

## **Finance and General Purposes Committee**

### **Minutes of the meeting held on 20<sup>th</sup> June 2022**

**Present:** Alan Foster (Chair), Pat Mould (Corporation Chair), Bob Overment, Colin Peaks and Dr Hadiza Sa'ïd.

**In attendance:** Gary Parkinson (College Business Manager), Laura Revill (Human Resources and Trainee Finance Manager), Laura Skarratt (Clerk), Ben Wallis (Vice Principal)

#### **50. Apologies for Absence** (agenda item 1)

*Resolved:* Apologies were received from Daniel VanTilburg and attendees Stewart Edwards (Associate Principal) and Natalie Sketchley (Deputy Principal).

#### **51. Declarations of Interest** (agenda item 2)

*Resolved:* No Declarations of interest were received.

#### **52. Minutes of the meeting held on the 22<sup>nd</sup> March 2022** (agenda item 3)

*Resolved:* The minutes of the meetings held on 22<sup>nd</sup> March 2022 were received and confirmed, the chair was authorised to sign.

#### **53. Matters arising from the minutes / action schedule** (agenda item 4)

*Resolved:* All matters arising from the minutes / action schedule are complete.

#### **54. Staffing Report** (agenda item 5)

It was agreed that minute 54 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)**.

#### **55. Minutes of the Financial Management Group Meetings of the 28<sup>th</sup> March 2022, 26<sup>th</sup> April 2022 and 24<sup>th</sup> May 2022** (agenda item 6)

It was agreed that minute 55 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)**.

#### **56. Management Accounts for the Period ending 30<sup>th</sup> April 2022** (agenda item 7)

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. Cumulative Budget Transfers for the Period Ended 30<sup>th</sup> April 2022** (agenda item 8)

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. Estates Strategy and Capital Investment Plan** (agenda item 9)

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. Draft Annual Budget 2022/23 and Financial Plan 2023-25** (agenda item 10)

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. Policies** (agenda item 11)

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. ESFA June Audits** (agenda item 12)

The Business Manager tabled the 16-19 Tuition Fund Audit Letter received by the College on the 16<sup>th</sup> June 2022.

The members heard that the College has had two audits from the ESFA in June, the first relating to the 16-19 Tuition Fund and the second relating to the T Levels. The outcome of the 16-19 Tuition Fund audit has been provided to the College by way of letter, which outlined that they found 'no funding errors' identified during the review.

The outcome of the T Levels audit has not yet been received, but will be brought to the committee and Corporation in due course.

The Principal gave praise to the Business Manager and team involved within the audits. The Chair noted his thanks on behalf of the committee.

*Resolved:* The ESFA Audit update was received and will be brought to the Corporation for information.

**62. Office for National Statistics (ONS) Announcement re: Classification of Colleges** (agenda item 13)

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. Proposed Annual Cycle of Business for 2022/23** (agenda item 14)

The Clerk presented the proposed ACoB for 2022/23 and sought any amendments, changes or inclusions. No changes were recommended.

**Recommended:** The ACoB for the Finance and General Purposes Committee for 2022/23 was recommended to the Corporation for approval.

**64. Annual Committee Self-Assessment 2021/22** (agenda item 15)

*Resolved:* The committee completed the self-assessment as a group. No additional comments or feedback was given.

**65. Any Other Business** (agenda item 16)

*Resolved:* No other business was received.

**66. Confidential items** (agenda item 17)

*Resolved:* It was agreed that minutes 54, 55, 56, 57, 58, 59, 60 and 62 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).

**67. Date of next meeting** (agenda item 18)

*Resolved:* The date of the next meeting is 28<sup>th</sup> September 2022 TBC

**Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
54	Staffing Report	Human Resources Manager	Check % of term time days lost and correct within report as required.
			Include staff progression within next Staffing Report (Autumn 2022).
		Clerk	Bring Staffing Report to Corporation (July 2022) for information.
59	Draft Annual Budget 2022/23 and Financial Plan for 2023-25	Business Manager	Update 2023/24 and 2024/25 to reflect assumed 2% increase as per discussion.
			Update 2023/24 and 2024/24 to reflect predicted grant income.
60	Policies	Human Resources Manager	Removal of Policies: Return with evidence / assurance from sector to support the removal of policies. Provide Staff Handbook.
			Sickness Absence Policy – amend as outlined within the discussion.
			Staff Code of Conduct – take to JCC meeting for review, before return to F&GP for recommendation to Corporation.
		Business Manager / IT Manager	Acceptable Use Policy – amend typo and use standardised policy format.
		Business Manager	Bursary Fund and Meal Allocation Policy – recommended for Corporation approval, but to be returned for further consideration November 2022.

**Finance and General Purposes Committee**

**Confidential Minutes of the meeting held on 20<sup>th</sup> June 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