



For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number F E 0 0 0 0 0 2

Company name in full Hadlow College

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) William Matthew

Surname Tait

3 Administrator's address

Building name/number 55 Baker Street

Street London

Post town W1U 7EU

County/Region

Postcode

Country

4 Administrator's name ^①

Full forename(s) Francis Graham

Surname Newton

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ^②

Building name/number Central Square

Street 29 Wellington Street

Post town Leeds

County/Region

Postcode L S 1 4 D L

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6

Period of progress report

From date	<div><div>d</div><div>2</div></div>	<div><div>d</div><div>2</div></div>	<div><div>m</div><div>1</div></div>	<div><div>m</div><div>1</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	
To date	<div><div>d</div><div>2</div></div>	<div><div>d</div><div>1</div></div>	<div><div>m</div><div>0</div></div>	<div><div>m</div><div>5</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>1</div></div>	

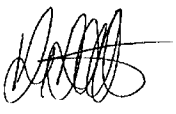
7

Progress report

<input checked="" type="checkbox"/> I attach a copy of the progress report	
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8

Sign and date

Administrator's signature	<div>Signature</div> <div><div>X</div><div></div><div>X</div></div>								
Signature date	<div><div>d</div><div>2</div></div>	<div><div>d</div><div>1</div></div>	<div><div>m</div><div>0</div></div>	<div><div>m</div><div>6</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>1</div></div>	

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **William Matthew Tait**

Company name **BDO LLP**

Address **5 Temple Square**

Temple Street

Post town **Liverpool**

County/Region

Postcode **L 2 5 R H**

Country

DX

Telephone **01512 374 500**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

**Important information**

All information on this form will appear on the public record.

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The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

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Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. ❶
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

→ **Filling in this form**
Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☒ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☐ Liquidator
- ☐ Provisional liquidator

❶ You can use this continuation page with the following forms:
- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ2, LIQ3, LIQ05, LIQ13, LIQ14,
- WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

Danny

Surname

Dartnaill

3 Insolvency practitioner's address

Building name/number

Thames Tower, Level 12, Station Road

Street

Reading

Post town

Berkshire

County/Region

Postcode

R G 1 1 L X

Country



**Hadlow College
(In Administration)
Joint Administrators' Trading Account**

Statement of Affairs £	From 22/05/2019 To 21/05/2021 £	From 22/05/2019 To 21/05/2021 £
POST APPOINTMENT SALES		
ESFA Trading Receipts	10,018,636.99	10,018,636.99
Non-ESFA Education Income	2,300,649.31	2,300,649.31
Higher Education Income	1,889,719.83	1,889,719.83
Other Income	1,035,020.78	1,035,020.78
Finance PDQ Income	818,853.30	818,853.30
COVID-19 Grant Funds	25,000.00	25,000.00
Broadview and Sapling Sales	763,290.49	763,290.49
ESFA - Loan / Grant Funding	10,965,000.00	10,965,000.00
Schools Income	191,839.34	191,839.34
GLA Funding	259,830.00	259,830.00
Advanced Learner Loan Funding	199,573.75	199,573.75
KCC re Princess Christian Farm	168,806.00	168,806.00
High Needs Income	460,565.79	460,565.79
	29,096,785.58	29,096,785.58
COST OF SALES		
Payroll Costs	8,110,149.92	8,110,149.92
Employee Pensions	2,393,193.81	2,393,193.81
Staff Related Costs	86,643.86	86,643.86
Farms & Equine	565,351.07	565,351.07
COS - Plants (Broadview)	169,790.73	169,790.73
COS - Non-Plants (Broadview)	35,363.15	35,363.15
COS - Farm Shop	378,278.97	378,278.97
Equipment	26,946.12	26,946.12
IT	209,806.09	209,806.09
Transport and Travel	69,651.19	69,651.19
Leases/HP Agreements	400,598.61	400,598.61
Sapling Expenses	10,860.42	10,860.42
PAYE & NI	2,586,403.42	2,586,403.42
	(15,043,037.36)	(15,043,037.36)
TRADING EXPENSES		
Repairs and Maintenance	350,937.25	350,937.25
Light & Heat	550,236.31	550,236.31
Water	127,590.94	127,590.94
Rent and Rates	525,564.93	525,564.93
Cleaning	218,140.86	218,140.86
Other Expenses	1,113,816.59	1,113,816.59
Education Related Costs	1,032,290.89	1,032,290.89
Printing and Stationery	67,079.17	67,079.17
Phones	55,742.93	55,742.93
Postage	21,269.39	21,269.39
Marketing	59,556.17	59,556.17
Catering Costs	429,986.05	429,986.05
Consultant fees	502,560.85	502,560.85
Continuity Creditors	132,458.03	132,458.03
Bank Charges & Interest	9,632.30	9,632.30
Student Bursaries	108,489.69	108,489.69
Refunds due to Covid-19	221,632.64	221,632.64
Third Party Payroll Costs	12,624.33	12,624.33
	(5,539,609.32)	(5,539,609.32)
TRADING SURPLUS/(DEFICIT)	8,514,138.90	8,514,138.90

Hadlow College
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 22/05/2019 To 21/05/2021 £	From 22/05/2019 To 21/05/2021 £
5,575,000.00	FIXED CHARGE ASSETS Hadlow Main Campus East	NIL NIL	NIL NIL
(5,663,000.00)	FIXED CHARGE CREDITORS Barclays Bank PLC	4,500,000.00 (4,500,000.00)	4,500,000.00 (4,500,000.00)
728,000.00 (917,000.00)	HP ASSETS Motor Vehicles HP Settlements	22,000.00 (9,463.00) 12,537.00	22,000.00 (9,463.00) 12,537.00
12,296,000.00	ASSET REALISATIONS Assets under Construction	NIL	NIL
1,077,000.00	Betteshanger Country Park Limited	621,981.00	621,981.00
1,319,000.00	Cash at Bank	1,098,030.63	1,098,030.63
	Debtors	21,724.17	21,724.17
	Insurance Refund	10,616.96	10,616.96
	Interest Gross	2,829.30	2,829.30
12,660,000.00	Land & Buildings	NIL	NIL
561,000.00	Plant & Equipment	NIL	NIL
	Saplins Licence	1.00	1.00
	Saplins Sale Proceeds	1.00	1.00
651,000.00	Stock	NIL	NIL
	Trading Surplus/(Deficit)	8,514,138.90 10,269,322.96	8,514,138.90 10,269,322.96
	COST OF REALISATIONS		
	Administrators' Fees	1,453,899.00	1,453,899.00
	Agents' Fees	1,650.00	1,650.00
	Bank Charges	3,010.76	3,010.76
	Betteshanger Country Park Ltd	72,729.04	72,729.04
	Betteshanger Sustainable Park Ltd	61,502.91	61,502.91
	Debt Collection Fees	986.69	986.69
	EA Consulting Costs	25,516.40	25,516.40
	EA Estates Maintenance	1,302,850.15	1,302,850.15
	ERA Solutions Ltd	1,000.00	1,000.00
	Forensics Disbursements	124.30	124.30
	Forensics Fees	45,000.00	45,000.00
	Insurance	402,664.96	402,664.96
	Legal Disbs	13,848.35	13,848.35
	Legal Fees	785,231.27	785,231.27
	PR Costs	7,973.75	7,973.75
	Pre-appointment Professional fees	15,581.40	15,581.40
	Property Agents' Disbs	1,358.98	1,358.98
	Property Agents' Fees	137,158.57	137,158.57
	Saplins Sale Costs	10,000.00	10,000.00
	Specialist Property Agents' Fees	88,659.60	88,659.60
	Stationery & Postage	7,154.54	7,154.54
	Statutory Advertising	3,635.59	3,635.59
	VAT Paid	914,576.42 (5,356,112.68)	914,576.42 (5,356,112.68)
(474,000.00)	PREFERENTIAL CREDITORS Arrears & Pay	NIL NIL	NIL NIL

Hadlow College
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 22/05/2019 To 21/05/2021 £	From 22/05/2019 To 21/05/2021 £
	UNSECURED CREDITORS		
(1,067,000.00)	Accruals	NIL	NIL
(178,000.00)	Arrears of contributions	NIL	NIL
(142,000.00)	Deferred Income	NIL	NIL
(124,000.00)	Deposits	NIL	NIL
(13,757,000.00)	Funding Bodies	NIL	NIL
(101,000.00)	Hadlow PIF Ltd	NIL	NIL
(24,000.00)	Kent Mining Heritage Fund	NIL	NIL
(9,094,000.00)	LGPS defined benefit scheme deficit	NIL	NIL
(576,000.00)	Salix	NIL	NIL
(1,067,000.00)	Trade & Expense Creditors	NIL	NIL
(336,000.00)	University of Greenwich	NIL	NIL
(454,000.00)	Unsecured N.I.C.	NIL	NIL
(1,597,000.00)	Unsecured V.A.T.	NIL	NIL
(258,000.00)	Weleyan Bank	NIL	NIL
(3,867,000.00)	West Kent & Ashford College	NIL	NIL
(4,829,000.00)		425,747.28	425,747.28
	REPRESENTED BY		
	EA Current Account		376,896.57
	Input VAT		21,728.49
	Output VAT		(1.36)
	Pre-Appointment Bank Account		24,534.15
	Vat Control Account		2,589.43
			425,747.28

* As noted in previous reports, during the course of the Education Administration we have changed the recording of receipts and payments from being presented gross of VAT to now being presented net of VAT in the individual accounts.

