

## **Finance & General Purposes Committee**

### **Minutes of the meeting held on 14 March 2018**

Present: Jo Brownlee, David Cooper (Principal), Rob Morley, Pat Mould

In attendance: Karen Ashman (Assistant Principal), Ben Wallis (Assistant Principal), Colin Peaks (Vice Principal), Catherine Sykes (Clerk), Andrew McGinnes (Interim-College Accountant), Laura Tindall (HR Manager)

As Alan Foster was unable to attend the meeting, in his absence the committee decided to appoint Pat Mould as chair of the meeting.

During the discussion of the absence of Alan Foster, it was decided that another member of the corporation should be co-opted into the F & GP committee to ensure quoracy in the case of another committee member being unable to attend. It was suggested Cllr Denise Thompson be approached as member of the F & GP committee.

#### **25. Apologies for absence** (Agenda Point 1)

**Resolved:** Apologies for absence were received from Alan Foster.

#### **26. Declarations of interest** (Agenda Point 2)

**Resolved:** There were no declarations of interest.

#### **27. Staffing update** (Agenda Point 3)

It was agreed that minute 27 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)**.

#### **28. Review of Policies** a) Attendance Policy (Agenda Point 4)

Laura Tindall presented the review of the Attendance Policy. She noted that the policy was in place with the key purpose being that we are able to support staff to be at work and have due regard to their health.

David Cooper noted that this had been reviewed by the unions at JCC and some amendments had been made at their recommendation. He noted that the revised policy provides a straightforward and clear process, and provides consistency in how we treat people and ensures everyone is treated fairly.

Pat Mould commended the policy, noting that it was very helpful & clear and gave defined roles of what each party should be doing..

Rob Morley asked how staff were made aware of the changes. It was noted that updates are communicated through staff training, briefings and the weekly newsletter. No changes are required in contracts of employment as a consequence of this revised policy.

Laura also noted that the occupation health provider has been changed, and the feedback from staff so far is good.

**Recommended:** the Attendance Policy was recommended.

**29. Minutes of the last meeting held on 22 November 2017** (Agenda Point 5)

**Resolved:** The minutes of the meeting held on 22 November 2017 were accepted as a correct record and signed by the Chair & the Principal.

**30. Matters arising from the minutes/action schedule** (Agenda Point 6)

It was agreed that minute 30 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)**.

**31. Minutes of Financial Management Group meetings dated 5/12/17, 18/01/18 and 20/02/18** (Agenda Point 7)

It was agreed that minute 31 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)**.

**32. Management accounts for the period ended 31 January 2018** (Agenda Point 8)

It was agreed that minute 32 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)**.

**33. Snapshot accounts for the period ended 28 February 2018** (Agenda Point 9)

It was agreed that minute 33 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)**.

**34. Cumulative budget transfers for the period ended 31 January 2018** (agenda Point 10)

It was agreed that minute 34 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)**.

**35. Estates and health & safety update** (Agenda Point 11)

It was agreed that minute 35 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)**.

**36. Student retention and applications** (Agenda Point 12)

It was agreed that minute 36 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)**.

**37. Budget planning 2017/18 and Funding Agreement** (Agenda Point 13)

It was agreed that minute 37 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)**.

### **38. Financial health assessment** (Agenda Point 14)

David Cooper noted that the financial health assessment letter from the EFSA had not yet been received. It will be tabled at the next meeting of the corporation if received.

**Resolved:** The financial health assessment will be tabled at the corporation if it has arrived.

### **39. Strategic financial targets – part-year review** (Agenda Point 15)

It was agreed that minute 39 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)**.

### **40. Tuition Fees Policy** (Agenda Point 16)

David Cooper presented the Tuition Fees Policy and noted that no updates have been made.

**Recommended:** The Tuition Fees Policy was recommended.

### **41. Federation update** (Agenda Point 17)

### **42. Any other business** (Agenda Point 18)

*David Cooper noted that Joint Council for the sixth form colleges and professional associations, agreed a 1% pay awards respectively for Teachers and Support Staff, with some enhancement of the lower ranges, backdated to the 1<sup>st</sup> September 2017.*

**Recommended:** The pay award for teachers and support staff was recommended.

### **43. Date of next meeting** (Agenda Point 19)

**Resolved:** The next meeting will take place on Wednesday 20 June 2018 at 4.30 pm.

### **44. Confidential items/reports**

It was agreed that minutes 27, 29, 30, 31, 32, 33, 34, 35, 36, 37 and 39 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).

### **45. 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 the community
- The college is fully staffed
- 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 strong financial future of the college

- Student retention is strong, which is indicative of the impact of teaching, learning and assessment