



Finance & Assets Committee

Minutes of the meeting held on

Monday 26th January 2026 at 4.30pm

On Teams

Present:	Andrew Simpson	(AU)	) Chair
	Helen Ma	(HM)	)
	Carole Thorogood	(CT)	) <i>External Governors</i>
	Andrew Unitt	(AU)	)
	Steve Wooler	(SW)	)
	Janet Smith	(JS)	CEO and Principal
In attendance:	Andy Comyn	(AC)	Deputy CEO / CFO
	Cheryl English	(CE)	Vice Principal Marketing and Student Journey
	Gary McGinty	(GM)	Director of Estates
	David Neilson	(DN)	Interim Director of Finance
	James Woodthorpe	(JWo)	Director of People and Culture
	Rachel Robson	(RR)	Director of Governance
	Jo Welham	(JW)	Head of Governance and Corporate Services

1	WELCOME & APOLOGIES AS welcomed all to the meeting. Apologies were received from Helen Smurthwaite.
2	DECLARATIONS OF INTEREST JS – • CEO/Principal Nottingham College • Trustee and Board Members of Skills and Education Group (SEG), awarding organisation and charity • Ofsted Inspector • Member of the Construction Skills Mission Board • Member of EMCCA Principals' Group • Vice Chair of Nottingham Growth Board • Member of the Tertiary Colleges Group RR – ▪ Governance Consultant Stone King ▪ Daughter employed by Peridot Partners No other interests were declared.

3	MINUTES OF THE PREVIOUS MEETING The Committee resolved that the minutes of the meeting held on 4th November 2025 (distributed as F&A.260126.002) be approved as a true record of that meeting.
4	ACTIONS & MATTERS ARISING 4.1 Actions The Committee reviewed the Action Tracker (distributed as F&A.260126.003). All actions were agreed to be complete or not yet due. 4.2 Matters Arising There were no matters arising.
5	MANAGEMENT ACCOUNTS DN presented the key points from the P4 management accounts to the committee (distributed as F&A.260126.004). He noted that at the end of P4 EBITDA is ahead of budget. Although 16-19 recruitment is ahead of allocation no extra income has been assumed. Areas of income at risk were noted. Free courses for jobs currently (FCFJ) exceed allocation, the College is waiting for confirmation from EMCCA to allow a virement between FCFJ and the main Adult Skills Fund allocation. Governors' attention was drawn to the new slide 9 in the accounts detailing the monthly cash balance. A governor queried the level of risk to the College of the FCFJ position. DN confirmed that the DfE and EMCCA had provided some clarity over the last week which had permitted movement of some funds between the ASF allocation and FCFJ. AC confirmed that a conversation is ongoing to move further funds, but this change has reduced the risk to the College. The Committee were pleased to note the increased level of forecasting accuracy following the work undertaken earlier in the year. AC confirmed that this was supported by monthly performance reviews with EMCCA and better curriculum planning profiling. The Committee accepted the management accounts for submission to the Board.
6	CURRICULUM CONTRIBUTION ANALYSIS DN took governors through the report (distributed as F&A.220126.005). He confirmed that the curriculum contribution analysis compares the actual performance of the curriculum areas against the detailed 2025-26 curriculum planning targets. The level of contribution is an indication of how efficiently the curriculum is being delivered and is impacted by factors such as class sizes, teaching staff utilisation and room utilisation amongst others. A governor noted the increased improvement and sought confirmation that there was no detriment to quality. AC there was no impact in quality, if that did happen the Vice Principals for Improvement and Innovation and Curriculum and Support would intervene as required. A governor noted the movement in each direction at campuses and asked how that is considered. AC confirmed that there will be variations dependent on the type of provision offered at each campus with support offered through business partner reviews. He also confirmed that the College had recently taken up the offer of a