TO ALL CREDITORS

21 June 2021

Our Ref 00294470/WMT/MM/DF/C3

Please ask for David Forster
Tel: 0151 237 4530
Email: BRCMT@bdo.co.uk

Dear Madams/Sirs

The Corporation of Hadlow College - In Education Administration (“the College”)

As you are aware, Francis Graham Newton, Danny Nicolaas William Dartnaill and I were appointed Joint Education Administrators of the College on 22 May 2019.

In accordance with Rule 3.13 of The Education Administration Rules 2018 (“TEAR 2018”), we provide below our report to creditors on the progress made in implementing our Proposals and achieving the Statutory Objective of the Education Administration. The report covers the period from 22 November 2020 to 21 May 2021 (“the Reporting Period”).

Please note that we do not intend to report in detail on matters previously disclosed to creditors. As such, this report should be read in conjunction with our Proposals and previous progress reports. The Proposals and all previous reports are available on the creditor portal. Please also refer to the Proposals for definitions of capitalised terms used in this report.

1 Statutory Information

The College is a body corporate established on 28 September 1992 under section 15 of the Further and Higher Education Act 1992 with its UKPRN being 10002843. As at the date of our appointment its primary educational site was at Tonbridge Road, Hadlow, Kent TN11 0AL (“the Hadlow Campus”). Provision was also delivered at campuses in Mottingham, Canterbury, Greenwich, Princess Christian Farm and Blackmans Dairy Farm.

On 14 May 2019, the Secretary of State for Education filed a petition at the High Court of Justice, Business and Property Courts of England and Wales, for an order placing the College into Education Administration. The Court reference number is 003244 of 2019.

At a hearing held on 22 May 2019, the Court made an order (“the Order”) placing the College into Education Administration and appointing Mr Newton, Mr Dartnaill and me as Joint Education Administrators (“the JEAs”) with effect from the date of the Order.

The JEAs’ full details are William Matthew Humphries Tait (officeholder number: 9564) of BDO LLP, 55 Baker Street, London, W1U 7EU, Francis Graham Newton (officeholder number: 9310) of BDO LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL and Danny Nicolaas William Dartnaill (officeholder: 10110) of BDO LLP, Level 12, Thames Tower, Reading, Berkshire, RG1 1LX.

Under the provisions of the Order, the JEAs carry out their functions jointly and severally, meaning any action can be done by one Education Administrator or by all of them.

2 Joint Education Administrators' receipts & payments account

We attach at Appendix 1 a summary of our receipts and payments account for the duration of the Education Administration and also specifically identifying those in the Reporting Period.

Receipts and payments in the Education Administration total £30.9m and £30.4m respectively. This includes receipts and payments of £149k and £475k respectively in the Reporting Period.

A summary of the main operational receipts and payments is provided at Appendix 1. Commentary on trading related income and expenditure, together with asset realisations, and costs of realisations in the Reporting Period are detailed in sections 4 and 9.

3 Progress and trading during the Education Administration

Summary

As previously reported, the JEAs' primary duty is to meet the Statutory Objective of the Education Administration.

The JEAs' overriding strategy has been to operate the College whilst implementing the recommendations of the Further Education Commissioner ("FEC").

Following the completion of the transactions with North Kent College ("NKC"), Capel Manor College ("CMC") and EKC Group ("EKCG") ("the Merger Transactions"), we consider the Statutory Objective has been substantially met.

Consequently, in accordance with the Proposals, the JEAs now have a number of post-Merger Transaction matters to complete before they are able to finalise the Education Administration.

Steps taken to achieve the Statutory Objective

In our previous progress reports we set out, in detail, the numerous steps taken by the JEAs to achieve the Statutory Objective. This included, most pertinently, the completion of the Merger Transactions of the College's Canterbury Campuses with EKCG, the College's Nottingham Campus with CMC and the College's Hadlow Campus with NKC.

The JEAs conducted regular governance reviews, implemented health and safety compliance investigations and remediation work, undertook focussed due diligence of the Merger Parties' financial proposals, conducted extensive and detailed transition, integration and implementation planning and addressed a number of complex and diverse matters that were critical to each of the Merger Transactions and worked collaboratively with the regulator and other key stakeholders in matters of operational performance, education performance and the progression and project management of the Education Administration.

Our explanation of the steps taken extends to the manner in which the JEAs oversaw the Senior Leadership Team ("the SLT") in managing College operations, including the continued delivery of provision during the first national lockdown arising from the Covid-19 pandemic.

In addition to the above education and transactional matters, the JEAs have also completed the sale of certain land assets and shareholdings in businesses that were not required for the ongoing delivery of the education provision.

The College operated a number of commercial activities that were not directly linked to learner provision and which did not form part of any Merger Transaction. The JEAs marketed these businesses for sale and either wound down the business where there was insufficient interest or, as was the case with Saplings Preschool and Nursery, completed a sale of the business.

Finalisation of Merger Transactions and trading

The JEAs' team are finalising a number of regulatory, financial and administrative matters relating to the Education Administration trading period. This includes reconciling outstanding supplier invoices and paying amounts due for the period to 15 August 2020. We also continue to work with NKC to conclude the agreed apportionment of income and expenses according to the period to which the income and expenditure relates. This has now largely been agreed with NKC and is expected to be finalised shortly.

The JEAs are also carrying out their statutory requirements, in accordance with the General Data Protection Regulation ("GDPR"), for the retention of certain College records.

4 Assets

We refer you to the Proposals and our previous reports for a full explanation of the assets owned by the College and the actions taken by the JEAs to realise those assets.

The Merger Transactions

As advised previously, the completion of the Merger Transactions, as recommended by the FEC, underpinned the strategy to achieve the Statutory Objective.

The Merger Transactions all completed in previous Reporting Periods, as detailed below:

- The Nottingham Transaction with CMC completed on 1 January 2020;
- The Canterbury Transaction with EKCG completed on 1 April 2020; and
- The Hadlow Transaction with NKC completed on 15 August 2020.

In consideration of the receipt of £1, CMC, EKCG and NKC each assumed the obligation for all existing students, students recruited post the JEAs' appointment, transferring employees, current and historic pensions obligations, trading and other operational contractual commitments and the estate in its current condition.

The JEAs negotiated extensive overage and security provisions over all of the properties included within the Merger Transactions. This safeguards the interests of creditors in the event of a future disposal by either of CMC, EKCG or NKC such that, subject to existing overages/security arrangements, funds would flow back to the College.

Book debts, cash held by the College and assets not required by the merger parties in the achievement of the Learner Protection Objective were excluded.

Land and property not required for long term future educational provision

Certain land and property owned by the College, including land and buildings at Court Lane, Hadlow ("Court Lane") were excluded from the Merger Transactions.

Whilst Court Lane was not required for provision in the long term, a 2 year lease has been granted by the College to NKC to enable the ongoing provision of education services at the site prior to the provision moving to the Hadlow main campus. At that time, and in accordance with the JEAs' appointed property agent's advice, steps will be taken to realise value in the property.

A small number of parcels of land which were excluded from the Hadlow Transaction have been marketed for sale by the JEAs appointed property agents, Knight Frank LLP ("Knight Frank"). The deadline for offers was 9th June 2021 and we are currently considering these offers in conjunction with Knight Frank. At this stage and until transactions are concluded we are unable to provide details of the likely realisations. Any proceeds generated from the sale of this land will be dispersed in the statutory order of priority.

Book debts

As detailed previously, the College has a non-preferential unsecured claim of c.£1.45m in the liquidation of Betteshanger Sustainable Park Limited (in liquidation). The Joint Liquidators have previously indicated that the College may receive a distribution from the liquidation proceedings in the range of £220k to £380k. This distribution is pending whilst the Joint Liquidators investigate other creditor claims.

The College also has an unsecured non-preferential claim of c.£666k against its wholly owned subsidiary, Grove Farm Park Limited (in administration) ("GFPL"). GFPL owns land and a property which was leased by the College and used as student accommodation for its Higher Education students. As part of the Hadlow Transaction, the College granted an underlease to NKC until 30 September 2021, with a break clause permitting NKC to terminate its obligations on 1 August 2021. We understand have NKC expects to have vacated the property by the end of the underlease. The property is currently being marketed for sale by the Joint Administrators of GFPL. If the sale proceeds are sufficient to discharge the debt owed to the GFPL's secured creditors, a distribution to the College may be possible.

In addition to intercompany balances, book debts also comprise unpaid accommodation costs, tuition fees, employee loans and unpaid apprenticeship employer costs. According to the statement of affairs, together these debts totalled £373k.

The JEAs instructed a specialist debt collection agency to assist with the collection. In performing that service, the debt collection agency have discovered a number of these debts had already been settled and the vast majority were disputed.

Where the debts are disputed, the primary reason is that tuition fee had been paid by a third party student loan. It appears that, historically, the College did not regularly reconcile the ledger. As such, these debts remained on the ledger in the name of the student despite the debt having been settled by the loan company. To date, £21.7k has been collected in the Education Administration.

The JEAs continue to monitor debtor collections but future realisations are likely to be nominal.

Division of unsold assets

As previously stated, there has been no distribution of unsold assets amongst the creditors in accordance with Rule 5.13 of TEAR 2018. Please note that this only applies to property which cannot be readily sold and in this particular matter, no such property exists.

5 Outstanding matters in the Education Administration***Finalisation of Merger Transactions and trading***

We previously reported that a very limited number of students did not transfer to NKC pending receipt of their final examination / test results and that the College remained in a transitional support phase with NKC pending completion of this matter. We can confirm that all results have now been received and all applicable students have transferred to NKC.

