

Finance & General Purposes Committee

Minutes of the meeting held on 17th June 2020

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

In attendance: Catherine Sykes (Clerk), Gary Parkinson (College Business Manager), Laura Tindall (HR Manager), Stewart Edwards (Assistant Principal), Natalie Sketchley (Vice Principal), Ben Wallis (Vice Principal).

53. Apologies for absence (Agenda Point 1)

Resolved: There were no apologies for absence.

54. Declarations of interest (Agenda Point 2)

Resolved: There were no declarations of interest.

55. Minutes of the last meeting held on 11 March 2020 (Agenda Point 3)

Resolved: The minutes of the meeting held on 11 March 2020 were accepted as a correct record and will be signed by the Chair at the next available opportunity.

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

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. Staffing update (Agenda Point 5)

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. Minutes of Financial Management Group meetings dated 27th April 20, 4th May 20, 1st June 20 (Agenda Point 6)

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. Management accounts for the period ended 30 April 2020 (Agenda Point 7)

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. Snapshot accounts for the period ended 31 May 2020 (Agenda Point 8)

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. Cumulative budget transfers for the period ended 30 May 2020 (Agenda Point 9)

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. Draft Annual Budget 2020-21 (Agenda Point 10)

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. Two-year Financial Plan (Agenda Point 11)

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. T-Level Capital Bid (Agenda Point 12)

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 13)

GJP presented the updated policy. He noted that the changes include:

- At the discretion of the Student Services Manager, in exceptional circumstances, the £24,000 limit can be exceeded, particularly if family circumstances change during the year, e.g. a loss of income due to redundancy.
- Students on work placements away from the College can apply for a bursary to cover the extra costs associated with the placement. Whilst the family's gross income will form part of the consideration, the upper limit of £24,000 will not automatically apply and consideration will be given to the value of the extra costs incurred.

Governors queried the protection of the discretionary decision maker, and advised that the decision should be made via a panel, of which then the decision is recommend to a member of SMT. This enables the appeal process to be completed which can be done through the normal channels where required.

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

67. Three year property strategy. (Agenda Item 14)

GJP and CAP noted to governors that the Three Year Property Strategy would be deferred to September 2020 due to the ongoing pandemic and the requirement for many changes to the college to protect staff and student upon their return.

GJP confirmed to governors that the college is in the process of creating an asset management plan which will be presented at the September meeting of this Committee for review. The surveyors have been instructed to complete a site survey, however this was delayed due to the college closure. GJP confirmed that the cost associated with the asset management plan is covered by funding received for the capital T-level proposals.

Resolved: The Three Year Property Strategy Update was received, an update of progress will be provided to the corporation.

68. Proposed Annual Cycle of Business of the Finance & General Purposes Committee for 2020/21 (Agenda Point 15)

The Committee discussed the proposed cycle of business. The clerk confirmed that the document had been reviewed by the Chair of the Corporation and the Principal ahead of the meeting of this committee and reiterated that this document is a flexible working document with items being added and removed as required. The committee noted that changes made in the previous year had worked well, and no further updates were recommended.

Recommended: The proposed Finance & General Purposes Committee Annual Cycle of Business 2020/21 was recommended.

69. Annual Committee Self-Assessment for 2019-20 (Agenda Point 16)

Collectively, Governors completed the annual committee self-assessment for 2019/20. They confirmed that the committee works well but would benefit from another finance specialist on the committee. The clerk noted that had already been considered and would be discussed at the Search & Governance Committee on 24th June 2020.

Resolved: The Annual Committee Self-Assessment for 2019/20 was completed.

70. Any other business (Agenda Point 17)

70.1 – Staff Thank you letter.

Governors discussed that hard work completed by all members of staff at the college to continue to drive forward college success and recruitment. Governors reiterated their thanks for the work undertaken to adapt to online delivery and support. Pat Mould confirmed she would write a letter to the staff as chair of the Corporation giving thanks from governors.

Resolved: There were no other items for business.

71. Date of next meeting (Agenda Point 18)

Resolved: The next meeting will take place on Wednesday 9th September 2020, subject to Corporation approval.

72. Confidential items/reports

It was agreed that minutes 56, 57, 58, 59, 60, 61, 62, 63, 64 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).

73. 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

Minute no	Title	Action by	Action
66	Bursary Fund and Free Meals Allocation Policy	GJP	To make suggested amendments to the policy ahead of presenting to Corporation.
70	Any Other Business	Chair	To draft letter on behalf of the Corporation to thank college staff for all of their hard work.

