PRESENT: Iain Turri [Chair], Svetlana Bajic-Raymond, Gareth Beynon, James Creamer, Marian Curran [Principal], Kevin Hunt [6]

APOLOGY: None [0]

ATTENDING: Shane Blackshaw [Executive Finance Director], Leanne Sowersby [Governance Professional]

Absent Without Apology: None [0]

CIRCULATION: All Governors, College website

QUORUM REQUIRED: 3/6 (Voting Committee members)

Circulation: All Governors, Clerk to Governors, Principalship, & [College Website after signature].

Committee Briefing – none this meeting

| ITEM | ISSUES RAISED IN DISCUSSION | ACTION |
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| 1. Welcome | 1.1 Welcome: IT welcomed everyone. | |
| 2. Declarations of Interest | 2.1 Declarations of Interest: Governors confirmed there had been no change. | |
| 3. Minutes Previous Meeting | 3.1 Minutes – 6 June 2025: The Minutes were agreed as a true and accurate record, to be signed electronically by the Chair. | |
| 4. Actions Review | 4.1 Actions Review: See Actions Report for updates – no outstanding actions. 4.2 Matters Arising: None | |
| 5. Committee Business | 5.1 Committee terms of Reference: Terms of Reference were approved. | |
| 6. College Financial Matters | <p><i>KH joined the meeting</i></p> <p>6.1 Year-end Accounts: SBk gave an update. It has not been possible to include the draft accounts in the papers circulated prior to the meeting. We have had difficulty extracting information on staffing, FTEs etc. to include in the accounts, AW is liaising with Cintra in order to get this data and has two days of training to understand how to extract the data. There has also been a delay in getting some of the assets uploaded to the fixed asset register, and this has been complex. SBk has met with the provider to fast track this process and expects this to be resolved in the next few days. This does not hold up the accounts, but auditors wanted reassurance that the fixed asset register would reconcile with the accounts.</p> <p>The only outstanding query on the finance front is the reconciliation of the cash flow statement, which will hopefully be completed this week.</p> <p>SBk proposed to circulate the draft accounts, excluding the staffing information for comments. This will then also go to the Audit committee on 26 November and full board on 10 December. Comments would be needed by Wednesday 19 November, in order to circulate with the Audit papers.</p> <p>Circulate draft accounts to committee members for comments</p> <p>Send comments on draft accounts to LS by Wednesday 19 November.</p> <p>SBk noted the income expenditure surplus for the year is £665k The EBITDA is £1,066k</p> <p>The main reason for the difference is due to the NI grant that was accrued last year, but we were not aware this would be in budget.</p> <p>Cash has increased by £632k which is now at 32 days. This is partly because the bus subsidy was not paid</p> <p>Q – is the bus subsidy accrued in the accounts? Yes</p> | <p>SBk</p> <p>All</p> |

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| | <p>Q – How have pupil numbers looked at the start of the year? They are slightly below what we predicted. We anticipated 2300, and are at 2261, which equates to around £200k in funding in 26-27. Many of these are students who did not move into Year 13. We are hopeful to retain more students this coming year, as well as recruiting heavily. The government has also</p> <p>6.2 Management Accounts: SBk noted that this cannot be completed for September until the issues with the year-end accounts have been resolved. SBk is comfortable with where we are financially overall. There are some underspends on staff, and some other emerging areas of over / underspend.</p> <p>6.3 Budget Strategy: SBk talked through the key points. SBk noted that the asset management plan will be shared with the Resources committee, and contains a significant expenditure, though this is usual when external consultants are involved in preparing such strategies, to include absolutely everything.</p> <p>SBk also noted that the opportunity for budget holders to bid for additional resources was well received last year, and is proposed for inclusion this year.</p> <p>Considerations around workforce align with AW’s proposal for a workforce strategy.</p> <p>SBk has included some proposed KPIs for the upcoming budget.</p> <p>There will be further feedback on the process at future meetings.</p> <p>Governors noted that this is a good position to be in, in the current climate and congratulated SBk and the team. There is a need to be mindful of the staffing strategy. MCn noted that there is a proposal from government for a 3 year pay deal.</p> <p>Q – Is the pool of students available reducing? There has been a piece of work around this. This year was flat compared to last year. From 2026-27 intake for three years, numbers will be high in Bristol, followed by a dip from 2029-2030. We also recruit from South Gloucestershire, where numbers dip a little earlier, and BANES, where numbers remain fairly static. Discussion around the new housing developments etc in the city.</p> <p>6.4 Finance Updates: SBk talked through the key points. Noted that the most frequent type of fraud attempt in colleges and schools is CEO/Principal impersonation. SBk talked through the steps being taken to protect the college against this.</p> <p>There has also been a bribery policy mentioned, which SBk will look at and consider. LS noted that she has also experienced governor impersonation, which could be noted for staff.</p> <p>Discussion around a bribery and gifts policy and whether this is necessary. The financial regulations are quite specific around safeguards for letting contracts. There is also information in the code of conduct, and declaration of interest forms. SBK will feedback around whether this is needed.</p> | |
| <p>7. Policy Review</p> | <p>7.1 Anti Money Laundering Policy: SBk talked through the key points. This arose from writing the Treasury Management policy. SBk highlighted the Chair of the Finance committee being copied in to concerns, to ensure someone outside of the college financial system is included.</p> | |