During the course of the Reporting Period, the JEAs reached an agreement with NKC on the vast majority of items that constitute the reconciliation of the apportioned income and expenditure between the College and NKC. The small number of remaining items are shortly expected to be agreed and a net payment in the region of £150k - £180k will be made by NKC to the Education Administration estate. In addition, the completion of statutory requirements in relation to GDPR and retention of certain College records will also be agreed with NKC.

Land and property not required for long term future educational provision

As indicated above, a two year lease has been granted by the College to NKC to enable the ongoing provision of education services at Court Lane. In the interim, the JEAs are in discussion with their appointed property agents regarding the strategy for realising the site. A small number of remaining parcels of land have been marketed for sale and we are considering these offers in conjunction with our appointed property agents, Knight Frank.

Assets not sold as part of the Merger Transactions ("Excluded Assets")

In addition to the assets detailed above, certain leased assets, legal action and the benefit of any actions or potential claims available to the JEAs have been excluded from the Merger Transactions.

The JEAs will continue to investigate whether there are any claims for the JEAs (or a subsequently appointed insolvency office holder) to pursue for the benefit of the College's creditors.

Exit process

As previously reported, the Education Administration can only end following an application to the Court by either the Secretary of State for Education or the JEAs (with the approval of the Secretary of State for Education).

The JEAs continue to consider the most appropriate exit route from Education Administration and its timing.

6 Investigations

Company Directors Disqualification Act 1986

The JEAs submitted our confidential report to the Secretary of State with regard to the conduct of every relevant person in the three years prior to the commencement of the Education Administration.

Further investigations and cooperation with the Insolvency Service

Investigations continue as previously advised in our progress reports.

As reported previously, the investigatory work is confidential and subject to legal privilege. The JEAs are unable to provide any detail on the specific work that they have performed or the potential outcome.

7 Potential outcome for creditors

Secured creditors

At the date of the JEAs' appointment, Barclays Bank plc ("the Bank") held fixed charges over specific parts of the College's campuses.

As detailed previously, to facilitate the Merger Transactions, the redemption of the Bank's security was required. The JEAs received £4.5m of funding from the ESFA and made payment of that sum to the Bank shortly prior to the date of the Canterbury Transaction. In return the College, acting by the JEAs, granted security to the ESFA over certain College freehold property assets.

This charge was released to enable the Hadlow Transaction to complete but was expected to be replicated by NKC after the transaction completed. We understand that NKC subsequently granted new security over the freehold properties to the Secretary of State for Education, thus ensuring that were there to be a future sale the proceeds would continue to be under the control of the DfE.

The Secretary of State for Education continues to hold a fixed charge over Court Lane.

Preferential unsecured creditors

There are no preferential creditors in the Education Administration.

Prescribed Part ("the PP")

As the status of the College does not allow the College to grant a floating charge, the PP provisions will not apply in the Education Administration.

Non-preferential unsecured creditors

The statement of affairs estimates unsecured creditor claims to total c£35.1m at the date of the Order.

To date, the JEAs have received 181 claims, totalling c£20.4m, from unsecured creditors. These claims have yet to be reviewed and adjudicated upon for dividend purposes.

Dividend prospects for unsecured creditors are unchanged from that previously reported and, based on current information, it is unlikely that there will be any funds available to distribute to unsecured creditors.

8 Pre appointment accrued costs of the Education Administration

The JEAs obtained court approval to pay the outstanding pre-appointment expenses of £900 plus VAT at a hearing held on 29 April 2021.

A detailed explanation of the incurred pre-appointment costs is included within our Proposals.

9 Post appointment accrued costs of the Education Administration

The JEAs have engaged professionals to provide a range of services to support the College's ongoing operations, the management of the Education Administration and to assist with completion of the Merger Transactions.

A schedule of costs incurred and paid to 21 May 2021 is provided at Appendix 5.

We are not required to seek approval of the payment of these costs but, for information purposes, we provide further comments below for services provided in the Reporting Period.

Legal Fees and disbursements - Womble Bond Dickinson LLP, Brown Rudnick LLP and Gowling WLG (UK) LLP ("Gowling")

Womble Bond Dickinson continue to provide legal support to the JEAs which, during the Reporting Period, has included assisting with the consideration of various exit strategies, GDPR matters, communication with a critical supplier, providing support in preparing the documentation required to be submitted to Court for approval of the JEAs' remuneration and our investigations.

We anticipate further work will include supporting our investigations, assisting with the sale of Court Lane property and the residual parcels of land and providing support in preparing the necessary documentation to implement an exit strategy.

Brown Rudnick provided advice in relation to certain overage and security documentation required to conclude the Merger Transactions. Whilst these services were provided in a prior reporting period, the costs have been paid in the Reporting Period.

Gowling acted in relation to the granting of the Court Lane lease to NKC.

Insurance and Estates Maintenance - Aon Risk Solutions and Steel Rivers Consultants ("SRC")

Aon continue to insure the College's interests in the land/property at Court Lane.

Aon were also engaged by the JEAs to conduct health and safety reviews across the College campuses and, through SRC, provided a range of interconnecting services regarding estates management and ongoing health and safety compliance.

This was necessary to ensure that the College maintained appropriate insurance for ongoing operations and was compliant with H&S legislation. Whilst these services ceased on completion of the sale to NKC, payments for these services have been made in the Reporting Period.

Agents Fees - Knight Frank and On Architects Limited (“ONA”)

Following a tendering process, Knight Frank has been engaged to formulate a marketing strategy, to market the excluded property assets and to manage any sale process for these assets.

Initial work has been conducted on a time costs basis, but future costs will be fixed as a percentage of realisations, or on a similar basis. ONA will support Knight Frank in this planning work.

Credebt Ltd (“Credebt”)

Credebt is collecting historical debts on behalf of the College and costs have been incurred on a percentage of realisations basis.

Headland PR Consultancy LLP (“Headland”)

Headland is a PR and communications agency that was engaged by the JEAs to provide support during the Education Administration in relation to ongoing media interest attracted by the College.

10 Joint Education Administrators’ remuneration

As advised in our Proposals, in accordance with Rule 6.10 (2) of TEAR 2018, the JEAs’ remuneration should be fixed by reference to the time properly spent by the JEAs and their staff in attending to matters arising in the Education Administration.

We attach at Appendix 3 a schedule that shows the time costs incurred by the JEAs and their staff to 21 May 2021, together with our commentary on the costs incurred. In summary, time costs of £2,597,843 have been incurred, which represents 13,963 hours spent at an average rate of £186 per hour.

The JEAs’ remuneration must be fixed by the Court on receipt of an application made by the JEAs.

On 29 April 2021, the JEAs remuneration, totalling £1,117,986, was approved by the Court. The DfE also provided its approval of the time costs in support of the Court application. This cost was not drawn during the Reporting Period.

The Court has now approved (at hearings held on 16 April 2020 and 29 April 2021) the JEAs remuneration to 29 April 2021 at £2,571,885, of which £1,453,899 has been drawn as at the end of the Reporting Period.

Creditors will be given fourteen days' notice of further applications to Court and may make representations if they so wish. Any creditor representations will be reported to the Court as part of the application process.

For your guidance, we also attach at Appendix 4 a document that outlines the current policy of BDO LLP in respect of fees (as noted previously our charge out rates have been agreed with the DfE) and disbursements.

11 Joint Education Administrators' disbursements

The JEAs have agreed with the DfE that BDO LLP staff related disbursements will not be directly recharged by the JEAs as this cost is agreed to be included within the agreed hourly charge out rates.

Other disbursements for third party costs, including storage, printing creditor circulars and statutory advertising, require Court approval.

Third party disbursements totalling £13,559 have been accrued to 21 May 2021. The JEAs will seek approval from the DfE and the Court for these to be paid via a court application.

12 Other matters

The JEAs are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this appointment. A copy of the code is at <http://www.icaew.com/en/members/regulations-standards-and-guidance/ethics/code-of-ethics-d>.

The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency Practitioners. In the event that you make a complaint to the JEAs but are not satisfied with the response then you should visit <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue the complaint.

The affairs, business and property of the College are being managed by the Joint Education Administrators who act as agents to the College and contract without personal liability.

If you require any further information, please contact David Forster at BRCMT@bdo.co.uk.

Yours faithfully
For and on behalf of
The Corporation of Hadlow College



Matthew Tait
Joint Education Administrator

WMH Tait and DNW Dartnaill are authorised by the Institute of Chartered Accountants in England and Wales in the UK.
FG Newton is authorised by the Insolvency Practitioners Association in the UK.

