

## **Finance & General Purposes Committee**

### **Minutes of the meeting held on 18 November 2020**

**Present:** Jo Brownlee, Alan Foster, Simon Green, Pat Mould, Bob Overment, Colin Peaks and Hadiza Sa'ïd

**In attendance:** Stewart Edwards (Assistant Principal), Gary Parkinson (College Business Manager), Vikki Reeve (Clerk), Natalie Sketchley (Vice Principal)

#### **12. New members welcome** (agenda item 1)

**Resolved:** The Committee welcomed new members to the Committee and introductions were made.

#### **13. Apologies for absence** (agenda item 2)

**Resolved:** There were no apologies for absence.

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

**Resolved:** There were no declarations of interest.

#### **15. Minutes of the meeting held on 9 September 2020** (agenda item 4)

**Resolved:** The minutes of the meeting held on 9 September 2020 were accepted as a correct record.

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

*Minute 9.4:*

- The Clerk confirmed that the Audit Committee have agreed to hold their meetings at 4.30 pm rather than 12 noon.
- The Clerk confirmed that the risk assessment for onsite Committee/Corporation meetings is on SharePoint; however it will require further review once Government restrictions have been lifted and Governors are able to meet onsite.

*Resolved:* All actions have been completed.

#### **17. Staffing report** (agenda item 6)

It was agreed that minute 17 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**).

#### **18. Policies** (agenda item 7)

CAP presented the following policies for Committee approval:

- a. Sickness Absence Policy & Procedure – changed in light of Covid and the increased likelihood of staff having to work from home; it requires staff to continue to report sickness to the College.
- b. Recruitment and Selection Policy and Procedure – no changes.

*Resolved:* The aforementioned policies were approved.

CAP presented the following policies for review and recommendation to Corporation:

- c. Health and Safety Policy – no changes.
- d. Data Breach Policy – changes to contact names only.
- e. Data Protection Policy – no changes.
- f. Data Retention Policy – no changes.

*Recommended:* The aforementioned policies be approved.

#### **19. Minutes of the Financial Management Group (4 Nov 20)** (agenda item 8)

It was agreed that minute 19 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)**.

#### **20. Management accounts for the period ended 30 September 2020** (agenda item 9)

It was agreed that minute 20 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)**.

#### **21. Snapshot accounts for the period ended 31 October 2020** (agenda item 10)

It was agreed that minute 21 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)**.

#### **22. Cumulative budget transfers** (agenda item 11)

*Resolved:* GJP confirmed that there were no cumulative budget transfers.

#### **23. Draft Members Report and Financial Statements for the year ended 31 July 2020** (agenda item 12)

It was agreed that minute 23 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)**.

#### **24. Final Audit Findings for the year ended 31 July 2020** (agenda item 13)

It was agreed that minute 24 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)**.

#### **25. 2020-2023 financial plan** (agenda item 14)

It was agreed that minute 24 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)**.

## **26. Property and capital investment** (agenda item 15)

It was agreed that minute 24 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**).

## **27. Student Council accounts** (agenda item 16)

GJP presented the Student Council accounts for 2019/20. He noted that the biggest spend is on NUS membership, but the current Student Union have agreed that this does not benefit them and will not purchase this going forward.

*Recommended:* The Student Council accounts for 2019/20 be approved.

## **28. Strategic financial targets 2020/21** (agenda item 17)

GJP presented the strategic financial targets for 2020/21, noting that no changes are recommended.

*Recommended:* The strategic financial targets for 2020/21 be approved.

## **29. Financial regulations and procedures annual review** (agenda item 18)

GJP presented the financial regulations and procedures annual review, noting the suggested amendments (as identified in the document by tracked changes):

- References to Norvic have been removed due to the College no longer holding the budget.
- Changes to the Committee terms of reference to include review of policies in line with Eversheds' guidance.

*Recommended:* The financial regulations and procedures annual review be approved.

## **30. Any other business** (agenda item 19)

### *3.1 Microsoft Teams*

*Resolved:* Governors referred to previous discussions on moving Committee/Corporation meetings to Teams and asked if any progress had been made on this. The Clerk noted that it had been agreed to provide Governors with some training at the next Corporation meeting and make the move to Teams from January.

## **31. Confidential items** (agenda item 20)

**Resolved:** It was agreed that minutes 17, 19, 20, 21, 23, 24, 25 and 26 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).

## **32. Date and time of next meeting** (agenda item 21)

*Resolved:* The next Finance & General Purposes Committee meeting will take place on 10 March 2021.

## Action schedule

<b>Minute no</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
20.	Management accounts for the period ended 30 September 2020	GJP	Upload the balance sheet to the Governor section of SharePoint.
21.	Snapshot accounts for the period ended 31 October 2020	GJP	Upload snapshot accounts for the period ended 31 October 2020 to SharePoint.

**Finance & General Purposes Committee**

**Confidential Minutes of the meeting held on  
Wednesday 18 November 2020**

*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).*