

## Finance Sub-committee Agenda

Monday 23 November 4pm GoogleMeet

1. Appoint Gary as the Chair of the Finance Sub-committee.
2. Review the proposed Finance Sub-committee Terms of Reference and present an agreed version to the Board for endorsement.
3. Endorse the renewal of the Trustee Liability Insurance proposed by Sutcliffe & Co (the existing cover ceases 8/12/20 and the cost is £483)
4. Gary to present a summation from review of CCLA and the COIF investments. Outcome sought: Agree what is to be shared with the other Trustees at the Board Meeting and what financial reporting should be presented to the Sub-committee and the full Board each term to track performance.
5. Recommend the Board agrees and documents its Investment Policy.
6. Recommend to the Board whether to invest up to £240k in COIF units from the £245k in the Lloyds Current Account.

---

### **Minutes and Actions from the meeting**

Apologies were received from John Pitt, the meeting clashed with the SLT meeting. Future meetings will be scheduled to avoid any such clash.

1. Trustee members endorsed Gary as the Chair of the Finance Sub-committee.
2. The Terms of Reference were reviewed and are to be submitted to the Board for endorsement.
3. The Trustees endorsed the need for Trustee Liability Insurance to be in place. SCM was asked to revisit the price quoted by Sutcliffe & Co to determine if it is the lowest cost option for the cover needed and for approval to be given at the Board meeting.
4. Gary presented his research on CCLA and the COIF investments through a slide presentation.

The meeting attendees thanked Gary for his work in pulling together the information in such a comprehensive manner and for the improved understanding of the investments held by the charity and of the company managing the investments.

The Sub-committee noted that CCLA rates the **COIF Charities Investment Fund** where the Foundation's investments are held currently as carrying a 'Low to Moderate' risk rating. The Sub-committee agreed that this was acceptable for the long-term nature of the endowment fund investments and was aligned to the objectives of the Foundation, namely to maximise the value of donations to provide as much support for bursaries as possible while balancing the risk to the capital. The **COIF Charities Ethical Investment Fund** being considered has the same risk rating.

The Sub-committee endorsed:

- The one-page dashboard Gary has designed for reporting on investments to future Board meetings. The full Board will be asked to endorse it.
- The slide presentation and dashboard to be shared with the Trustees ahead of the next Board meeting to inform them and to enable them to raise any queries with Gary.

- Time to be allotted at the next Board meeting for Gary to summarise the findings and to field questions from Trustees.

- This information to be shared with new Trustees.

5. The Sub-committee asked SCM to share the draft policy document with all Trustees ahead of the next Board meeting for their input and to enable it to be finalised.

6. **The following recommendations were made by the Sub-committee to the Board in relation to investing the £240k in the Lloyds current account:**

6a – John Ralph was asked to provide a breakdown of the element of the **£250k** in the Lloyds account. ***(post meeting JWR confirmed this to named bursary funds £55k, Hardship Fund £41k, 5yr pupil sponsorship £75k, 2yr pupil sponsorships £51k, in-year sponsorships £25.3k, Digital Archive 2.7k).***

6b – The Sub-committee recommends that funds currently held in the Lloyds account that have been donated to the two named endowment bursary funds be invested in new accounts to be set up in the COIF Charities Ethical Investment Fund ***(post meeting JWR confirmed this to £55k).***

Board asked to endorse this decision and to approve JWR to set up the accounts on behalf of the Foundation and purchase fund units with donations in the Lloyds account given for the ARW Fund and the AO Fund.

6c – The Sub-committee noted the similar comparative past performance of growth and costs of the COIF Charities Ethical Investment Fund and the COIF Charities Investment Fund. SCM was asked to ascertain from the CCLA client manager, what the cost would be of selling the existing units in the Investment Fund and then purchasing in units in the Ethical Investment Fund. When the cost is known Trustees can then consider whether to proceed with this action at the Board meeting.

6d – The funds in the Lloyds account not designated for the named bursary funds to be classified as long-term investments, medium-term investments and short-term holdings based upon their expected drawdown. SCM to report back to Trustees ahead of the next Board meeting.

6e – The Sub-committee recommended that an account within the COIF Charities Ethical Investment Fund should be set up to hold donations that are not for the two named bursary funds and that are to be held for the longer term. Endorsement sought from the Board for this and for the account name is to be agreed since it will be reported in future annual accounts that are publicly available.

6f - The Sub-committee requested that once the costs of selling units were known that SCM and John Ralph determine what can be classified as suitable medium-term for investing purposes in COIF units and report back to the Sub-committee for consideration and to determine what should be invested and where.

6f – Gary Rouse and SCM to determine whether any other CCLA products may be suitable for the short-term investments and to report back to the Sub-committee.