Enclosures:

- Appendix 1: Receipts and Payments Account
- Appendix 2: Summary of the JEAs' formal proposals
- Appendix 3: SIP 9 time cost report to 21 May 2021
- Appendix 4: BDO LLP Policy in respect of fees and disbursements
- Appendix 5: Schedule of the JEAs' post appointment accrued costs
- Appendix 6: Proof of debt form

Joint Education Administrators' receipts and payments account

Appendix 1



**Hadlow College
(In Administration)
Joint Administrators' Trading Account**

Statement of Affairs £	From 22/05/2019 To 21/05/2021 £	From 22/05/2019 To 21/05/2021 £
POST APPOINTMENT SALES		
ESFA Trading Receipts	10,018,636.99	10,018,636.99
Non-ESFA Education Income	2,300,649.31	2,300,649.31
Higher Education Income	1,889,719.83	1,889,719.83
Other Income	1,035,020.78	1,035,020.78
Finance PDQ Income	818,853.30	818,853.30
COVID-19 Grant Funds	25,000.00	25,000.00
Broadview and Sapling Sales	763,290.49	763,290.49
ESFA - Loan / Grant Funding	10,965,000.00	10,965,000.00
Schools Income	191,839.34	191,839.34
GLA Funding	259,830.00	259,830.00
Advanced Learner Loan Funding	199,573.75	199,573.75
KCC re Princess Christian Farm	168,806.00	168,806.00
High Needs Income	460,565.79	460,565.79
	29,096,785.58	29,096,785.58
COST OF SALES		
Payroll Costs	8,110,149.92	8,110,149.92
Employee Pensions	2,393,193.81	2,393,193.81
Staff Related Costs	86,643.86	86,643.86
Farms & Equine	565,351.07	565,351.07
COS - Plants (Broadview)	169,790.73	169,790.73
COS - Non-Plants (Broadview)	35,363.15	35,363.15
COS - Farm Shop	378,278.97	378,278.97
Equipment	26,946.12	26,946.12
IT	209,806.09	209,806.09
Transport and Travel	69,651.19	69,651.19
Leases/HP Agreements	400,598.61	400,598.61
Sapling Expenses	10,860.42	10,860.42
PAYE & NI	2,586,403.42	2,586,403.42
	(15,043,037.36)	(15,043,037.36)
TRADING EXPENSES		
Repairs and Maintenance	350,937.25	350,937.25
Light & Heat	550,236.31	550,236.31
Water	127,590.94	127,590.94
Rent and Rates	525,564.93	525,564.93
Cleaning	218,140.86	218,140.86
Other Expenses	1,113,816.59	1,113,816.59
Education Related Costs	1,032,290.89	1,032,290.89
Printing and Stationery	67,079.17	67,079.17
Phones	55,742.93	55,742.93
Postage	21,269.39	21,269.39
Marketing	59,556.17	59,556.17
Catering Costs	429,986.05	429,986.05
Consultant fees	502,560.85	502,560.85
Continuity Creditors	132,458.03	132,458.03
Bank Charges & Interest	9,632.30	9,632.30
Student Bursaries	108,489.69	108,489.69
Refunds due to Covid-19	221,632.64	221,632.64
Third Party Payroll Costs	12,624.33	12,624.33
	(5,539,609.32)	(5,539,609.32)
TRADING SURPLUS/(DEFICIT)	8,514,138.90	8,514,138.90

Hadlow College
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 22/05/2019 To 21/05/2021 £	From 22/05/2019 To 21/05/2021 £
5,575,000.00	FIXED CHARGE ASSETS Hadlow Main Campus East	NIL NIL	NIL NIL
(5,663,000.00)	FIXED CHARGE CREDITORS Barclays Bank PLC	4,500,000.00 (4,500,000.00)	4,500,000.00 (4,500,000.00)
728,000.00 (917,000.00)	HP ASSETS Motor Vehicles HP Settlements	22,000.00 (9,463.00) 12,537.00	22,000.00 (9,463.00) 12,537.00
12,296,000.00	ASSET REALISATIONS Assets under Construction	NIL	NIL
1,077,000.00	Betteshanger Country Park Limited	621,981.00	621,981.00
1,319,000.00	Cash at Bank	1,098,030.63	1,098,030.63
	Debtors	21,724.17	21,724.17
	Insurance Refund	10,616.96	10,616.96
	Interest Gross	2,829.30	2,829.30
12,660,000.00	Land & Buildings	NIL	NIL
561,000.00	Plant & Equipment	NIL	NIL
	Saplins Licence	1.00	1.00
	Saplins Sale Proceeds	1.00	1.00
651,000.00	Stock	NIL	NIL
	Trading Surplus/(Deficit)	8,514,138.90 10,269,322.96	8,514,138.90 10,269,322.96
	COST OF REALISATIONS		
	Administrators' Fees	1,453,899.00	1,453,899.00
	Agents' Fees	1,650.00	1,650.00
	Bank Charges	3,010.76	3,010.76
	Betteshanger Country Park Ltd	72,729.04	72,729.04
	Betteshanger Sustainable Park Ltd	61,502.91	61,502.91
	Debt Collection Fees	986.69	986.69
	EA Consulting Costs	25,516.40	25,516.40
	EA Estates Maintenance	1,302,850.15	1,302,850.15
	ERA Solutions Ltd	1,000.00	1,000.00
	Forensics Disbursements	124.30	124.30
	Forensics Fees	45,000.00	45,000.00
	Insurance	402,664.96	402,664.96
	Legal Disbs	13,848.35	13,848.35
	Legal Fees	785,231.27	785,231.27
	PR Costs	7,973.75	7,973.75
	Pre-appointment Professional fees	15,581.40	15,581.40
	Property Agents' Disbs	1,358.98	1,358.98
	Property Agents' Fees	137,158.57	137,158.57
	Saplins Sale Costs	10,000.00	10,000.00
	Specialist Property Agents' Fees	88,659.60	88,659.60
	Stationery & Postage	7,154.54	7,154.54
	Statutory Advertising	3,635.59	3,635.59
	VAT Paid	914,576.42 (5,356,112.68)	914,576.42 (5,356,112.68)
(474,000.00)	PREFERENTIAL CREDITORS Arrears & Pay	NIL NIL	NIL NIL

Hadlow College
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 22/05/2019 To 21/05/2021 £	From 22/05/2019 To 21/05/2021 £
	UNSECURED CREDITORS		
(1,067,000.00)	Accruals	NIL	NIL
(178,000.00)	Arrears of contributions	NIL	NIL
(142,000.00)	Deferred Income	NIL	NIL
(124,000.00)	Deposits	NIL	NIL
(13,757,000.00)	Funding Bodies	NIL	NIL
(101,000.00)	Hadlow PIF Ltd	NIL	NIL
(24,000.00)	Kent Mining Heritage Fund	NIL	NIL
(9,094,000.00)	LGPS defined benefit scheme deficit	NIL	NIL
(576,000.00)	Salix	NIL	NIL
(1,067,000.00)	Trade & Expense Creditors	NIL	NIL
(336,000.00)	University of Greenwich	NIL	NIL
(454,000.00)	Unsecured N.I.C.	NIL	NIL
(1,597,000.00)	Unsecured V.A.T.	NIL	NIL
(258,000.00)	Weleyan Bank	NIL	NIL
(3,867,000.00)	West Kent & Ashford College	NIL	NIL
(4,829,000.00)		425,747.28	425,747.28
	REPRESENTED BY		
	EA Current Account		376,896.57
	Input VAT		21,728.49
	Output VAT		(1.36)
	Pre-Appointment Bank Account		24,534.15
	Vat Control Account		2,589.43
			425,747.28

* As noted in previous reports, during the course of the Education Administration we have changed the recording of receipts and payments from being presented gross of VAT to now being presented net of VAT in the individual accounts.

Commentary on the receipts and payments account

As noted in the main body of this report, we are currently undertaking an apportionment exercise of income and expenses with NKC. Therefore the receipts and payments account above currently includes certain income and expenses which will in the future be apportioned to NKC and likewise NKC may have paid certain income and expenses on behalf of the College which are not yet accounted for in the above.

Our current assessment of the net adjustment that is to be applied to the above receipts and payments as at 21 May 2021 is a net payment due from NKC in the range of £150k - £180k. Once the apportionment exercise has been completed and agreed with NKC, we will apply an adjustment in our receipts and payments account.

We provide further comment below on the significant items of income or expenditure during the Reporting Period. We refer you to our previous progress reports for commentary on income and expenditure made in the Education Administration prior to the Reporting Period.

As previously reported, the College has retained very little in the way of income generating interests and, as such, the receipts during the Reporting Period are significantly less than that received in other equivalent periods during the Education Administration.

Operational Receipts

ESFA Trading Receipts (Education and Skills Funding Agency)

The ESFA has provided standard educational funding to the College throughout the Education Administration. These receipts have been used by the College to support the ongoing provision of education services.

Funding totalling £10.0m has been received from the ESFA, of which £9k was received in the Reporting Period. Please note that there was a reallocation during the Reporting Period of £800k from ESFA trading receipts to ESFA Funding Grant. This receipt, from 1 June 2020, was misallocated as an ESFA trading receipt in our last report.

None of the income received during the Reporting Period belongs to NKC and therefore does not form part of the apportionment exercise.

Non ESFA education income

A total of £2.3m has been received, including a net payment of £6.6k in the Reporting Period. During the Reporting Period, £8k was paid to EKC in relation to a proportion of tuition fees received by the College that belonged to EKC. STA International receipts (book debt collections) totalling £1.4k have also been reallocated to book debts. The income of £2.9k received relates to monies obtained directly from students where funding was not met by the ESFA, education related receipts from third parties other than the ESFA, payments received from entities associated with the College where costs have been recharged for services provided by the College and receipts from other commercial revenue streams.

Other income

Other income of £1.0m has been received, of which £95k related to the Reporting Period. This mainly comprised commercial income (not otherwise recorded in PDQ income) and rental income.

Broadview and Saplings sales

Revenue generated during the Education Administration amounted to £763k, including £44k in the Reporting Period. The receipt generated during this Reporting Period primarily related to the transfer of the Saplings bank account to the Education Administration estate.

ESFA - Funding Grant

As reported in the Proposals, the Secretary of State for Education, via the ESFA, agreed to provide the JEAs with a conditional grant in order to meet the costs of managing the Education Administration.

The JEAs have not made requests to the Secretary of State for Education for funding under the Grant in the Reporting Period. However, following completion of the apportionment process and application to court for the JEAs' fees and disbursements, we anticipate a further request will be made for additional Grant funding in the next period in order to meet the residual operational costs and future costs of the Education Administration.