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| | <p>Q – How does this link with the whistleblowing policy, and who would staff report concerns to? Issues relating to MCn would go straight to the Chair of Governors. SBk talked through the whistleblowing policy process, which has a more detailed, three-step, escalation process. This policy has a one-step reporting process.</p> <p>Governors to read policy, send comments and confirm approval or otherwise to LS by Wednesday 17 November.</p> | All |
| 8. Risk Management | <p>8.1 Review of Board of Governors’ Risk Register Items – Risk Dashboard: SBk talked through the updated dashboard. There are four new risks, highlighted in red. The other main change is the column showing the potential timing of the risk occurring. This is a best attempt at judging when risks could occur: this is quite vague, as there is still some fine tuning to be done on the actions relating to the risk and when these might be achieved. SBk would welcome feedback.</p> <p>Q – Should we review each of the financial risks at each meeting, to ensure scrutiny? Yes, this would be useful.</p> <p>SBk noted the increased risk on 6.14 around student numbers, as well as 3.1 around retention. Discussion around the actions being taken to increase numbers, and recruitment and retention. SBk noted that there is a need to increase the confidence levels in predicting student numbers.</p> <p>There is continued improvement in high needs funding (2.11) but this remains a risk.</p> <p>6.22 remains high due to the unknowns around pay rises and government funding.</p> <p>Discussion around 6.15, pension liabilities. The college has no control at all over this, and it could, therefore, be removed from the register. SBk will recommend this to the next principalship review.</p> <p>6.16/6.25 re financial liquidity remains a medium risk and continues to be watched. The remaining risks remain low.</p> <p>8.2 Safeguarding/PREVENT – Committee Duty Review: Not relevant to the discussions today.</p> | |
| 9. Report Items to Board of Governors | <p>9.1 Report items to Board of Governors: Post meeting review of the accounts and Anti-Money Laundering policy.</p> <p>9.2 Committee Briefing Next Meeting: No briefing agreed. There could be items from the budget, following the white paper.</p> | |
| 10. Other Business | <p>10.1 Other Business: MCn noted that the teachers pay rise has been agreed at 4%. We would hope to gain approval as soon as possible. Noted that staff pay reviews are within the terms of reference for this committee.</p> <p>Q – Is it fully funded? It is budgeted at 4%, there is some funding. There is no additional cost over what is budgeted. The Board meeting in December is too late for the December payroll.</p> <p>This could be approved via written resolution (MS form), based on the paper going to Resources next week, before the end of the month. LS to produce the written resolution to send to governors.</p> <p>10.2 Other Business: Discussion around the process of approval for estates work. The report would go to Resources to look at the recommended works, where the budgeted capital amount would be considered</p> | LS |

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| | There is a risk management responsibility to balance the risks relating to financial stability and to the estate management. The commonality of membership on the committees is aimed at ensuring issues like this are resolved effectively. | |
| 11. Next Meeting | 11.1 Date of Next Meeting: Wednesday 11 March 2026 at 16:00 | |
| Minutes Agreed | Minutes of Meeting agreed as true and accurate record Wednesday 11 March 2026 Signed: _____ Committee Chair | |