

## **Finance and General Purposes Committee**

### **Minutes of the meeting held on 6 March 2024**

Members present: Alan Foster (Chair), Pat Mould (Chair of the Corporation – virtual), Bob Overment, Colin Peaks (Principal), Dr Hadiza Sa’id (virtual).

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

#### **35. Apologies for absence** (agenda item 1)

*Resolved:* Apologies for absence were received from Jo Brownlee (Support Staff Governor).

#### **36. Declarations of interest** (agenda item 2)

*Resolved:* No declarations of interest were received.

#### **37. Minutes of the meeting held on the 22 November 2023** (agenda item 3)

*Resolved:* The minutes of the meetings held on 22 November 2023 were received and confirmed, and the chair was authorised to sign.

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

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

#### **39. Staffing update** (agenda item 5)

It was agreed that minute 39 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)**.

#### **40. Minutes of Financial Management Group meetings – January and February** (agenda item 6)

It was agreed that minute 40 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)**.

#### **41. Draft Management Accounts for the period ending 31 January 2024** (agenda item 7)

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. Cumulative budget transfers for the period ending 31 January 2024** (agenda item 8)

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. Draft Accountability Statement** (agenda item 9)

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. Funding Agreement 2024/25** (agenda item 10)

GJP informed the Committee that the Funding Agreement has not been received yet. It was agreed that he will share it with Committee members once it has been received.

*Resolved:* The Funding Agreement update was received; the Agreement will be shared with Governors once received.

#### **45. Student retention and applications data** (agenda item 11)

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. Budget planning** (agenda item 12)

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. Capital Investment Strategy** (agenda item 13)

[Hadiza Sa'id returned to the meeting]

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. Health and safety termly update** (agenda item 14)

SDE presented his report on health and safety, outlining developments since the last meeting, including:

- A display screen equipment annual survey has been undertaken. This resulted in some investment (e.g. chairs) to ensure that individuals' specific needs are being met.
- A talk for over 500 staff and students on spiking, which has been an issue locally and nationally.
- Four staff members have been enrolled onto Evac Chair 'train the trainer' training, which will take place on 2 May.
- Full campus electrical refurbishment started, and works will continue for around 18 months. SDE has worked with staff to reduce disruption as much as possible and all will receive at least three weeks' notice of their move.
- A very successful wellbeing fair was held for staff and students that involved many external organisations.

Governors thanked SDE for a very informative report.

*Resolved:* The health and safety termly update was received.

#### **49. Freedom of Information (FOI) Act 2000 and GDPR requests** (agenda item 15)

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. ESFA financial assessment** (agenda item 16)

GJP reported that financial grading assessment for the College has not been received yet; he will share this with Governors once it is available.

*Resolved:* The ESFA financial assessment update was received.

#### **51. Policies** (agenda item 17)

It was agreed that minute 51 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)**.

#### **52. New finance system purchase** (agenda item 18)

It was agreed that minute 52 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)**.

#### **53. Any other business** (agenda item 19)

None.

#### **54. Confidential items** (agenda item 20)

*Resolved:* It was agreed that minutes 39, 40, 41, 42, 43, 45, 46, 47, 49, 51 and 52 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).

#### **55. Date of next meeting** (agenda item 21)

*Resolved:* The date of the next meeting is 12 June 2024.

**Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
41	Draft management accounts for the period ending 31 January 2024	Clerk	Schedule an additional meeting to review the eight-month accounts.
44	Funding Agreement 2024/25	GJP	Share the Funding Agreement for 2024/25 with Committee members once it has been received.
46	Budget planning	GJP	Share notations for the budget planning with Committee members.

## **Finance and General Purposes Committee**

### **Confidential Minutes of the meeting held on 6 March 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