



## **Finance and General Purposes Committee**

### **Minutes of the meeting held on 14<sup>th</sup> June 2023**

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

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

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

*Resolved:* No apologies were received.

The Corporation Chair and Deputy Principal will be required to leave the meeting early, so it was agreed that the items with approval or recommendation will be brought up the agenda to ensure that they are covered within the first 60 minutes.

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

*Resolved:* No declarations of interest were received.

#### **55. Minutes of the meeting held on the 15<sup>th</sup> March 2023** (agenda item 3)

*Resolved:* The minutes of the meetings held on 15<sup>th</sup> March 2023 were received and confirmed, the chair was authorised to sign.

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

Min. no.	Title	Action by	Action	Update
40	Matters Arising from the Minutes / Action Schedule	Clerk	Send notice to Corporation re: Staff Handbooks	Complete.
41	Staffing Report	Business Manager	Include a breakdown of numbers of staff (FT / PT) within report in future.	Will be covered within AI 5.
		Business Manager	Provide Covid-19 absence data within the report.	Will be covered within AI 5.
		Committee Chair	Seek guidance from SFCA relating to Covid-19 staff absence / isolation.	Will be covered within AI 5.
47	Draft Budget 2023-24	Business Manager	Draft Budget balance sheet to be provided with updated budget at next meeting.	The Business Manager confirmed that key figures are included but no balance sheet as this is not available yet.
		Committee Chair	Update from SFCA to be provided regarding budgets being set in sector.	Will be covered within AI 11.

The Corporation Chair noted that Capital Expenditure has been brought to the meeting for recommendation under AI 9.

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

### **57. Management Accounts for the Period Ending 30 April 2023** (agenda item 7)

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. Cumulative Budget Transfers for the Period Ending 30 April 2023** (agenda item 8)

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

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. Draft Annual Budget 2023/24 and Two -Year Financial Plan** (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. Financial Regulations** (agenda item 12)

It was agreed that minute 61 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)**.

**62. Terms of Reference** (agenda item 13)

The Clerk advised the members that the Terms of Reference were updated to reflect the changes proposed within the Financial Regulations, and will need to be updated further to the agreements in Minute 61. The Standing Orders are due for review by the Search and Governance Committee on Monday 19<sup>th</sup> June 2023 and they will also need to be updated to reflect any changes recommended to the Finance and General Purposes Committee terms of reference.

**Recommended:** The Finance and General Purposes Committee Terms of Reference were recommended to Corporation subject to the agreed amendments.

**63. Accountability Agreement 2023/24** (agenda item 15)

It was agreed that minute 63 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)**.

**64. Policies** (agenda item 14)

It was agreed that minute 64 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)**.

**65. Proposed Annual Cycle of Business for 2023/24** (agenda item 16)

The Clerk presented the proposed Annual Cycle of Business for the Committee for 2023/24 noting that the full cycle of business has been presented but with plans for academisation in the early spring term 2024, the cycle of business will likely not be completed by the Committee. In due course a new cycle of business will be drawn up and agreed for the Trust. The Committee Chair requested that the Bursary and Meal Allocation Policy be added to the ACOB for the November meeting. This was agreed.

**Recommended:** The Proposed Annual Cycle of Business for 2023/24 was recommended to Corporation for approval with the agreed update.

**66. Staffing Report** (agenda item 5)

It was agreed that minute 66 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)**.

**67. Minutes of Financial Management Group Meeting of the 28<sup>th</sup> April 2023 and 24<sup>th</sup> May 2023** (agenda item 6)

It was agreed that minute 67 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)**.

**68. Health and Safety Report** (agenda item 10)

It was agreed that minute 68 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)**.

**69. Annual Committee Self-Assessment 2022/23** (agenda item 17)

The Clerk presented the annual committee self-assessment document and as a group, the committee members completed the self-assessment exercise. Completed self-assessments from each committee will be received by the Corporation in July 2023.

Governor Bob Overment raised an issue with the quality of sound when attending meetings virtually, it was agreed to use a microphone extender for future meeting with virtual attendance.

Resolved: The Annual Committee Self-Assessment 2022/23 was completed.

**70. Any Other Business** (agenda item 18)

Resolved: No other business was received.

**71. Confidential Items** (agenda item 19)

*Resolved:* It was agreed that minutes 57-61, 63-64, 66-68 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).

**72. Date of Next Meeting** (agenda item 20)

*Resolved:* The date of the next meeting is 27<sup>th</sup> September 2023 (tbc)

**Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
57	Management Accounts	Business Manager	Omitted Cash flow sheet to be shared with Committee.
60	Draft Annual Budget	Business Manager	Update committee on identifying 'other' income funding.
61	Financial Regulations	Clerk / Business Manager	Update Financial Regulations as per minute.
62	Terms of Reference	Clerk	Update ToR as per minute.
65	Proposed Annual Cycle of Business for 2023/24	Clerk	Add return of Bursary and Meal Allocation Policy to ACOB –November FGP meeting.

**Finance and General Purposes Committee**

**Confidential Minutes of the meeting held on 14<sup>th</sup> June 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