

Finance & General Purposes Committee

Minutes of the meeting held on 6th June 2018

Present: Jo Brownlee, David Cooper (Principal), 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.

46. Apologies for absence (Agenda Point 1)

Resolved: Apologies for absence were received from Rob Morley and Alan Foster.

47. Declarations of interest (Agenda Point 2)

Resolved: There were no declarations of interest.

48. Minutes of the last meeting held on 14 March 2018 (Agenda Point 3)

Resolved: The minutes of the meeting held on 14 March were accepted as a correct record and signed by the Chair.

49. Matters arising from the minutes/action schedule (Agenda Point 4)

It was agreed that minute 49 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**).

50. Staffing update (Agenda Point 5)

It was agreed that minute 50 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**).

51. GDPR – Staff Records (Agenda Point 6)

It was agreed that minute 51 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**).

52. Minutes of Financial Management Group meetings dated 16th April 2018 (Agenda Point 7)

It was agreed that minute 52 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**).

53. Management accounts for the period ended 30 March 2018 (Agenda Point 8)

It was agreed that minute 53 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)**.

54. Snapshot accounts for the period ended 31 April 2018 (Agenda Point 9)

It was agreed that minute 54 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)**.

55. Cumulative budget transfers for the period ended 30 March 2018 (agenda Point 10)

It was agreed that minute 55 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)**.

56. Draft Annual Budget 2018/19 (Agenda Point 11)

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. Two-year Financial Plan (Agenda Point 12)

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. Bursary Fund and Free Meals Allocation Policy (Agenda Point 13)

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. Three Year Property Strategy Update (Agenda Point 14)

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. Proposed Annual Cycle of Business of the Finance & General Purposes Committee for 2018/19 (Agenda Point 15)

Clerk gave updates on the changes made after discussion with the chair and the principal. David Cooper suggested that the federation update in every committee meeting was no longer required, and instead was incorporated in the principal's report given termly at the corporation meeting.

Resolved: The proposed Finance & General Purposes Committee Annual Cycle of Business 2018/19 was accepted.

61. Annual Committee Self-Assessment for 2017-18 (Agenda Point 16)

During the discussion of the self-assessment of the committee, Pat Mould noted a concern that given the absence of Alan Foster that another member of the corporation should be sourced for the F & GP committee, especially as with one member unable to attend it puts the committee to the minimum number for quoracy. The Clerk informed the committee that Clr

Denise Thompson be approached and invited to this meeting as a member of the F & GP committee; however he had been unable to attend.

Pat Mould suggested that she ask the Corporation at the next full meeting for their assistance and request another member join the committee, and also for this to be reviewed at the next Search & Governance Meeting.

Governors completed the annual committee self-assessment for 2017-18 as a committee.

Resolved: The Annual Committee Self-Assessment for 2017-18 was completed.

62. Federation update (Agenda Point 17)

David Cooper gave the federation update. He noted that the federation had moved forward quite quickly in the last few months. There is an emphasis on getting the middle managers within the colleges to work more closely, of which will be a focus at the conference.

Scarborough SFC has now formally joined the federation. Four of the five colleges will see a new principal in post from September 2018, or earlier. Plans are in place to appoint the new principals as company directors, and also remove the current directors, who will no longer be in post, from the company from 1st September 2018.

New name will be changed to 'Venn Partnership', not 'Venn 4' after the joining of Scarborough.

It was suggested that a letter of thanks be written to Mr Peter Mucklow regarding the federation and his support in its work.

Resolved: The Federation Update was received.

63. Any other business (Agenda Point 18)

Resolved: There was no other business.

64. Date of next meeting (Agenda Point 18)

Resolved: The next meeting will take place on Wednesday 12 September 2018 at 4.30 pm.

65. Confidential items/reports

It was agreed that minutes 49, 50, 51, 52, 53, 54, 55, 56, 57, 58 and 59 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).

66. 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

