

Finance and General Purposes Committee

Minutes of the meeting held on 15th March 2023

Present: Alan Foster (Chair), Bob Overment, Pat Mould (Corporation Chair), Colin Peaks (Principal), Dr Hadiza Sa’id and Daniel VanTilburg.

In attendance: Stewart Edwards (Assistant Principal), Suzanna May (Deputy Principal), Gary Parkinson (College Business Manager), Laura Skarratt (Clerk to the Corporation).

37. Apologies for Absence (agenda item 1)

Resolved: No apologies were received.

38. Declarations of Interest (agenda item 2)

Resolved: No declarations of interest were received.

39. Minutes of the meeting held on the 23rd November 2022 (agenda item 3)

Resolved: The minutes of the meetings held on 23rd November 2022 were received and confirmed, the chair was authorised to sign.

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

Min. no.	Title	Action by	Action	Update
21	Staffing Report	Human Resources Manager/ Business Manager	Provide separate covid-19 absence data and staffing diagram in future.	Staffing diagram available on MS Teams.
27	Snapshot Accounts	Business Manager	Income variance on page 2 to be corrected.	Complete.
30	Draft Annual Members Report and Financial Statements for the year ended 31 July 2022	Business Manager / External Auditor	Update the members’ report as per the agreement within the minutes for approval at Corporation.	Complete.
33	Policies	Clerk	Share Teachers and Support Staff handbooks with Corporation.	Complete, now available on MS Teams.

It was agreed that the Clerk would send a notice to the Corporation members to alert them to the Support Staff and Teaching Staff Handbooks with a note as to why they have been shared with governors.

Resolved: The matters arising from the minutes / action schedule were received.

41. Staffing Report (agenda item 5)

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. Minutes of Financial Management Group Meeting of the 22nd November 2022, 26th January 2023 and 22nd February 2023 (agenda item 6)

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. Management Accounts for the Period Ending 31 January 2023 (agenda item 7)

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. Cumulative Budget Transfers for the Period Ending 31 January 2023 (agenda item 8)

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. Estates Strategy and Health and Safety Update (agenda item 9)

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. Student Retention and Applications Data (agenda item 10)

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. Budget Planning 2023-24 (agenda item 11)

It was agreed that minute 47 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)**.

48. Funding Agreement 2023-24 (agenda item 12)

It was agreed that minute 48 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)**.

49. Policies (agenda item 13)

It was agreed that minute 49 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)**.

50. Any Other Business

Governor Bob Overment noted that the social media marketing deployed by the College is all very good and much improved. This was agreed.

Resolved: Any other business was received.

51. Confidential Items (agenda item 14)

Resolved: It was agreed that minutes 41-50 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).

52. Date of Next Meeting (agenda item 15)

Resolved: The date of the next meeting is 15th March 2023.

Action schedule:

Min. no.	Title	Action by	Action
40	Matters Arising from the Minutes / Action Schedule	Clerk	Send notice to Corporation re: Staff Handbooks
41	Staffing Report	Business Manager	Include a breakdown of numbers of staff (FT / PT) within report in future.
		Business Manager	Provide covid-19 absence data within the report.
		Committee Chair	Seek guidance from SFCA relating to covid-19 staff absence / isolation.
47	Draft Budget 2023-24	Business Manager	Draft Budget balance sheet to be provided with updated budget at next meeting.
		Committee Chair	Update from SFCA to be provided regarding budgets being set in sector.

Finance and General Purposes Committee

Confidential Minutes of the meeting held on 15th March 2023

*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).
Capital Plan 2023*

CONFIDENTIAL