

Finance and General Purposes Committee

Minutes of the meeting held on 23rd November 2022

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

In attendance: Suzanna May (Deputy Principal), Gary Parkinson (College Business Manager), Laura Revill (Human Resources and Trainee Finance Manager), Laura Skarratt (Clerk).

16. Apologies for Absence (agenda item 1)

Resolved: No apologies were received.

17. Declarations of Interest (agenda item 2)

Resolved: No declarations of interest were received.

18. Minutes of the meeting held on the 28th September 2022 (agenda item 3)

Resolved: The minutes of the meetings held on 28th September 2022 were received and confirmed, the chair was authorised to sign.

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

Min. no.	Title	Action by	Action	Update
7	Management Accounts	Clerk	Inform the Corporation of the positive financial situation as reported within the Management Accounts.	Complete. No comments received from the Corporation.
9	Financial Regulations and Procedures	Business Manager	Amendment: page 22, change the threshold as agreed within the discussion.	<p>The Chair sought an update on the value to be approved by Corporation, citing the discussion and recommendation made by the Audit Committee to increase the limit to £5k. He sought clarification from the Clerk as to the procedure of recommendation and approval. The Clerk advised that Corporation can receive both recommendations if consensus is not reached and will be required to make a final decision.</p> <p>The Business Manager outlined that the Audit Committee made the recommendation further to the Final Audit Findings report where the capitalisation was discussed. The members were advised that the college can capitalise below the threshold, as per the advice of the external auditor and all items are recorded on an asset register.</p> <p>The members discussed the capitalisation threshold and agreed to concur with the Audit Committee recommendation for £5k.</p>

10	T-Level Funding Update and LJ Create Purchases	Business Manager	Check maintenance / warranty for LJ CREATE package of equipment.	<p>The Business Manager advised that the specifics of the maintenance and warranties for the equipment are still being checked before the equipment is purchased.</p> <p>Governor Bob Overment queried if training will be provided for staff. This was agreed.</p> <p>Governor Daniel VanTilburg recommended that maintenance contract is very important because the college will not be able to do this in-house. This was agreed. The Business Manager agreed that it would be likely that after the first year maintenance would need to be purchased on an annual basis. The Corporation Chair queried the cost of this. The committee heard that this has not yet been agreed, but is not anticipated to be significant.</p>
		Clerk	Written resolution for Corporation approval of proposal to purchase equipment from LJ CREATE.	Complete, outcome to be received under agenda item 20.
11	Strategic Financial Targets 2022/23	Principal	Amendment: Include agreed target relating to staff costs as agreed within the discussion.	Update included within 2 Year Financial Plan and Strategic Financial Targets to be taken to Corporation.

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

Recommended: Financial Regulations and Procedures – Increase the capitalisation threshold to £5k in line with the Audit Committee recommendation.

20. Written Resolution (agenda item 5)

The Chair thanked the members for the responses to the resolution, which was approved by the Corporation.

Resolved: The update on the Written Resolution was received.

21. Staffing Report (agenda item 6)

It was agreed that minute 21 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**).

22. Teacher and Support Staff Salary Settlement Update (agenda item 7)

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 **(SEE SECTION B)**.

23. Estates Strategy and Health and Safety Termly Update (agenda item 8)

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 **(SEE SECTION B)**.

24. Freedom of Information Act 2000 and GDPR Requests (agenda item 9)

The Principal presented the Freedom of Information Act 2000 and GDPR request update, advising of the nature of the FOI requests and that all requests were responded to within the appropriate timeframe. No requests for personal information were received.

The Principal noted that the report was also received by the Audit Committee and queried if the update should be received by both Finance and General Purposes and Audit committees. The Clerk agreed to review where the report is received and make a recommendation to the Corporation as required.

The Chair queried if the information provided to FE Week, appears online or in any article. The Principal advised that this was not the case to the best of his knowledge.

Governor Bob Overment queried if there was a charged levied for FOI and GDPR requests. The Human Resources Manager confirmed that there are no charges as these were scrapped with the introduction of GDPR as it was felt these could be a barrier.

The Chair queried if the Corporation would be made aware if a request relating to the governors was made. The Principal confirmed that no requests relating to the Corporation has been made and this would be reported.

Resolved: Freedom of Information Act 2000 and GDPR Requests update was received.

The Clerk will query the reporting of Freedom of Information Act 2000 and GDPR Requests and make a recommendation to Corporation as required.

25. Minutes of the Financial Management Group Meetings of the 18TH October 2022 (agenda item 10)

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 **(SEE SECTION B)**.

26. Draft Management Accounts for the Period ending 30 September 2022 (agenda item 11)

It was agreed that minute 26 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)**.

27. Snapshot Accounts for the period ended 31 October 2022 (agenda item 12)

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 **(SEE SECTION B)**.

