

Finance and General Purposes Committee

Minutes of the meeting held on 12 June 2024

Members present: Jo Brownlee, Alan Foster (Chair), Pat Mould (Chair of the Corporation), Bob Overment, Colin Peaks (Principal), Hadiza Sa'id

In attendance: Stewart Edwards (Assistant Principal), Suzanna May (Deputy Principal), Gary Parkinson (College Business Manager), Vikki Reeve (Acting Governance Professional), Laura Reville (Human Resources & Trainee Finance Manager)

63. Apologies for absence (agenda item 1)

Resolved: No apologies were received.

64. Declarations of interest (agenda item 2)

Resolved: No declarations of interest were received.

65. Minutes of the meetings held on 6 March 2024 and 24 April 2024 (agenda item 3)

Resolved: The minutes of the meetings held on 6 March 2024 and 24 April 2024 were received and confirmed, and the chair was authorised to sign.

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

Resolved: The matters arising from the minutes and action schedules are complete.

67. Staffing report (agenda item 5)

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. Minutes of FMG meetings (agenda item 6)

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. Management accounts for the period ending 30 April 2024 (agenda item 7)

It was agreed that minute 69 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)**.

70. Cumulative budget transfers for the period ending 30 April 2024 (agenda item 8)

It was agreed that minute 70 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)**.

71. Capital Investments and Estates Strategy (agenda item 9)

It was agreed that minute 71 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)**.

72. Health and safety report (agenda item 10)

It was agreed that minute 72 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)**.

73. Draft annual budget 2024/25 and two-year financial plan (agenda item 11)

It was agreed that minute 73 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)**.

74. Finance & General Purposes Terms of Reference (agenda item 12)

The Acting Clerk advised members that the Terms of Reference have been reviewed by herself and the College Business Manager, and that no changes are recommended at present. Members agreed that the Terms of Reference are fit for purpose.

Recommended: The Finance and General Purposes Committee Terms of Reference were recommended to Corporation.

75. Policies (agenda item 13)

It was agreed that minute 75 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)**.

76. Proposed annual cycle of business for 2024/25 (agenda item 14)

The Acting Clerk advised the Committee that the annual cycle of business has been reviewed by herself and the College Business Manager and no changes are recommended. She reminded Governors that it is a live document and can be updated in response to requirements.

Recommended: The proposed annual cycle of business for 2024/25 was recommended to the Corporation for approval.

77. Annual Committee self-assessment 2023/24 (agenda item 15)

The Acting Clerk took the Committee through the self-assessment questions and no issues were raised. She noted that Committee members are welcome to email her should they wish to raise anything privately.

Resolved: The annual committee self-assessment relating to 2023/24 was completed.

78.Any other business (agenda item 16)

78.1 New finance system

GJP provided a brief update on the new finance system, which the Committee approved at the previous meeting. He noted that the new system will be implemented from 1 August.

Bob Overment asked if it links to the HR system and queried whether we still maintain legacy access. LHR said that it doesn't link to HR, and we can access archived information if needed.

Pat Mould asked if we have investigated being able to add on extra licences for when the multi-academy trust is formed. GJP said that we are currently getting prices; he had hoped to implement on the formation of the Trust, however, the delays have not made this possible.

Resolved: Other business was received.

Alan Foster closed the meeting thanking everyone for their contribution and support. He commented that it has been a difficult year but that the Committee have confidence in the team.

79.Confidential items (agenda item 17)

Resolved: It was agreed that minutes 67, 68, 69, 70, 71, 72, 73 and 75 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).

80.Date of next meeting (agenda item 18)

Resolved: The date of the next meeting is 25 September 2024, subject to Corporation approval of the meeting dates.

Action schedule:

Min. no.	Title	Action by	Action
69	Draft management accounts for the period ending 30 April 2024	GJP	Include draft management accounts for the period ending 31 May 2024 in the Corporation papers.
75	Policies	GJP	Update the Cyber Security Policy.



Finance and General Purposes Committee

Confidential Minutes of the meeting held on 12 June 2024

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