Total Grant funding received to date is £10.965m. As discussed above, the increase in the period of £800k is a correction of a misallocated receipt in the prior period, which has been re-allocated from ESFA Trading Receipts.

Book Debts

During the period, there was a reallocation of receipts from income to book debts and this is shown in the R&P as a movement in the Reporting Period. Actual collections in the Reporting Period are £4.6k of the total £21.7k.

Operational Payments

Although the JEAs were no longer operating the College's campuses during the Reporting Period, certain expenses continued to be paid to support:

- A smooth transition to NKC (though these will be recoverable under the apportionment exercise);
- The unwinding of supplier orders, including delayed and unpaid invoices, placed during the Education Administration.
- Continued access to certain IT systems needed to support the JEAs ongoing work and learner reporting requirements in relation the Education Administration;
- Continued consultancy support to ensure an orderly transition to NKC and finalisation of the financial administration and reporting requirements of operating the College; and

- The storage and archiving of the College books and records.

Farm and Equine

These costs related to the College's farms and animals and comprise feed, medicine, veterinary services, general animal welfare costs and farm maintenance. These totalled £565k of which £5k was paid in the Reporting period. Despite the completion of the Hadlow Transaction early in the prior Reporting Period, these costs relate to the unwinding of previously placed orders.

IT costs

IT costs including software and hardware totalled £210k, of which c£6k related to the Reporting Period. These costs primarily related to a payment for a three month licence of the College's accounting software.

Leases/HP Agreement

Third party costs to retain the use of various assets required in the continued operation of the College totalled £401k of which £13k related to the Reporting Period. These costs reduced in the Reporting Period as all leases not required following the Hadlow Transaction were terminated. However, to support the smooth transition to NKC, certain leases have continued to be paid by the College pending a novation of the agreement to NKC, such costs to be included in the apportionment exercise with NKC. The majority of novations have now been completed.

Rent, utilities and facilities management

Property related costs totalled £1.8m, including £103k in the Reporting Period, and are recorded within Rent and Rates, Light and Heat, Water, Phones, Repairs and Maintenance and Cleaning. These costs primarily relate to the payment of supplies provided prior to the transfer to NKC.

Other Expenses

These included payments relating to licences and subscriptions, student refunds, and transcribing payments. These total £1.1m, including £13k in the Reporting Period.

Consultants

The College has retained consultants in a number of capacities; as temporary staff primarily required to support the College finance function and as consultant members of the EAAG, which provides guidance and challenge to the JEAs and the SLT on matters regarding the academic and operational functions of the College. A cost of £503k has been incurred, of which £39k relates to the Reporting Period.

Catering Costs

Third party catering costs of £430k, including £139k in the Reporting Period, related to the operation of the staff and student canteen facilities. Although these services were finalised at the end of the 2019/20 academic year, the majority of these payments were made so

as to support the smooth transition to NKC, with any relevant costs to be included in the apportionment exercise with NKC.

Student Bursaries

Student bursary payments totalled £108k, of which a receipt of c£2k was received during the Reporting Period. This receipt related to a historic amount due from West Kent & Ashford College to Hadlow College, in respect of bursaries that were previously only invoiced by West Kent & Ashford College.

Floating Current Account and Pre-appointment bank account

Funds in hand in the Education Administration bank accounts as at 21 May 2021 totalled £401k.

VAT

As an education provider, the College is only able to recover limited VAT. As such, input tax incurred to 31 January 2021 of £915k was irrecoverable.

During the Reporting Period, a refund of £155k was received from HM Revenue and Customs (HMRC) for the period of the Education Administration up to 30 October 2020. The JEAs are expecting an insignificant refund of £0.3k to be received from HMRC for the period of the Education Administration up to 31 January 2021.

The net input and output VAT incurred by the College for the period from 1 February 2021 to 21 May 2021 is recorded in the receipts and payment account in full, however this will not be fully recoverable and adjustments will be made when the next VAT return is submitted.



Summary of the Joint Education Administrators' formal proposals

Appendix 2

The Corporation of Hadlow College - In Education Administration

Schedule of accrued post appointment expenses

Formal Proposals - the JEAs propose that:

- A. They continue to manage the business, affairs and property of the College to achieve the objective of the Education Administration by either:
- a. Rescuing the further education body as a going concern,
 - b. Transferring some or all of its undertaking to another body,
 - c. Keeping it going until existing students have completed their studies, or
 - d. Making arrangements for existing students to complete their studies at another institution.

As detailed previously, due to the significant levels of liabilities that the College has, it is unlikely the College could be rescued as a going concern.

- B. The JEAs will continue to investigate and, if appropriate, pursue any claims that the JEAs believe that the College may have under all legislation relevant to the management and affairs of the College. In addition, the JEAs shall do all such other things and generally exercise all their powers as Joint Education Administrators as they in their discretion consider desirable in order to achieve the objective of the Education Administration or to protect and preserve the assets of the College or to maximise their realisations or for any other purpose incidental to these proposals.
- C. If the JEAs consider that funds will become available in respect to the unsecured claims of creditors, the JEAs may at their discretion establish in principle the claims of unsecured creditors for adjudication in the Education Administration or a subsequent liquidation and may apply to Court for the costs of doing so to be met as a cost of the Education Administration.
- D. If the JEAs consider that sufficient funds will become available to enable a distribution to be made to the unsecured creditors, the JEAs may at their discretion make an application to Court for permission to make a distribution to unsecured creditors under Paragraph 65(3)
- E. Sch. B1 IA86.
- F. Once the objective of the Education Administration is achieved, the JEAs will either request of the Secretary of State for Education to petition, or seek the consent of the Secretary of State for Education for the JEAs to petition, the Court for the following orders:
- a. that the Education Administration be brought to an end and the JEAs be discharged from office on such terms as the Court shall determine; and
 - b. either that The Corporation of Hadlow College be dissolved or, that it be placed into compulsory liquidation and, if the Court thinks fit, the former JEAs be appointed as Joint Liquidators.
- G. The JEAs shall be discharged from liability pursuant to Paragraph 98(1) Sch. B1 IA86 in respect of any action of theirs as Education Administrators at a time determined by the Court.



SIP 9 time cost report for the Reporting Period

Appendix 3



THE CORPORATION OF HADLOW COLLEGE - IN EDUCATION ADMINISTRATION

Detailed Time Charged and Rates Applicable for the Period from 22 May 2019 (date of Education Administration) to 21 May 2021

Description	Partner		Director		Senior Manager		Manager		Senior Associate		Grand Total		Average rate
	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	Total £
B. Steps on Appointment													
01. Review Appointment Validity	-	-	-	-	-	-	-	-	-	-	-	-	
02. Statutory Documentation	3.00	960.00	13.65	3,016.65	13.70	2,575.60	0.20	32.20	10.05	937.05	40.60	7,521.50	185.26
04. Meet Directors/Debtors etc.	-	-	0.20	44.20	-	-	-	-	-	-	0.20	44.20	221.00
05. Initial Reviews	-	-	2.00	442.00	-	-	-	-	-	-	2.00	442.00	221.00
06. Third Party Discussions	8.50	2,720.00	16.65	3,679.65	4.00	752.00	-	-	-	-	29.15	7,151.65	245.34
07. Attendance at Premises	-	-	-	-	3.95	742.60	-	-	-	-	3.95	742.60	188.00
08. Detail Documentation Review	3.75	1,200.00	-	-	-	-	-	-	-	-	3.75	1,200.00	320.00
09. Preparation of Proposals	-	-	19.25	4,254.25	0.80	150.40	-	-	1.20	152.40	21.25	4,557.05	214.45
12. Setting up Internal Files	-	-	-	-	3.80	714.40	-	-	3.00	381.00	6.80	1,095.40	161.09
99. Other Matters	-	-	-	-	-	-	-	-	0.80	101.60	0.80	101.60	127.00
B.Sub Total - Steps on Appointment	15.25	4,880.00	51.75	11,436.75	26.25	4,935.00	0.20	32.20	15.05	1,572.05	108.50	22,856.00	210.65
C Planning and Strategy													
01. Historic Performance Review	-	-	1.50	331.50	-	-	-	-	-	-	1.50	331.50	221.00
02. Review Financial Position	-	-	8.95	1,977.95	-	-	0.20	32.20	0.90	114.30	10.05	2,124.45	211.39
03. Review Bus. Process/Systems	-	-	0.50	110.50	0.25	47.00	1.70	273.70	3.10	393.70	5.55	824.90	148.63
04. Assessment of Management	1.50	480.00	0.75	165.75	1.70	319.60	-	-	0.85	107.95	4.80	1,073.30	223.60
05. Review Options Available	-	-	1.50	331.50	-	-	4.90	788.90	1.75	222.25	8.15	1,342.65	164.74
06. Meet Appointor/Committees	0.50	160.00	1.85	408.85	-	-	-	-	-	-	2.35	568.85	242.06
07. Strategy Planning	270.90	86,688.00	309.95	68,498.95	91.00	17,108.00	31.50	5,071.50	72.20	9,169.40	775.55	186,535.85	240.52
08. Reporting	-	-	1.00	221.00	-	-	7.25	1,167.25	4.30	546.10	12.55	1,934.35	154.13
09. Press/PR matters	1.50	480.00	-	-	-	-	-	-	-	-	1.50	480.00	320.00
10. General meetings	1.50	480.00	-	-	-	-	-	-	-	-	1.50	480.00	320.00
11. General discussions	5.25	1,680.00	-	-	-	-	-	-	-	-	5.25	1,680.00	320.00
99. Other Matters	-	-	3.20	707.20	1.00	188.00	0.70	112.70	5.40	685.80	10.30	1,693.70	164.44
C. Sub Total - Planning and Strategy	281.15	89,968.00	329.20	72,753.20	93.95	17,662.60	46.25	7,446.25	88.50	11,239.50	839.05	199,069.55	237.26
D. General Administration													
01. Insurance Matters	-	-	11.25	2,486.25	180.90	34,009.20	97.90	15,761.90	4.10	520.70	294.15	52,778.05	179.43
02. VAT	-	-	12.85	2,839.85	36.20	6,805.60	39.15	6,303.15	17.60	2,235.20	105.80	18,183.80	171.87
03. Taxation	-	-	60.00	13,260.00	-	-	-	-	5.75	730.25	65.75	13,990.25	212.78
04. Instruct/Liaise Solicitors	-	-	72.95	16,121.95	1.70	319.60	3.00	483.00	11.90	1,511.30	89.55	18,435.85	205.87
05. Investigations	180.73	44,873.60	501.00	101,173.80	133.20	21,657.60	83.90	13,450.90	891.25	95,905.25	1,790.08	277,061.15	154.78
06. Conduct Reports	37.75	12,080.00	18.20	4,022.20	0.85	159.80	1.00	131.00	-	-	57.80	16,393.00	283.62
07. Receipts/Payments Accounts	22.25	7,120.00	75.95	16,784.95	42.95	8,074.60	27.70	4,459.70	571.85	42,129.30	740.70	78,568.55	106.07



