

Finance & General Purposes Committee

Minutes of the meeting held on 9 September 2020

Present: Jo Brownlee, Alan Foster, Pat Mould, Bob Overment and Colin Peaks

In attendance: Leila Goring (Observer), Gary Parkinson (College Business Manager), Vikki Reeve (Clerk), Natalie Sketchley (Vice Principal)

1. Election of the Chair

Resolved: Alan Foster was elected as Chair of the Finance & General Purposes Committee for the forthcoming year.

2. Apologies for absence

Resolved: There were no apologies for absence.

3. Declarations of interest

Resolved: There were no declarations of interest.

4. Minutes of the meeting held on 11 March 2020

Resolved: The minutes of the meeting, approved at the remote meeting on 17 June 2020, were signed by the Committee Chair.

5. Minutes of the last meeting held on 17 June 2020

Governors noted that there are a couple of typos in the minutes, which will be passed to the Clerk.

Resolved: The minutes of the meeting held on 17 June 2020 were accepted as a correct record and signed by the Chair.

6. Matters arising from the minutes/action schedule

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 ended 31 July 2020

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. Cumulative budget transfers

Resolved: There were no cumulative budget transfers.

9. Any other business

9.1 Pay negotiations

Alan Foster, SFCA Norvic Governor Representative and Chair of the Committee provided an update on the SFCA's pay negotiations.

Resolved: The update on pay negotiations was received.

9.2 CCF bid

CAP informed the Committee that the Venn Group has secured £156k of funding to develop collaborative teaching programmes and share good practise; the funding is proportioned to each college. He noted that they will appoint someone to coordinate and manage the project.

Resolved: The update on the CCF bid was received.

9.3 Sector update

CAP provided a sector update covering Venn, local provision and national agendas (e.g. Ofsted).

Resolved: The sector update was received.

9.4 Covid-19 risk assessment for Governor meetings

The Committee reviewed the risk assessment for Governor meetings. Governors noted that the recommendation to hold meetings in the evenings, when students are off site, directly affects the Audit Committee. It was agreed that the Clerk will contact Audit Committee members to check their availability for evening meetings. GJP stressed that the risk assessment should be kept under review and the Corporation should move back to remote meetings if required. Governors agreed. Governors noted that meetings often have all members of SMT present; they suggested that members of SMT only attend to present their item before leaving again. CAP agreed. Governors agreed that Governors should continue to receive papers electronically, with hard copies available on request. The Clerk noted that she is looking into setting up a Governor team on Microsoft Teams, in line with what staff and students are using in College, this will also support remote meetings and communication amongst Governors.

Resolved: The Covid-19 risk assessment for Governor meetings was received.

9.5 Overview of student outcomes 2019/20

It was agreed that minute 9.5 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)**.

10. Date of next meeting

Resolved: The date of the next meeting is 18 November 2020.

11. Confidential items

Resolved: It was agreed that minutes 6, 7 and 9.5 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).

Action schedule

Minute no	Title	Action by	Action
6	Matters arising (Minute 63, Two-year financial plan)	GJP	Present the <i>Two-year financial plan</i> to the Finance & General Purposes Committee in November.
	Matters arising (Minute 70, Staff 'thank you' letter)	Clerk	Distribute a copy of the 'staff thank you' letter to Governors.
9.4	Covid-19 risk assessment for Governor meetings	Clerk	Contact the Audit Committee and check their availability for evening meetings.
		Clerk	Add a copy of the risk assessment to SharePoint and send the link to Governors.

