



Finance and General Purposes Committee

Minutes of the meeting held on 27th September 2023

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

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

Agenda Part A

1. Election of Chair (agenda item 1)

Resolved: Alan Foster was elected as Chair of the Committee for 2023-24.

2. Apologies for Absence (agenda item 2)

Resolved: No apologies for absence were received from governors. Apologies for absence were received from the Deputy Principal, Vice Principal and Assistant Principal (RH).

3. Declarations of Interest (agenda item 3)

Resolved: Staff governors have an interest in agenda item 16 (agenda part b) and will be excused for this item as per Instrument 14(6). Associated papers and minutes relating to this item will not be available to staff governors.

4. Minutes of the meeting held on the 14th June 2023 (agenda item 4)

Resolved: The minutes of the meetings held on 14th June 2023 were received and confirmed, the chair was authorised to sign.

5. Matters arising from the minutes / action schedule (agenda item 5)

Min. no.	Title	Action by	Action	Update
57	Management Accounts	Business Manager	Omitted Cash flow sheet to be shared with Committee.	Complete. Shared within the 5 th July 2023 Corporation meeting papers.
60	Draft Annual Budget	Business Manager	Update committee on identifying 'other' income funding.	The Business Manger confirmed that updates will be brought to the committee throughout the year. He was pleased to confirm that the College has already secured Local Skills Improvement Fund (LSIF) funding for 2023/24.
61	Financial Regulations	Clerk / Business Manager	Update Financial Regulations as per minute.	Complete. Financial Regulations were approved by the Corporation on the 5 th July 2023.
62	Terms of Reference	Clerk	Update ToR as per minute.	Complete. The committee ToR were approved by Corporation on the 5 th July 2023.
65	Proposed Annual Cycle of Business for 2023/24	Clerk	Add return of Bursary and Meal Allocation Policy to ACOB – November FGP meeting.	The policy will be returned to the Committee on the 22 nd November 2023.

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

6. Management Accounts for the Period Ending 31 July 2023 (agenda item 6)

It was agreed that minute 6 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)**.

7. Cumulative Budget Transfers for the Period Ending 31 July 2023 (agenda item 7)

It was agreed that minute 7 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)**.

8. Financial Regulations and Procedures Annual Review (agenda item 8)

It was agreed that minute 8 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)**.

9. Strategic Financial Targets 2023/24 (agenda item 9)

It was agreed that minute 9 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)**.

10. Estates Strategy and Health and Safety Update (agenda item 10)

a) Estates Strategy Update

It was agreed that minute 10a 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) Health and Safety Update (no paper)

The Assistant Principal (SDE) gave a verbal update to the members, reminding the committee of the significant works to the campus in 2022-23 and during the summer break. Developments include the movement of multiple departments and the renovations to N Block to create the new Engineering Centre. He was pleased to report that throughout the works there have not been any health and safety incidents for staff, students or contractors and the college has been proactive in adjusting fire evacuation plans to ensure safety during the site works. In addition to the development to the estates, he reminded governors that the College commissioned a health and safety audit with Worknest earlier in the year. The audit identified some areas for minor improvement, and he gave assurance that the college has actioned these recommendations to ensure best practice and continued compliance. Worknest will return to the college to complete the second part of their audit, a date is to be agreed and an update will be brought to the committee in due course.

The Chair and Corporation Chair both gave thanks to Assistant Principal and more widely to all staff for the health and safety record and noted that all staff are responsible for health and safety in college.

Governor Daniel VanTilburg questioned if there are more health and safety concerns or issues being raised by staff. The Assistant Principal confirmed staff are good at reporting concerns and with the introduction of the new service desk ticket system for health and safety, this will also add in the process of effective reporting. The governors heard that the college will also seek to further engage the student body on health and safety too with the deployment of QR codes within the college.

Governor Bob Overment queried if near misses are still reported. The Assistant Principal advised that these are reported and his next report to the committee will be a full report including annual data on incidents and near misses.

Governor Hadiza Sa'id advised the members and attendees that when she completed a governor scrutiny activity in June, students noted that they felt safe within the college and were happy with health and safety at the college.

Resolved: The Health and Safety update was received.

11. Policies: for approval (agenda item 11)

a) Acceptable Use Policy

The Business Manager advised the policy has been reviewed by the IT Manager and no changes are recommended, he sought comment and question before approval.

The Chair challenged that the policy doesn't sufficiently consider governor's use of personal equipment when on site and questioned in this should be made explicit within the policy. He sought guidance from Staff Governor Daniel VanTilburg on the use of personal devices and potential risks to the college network. Daniel described the college BYOD networks for staff and students and active threat mitigation deployed by the IT Team. He gave assurance that the threat to the network from personal devices is minimal. It was agreed that amendment would be made to the BYOD section on page 5-6 to include reference to governors.

Resolved: The Acceptable Use Policy was approved subject to the agreed amendment within the minute.

12. Written Resolution (agenda item 12)

It was agreed that minute 12 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)**.

13. Any other Business (agenda item 13)

a) Student Enrolments

It was agreed that minute 13a 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) Staff Governor

The Chair reported to the members that the meeting will be the last Finance and General Purposes Committee meeting for Daniel VanTilburg. He gave his thanks to Daniel for his service to the Corporation and committee and his time served as Support Staff Governor. He thanked Daniel for his constructive input to meeting discussion and Daniel was presented with flowers. Daniel gave thanks to the committee and described how the opportunity had been beneficial to him and has broadened his understanding of the work of the governors and made him feel more connected to the college. He advised that he has encouraged other support staff to put themselves forward for the role in the future. The Chair of the Corporation gave her thanks to Daniel for his service on behalf of the full Corporation.

Resolved: Any other business was received.

14. Confidential Items (agenda item 14)

Resolved: It was agreed that minutes 6-9, 10a, 12, 13a and 16 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).

Resolved: Agenda Part b items will not be available to Staff Governors or members of the SLT with the exclusion of the Principal.

15. Date of Next Meeting (agenda item 15)

Resolved: The date of the next meeting is 22nd November 2023.

[Governor Daniel VanTilburg and the Assistant Principal left the meeting at 17:46, the meeting was still quorate]

Agenda Part B

Under Instrument 14 (6) Staff Governors and members of SLT will be asked to withdraw for this item and minutes and supporting papers will not be available for associated agenda items. All agenda items covered in Part B are considered to be confidential.

16. Staffing and Staff Pay Award 2023/24 Update, and Funding Allocation Statement 2023/24 and Financial Adjustment Forecast 2023/24 (agenda item 16)

It was agreed that minute 16 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)**.

Action schedule:

Min. no.	Title	Action by	Action
6	Management Accounts for the period ended 31 July 2023	GJP	Amend accounts to correct errors as outlined within the minute.
9	Strategic Financial Targets 2023/24	GJP	Update targets to include omitted target and update wording for f) and g) as per the minute.
11	Policies	GJP	Amend policy wording to include reference to governors under Mobile Devices and BYOD.

Finance and General Purposes Committee

Confidential Minutes of the meeting held on 27th September 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).