



Finance and General Purposes Committee

Minutes of the meeting held on 20th November 2024

Present: Jo Brownlee, Alan Foster (Committee Chair) (Virtual), Pat Mould (Chair of the Corporation), Andrea Page (virtual), Colin Peaks (Principal), Dr Hadiza Sa'id (virtual).

In attendance: Stewart Edwards (Assistant Principal), Susanna May (Deputy Principal), Gary Parkinson (College Business Manager), Laura Revill (College HR and Finance Manager), Laura Skarratt (Governance Professional).

14. Apologies for Absence (agenda item 1)

Pat Mould (Chair of the Corporation) agreed to Chair the meeting on behalf of the Committee Chair who is attending remotely. This was agreed by members.

The Corporation Chair welcomed the members and attendees to the meeting. She welcomed Governor Andrea Page who has joined the committee mid-way through the term to help fill vacancies within the committee.

Resolved: No apologies for absence were received.

15. Declarations of Interest (agenda item 2)

Resolved: No declarations of interest were received.

16. Minutes of the previous meetings on the 25 September 2024: (agenda item 3)

Resolved: The minutes of the meetings held on 20th September 2024 were received and confirmed, the Chair of the Corporation was authorised to sign on behalf of the Committee Chair.

17. Matters arising from the Meeting / Action Schedule (agenda item 5)

The Human Resources and Finance Manager provided an update on the new finance system, she gave an overview of the new system and gave assurance that the roll out has been successful, noting only minor teething issues which were anticipated. She advised that the team is now looking at how to make efficiencies within the processes. Budget holder reports will be shared with associated staff next week. She noted staff patience in setting up the new system. This was supported by Staff Governor Jo Brownlee, who gave thanks to the Finance Team and the Human Resources and Finance Manager for their support.

The Corporation Chair acknowledged the hard work behind the scenes to get the new system up and running smoothly. She inquired if there was overlap between the new and old systems. The Human Resources and Finance Manager advised that there was no parallel running, but that access to the old system has been retained in support of preparation of the members'

report and financial statements. She gave assurance that the roll-out was relatively problem-free and lessons learned during this process would be helpful should the College academise.

The Committee Chair Alan Foster queried if budgets are input within the new system and if each budget holder can monitor these alongside their purchases. The Human Resources and Finance Manager advised that this has all be put into the system and the budget holder can see budget, along with current spend and commitments.

Alan Foster sought update on in-year funding from the Business Manager. The Business Manager advised that the College has approximately 1300 learners at the census date, so won't be eligible for in-year growth funding.

Resolved: The Matters arising from the Meeting / Action Schedule were complete.

18.Minutes of the Financial Management Group Meeting on the 27th September 2024 and 24th October 2024 (agenda item 5)

It was agreed that minute 18 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)**.

19.Draft Management Accounts for the Period Ended 31 October 2024 (agenda item 6)

It was agreed that minute 19 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)**.

20.Student Union Annual Accounts 2023-24 (agenda item 7)

The Business Manager confirmed that there are no accounts for the Student Union for 2023-24 as the union did not raise or spend any funds. He advised that the Vice Principal is working closely with the union this year and there may be more activity by the SU over the year.

Recommended: The Student Union Annual Accounts 2023-24 recommended to Corporation for approval.

21.Draft Members Report and Financial Statements for the year ended 31 July 2024 (agenda item 8)

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.Final Audit Findings Report for the year ended 31 July 2024 (agenda item 9)

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. Two Year Financial Plan (including student enrolments and income projections) (agenda item 10)

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. Staffing Update (agenda item 11)

It was agreed that minute 24 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)**.

25. Teacher and Support Staff Salary Settlement 2024-25 (agenda item 12)

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. Health and Safety Termly Report (agenda item 13)

It was agreed that minute 13 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. Estates Strategy Termly Update (agenda item 14)

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. Academisation Costs (agenda item 15)

It was agreed that minute 15 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. Policies (agenda item 16)

Without update:

- a) Asbestos Policy
- b) DSEAR Policy
- c) Permits to Work Policy
- d) COSHH Policy

With updates recommended:

- e) Risk Assessment Policy and Procedures

The Assistant Principal advised that there are minor changes proposed to the policy, which includes an update to the example risk assessment. The Corporation Chair sought assurance that the replaced document and information is full and complete. This was confirmed.

- f) Lone Workers Policy

The Assistant Principal advised that this policy was revised and noted the importance for managers to be aware of lone workers. As part of the review of this policy, the Assistant Principal has met with estates staff and modified slightly the front door practice further to this discussion.

- g) Electrical Safety Policy

The Assistant Principal advised again of minor wording changes / updates to titles.

- h) Fire Safety Management Policy

The Assistant Principal advised of minor wording changes / updates to titles. He noted some changes to responsibility for staff. The Corporation Chair questioned if this changes the accountability. This was agreed.

i) First Aid Policy

The Assistant Principal advised of minor changes to provide clarifications and reflection of current practices. He noted the provision of first aid equipment on trips as per the policy. He advised that the College will also install auto-injector devices for allergic reactions and advised that the Principal has authority to order these from the pharmacy.

The Corporation Chair queried if these will be allowed to be taken on trips. The Assistant Principal advised that there may be potential issues with taken medication abroad, so will be kept on site and students will be asked to take theirs.

j) Legionnaires Disease Policy

The Assistant Principal advised of minor wording changes / updates to titles.

k) Pregnancy Policy

The Assistant Principal advised that there were substantial changes to this document, reflective of current practices and ensuring that staff and students are protected.

The Corporation Chair noted that the paragraph relating to informing the College in writing is quite vague. The Assistant Principal agreed that he has tried to leave it slightly vague to benefit students who may not feel ready to tell the College. The Human Resources and Finance Manager noted a requirement for staff to inform in writing no later than 15 weeks before their due date. She suggested that this should be included to provide consistency with other staff policies and this requirement. This was agreed.

l) Demonstrating an Effective Health and Safety Management System Policy

The Assistant Principal advised that there were amendments made to the policy to reflect best practice.

Resolved: The following policies were approved:

- a) Asbestos Policy
- b) DSEAR Policy
- c) Permits to Work Policy
- d) COSHH Policy
- e) Risk Assessment Policy and Procedures
- f) Lone Workers Policy
- g) Electrical Safety Policy
- h) Fire Safety Management Policy
- i) First Aid Policy
- j) Legionnaires Disease Policy
- l) Demonstrating an Effective Health and Safety Management System Policy

Resolved: The following policies were approved subject to amendment as agreed within the associated discussion:

m) Pregnancy Policy

30.Any Other Business (agenda item 17)

Resolved: No other business was received.

31. Confidential items (agenda item 18)

Resolved: It was agreed that minutes 18,19,21-28 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).

32. Date of next meeting (agenda item 19)

The Corporation Chair noted her thanks to all members and attendees. Alan Foster noted his thanks to the Corporation Chair for Chairing the meeting.

Resolved: The date of the next meeting is 12 March 2025.

33. Action schedule:

Min. no.	Title	Action by	Action
19	Draft Management Accounts	Business Manager	Review budget and spend on business rates and water rates, update to be brought to the Committee.

Finance and General Purposes Committee**Confidential Minutes of the meeting held on 20 November 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