

Finance & General Purposes Committee

Minutes of the meeting held on 22 November 2017

Present: Jo Brownlee, David Cooper (Principal), Alan Foster, Rob Morley

In attendance: Colin Peaks (Vice Principal), Julie Wilson (College Accountant), Andrew McGinnes (Interim Accountant), Laura Tindall (HR Manager) until 17.15.

The meeting was preceded by a presentation from Ian Gibbs (Professional Energy Management) on the potential for the college to make savings on energy through investment in the estate, and the role of Salix Loans.

Resolved: Presentation was received.

1. Election of the Chair for the forthcoming year

Resolved: Alan Foster was elected as Chair for the forthcoming year.

2. Apologies for absence

Resolved: Apologies for absence were received from Pat Mould.

3. Declarations of interest

Resolved: There were no declarations of interest.

4. Minutes of the last meeting held on 21 June 2017

Resolved: The minutes of the meeting held on 21 June 2017 were accepted as a correct record and signed by the Chair.

5. Matters arising from the minutes/action schedule

Alan Foster stated that there has been no meeting since June 2017, therefore he had concern that the committee had not had opportunity to discuss the end of year management accounts. He proposed an additional meeting of the committee takes place in mid-September and the annual cycle of business is updated to reflect this.

Minute 55

- Turnstiles are now installed and are working well.
- Fire Alarm update is completed, incorporating an intruder alert
- Lead on buildings – it was reported that the theft of any remaining lead would be extremely difficult due to its location on the buildings.

Resolved: The annual cycle of business to be updated. All actions of the action plan minute 55 – have been completed.

6. Minutes of Financial Management Group meetings dated 14/07/17, 14/09/17, 23/10/17 and 06/11/17

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)**.

7. Management accounts and cumulative budget transfers for the period ended 30 September 2017

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)**.

8. Snapshot accounts for the period ended 31 October 2017

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)**.

9. Cumulative Budget transfers for the period ended 30 September 2017.

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 2016/17

Julie Wilson presented the Student Council accounts for 2016/17, which were approved.

Recommended The Student Council accounts for 2016/17 were approved.

11. Draft Members Report and Financial Statements for year ended 31 July 2017 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 2017

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. ESFA Financial Health Assessment 2017/18

David Cooper presented the results of the ESFA Financial Health Assessment for 2017/18. He noted that the appropriate assessment grade for the college's financial plan is:

- Good for 2016/17
- Outstanding for 2017/18

Resolved: The ESFA Financial Health Assessment for 2017/18 was received.

14. Staffing report as at 22/11/2017

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)**.

15. Teaching/support staff salary settlement 2017/18

David Cooper presented the Teaching/support staff salary settlement 2017/18. The Support recommendation is with Unison for consultation. There is no agreement to date on teachers.

The Committee formally approved continued adherence to the SFCA pay and conditions framework.

Recommendation : that the College continue to apply SFCA pay and conditions framework

16. Estate and Health & Safety update

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. Policies

Laura Tindall presented the following policies for approval:

- a. Flexible working Policy
- b. Staff Code of Conduct*

She noted that they were mostly minor updated in line with government changes. Governors approved the policies and noted that they all make for efficient operations within college.

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

18. Student Number and Income Projections

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)**.

19. Strategic Financial Targets 2017/18

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)**.

20. Financial Regulations and Proecedures annual review.

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. Federation update

David Cooper delivered a Federation update to the committee.

Resolved: The Federation update was received.

22. Any other business

Resolved: There was no other business.

23. Date of next meeting

Resolved: The next meeting will take place on Wednesday 14 March 2018 at 4.30 pm.

24. Confidential items/reports

It was agreed that minutes 6, 7, 8, 9, 11, 12, 14, 16, 18, 19 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).

Action schedule

Minute no	Title	Action by	Action
5.	Matters arising	Clerk	Update of the annual cycle of business to include an extra meeting of the F&GP committee in mid-September to review end of year accounts.
11.	Financial Statements for the Year Ending 31 July 2017	Julie Wilson	Update the Financial Statements for the Year Ending 31 July 2017 – page 18 – from Search Committee, to Search & Governance Committee before it is sent to Corporation for Approval.
16	Estate and Health & Safety update	Colin Peaks	To investigate Costs and availability of preventive actions for estates costs.