

Finance & General Purposes Committee

Minutes of the meeting held on 1st July 2019

Present: Jo Brownlee, Colin Peaks (Principal), Pat Mould, Alan Foster (Chair), Bob Overment, Stewart Edwards

In attendance: Catherine Sykes (Clerk), Gary Parkinson (College Business Manager), Laura Tindall (HR Manager), Amanda Fenton (Observer), Wendy Cross (Observer)

Alan Foster welcomed everyone to the meeting, including Wendy and Amanda as observers, and thanked the Committee for their flexibility in changing the meeting date from 19th June, at his request.

54. Apologies for absence (Agenda Point 1)

Resolved: Apologies for absence were received from Rob Morley.

The Committee noted that this would have been Rob's last Finance & General Purposes Committee as he had decided to resign from his role as Governor at Wilberforce College. They expressed their gratitude for the time and commitment Rob gave to the Committee.

55. Declarations of interest (Agenda Point 2)

Resolved: There were no declarations of interest.

56. Minutes of the last meeting held on 13 March 2019 (Agenda Point 3)

Resolved: The minutes of the meeting held on 13 March 2019 were accepted as a correct record and signed by the Chair.

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

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. Staffing update (Agenda Point 5)

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. Minutes of Financial Management Group meetings dated March 19, April 19, May 19, June 19 (Agenda Point 6)

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. Management accounts for the period ended 30 April 2019 (Agenda Point 7)

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. Snapshot accounts for the period ended 31 April 2018 (Agenda Point 8)

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. Cumulative budget transfers for the period ended 30 March 2018 (Agenda Point 9)

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. Draft Annual Budget 2018/19 (Agenda Point 10)

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. Two-year Financial Plan (Agenda Point 11)

It was agreed that minute 64 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)**.

65. Bursary Fund and Free Meals Allocation Policy (Agenda Point 12)

Gary Parkinson introduced the updated policy. He noted only minor changes on the previous year:

- Page 1 – The cost of meal deals has risen from £2.50 to £3.00.
- Page 3 – The Guaranteed Bursary Award has been renamed the Vulnerable Group Bursary Award.
- Page 3 – An additional document for proof of household income, which is due to the new University Credit, which some households will now receive.

Amanda Fenton requested that there was a small amendment to the policy regarding the additional evidence requirement: that 'Other document showing proof of household income' includes the wording 'as accepted by the College'. This was agreed by the Committee.

Alan Foster asked about the requirement of personal information and whether this has been checked against GDPR. Colin Peaks confirmed that the Data Protection Officer (Karen Ashman) has checked this and permission to hold the information is given at the point of application for the bursary. Holding of information such as this is also reflected in the College's privacy notices.

Resolved: The Bursary Fund and Free Meals Allocation Policy was approved, subject to the abovementioned amendment.

66. Proposed Annual Cycle of Business of the Finance & General Purposes Committee for 2018/19 (Agenda Point 13)

The Committee discussed the proposed cycle of business and noted that changes made in the previous year had worked well. No further updates were recommended.

Resolved: The proposed Finance & General Purposes Committee Annual Cycle of Business 2019/20 was accepted.

67. Annual Committee Self-Assessment for 2018-19 (Agenda Point 14)

Pat Mould expressed concern that the approved absence of Alan Foster earlier in the year meant that some meetings were at the minimum number to achieve quoracy. The Committee noted that a new member has since been appointed to the Committee (Bob Overment) and that the Corporation would seek to replace Rob Morley (to be discussed at the Search and Governance Committee on 3 July 2019).

Collectively, Governors completed the annual committee self-assessment for 2018/19.

Resolved: The Annual Committee Self-Assessment for 2018/19 was completed.

68. Any other business (Agenda Point 15)

It was agreed that minute 68 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**).

69. Date of next meeting (Agenda Point 16)

Resolved: The next meeting will take place on Wednesday 11 September 2019 at 4.30 pm, subject to Corporation approval.

70. Confidential items/reports

It was agreed that minutes 57, 58, 59, 60, 61, 62, 63 and 68 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).

71. 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, and staff attendance,
- 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

