

## **Finance & General Purposes Committee**

### **Minutes of the meeting held on 10 March 2021**

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

In attendance: Jon Butler (Assistant Principal), Stewart Edwards (Assistant Principal), Gary Parkinson (College Business Manager), Laura Skarratt (Clerk), Natalie Sketchley (Vice Principal), Ben Wallis (Vice Principal)

#### **33. Apologies for absence** (agenda item 1)

*Resolved:* Apologies were received from Simon Green.

#### **34. Declarations of interest** (agenda item 2)

*Resolved:* There were no declarations of interest.

#### **35. Minutes of the meeting held on 18<sup>th</sup> November 2021** (agenda item 3)

*Resolved:* The minutes of the meeting held on 18<sup>th</sup> November 2021 were accepted as a correct record and the Chair authorised to sign.

#### **36. Matters arising from the minutes/action schedule** (agenda item 4)

All actions have been completed.

Bob Overment queried if the files / papers previously held on the old Governors Portal (Sharepoint) will be moved to the new MS Teams site and advised that he does not have access to the old documents and files. The Clerk reported to the Committee that all Governors should continue to have access to the old Governors Portal (Sharepoint) and files will be migrated over to the new MS Teams site by IT. Access to the old Governors Portal will be reinstated by the Clerk as soon as possible.

*Resolved:* All actions have been completed.

#### **37. Staffing report** (agenda item 5)

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. Minutes of the Financial Management Group meetings held on the 15<sup>th</sup> December 20, 19<sup>th</sup> January 21 and 23<sup>rd</sup> February 21** (agenda item 6)

It was agreed that minute 38 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)**.

**39. Management accounts for the period ended 31<sup>st</sup> January 2021** (agenda item 7)

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. Cumulative budget transfers** (agenda item 8)

It was agreed that minute 40 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)**.

**41. Estates, and Health and Safety** (agenda item 9)

It was agreed that minute 41 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)**.

**42. Student Retention and applications data** (agenda item 10)

It was agreed that minute 42 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)**.

**43. Budget Planning 2021-22** (agenda item 11)

It was agreed that minute 43 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)**.

**44. Funding Agreement 2021-22** (agenda item 12)

It was agreed that minute 44 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)**.

**45. EFSA Financial Health Assessment** (agenda item 13)

It was agreed that minute 45 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)**.

**46. Policies** (agenda item 14)

The following Policies were brought to the Committee by the Principal:

- a) Acceptable Use Policy for IT Systems – for **approval**
- b) Leave of Absence Policy – for **approval**
- c) Redundancy Policy – for **approval**
- d) Tuition Fees Policy – for **recommendation** to Corporation

The Principal advised the Committee that revisions to the policies were made in 2019/20 and after review this year, no further changes are suggested.

**Resolved:** The Acceptable Use Policy for IT Systems, Leave of Absence Policy and Redundancy Policy were approved.

**Recommended:** The Tuition Fees Policy is to be recommended to the Corporation.

**47. Federation Update** (agenda item 15)

It was agreed that minute 47 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)**.

**48. Any other business** (agenda item 16)

It was agreed that minute 48 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)**.

**49. Confidential Items** (agenda item 17)

*Resolved:* It was agreed that minutes 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 47 and 48 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).

**50. Date of next meeting** (agenda item 18)

*Resolved:* The next Finance & General Purposes Committee meeting will take place on 23 June 2021.

**Action schedule**

<b>Minute no</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
36	Matters Arising from the minutes / action schedule	Clerk	Check access to the old Governors Sharepoint and restore access as required.

**Finance & General Purposes Committee**

**Confidential Minutes of the meeting held on  
Wednesday 10 March 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