

Finance & General Purposes Committee

Minutes of the meeting held on 20 November 2019

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

In attendance: Karen Ashman (Assistant Principal), Gary Parkinson (College Business Manager), Vikki Reeve (Clerk), Laura Tindall (HR Manager)

11. Election of the Chair (agenda item 1)

Resolved: The election took place at the previous meeting.

12. Apologies for absence (agenda item 2)

Resolved: Apologies for absence were received from Wendy Cross.

13. Declarations of interest (agenda item 3)

Resolved: Bob Overment (Independent Governor) noted that his daughter, an employee at the college, is named in one of the policies.

14. Minutes of the last meetings held on 1 July 2019 and 11 September 2019 (agenda item 4)

- 1 July 2019: It was noted that there is a typing error – University Credit should be Universal Credit.
- 11 September 2019: Alan Foster noted that the SFCA is looking at developing a policy around College insurance levels due to the insolvency regime.

Resolved: The minutes of the meetings held on 1 July 20019 and 11 September 2019 were accepted as a correct record and signed by the Chair.

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

Resolved: All actions have been completed.

16. Staffing report (agenda item 6)

It was agreed that minute 16 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

17. Policies (agenda item 7)

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.

18. Minutes of Financial Management Group meetings dated 22 October 2019 and 19 November 2019 (agenda item 8) / **19. Management accounts for the period ended 30 September 2019** (agenda item 9) / **20. Snapshot accounts for the period ended 31 October 2019** (agenda item 10)

It was agreed that minutes 18, 19 and 20 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

21. Cumulative budget transfers for the period ended 30 September 2019 (agenda item 11)

Recommended: There were no cumulative budget transfers for the period ended 30 September 2019.

22. Student Council accounts 2018-19 (agenda item 12)

It was agreed that minute 22 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

23. Draft Members Report and Financial Statements for the year ended 31 July 2019 (agenda item 13)

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.

24. Final Audit Findings Report for the year ended 31 July 2019 (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.

25. ESFA Financial Health Assessment 2019-20 (agenda item 15)

It was agreed that minute 25 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

26. Teaching / support staff salary settlement (agenda item 16)

CAP noted that there is no update on the teaching or support staff salary settlements. He will provide an update as soon as one is available.

Resolved: The updated on the teaching and support staff salary settlement was received.

27. Estates and H&S update (agenda item 17)

It was agreed that minute 27 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

28. Utility contracts (agenda item 18)

It was agreed that minute 28 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

29. Student number and income projections (agenda item 19)

It was agreed that minute 29 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

30. Strategic financial targets 2019/20 (agenda item 20)

It was agreed that minute 30 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

31. Financial Regulations and Procedures (agenda item 21)

It was agreed that minute 31 should be classified as confidential in accordance with Clause 17 (2) of the Instrument of Government for a period of one year.

32. Any other business (agenda item 22)

Resolved: There was no other business.

33. Confidential items (agenda item 23)

It was agreed that minutes 16, 17, 18, 19, 20, 22, 23, 24, 25, 27, 28, 29, 30 and 31 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).

34. Date of next meeting (agenda item 24)

Resolved: The next meeting will take place on Wednesday 11 March 2020.

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 community
- The college is fully staffed, with staff managed effectively in terms of absences
- 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 site is safe and secure for students

Action schedule

| Minute no | Title | Action by | Action |
|------------------|-----------------|------------------|--|
| 16 | Staffing report | LAT | To include FTEs, as appropriate, in future reports. |
| | | | To identify whether appointments are new or replacement posts. |
| 17 | Policies | CAP | To review the Acceptable Use Policy in light of Governors' feedback and update for the next meeting. |



WILBERFORCE
sixth form college