THE CORPORATION OF HADLOW COLLEGE - IN EDUCATION ADMINISTRATION
Detailed Time Charged and Rates Applicable for the Period from 22 May 2019 (date of Education Administration) to 21 May 2021

Description	Partner		Director		Senior Manager		Manager		Senior Associate		Grand Total		Average rate
	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	Total £
D. General Administration continued													
08. Remuneration Issues	0.30	96.00	47.25	10,442.25	57.85	10,875.80	-	-	2.05	260.35	107.45	21,674.40	201.72
09. Statutory Matters	0.10	32.00	49.10	10,851.10	7.40	1,391.20	1.65	216.15	4.55	554.65	62.80	13,045.10	207.72
10. Contractual Matters	-	-	-	-	-	-	4.00	644.00	2.50	317.50	6.50	961.50	147.92
11. Court Hearings	-	-	-	-	1.20	225.60	-	-	-	-	1.20	225.60	188.00
12. Press/PR Matters	3.00	960.00	130.25	28,785.25	9.85	1,851.80	-	-	-	-	143.10	31,597.05	220.80
13. General Meetings	24.50	7,840.00	97.05	21,448.05	11.85	2,227.80	20.25	3,260.25	54.95	6,978.65	208.60	41,754.75	200.17
14. General Discussions	4.25	1,360.00	78.35	17,315.35	28.60	5,376.80	42.45	6,834.45	18.05	2,292.35	171.70	33,178.95	193.24
15. Gen. Admin/Correspondence	11.45	3,664.00	161.80	35,757.80	39.25	7,379.00	65.50	10,425.50	717.83	84,715.58	995.82	141,941.88	142.54
16. Maintain Internal Files	-	-	-	-	1.85	347.80	-	-	11.20	1,422.40	13.05	1,770.20	135.65
D. Sub Total - General Administration	284.33	78,025.60	1,316.00	281,288.80	553.65	100,702.20	386.50	61,970.00	2,313.58	239,573.48	4,854.06	761,560.08	156.89
E. Assets Realisation / Dealing													
01. Establishing Control	5.25	1,680.00	23.10	5,105.10	-	-	-	-	-	-	28.35	6,785.10	239.33
02. Evaluation/Reconciliation	-	-	1.30	287.30	4.75	893.00	0.60	96.60	19.30	2,451.10	25.95	3,728.00	143.66
03. Asset Tracing	1.75	560.00	-	-	0.10	18.80	0.20	32.20	3.50	444.50	5.55	1,055.50	190.18
04. Agent Instruction/Liasing	5.50	1,760.00	20.35	4,497.35	4.05	761.40	0.80	128.80	0.50	63.50	31.20	7,211.05	231.12
05. Sales Info. Preparation	133.25	42,640.00	633.55	140,014.55	417.30	78,452.40	191.90	30,895.90	227.00	28,829.00	1,603.00	320,831.85	200.14
06. Property Related Matters	6.75	2,160.00	139.05	30,730.05	11.80	2,218.40	15.60	2,511.60	1.70	215.90	174.90	37,835.95	216.33
07. Debt Collection	-	-	9.70	2,143.70	1.85	347.80	0.70	112.70	-	-	12.25	2,604.20	212.59
08. Dealing with Chattel Assets	-	-	6.90	1,524.90	0.80	150.40	0.40	64.40	-	-	8.10	1,739.70	214.78
09. Dealing with Other Assets	0.50	160.00	95.20	21,039.20	4.45	836.60	14.60	2,350.60	40.80	5,181.60	155.55	29,568.00	190.09
10. HP/Leasing Matters	-	-	0.20	44.20	-	-	7.75	1,247.75	37.10	4,711.70	45.05	6,003.65	133.27
12. Retention of Title	-	-	-	-	1.40	263.20	-	-	8.10	1,028.70	9.50	1,291.90	135.99
14. Sales of Business/Assets	97.95	31,344.00	1,024.50	226,414.50	121.55	22,851.40	24.55	3,952.55	99.20	12,598.40	1,367.75	297,160.85	217.26
99. Other Matters	2.00	640.00	9.25	2,044.25	23.05	4,333.40	0.60	96.60	1.25	158.75	36.15	7,273.00	201.19
E. Sub Total - Assets Realisation / Dealing	252.95	80,944.00	1,963.10	433,845.10	591.10	111,126.80	257.70	41,489.70	438.45	55,683.15	3,503.30	723,088.75	206.40



THE CORPORATION OF HADLOW COLLEGE - IN EDUCATION ADMINISTRATION

Detailed Time Charged and Rates Applicable for the Period from 22 May 2019 (date of Education Administration) to 21 May 2021

Description	Partner		Director		Senior Manager		Manager		Senior Associate		Grand Total		Average rate
	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	
F. Trading Related Matters													
01. Establish Business Control	-	-	-	-	-	-	13.70	2,205.70	7.00	889.00	20.70	3,094.70	149.50
02. Trading/other Projections	-	-	7.80	1,723.80	4.25	799.00	0.10	16.10	8.40	1,066.80	20.55	3,605.70	175.46
03. Cashflow Forecasts	-	-	192.60	42,564.60	57.15	10,744.20	-	-	50.30	6,388.10	300.05	59,696.90	198.96
04. Hiring down the Business	-	-	0.35	77.35	0.75	141.00	-	-	-	-	1.10	218.35	198.50
05. Attendance at Premises	-	-	2.70	596.70	6.00	1,128.00	-	-	8.40	1,066.80	17.10	2,791.50	163.25
06. Monitor/Supervise Trading	46.00	14,720.00	448.70	99,162.70	157.30	29,572.40	525.95	84,677.95	468.60	59,512.20	1,646.55	287,645.25	174.70
07. Business Management	7.00	2,240.00	223.45	49,382.45	4.35	817.80	0.85	136.85	-	-	235.65	52,577.10	223.12
08. Trading Accounts	88.05	28,176.00	31.85	7,038.85	9.55	1,795.40	17.55	2,825.55	37.50	4,762.50	184.50	44,598.30	241.73
09. Business Closure	-	-	53.80	11,889.80	31.95	6,006.60	-	-	-	-	85.75	17,896.40	208.70
99. Other Matters	1.50	480.00	11.00	2,431.00	16.55	3,111.40	6.80	1,094.80	143.20	18,186.40	179.05	25,303.60	141.32
F. Sub Total - Trading Related Matters	142.55	45,616.00	972.25	214,867.25	287.85	54,115.80	564.95	90,956.95	723.40	91,871.80	2,691.00	497,427.80	184.85
G. Employee Matters													
01. Dealing with Trade Unions	-	-	1.15	254.15	39.90	7,501.20	11.15	1,795.15	0.40	28.40	52.60	9,578.90	182.11
02. Dealing with Employees	57.00	18,240.00	75.80	16,751.80	323.90	60,893.20	49.25	7,929.25	1.45	184.15	507.40	103,998.40	204.96
03. EPA Matters	-	-	1.25	276.25	2.00	376.00	-	-	-	-	3.25	652.25	200.69
04. Pension Issues	0.50	160.00	142.63	31,520.13	21.15	3,976.20	37.25	5,997.25	7.75	984.25	209.28	42,637.83	203.74
99. Other Matters	-	-	4.45	983.45	8.10	1,522.80	1.10	177.10	37.35	4,743.45	51.00	7,426.80	145.62
G. Sub Total - Employee Matters	57.50	18,400.00	225.28	49,785.78	395.05	74,269.40	98.75	15,898.75	46.95	5,940.25	823.53	164,294.18	199.50
H. Creditor Claims													
02. Secured Creditor	2.75	880.00	10.05	2,221.05	0.30	56.40	-	-	-	-	13.10	3,157.45	241.03
03. Preferential Creditors	-	-	-	-	-	-	-	-	1.75	120.75	1.75	120.75	69.00
04. Non-preferential Creditors	-	-	23.60	5,215.60	8.85	1,663.80	7.50	1,203.00	108.65	12,154.75	148.60	20,237.15	136.19
06. Other Creditors	-	-	0.90	198.90	-	-	0.20	32.20	-	-	1.10	231.10	210.09
99. Other Matters	-	-	-	-	-	-	0.95	152.95	12.75	1,619.25	13.70	1,772.20	129.36
H. Sub Total - Creditor Claims	2.75	880.00	34.55	7,635.55	9.15	1,720.20	8.65	1,388.15	123.15	13,894.75	178.25	25,518.65	143.16



