

## **Finance & General Purposes Committee**

### **Minutes of the meeting held on 21 June 2017**

Present: Jo Brownlee (from 5.10pm), David Cooper (Principal), Alan Foster, Rob Morley, Pat Mould

In attendance: Colin Peaks (Vice Principal), Vikki Reeve (Interim Clerk), Julie Wilson (College Accountant)

#### **52. Apologies for absence**

**Resolved:** Apologies were received from Jo Brownlee for the first part of the meeting (arrived at 5.10 pm).

#### **53. Declarations of interest**

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

#### **54. Minutes of the last meetings held on 22 March 2017 and 5 April 2017**

**Resolved:** The minutes of the meeting held on 22 March 2017 and 5 April 2017 were accepted as a correct record and signed by the Chair.

#### **55. Matters arising from the minutes/action schedule**

*22 March 2017:*

Minute 30 *Minutes of FMG: 12/12/16, 11/01/17, 31/01/17, 06/03/17:*  
David Cooper has spoken with the Director of Communications and Liaison re. non-orders and there have been no instances since.

Minute 34 *Estates and health and safety update:*  
Colin Peaks has obtained two quotations so far for turnstile replacement. One quotation is £2k higher than the other, however they are a local company who can respond more quickly to make repairs and keep them in operation, which is key given recent reported events. Colin noted that he's in the process of finalising a visit to another college to see the turnstiles in operation and will report back to the next meeting.

Governors asked if response times will form part of the contract. Colin Peaks noted that this is currently being reviewed as part of the maintenance contract.

David Cooper re-iterated the importance of having the barriers, particularly to students, staff and parents who gain confidence from them being in place.

Governors asked if there is a distress alarm in place in the main reception.

Colin Peaks said that there isn't, however they're currently looking into another alarm that sounds differently to the fire alarm to indicate an incident.

Governors asked if the college has a security rating.

David Cooper said not, but noted that the college is following all government advice and, additionally, has followed measures from another college who sought advice from a security consultant.

Minute 36      *Budget planning 2017/18 and staffing update:*  
David Cooper noted the outcome of the consultation with teaching staff re. weekly contact time. 92% of responses were in agreement to increase weekly contact time and reduce the number of days per year, and so this will be implemented for 2017/18.

*5 April 2017:*

Minute 47      *Lloyds Bank Loan Facility Waiver and Amendment Letter:*  
All relevant paperwork has been signed and processed and the facility is now available to the college.

**Resolved:** All actions are either ongoing or have been completed.

**56. Minutes of Financial Management Group meetings dated 03/04/17, 04/05/17 and 12/06/17**

It was agreed that minute 56 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)**.

**57. Management Accounts for the period ended 30 April 2017**

It was agreed that minute 57 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)**.

**58. Snapshot accounts for the period ended 31 May 2017**

It was agreed that minute 58 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)**.

**59. Cumulative budget transfers for the period ended 30 April 2017**

It was agreed that minute 59 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)**.

**60. Draft annual budget 2017/18**

It was agreed that minute 60 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)**.

## **61. Two-year financial plan 2017-19**

It was agreed that minute 61 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)**.

## **62. Three-year property strategy**

It was agreed that minute 62 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)**.

## **63. Staffing update**

It was agreed that minute 63 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)**.

## **64. Bursary Fund and Free School Meals Policy**

David Cooper presented the Bursary Fund and Free School Meals Policy and noted the following amendments:

- Dates have been amended.
- Payments will be made on a weekly basis.
- Bursary amounts have not been set and will be dependent upon the numbers of applications
- Attendance has been redefined (no unauthorised attendance).

David Cooper noted it may be that, due to small numbers, Type 2 bursaries are phased out and all eligible students placed on Type 1.

Governors asked if the policy should refer to bursaries being used for College Riders. Governors discussed this and agreed that the policy should remain the same, allowing flexibility.

**Recommended:** The Bursary Fund and Free School Meals Policy was approved.

## **65. Virtual server upgrade**

It was agreed that minute 65 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)**.

## **66. Procurement of photocopying services – written resolution**

The Clerk presented her report on the outcome of the written resolution re. the procurement of photocopying services. This was resolved, as confirmed by email, and the report is for information only.

**Resolved:** The outcome of the written resolution re. procurement of photocopying services was received.

## **67. Proposed annual cycle of business of the Finance and General Purposes Committee 2017/18**

The Clerk presented the proposed annual cycle of business of the F&GP Committee, produced in consultation with senior managers.

The Chair asked if three meetings is sufficient and queried if four meetings would be better, with an additional meeting around January time. This was discussed and it was agreed that the requirement for an additional meeting in January will be considered at the November F&GP meeting. The Clerk will add this to November's F&GP agenda.

**Resolved:** The proposed annual cycle of business of the F&GP Committee 2016/17 was approved.

## **68. Annual review of the role and effectiveness of the Finance and General Purposes Committee**

The Clerk submitted the Committee's self-assessment questionnaire for discussion and completion. Governors reviewed the performance of the Committee for 2016/17 and agreed that the Committee operated effectively and in line with the terms of reference.

**Resolved:** The results of the annual self-assessment of the F&GP Committee's role and effectiveness were noted.

## **69. Any other business**

**Resolved:** There was no other business

## **70. Date of next meeting**

**Resolved:** The next meeting is provisionally set for 22 November 2017, subject to approval at Corporation in July.

## **71. Confidential items/reports**

It was agreed that minutes 56, 57, 58, 59, 60, 61, 62, 63 and 65 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).

## **72. Learner impact**

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

- The budget ensures quality education for students in the next 12 months
- The budget has been managed over the last 12 months in the best interests of the students
- Students and staff have access to high-quality IT provision
- The college is fully staffed
- A safe environment for students, staff and community
- The college is legislatively compliant

## Action schedule

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
62.	Three-year property strategy	Colin Peaks	Share update on cladding with Governors at Corporation in July.
67.	Proposed annual cycle of business of the F&GP Committee	Clerk	Review 'January meeting' at November's F&GP Committee (matter arising), so Governors can consider whether an additional meeting is required.