	review from FE Commissioner team, the report is awaited but he confirmed that feedback at the time had been positive with no obvious areas for improvement. The Committee accepted the report.
7	FUNDING AUDIT The Committee reviewed the update report (distributed as F&A.260126.006). <i>Discussion on this item minuted as confidential.</i> The Committee accepted the report.
8	APPLICATIONS AND ENROLMENTS CE presented the Applications and Enrolments report (distributed as F&A.260126.007). She confirmed that applications for 26/27 continue to outperform 25/26 and currently stand at 17% up on the same point last year. T level applications are up 23%. All current applications are external, internal application portal has been launched. HE enrolments are short of target, additional level 4 and level 5 starts are planned for February. Adult enrolment is ongoing, at 96% of the YTD target. The apprenticeships plan is holding, Q3 looks to be more challenging. A governor queried the constraints of staffing and space to accommodate the increased number of students wanting to come to the College. CE advised that opening internal applications earlier than previous years allows an understanding of what the number of applications is likely to mean in practice and how that can be planned for. She noted that there are more students applying that the College has places for. AC explained how space utilisation is monitored and that there is still room for improvement. The Committee accepted the report.
9	ESTATES 9.1 Estates Development Progress Update The Committee reviewed the progress report (distributed as F&A.260126.008). <i>Discussion on this item minuted as confidential.</i> The Committee accepted the report. 9.2 General and Dry Recycling Waste Contract Award The Committee considered the proposal (distributed as F&A.260126.009). <i>Discussion on this item minuted as confidential.</i> The Committee resolved to recommend the award of the contract to the Board. 9.3 Ruddington OfS Grant The Committee considered the proposal (distributed as F&A.260126.010). <i>Discussion on this item minuted as confidential.</i>

	The Committee resolved to recommend the award of the contract to the Board via a written resolution.
10	PEOPLE AND CULTURE 10.1 Termly Report The Committee reviewed the termly report (distributed as F&A.260126.011). This year's staff survey results were noted to be very encouraging, with engagement increasing again and scoring improved in targeted question areas. Staff absence continues to fall, although overall is still behind target. Turnover has reduced to 25%, the lowest level since reporting began in 22/23. Colleagues leaving within 2 years' service are the largest group of leavers and this is being investigated. A governor commented that with this survey, 'Fair Deal' is always the lowest score given in any organisation. JWo agreed but pointed out that the College rating is still positive for this measure. A governor commented that it is good to see positive trends continuing in almost every aspect of the survey. JWo commented that he is particularly pleased with the increase in the overall wellbeing score as this has been an area of focus this year. The Committee accepted the report. 10.2 Disability and ethnicity pay gap reports Governors received the report on disability and ethnicity pay gaps (distributed as F&A.260126.012). It was noted that the report does not include colleagues employed by Nottingham College Services. JWo highlighted that the disability pay gap report is based on those with a declared disability, which may not be the same as the actual number of staff with a disability. Actions to address the disability pay gap include the Enabled Café for seen and unseen disabilities, training of over 50 colleagues as mental health first aiders and a dedicated EDI advisor pilot focussed on encouraging disclosure of protected characteristics so support can be offered. Similar actions are underway to tackle the ethnicity pay gap, including one of the College's earliest staff cafés, celebratory activity around events such as black history month and job boards aimed at attracting those from different backgrounds. The Committee resolved to recommend the disability and ethnicity pay gap reports to the Board for approval. 10.3 EDI report 24/25 The Committee reviewed the staff EDI report for 24/25 (distributed as F&A.260126.013). Data in the report is broken down across all staff in several ways, including by protected characteristic, contract type and groups such as colleagues who have identified themselves as carers. The EDI strategy, providing an action plan in response to the findings from this data, is under development and governor input from the recent Strategy day will be included in that. The draft strategy will be shared with Governors at a later date. Governors accepted the report and noted that that it will be combined with the student data reviewed by previously be the Learning and Quality Committee into the whole college EDI report which will be brought to the March Board meeting for approval. This will include objectives and action plans to reduce inclusion-related gaps. 10.4 New pay framework

	Governors reviewed the draft updated pay framework (distributed as F&A.260126.014). <i>Discussion on this item is minuted as confidential.</i>
11	COLLEGE SUDSIDIARIES Governors received the update on formalising of the relationship between the College and Nottingham College Services (distributed as F&A.260126.015). AC reported that he plans to bring the finalised documentation back to the next meeting of this Committee. <i>Further discussion under this item is minuted as confidential.</i>
12	AOB The were no items of AOB.
13	DATE OF THE NEXT MEETING The next meeting will take place on Monday 9th March 2026 at 4.30pm via Teams. The Chair closed the meeting at 6.12pm