

Finance and General Purposes Committee

Minutes of the meeting held on 22nd March 2022

Present: Alan Foster (Chair), Pat Mould (Corporation Chair), Bob Overment, Colin Peaks, Hadiza Sa'íd and Daniel VanTilburg.

In attendance: Gary Parkinson (College Business Manager), Laura Skarratt (Clerk), Natalie Sketchley (Deputy Principal), Ben Wallis (Vice Principal)

33. Apologies for Absence (agenda item 1)

Resolved: Apologies were received from Governor Simon Green and attendees, Jon Butler (Associate Principal), Stewart Edwards (Associate Principal) and Laura Reville (Human Resources and Trainee Finance Manager).

The Chair gave his thanks to the Clerk for attending despite having a child at home with Covid-19.

34. Declarations of Interest (agenda item 2)

Resolved: No Declarations of interest were received.

35. Minutes of the meeting held on the 24th November 2022 (agenda item 3)

Resolved: The minutes of the meetings held on 24th November 2022 were received and confirmed, the chair was authorised to sign.

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

Min. no.	Title	Action by	Action	Update
20	The ESFA Financial Health Statement and Finance Dashboard	Business Manager	Provide covering letter to support the ESFA Financial Dashboard for Corporation members.	Complete.
22	Management Accounts for period ending 30 September 2021	Business Manager	Check what 'computer cabling / network' overspend relates to.	Complete, this was an expenditure that had been incorrectly assigned within the finance system, and now has been corrected.
25	Student Union Annual Accounts 2020/21	Business Manager	Amendment to the Student Union accounts as agreed before recommendation to Corporation for approval.	Complete.
26	Draft Members' Report and Financial Statements for the year ended 31 July 2021	Business Manager	Make the required amendments to the document before submitting to Corporation for approval.	Complete.
28	Policies	Business Manager	Review / update the College's Electrical Testing Policy in line with the recommendations made by the committee and with examples from the sector.	Updated policy under AI 13.

The Chair noted that within the discussion (minute 22) the Chair queried if the College's energy costs are predicted to rise and was advised by the Business Manager of the fixed-rate for gas and electricity, yet within the accounts there is an overspend, the Chair asked for clarity on this issue. The Business Manager agreed this will be discussed under agenda item 7.

The Chair also sought an update on the review of the College's Absence Policy (minute 16) as it is due to be brought to the Corporation but has not yet been received. The Business Manager confirmed that it would be brought to the committee and Corporation in June / July for implementation next academic year.

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 of the 23rd November 2021 and 11th January 2022 (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 ending 31ST January 2022 (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 for the Period Ended 31st January 2022 (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 Strategy and Capital Investment Plan (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. Financial Planning 2022-23 (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 2022-23 (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. Policies (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. Update from Audit Committee (agenda item 14)

It was agreed that minute 46 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)**.

47. Any Other Business (agenda item 15)

The Principal advised the committee that the ESFA will be in the College tomorrow (Wednesday 23rd March 2022) just as part of a T Level review, to review facilities and tour the College.

The Chair sought an update on the recent Ofsted T Level visit. The Principal was pleased to advise the members that the visit was very positive.

48. Confidential items (agenda item 16)

Resolved: It was agreed that minutes 37,38,39,40,41,40,41,42,43, 44, 45 and 46 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).

49. Date of next meeting (agenda item 17)

Resolved: The date of the next meeting is 22 June 2022

Action schedule:

Min. no.	Title	Action by	Action
37	Management Accounts for the Period Ending 31 January 2022	Business Manager	Update paper to correct wording as agreed within the minutes.
			Provide additional detail to support page 10, creditors as agreed within the minutes.
39	Estates Strategy and Capital Investment Plan: Appendix 1	Business Manager	Include reference to the maintenance budget in Aim 2. Aim 5 to be moved up to be first in the list. Aim 1, typo to be amended as agreed (planes).
39	Estates Strategy and Capital Investment Plan: Appendix 2	Business Manager	The Asset Management and Capital Investment Plan be revised, then emailed to members for approval.

Finance and General Purposes Committee

Confidential Minutes of the meeting held on 22nd March 2022

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).

CONFIDENTIAL