



**Finance and General Purposes Committee**  
**Minutes of the meeting held on 22<sup>nd</sup> September 2021**

Present: Jo Brownlee, Alan Foster (Chair), Pat Mould, Bob Overment, Colin Peaks (Principal) and Hadiza Sa'id

In attendance: Stewart Edwards (Assistant Principal), Gary Parkinson (College Business Manager), Laura Revill (HR Manager and Trainee Finance Manager), Laura Skarratt (Clerk), Natalie Sketchley (Deputy Principal)

**1. Election of the Chair** (agenda item 1)

The Clerk asked the Committee for nominations for Chair.

Alan Foster was elected as Chair of the Committee for 2021/22.

The Chair welcomed the members and attendees to the first Finance and General Purposes Committee for 2021/22, and welcomed Hadiza Sa'id to her first meeting in-person. He gave thanks to all the members for their patience with virtual meetings in 2020/21. The Chair also offered his congratulations to Natalie Sketchley on her new role as Deputy Principal.

The Chair outlined that this early meeting was established to allow for prompt review of the accounts, and as agreed through the review of the committee annual cycle of business in 2020, three additional items were agreed to be brought to this meeting. The committee heard that the 'Estates, and Health and Safety update' has not been included on the agenda, and the Chair questioned by this was not included as agreed. The Business Manager advised that owing to delays with the site developments it would be premature to try to present a full report at this stage, instead a full report will be given at the next meeting.

**2. Apologies for Absence** (agenda item 2)

Bob Overment will join the meeting late.

*Resolved:* No apologies were received.

**3. Declarations of interest** (agenda item 3)

*Resolved:* No Declarations of interest were received.

**4. Minutes of the previous meetings: 23 June 2021** (agenda item 4)

*Resolved:* The minutes of the meetings held on 23<sup>rd</sup> June 2021 were received and confirmed, the chair was authorised to sign.

**5. Matters arising from the minutes / action schedule** (agenda item 5)

Minute 59: Estates, Health and Safety Report  
The Chair questioned if late penalties were agreed for the refurbishment of the Theatre and D Block as the work was due to be complete by the 27<sup>th</sup> August 2021 and is still ongoing. The Business Manager advised that a penalty was agreed through the agent and will be applied. The committee discussed the penalty, with the Corporation Chair, Pat Mould, challenging the fairness of the penalty given the current pandemic and associated supply problems. After discussion the committee agreed the penalty should be applied.

The Chair queried the impact of the building works on the students' experience. The Principal assured the committee that disruption has been kept to a minimum. Staff have been careful to frame the work as an exciting development and encourage a positive attitude to the works.

The Chair questioned if the outside area affected by the building site (Portakabin etc) would be landscaped when the refurbishment is complete. The Business Manager advised that the area would be tidied but would be reused as a base site for the forthcoming heating works.

#### Action Schedule

Minute 52: The Clerk advised that the Governors Portal documents have now been migrated to MS Teams.

Minute 53: The Principal circulated the ACT update along with the Digital Strategy as part of the Pre-Corporation training.

Minute 60: The Clerk shared the ESFA Statement with the Corporation. The Business Manager sought clarification regarding the anomalous graph and will circulate this response to the Committee by email.

Minute 61: The draft Annual Budget 2021/22 with the required supporting information was provided to the Corporation in July 2021 and approved.

*Resolved:* The matters arising from the meeting / action schedule were received. The Business Manager will circulate the ESFA response / explanation for the anomalous graph.

#### **6. Minutes of the Financial Management Group meeting: 22 June 2021** (agenda item 6)

It was agreed that minute 6 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. Draft Management Accounts for the period ending 31 July 2021** (agenda item 7)

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)**.

#### **8. Financial Regulations and Procedures Annual Review** (agenda item 8)

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)**.

#### **9. Strategic Financial Targets 2021/22** (agenda item 9)

The Principal presented the Strategic Financial Targets 2021/22 document, highlighting that the targets set in 2020/21 were reviewed and considered to continue to be appropriate for 2021/22. The Principal asked for comments and questions.

The Chair asked the members to consider if item 'e' was still appropriate, reminding the Committee that it was included for a bank covenant. The Business Manager confirmed that this item may no longer be considered appropriate in 2022/23 and agreed it should be reviewed next year.

*Resolved:* The Strategic Financial Targets for 2021/22 were received.

**Recommended:** The Strategic Financial Targets for 2021/22 are recommended to the Corporation for approval.

#### **10. Any Other Business** (agenda item 10)

- a) The Business Manager advised the committee that on behalf of the ACT, and in collaboration with other regional providers the college will bid for a share of a regional strategic development fund (Humber SDF). For the college, this will equate to around £300K investment which will be used to create an immersive space for virtual events and teaching. If successful, the college will need to spend the funds before March 2022.
- b) Pat Mould queried if the Yorkshire Water Hub would be opening soon after the postponement of the opening in 2020/21. The Principal advised that the Hub is complete but has not been officially opened owing to the pandemic. The Corporation members will be invited to the opening in due course.
- c) The Chair asked if the draft management accounts could be shared with the Corporation now. The committee discussed the practice of sharing abbreviated management accounts and it was agreed that the abbreviated management accounts would be circulated by the Clerk.
- d) It was agreed that minute 10 (d) 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**).
- e) Pat Mould gave her thanks to Jo Brownlee for her contribution to the Corporation and committee during her term of office. As Support Staff Governor, Jo's term of office is due to end in October 2021, which means that this could be her last meeting if she is not re-elected by staff. The Chair gave his thanks to Jo Brownlee.

#### **11. Confidential items** (agenda item 11)

*Resolved:* It was agreed that minutes 6 - 8 and 10(d) 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).

**Date of next meeting** (agenda item 12)

*Resolved:* The date of the next meeting is 24<sup>th</sup> November 2021

**Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
5	Matters Arising	Business Manager	Circulate the ESFA response / explanation for the anomalous graph.
6	Minutes of the Financial Management Group	Business Manager	Contact the insurers to discuss any insurance implications of staff working from home whilst sick/ injured.
10	Any Other Business	Business Manager /Clerk	Circulate abbreviated draft management accounts to Corporation.

**Finance and General Purposes Committee**

**Confidential Minutes of the meeting held on 22<sup>nd</sup> September 2021**

*It was agreed that the following minutes 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).*

Approved