THE CORPORATION OF HADLOW COLLEGE - IN EDUCATION ADMINISTRATION

Detailed Time Charged and Rates Applicable for the Period from 22 May 2019 (date of Education Administration) to 21 May 2021

Description	Partner		Director		Senior Manager		Manager		Senior Associate		Grand Total		Average rate
	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	Hrs	Total £	
I. Reporting													
01. Statutory Reporting	32.25	10,320.00	35.30	7,801.30	2.80	526.40	2.70	413.70	42.15	4,447.55	115.20	23,508.95	204.07
02. Reporting to Appointor	72.00	23,040.00	229.55	50,730.55	49.25	9,259.00	4.75	764.75	106.90	13,576.30	462.45	97,370.60	210.55
04. Reporting to Creditors	15.50	4,960.00	152.40	33,680.40	72.55	13,639.40	-	-	2.70	329.40	243.15	52,609.20	216.37
05. Reporting to Court	-	-	26.45	5,845.45	4.00	752.00	3.30	531.30	18.75	2,308.75	52.50	9,437.50	179.76
06. Reporting to other bodies	34.50	11,040.00	23.55	5,204.55	3.35	629.80	5.25	845.25	18.50	2,349.50	85.15	20,069.10	235.69
99. Other Matters	-	-	-	-	1.70	319.60	2.70	434.70	1.75	222.25	6.15	976.55	158.79
I. Sub Total - Reporting	154.25	49,360.00	467.25	103,262.25	133.65	25,126.20	18.70	2,989.70	190.75	23,233.75	964.60	203,971.90	211.46
J. Distribution & Closure													
01. Closing Planning	-	-	-	-	0.30	56.40	-	-	-	-	0.30	56.40	188.00
J. Sub Total	-	-	-	-	0.30	56.40	-	-	-	-	0.30	56.40	188.00
	1,190.73	368,073.60	5,359.38	1,174,874.68	2,090.95	389,714.60	1,381.70	222,171.70	3,939.83	443,008.73	13,962.58	2,597,843.30	186.06

Net Total £2,597,843.30

The table above is a summary of the JEAs' time costs incurred from the date of their appointment, 22 May 2019, to 21 May 2021.

In the following pages we provide a summary of the work that we have completed to date.

A Pre Appointment

Work undertaken prior to the JEAs' appointment was disclosed in section 12 of the Proposals.

B Steps upon Appointment

Steps undertaken following the appointment related to the following:

- Reviewing appointment and statutory documents;
- Preparing the JEAs' statement of proposals
- Embedding new financial and managerial controls within pre-existing College procedures and providing consent for the Interim Principal and Interim CFO to continue certain operational powers;
- Holding immediate employee meetings across the College's campuses;
- Implementing our communication strategy with a wide range of key stakeholders;
- Communicating with students and parents/guardians; and,
- Ensuring that it was widely understood that the College would continue to operate as normal.

Due to the complex nature of the Education Administration, this work was primarily led and implemented by directors, senior managers and managers, with appropriate work delegated to staff below manager level.

C Planning and Strategy

Time costs incurred under this heading relate to the following:

- Establishing funding requirements and ensuring stability of operations;
- Liaising with the wider senior management team and devising strategies to deal with the subsidiary company;
- Establishing the EAAG and EAWG to provide educational guidance in the absence of a governing board;
- Liaising with the DfE and the FEC regarding the Merger Transactions;
- Considering the ongoing asset realisation strategy and statutory requirements such as GDPR data management to evaluate exit routes from Education Administration; and
- Holding team meetings to ensure information, planning and strategy was communicated across the team and to enable the continued development of the overarching strategy and plan (during the early stages of the Education Administration process).

This area of work was led by one of the JEAs in conjunction with directors and senior managers, with some support below manager level where appropriate. This was a critical area of our work and fundamental to achieving the Statutory Objective of the Education Administration as we were operating against a backdrop of new legislation and a complex sales process that required the knowledge, experience and skill of our wider senior team as we navigated often unprecedented issues and situations.

D General Administration

General administration covers a wide range of categorised which are summarised as follows:

- Reviewing and regularising affairs regarding insurance;
- VAT and taxation;
- Undertaking investigations regarding the conduct of the former governors and senior post holders and reporting thereon;

- Investigations into the affairs and transactions of the College;
- Recovery and storage of the College's books and records;
- Recovery and storage of electronic records;
- Day to day management of the College's assets;
- Cashiering functions related to the receipts and payments made by the College whilst it continues to operate;
- Complying with statutory and regulatory matters;
- Managing formal contractual matters regarding the College;
- Dealing with court hearings regarding the insolvency (excluding third party litigation);
- Completing insolvency remuneration requirements;
- Dealing with ongoing press enquiries and PR matters;
- Managing general administrative matters/basic enquiries/meetings, etc.; and
- Dealing with insurance related matters.

The majority of this work required a range of insolvency knowledge and experience, balanced with good accounting and administrative skills and was delegated largely to managers and senior administrators with suitable levels of experience, supervised by the JEAs, directors and senior managers.

E Asset Realisation/Management

Time costs incurred in respect of Asset Realisations/Management relate to the following matters:

- Liaising with the DfE;
- Liaising with the FEC;
- Liaising with Interested Parties with regards to the proposed sale process; including the negotiation of heads of terms, due diligence, transition planning and communications of transfers to employees, students and stakeholders;
- Completing sales of campuses to acquiring colleges and finalising the transition of students and staff;
- Managing the apportionment of income and expenses in respect of the Merger Transactions and the sale of Saplings;
- Engaging educational and property specialists to identify non-core realisable assets and to provide guidance on existing property sales;
- Identifying and controlling recorded assets and property;
- Undertaking/managing debt collection and where appropriate engaging and monitoring specialist agents;
- Dealing with equipment, stock and intangible assets including intellectual property and engaging specialist agents and solicitors in respect of this matter;
- Realising assets including motor vehicles;
- Marketing and sale of Saplings pre-school and nursery and transfer of all staff;
- Marketing the Farm Shop and Florist and managing their orderly wind down;
- Managing third party, HP and leased assets; and
- Managing and investigating Retention of Title claims including site inspections and meetings.

This area of work required a greater level of commercial experience and insolvency knowledge, than the general administration category of work, together with decision making skills. As such, this was led at director and senior manager level supported by managers and senior administrators with suitable competencies.

F Trading Related Matters

Time costs incurred in respect of trading related matters can be summarised as follows:

- Embedding and developing further controls into the College's pre-existing procedures;
- Overlaying specific Education Administration assumptions in the College's cash flow forecast;
- Providing a team of 12 insolvency and education specialists on site in the lead up to appointment and in the weeks immediately thereafter;

- Meeting and communicating with suppliers and guaranteeing continuity of critical services to the College;
- Supervising trading and liaising with senior management on operations;
- With the assistance of agents and senior management, managing the farming operations;
- Attending daily meetings with the senior leadership team following the outbreak in the UK of the Covid-19 pandemic. The purpose of these meetings included the discussion of the significantly reduced opening of the College campuses, the implementation of the remote learning systems and planning the phased wider reopening of the College campuses;
- Preparing trading accounts and general financial management of the College and its commercial operations and subsidiaries;
- Making funding requests to the Secretary of State for Education in accordance with the terms of the Grant;
- Providing weekly financial updates to the DfE and responding to their enquiries regarding the same; and
- Managing environmental & HSE matters including consultation with specialists, site inspections and meetings.

The success of keeping the College operating as normal was key to providing stability and achieving the objective of the Education Administration. Consequently, this required the most significant number of hours across all grades of seniority. This work was mainly led at director level, with day to day matters performed at manager level and below.

G Employee Matters

Time costs incurred in dealing with employee related matters can be summarised as follows:

- Managing c.440 employees;
- Attending periodic meetings at the College's various campuses;
- Providing an open forum for employees to raise questions about the Education Administration process and the FEC options review;
- Regular updates/correspondence with the Trade Union representatives both on general operations, Covid-19 planning and the sales processes;
- Dealing with a number of ongoing employee matters and issues with the assistance/support of the College's HR team;
- Understanding the employees' pension position;
- Supporting acquiring colleges with TUPE consultation and the transfer of staff based at the Hadlow and ancillary Campuses, Canterbury and Mottingham Campuses;
- Facilitating the transfer of Saplings staff to New Saplings and making redundant the Farm Shop staff; and
- Ensuring migration of employee information to acquiring colleges and New Saplings and completing the employee transfers.

Given the specialist nature of this work, it has been mainly led by directors and senior managers.

H Creditor Claims

Time costs incurred in this matter relate to receiving and recording creditor claims and identifying any Retention of Title creditors, so that these could be dealt with promptly.

Due to the complexities of this assignment, this work has been primarily completed by the assistant managers and support staff with additional support provided by senior managers and/or directors where appropriate.

I Reporting

We have incurred time costs in respect of the above for dealing with the following matters:

- Preparing the JEAs' statement of proposals;

- Periodic progress reports to creditors regarding the progress of the Education Administration, including preparation of Receipts & Payments Accounts, an analysis of time costs accrued and a review of actual costs and accrued costs as compared to this fees and expenses estimate;
- Providing the DfE with a weekly update on the financial position of the College and the forecast future cash flows for the duration of the Education Administration; and
- Regular reporting to the DfE detailing key matters, an update on JEAs' accrued time costs and other expenses.