28. Cumulative Budget Transfers for the Period Ended 31st October 2022
(agenda item 13)

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 **(SEE SECTION B)**.

29. Student Union Accounts 2021/22 (agenda item 14)

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 **(SEE SECTION B)**.

30. Draft Annual Members Report and Financial Statements for the year ended 31 July 2022 (agenda item 15)

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 **(SEE SECTION B)**.

31. Final Audit Findings Report for the year ended 31 July 2022 (agenda item 16)

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 **(SEE SECTION B)**.

32. Two Year Financial Plan (agenda item 17)

It was agreed that minute 32 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)**.

33. Policies (agenda item 18)

a) Bursary Fund and Meal Allocation Policy

It was agreed that minute 33a 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)**.

b) Data Retention Policy

The Business Manager reported that the Assistant Principal has been working with the new MIS manager to update the policy and ensure compliance with current requirements. Updates to the policy can be identified as tracked changes and comments. No questions were received.

The members agreed to recommend the policy to Corporation for approval.

c) Governor Privacy Notice

The Business Manager reported that the change within the notice is the update to the auditors details and updating a typo. Updates to the notice can be identified as tracked changes. No questions were received.

The members agreed to recommend the policy to Corporation for approval.

- d) Staff Privacy Notice
- e) Student Privacy Notice
- f) Student Applicant Privacy Notice
- g) Parent Privacy Notice
- h) Staff Applicant Privacy Notice

The Business Manager advised that no changes are recommended to the privacy notices. No questions were received.

The members agreed to recommend the notices to Corporation for approval.

Policies for consideration of removal:

The Chair thanked the Human Resources Manager for returning to the committee with the commentary to support the recommendation and noted that the additional evidence and commentary is easier to follow.

The Human Resources Manager presented the policies, highlighting the following;

i) Part-Time Working Policy

An example contract (document 1) and extract from the Teachers' handbook (document 2) have been provided to identify where part time working is referred to outside of the policy. The policy is very specific whereas the information given within the handbook and contract are more general but still covers the key principles. Staff are more likely to access the information within the handbook and contract.

j) Employee Drugs, Alcohol and Substance Abuse Policy

The extract from the Staff Code of Conduct (document 3) has been provided, it includes a brief statement covering the key principles and expectations of the college.

k) Job Share Policy

The college has a high proportion of part time staff but doesn't have any staff on a job share. The entitlement is outlined within the Flexible Working policy (document 4) and any application would be dealt with under this policy.

l) Occupational Sick Pay

This is detailed both within the Teachers' Handbook (document 5) and Support Staff Handbook (document 6). This duplication means that the policy could become inconsistent with the handbooks through human error.

m) Retirement Policy

No longer a recommended requirement by Eversheds, only LGPS.

The Human Resources Manager advised that Clerk will share the Teachers and Support Staff handbooks with the corporation electronically for reference. She reminded the members that the decision to remove the policies is for the Corporation, and sought questions and comments. The Chair thanked her for the update and evidence.

The members agreed to recommend the removal of the policies to Corporation.

Recommended: a) The Bursary and Funding Policy be updated as per the minute and approved by Corporation.

The following policies and notices are recommend for approval:

- b) The Data Retention Policy is approved by Corporation.
- c) Governor Privacy Notice is approved by Corporation.
- d) Staff Privacy Notice is approved by Corporation.
- e) Student Privacy Notice is approved by Corporation.
- f) Student Applicant Privacy Notice is approved by Corporation.
- g) Parent Privacy Notice is approved by Corporation.
- h) Staff Applicant Privacy Notice is approved by Corporation.

The following policies are recommend for removal:

- i) Part-Time Working Policy
- j) Employee Drugs, Alcohol and Substance Abuse Policy
- k) Job Share Policy
- l) Occupational Sick Pay
- m) Retirement Policy

34. Any Other Business (agenda item 19)

The Corporation Chair gave her thanks on behalf of the Committee and Corporation to the Human Resources Manager and wished her best wishes for her impending maternity leave.

Resolved: Any other business was received.

35. Confidential Items (agenda item 20)

Resolved: It was agreed that minutes 21,22,23,25,26,27,28,29,30,31 and 32 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).

36. Date of Next Meeting (agenda item 21)

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

Action schedule:

Min. no.	Title	Action by	Action
21	Staffing Report	Human Resources Manager/ Business Manager	Provide separate covid-19 absence data and staffing diagram in future.
27	Snapshot Accounts	Business Manager	Income variance on page 2 to be corrected.
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.
33	Policies	Clerk	Share Teachers and Support Staff handbooks with Corporation.

Finance and General Purposes Committee

Confidential Minutes of the meeting held on 23rd November 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