

Finance & General Purposes Committee

Minutes of the meeting held on 23 November 2016

Present: Jo Brownlee, David Cooper (Principal), Alan Foster, Pat Mould

In attendance: Bob Overment (Assistant Principal), Colin Peaks (Vice Principal), Ben Wallis (Assistant Principal), Julie Wilson (College Accountant)

1. Election of the Chair for the forthcoming year

Resolved: Alan Foster was elected as Chair for the forthcoming year. The Chair welcomed Jo Brownlee to her first meeting as member of the Finance & General Purposes Committee.

2. Apologies for absence

Resolved: Apologies for absence were received from Rob Morley. In the absence of the Clerk, Colin Peaks was appointed Temporary Clerk for the meeting.

3. Declarations of interest

Resolved: There were no declarations of interest.

4. Premises and health & safety update

It was agreed that minute 4 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year (**SEE SECTION B**).

5. Minutes of the last meeting held on 22 June 2016

Minute 8 *Financial health assessment:*
David Cooper confirmed that the Education Funding Agency (EFA) have rated the college as 'Good' for 2015/16 and 2016/17.

Minute 10 *Draft annual budget 2016/17:*
David Cooper noted that there is an additional 0.5 FTE staffing in Engineering due to a growth in student numbers. This is being covered by loss in other areas.

Minute 12 *Premises update:*
Governors noted that Chris Marriott stated at previous meeting that the lift would serve the college for the foreseeable future and asked if this is still the case in the light of the CIF bid. Chris clarified that whilst the lift will continue to function, it is almost 30 years old and a replacement under the CIF bid would provide a significant upgrade.

Resolved: The minutes of the meeting held on 22 June 2016 were accepted as a correct record and signed by the Chair.

6. Matters arising from the minutes/action schedule

Resolved: All actions have been completed.

7. Minutes of Financial Management Group meetings dated 11/07/16, 14/09/16, 20/10/16 and 09/11/16

It was agreed that minute 7 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

8. Management accounts and cumulative budget transfers for the period ended 30 September 2016

It was agreed that minute 8 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

9. Snapshot accounts for the period ended 31 October 2016

It was agreed that minute 9 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

10. Student Council accounts for 2015/16

Julie Wilson presented the Student Council accounts for 2015/16, which were approved.

Recommended The Student Council accounts for 2015/16 were approved.

11. Draft Members Report and Financial Statements for year ended 31 July 2016 including accounting policies

It was agreed that minute 11 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

12. Final Audit Findings Report for the year ended 31 July 2016

It was agreed that minute 12 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

13. Staffing report as at 16/11/2016

It was agreed that minute 13 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

14. SFCA Pay Framework update

It was agreed that minute 14 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

15. Teaching/support staff salary settlement 2016/17

The teaching staff pay agreement for 2016/17 was distributed at the meeting, due to being only released a few days earlier. The agreement is that teachers will be awarded a 1% rise from January 2017. Support staff pay negotiations are still ongoing, but likely to be a 1% rise from September 2016.

Governors noted that the NASUWT rejected the pay offer, but this was overridden by the other unions. It was also noted that NUT and ATL (unions) are merging and there will be an 18 month transition period.

Recommended: That the college approves the SFCA recommendations.

16. Student numbers and income projections

It was agreed that minute 16 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

17. Strategic financial targets 2016/17

It was agreed that minute 17 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year **(SEE SECTION B)**.

18. Financial Regulations and Procedures annual review

Julie Wilson presented her report on the updates to the financial regulations and procedures. This was approved by the Committee.

Governors recommended a change (page 23) stating that governors *should* aim to submit expenses within two months.

Recommended: That, subject to the one amendment, the Financial Regulations and Procedures are approved.

19. Policies

Ben Wallis presented the following policies for approval:

- a. Capability Policy and Procedure*
- b. Grievance Policy and Procedure*
- c. Disciplinary Policy and Procedure*
- d. Disputes – Collective Grievance*
- e. Disciplinary Procedure for Senior Postholders*
- f. Disclose of Information to Trade Unions for Collective Bargaining
- g. Gifts & Hospitality Policy*
- h. Leave of Absence Policy
- i. Personal Harassment Policy
- j. Redundancy Policy and Procedure*
- k. Use of Own Vehicle of College Business
- l. Anti-Bribery Policy*
- m. Recruitment and Selection Policy and Procedure
- n. Sickness Absence Policy and Procedures

Rob Morley, in his absence, emailed recommended minor changes/typos to the Grievance and Capability policies. These were agreed.

Ben Wallis noted that all policies had been presented to college union representatives.

Governors approved the policies and noted that they all make for efficient operations within college.

David Cooper noted that a review calendar is in place.

Recommended: That policies are approved. (The policies marked * require full Corporation approval.)

20. Staff survey

It was agreed that minute 20 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year (**SEE SECTION B**).

21. Any other business

21.1 E-governance

Some Governors noted that there were a few issues with tablets going into sleep mode, and also in managing the quantity of documents. It was agreed that this will be fed back to the IT Manager and the Clerk for resolving.

22. Date of next meeting

Resolved: The next meeting will take place on Wednesday 22 March 2017 at 4.30 pm.

23. Confidential items/reports

It was agreed that minutes 4, 7, 8, 9, 11, 12, 13, 14, 16, 17 and 20 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government and associated reports are therefore not available for circulation to the public, college staff or students (excluding senior post holders).

24. Learner impact

Each decision made at the meeting was considered and it was agreed that the Committee ensures:

- A safe environment for students, staff and community
- The college is fully staffed, with staff managed effectively in terms of absences
- The college is legislatively compliant and has relevant policies in place to support students' learning and wellbeing
- Budgets are being managed effectively and in the best interests of students
- The site is safe and secure for students

Action schedule

Minute no	Title	Action by	Action
4.	Premises and health & safety update	Chris Marriott	Arrange for an external body to investigate the reclaiming of funds paid towards water rates.
17.	Strategic financial targets 2016/17	Clerk	Update strategic targets on the agenda.
18.	Financial Regulations and Procedures annual review	Julie Wilson	Update to state that governors <i>should</i> aim to submit expenses within two months.
21.1	E-governance	Clerk/ Mark Daley	Resolve issues with tablets and accessing papers.