A director was responsible for leading the reporting and delegating the production of the accounts, fee analysis and comparison, with estimates, to suitably experienced junior staff. Much of the basic accounting and analysis was conducted by various junior staff.

These activities do not contribute to achieving the objective of the Education Administration or the financial outcome for creditors. They are however statutory duties imposed by the relevant legislation.

J Distribution and Closure

We have incurred time costs in respect of the above for brief planning/consideration of the likely outcome of the Education Administration.



BDO LLP Policy in respect of fees and disbursements

Appendix 4



The Corporation of Hadlow College - In Education Administration

Schedule of BDO LLP's agreed charge out rates

In accordance with best practice, we provide below the details of the policies of BDO LLP in respect of fees for work in relation to the above insolvency.

The charge out rates per hour of staff within our firm who may be involved in working on the insolvency, have been agreed with the DfE as follows:

Grade	£ per hour
Partner	320
Director	221
Senior Manager	188
Manager	161
Senior Associate	127 or lower

This in no way implies that staff at all such grades will work on the case. The rates charged by BDO LLP for this engagement will be fixed for the entirety of the Education Administration.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Units of time can be as small as 3 minutes. BDO LLP records work in respect of insolvency work under the following categories:-

Pre Appointment
Steps upon Appointment
Planning and Strategy
General Administration
Asset Realisation/Management
Trading Related Matters
Employee Matters
Creditor Claims
Reporting
Distribution and Closure
Other Issues

Under each of the above categories the work is recorded in greater detail in sub categories. Please note that the 11 categories provide greater detail than the six categories recommended by the Recognised Professional Bodies who are responsible for licensing and monitoring Insolvency Practitioners.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

The JEAs' remuneration must be fixed by the Court upon application by the JEAs. Creditors must be provided at least 14 days' notice of any such application. The application will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs. Please note that whilst the JEAs' time costs are not subject to creditor approval, we will provide this information in our periodic reports.

Other Costs

In accordance with our agreement with the DfE, no BDO LLP staff related disbursements (including travel, accommodation and subsistence) are being directly recharged by BDO LLP to the DfE or the insolvent estate.

Where BDO LLP has met a specific cost in respect of the insolvent estate and payment has been made to a third party, this disbursement will be recharged to the insolvent estate. Such expenses may



include items such as advertising, couriers, land registry searches, payment of a supplier to the College or professional advisor to the JEAs, etc. In each case the recharge will be reimbursement of the specific expense incurred. However, for the avoidance of doubt, this would not include the specifically excluded items referred to above.

Where applicable, all disbursements will be subject to VAT at the prevailing rate.

BDO LLP



Schedule of the Joint Education Administrators' post appointment accrued costs

Appendix 5

The Corporation of Hadlow College - In Education Administration

Schedule of accrued pre and post appointment expenses (net of VAT)

Advisor	Incurred	Paid	Outstanding as at 21 May 2021	Future estimated costs
Pre-appointment				
Womble Bond Dickinson LLP	£5,611 plus VAT	£5,611 plus VAT	Nil	Nil
Real Estate Advisory Services	£3,731 plus VAT	£3,731 plus VAT	Nil	Nil
AON Risk Solutions (Health and Safety)	£900 plus VAT	£900 plus VAT	Nil	Nil
Total pre-appointment expenses	£10,242 plus VAT	£10,242 plus VAT	Nil	Nil
Post appointment				
Brachers LLP	£100,533 plus VAT	£100,533 plus VAT	Nil	Nil
Brown Rudnick LLP	£28,513 plus VAT	£28,513 plus VAT	Nil	Nil
Womble Bond Dickinson LLP	£675,933 plus VAT	£631,849 plus VAT	£44,084 plus VAT	£257k plus VAT
Gowling WLG (UK) LLP	£9,570 plus VAT	£9,570 plus VAT	Nil	Nil
Cripps Pemberton Greenish LLP	£10,330 plus VAT	£8,330 plus VAT	Nil	Nil
RSM UK	£1,200 plus VAT	£1,200 plus VAT	Nil	Nil
Credebt Limited	£987 plus VAT	£987 plus VAT	Nil	£100 plus VAT
ERA Solutions Limited	£1,000 plus VAT	£1,000 plus VAT	Nil	Nil
AON Risk Solutions (Insurance/Bond)	£401,764	£401,764	£4,500	£19,000
AON Risk Solutions (Health and Safety)	£449,668 plus VAT	£449,668 plus VAT	Nil	Nil
Strutt & Parker	£127,763 plus VAT	£127,763 plus VAT	Nil	Nil
Savills UK	£34,206 plus VAT	£34,206 plus VAT	Nil	Nil

Peter Marsh Consulting Limited	£30,675 plus VAT	£30,675 plus VAT	Nil	Nil
Lambert Smith Hampton	£43,237 plus VAT	£43,237 plus VAT	Nil	Nil
Real Estate Advisory Service	£46,189 plus VAT	£46,189 plus VAT	Nil	Nil
Fusion Project Management Limited	£2,470 plus VAT	£2,470 plus VAT	Nil	Nil
EB7	£31,380 plus VAT	£31,380 plus VAT	Nil	Nil
RL Surveys Limited	£1,260 plus VAT	£1,260 plus VAT	Nil	Nil
BDO LLP - Forensic	£45,000 plus VAT	£45,000 plus VAT	Nil	Nil
Headland PR Consultancy LLP	£11,515 plus VAT	£7,574 plus VAT	Nil	£2,000 plus VAT
TJE Consulting	£1,511	£1,511	Nil	Nil
Barbara Jones	£8,259	£8,259	Nil	Nil
Further Education Partnership	£11,563 plus VAT	£11,563 plus VAT	Nil	Nil
ADF Accounts	£8,407	£8,407	Nil	Nil
Access Group	£7,362 plus VAT	£7,362 plus VAT	Nil	Nil
A Eastwood	£53,556 plus VAT	£53,556 plus VAT	Nil	Nil
Allied Specialists Limited	£25,679 plus VAT	£25,679 plus VAT	Nil	Nil
Arch Tec UK Limited	£8,451 plus VAT	£8,451 plus VAT	Nil	Nil
Asbestos First Limited	£4,797 plus VAT	£4,797 plus VAT	Nil	Nil
ATC Fire Safety Limited	£11,150 plus VAT	£1,150 plus VAT	Nil	Nil
Aztech Tree Services	£41,955 plus VAT	£41,955 plus VAT	Nil	Nil
Bamford Tree Management	£440 plus VAT	£440 plus VAT	Nil	Nil

BBC Fire Protection Limited	£3,125 plus VAT	£3,125 plus VAT	Nil	Nil
BGI Electrical Limited	£4,297 plus VAT	£4,297 plus VAT	Nil	Nil
Cambridgeshire Automatic Doors Limited	£6,138 plus VAT	£6,138 plus VAT	Nil	Nil
Chippings Tree Surgery	£1,740 plus VAT	£1,740 plus VAT	Nil	Nil
Crossley Consult Limited	£900 plus VAT	£900 plus VAT	Nil	Nil
DMA Group	£115,974 plus VAT	£115,974 plus VAT	Nil	Nil
Envirocure Limited	£6,908 plus VAT	£6,908 plus VAT	Nil	Nil
Independent Heating Company Limited	£11,169 plus VAT	£11,169 plus VAT	Nil	Nil
Lantei Limited	£168,117 plus VAT	£168,117 plus VAT	Nil	Nil
Metroline Fire and Security Limited	£102,380 plus VAT	£102,380 plus VAT	Nil	Nil
Panbridge Construction Limited	£10,083 plus VAT	£10,083 plus VAT	Nil	Nil
Rite Industrial Doors Limited	£136,050 plus VAT	£136,050 plus VAT	Nil	Nil
SS&A Limited	£43,464 plus VAT	£43,464 plus VAT	Nil	Nil
Thomas Welch & Sons	£2,286 plus VAT	£2,286 plus VAT	Nil	Nil
Knight Frank	Nil	Nil	Nil	£10,000 plus VAT plus % of realisations
On Architecture	Nil	Nil	Nil	£4,750 plus VAT
Total post appointment expenses	£2,848,954 plus VAT*	£2,798,929 plus VAT*	£50,025 plus VAT*	£292,850 plus VAT

* Where VAT applicable

Note:

Several of these consultants have also provided services to the College in an operational capacity. These operational costs, whilst paid by the College, are not included in the above table as the costs would necessarily be incurred by the College regardless of the Education Administration.

Proof of debt/claim form

The Corporation of Hadlow College - In Education Administration

Debt as at the date of the appointment of the Joint Education Administrators: 22 May 2019

1 Name of creditor (If a company please also give company registration number and where registered).	
2 Address of creditor including email address for correspondence.	
3 Total amount of claim, including any Value Added Tax at the above date.	
4 If amount in 3 above includes outstanding un-capitalised interest please state amount.	£
5 Particulars of how and when debt incurred. (If you need more space append a continuation sheet to this form).	
6 Particulars of any security held, the value of the security, and the date it was given.	
7 Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
8 Provide details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the Joint Education Administrators may call for any document or evidence to substantiate the claim at his discretion as may the chair or convener of any meeting).	
9 Signature of creditor or person authorised to act on his behalf _____	Dated _____
Name in BLOCK LETTERS _____	
Position with or in relation to creditor _____	
Address of person signing (if different from 2 above) _____	