



## Finance and General Purposes Committee

### Minutes of the meeting held on 18<sup>th</sup> June 2025

Present: Jo Brownlee, Alan Foster (Chair) (Virtual), Pat Mould (Chair of the Corporation), Andrea Page, 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 (HR & Finance Manager), Laura Skarratt (Governance Professional).

#### 55. Apologies for Absence (agenda item 1)

The Committee Chair welcomed the members and attendees to the meeting and advised that as he is attending remotely, the Chair of the Corporation will act on his behalf within the room.

*Resolved:* No apologies for absence were received.

#### 56. Declarations of Interest (agenda item 2)

*Resolved:* No Declarations of interest were received.

#### 57. Minutes of the previous meetings on the 12<sup>th</sup> March 2025 (agenda item 3)

*Resolved:* The minutes of the meetings held on 12<sup>th</sup> March 2025 were received and confirmed, the Chair was authorised to sign.

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

The Governance Professional advised matters arising from the minutes are complete with the exclusion of the circulation of the ESFA Dashboard letter by the Business Manager, who confirmed that the College no longer receives a copy of the letter, instead it is made available online through the portal. This was discussed and agreed that the Governance Professional would share a link and instructions for governors to access the DfE portal.

*Resolved:* Instructions for access to the portal will be shared with governors.

#### 59. Staffing Report (agenda item 5)

It was agreed that minute 59 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**).

#### 60. Extracts from the Senior Leadership Team Meeting Minutes from the 14<sup>th</sup> March 2025, 25<sup>th</sup> April 2025 and 6<sup>th</sup> June 2025 (agenda item 6)

It was agreed that minute 60 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**).

**61. Draft Management Accounts for the Period Ended 30 April 2025** (agenda item 7)

It was agreed that minute 61 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)**.

**62. Cumulative Budget Transfers for the Period Ended 30 April 2025** (agenda item 8)

*Resolved:* No cumulative budget transfers were received for approval or recommendation.

**63. Asset Management and Capital Investment Plan Update** (agenda item 9)

It was agreed that minute 63 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)**.

**64. Accountability Statement** (agenda item 10)

The Committee Chair expressed that the document is very professional and comprehensive. He sought update from the Deputy Principal on any significant changes from the previous draft.

The Deputy Principal advised that the document was updated further to the Strategic Conversation (June), with amendments providing evidence and clarity to the College's plans and processes with respect to skills. From next year the document will also include data, and become more like the SAR for the skills agenda.

**Recommended:** The Accountability Statement was recommended for approval by the Corporation by way of written resolution.

**65. Annual Budget 2025-26 and Two-Year Financial Plan** (agenda item 11)

It was agreed that minute 65 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)**.

**66. Health and Safety Termly Report** (agenda item 12)

It was agreed that minute 66 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)**.

**67. Review of Committee Terms of Reference** (agenda item 13)

The Governance Professional asked the members to review the Terms of Reference for the committee and make recommendation to the Corporation. She advised that the Terms of Reference were last reviewed by the committee in June 2024 and approved by the Corporation (within the Standing Orders in Dec 2024).

The Committee Chair questioned if the number of members (7) should be reduced to reflect the current number within the committee membership. The Governance Professional advised that this could be done or amended to reflect a maximum number of members. The Corporation Chair expressed her feeling that this should not be changed and the Corporation needs to fill the vacancies.

**Recommended:** The Finance and General Purposes Committee Terms of Reference were recommended for approval without amendment.

**68. Policies** (agenda item 14)

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. Proposed Annual Cycle of Business 2025/26** (agenda item 15)

The Governance Professional presented the draft annual cycle of governance business for the Finance & General Purposes Committee for 2025-26. This has been drawn up from the live cycle of business 2024-25 and updates made in-year to reporting. The draft has been shared for review and recommendation to the Corporation for approval in July. The committee ACoB once approved, will be a live document and subject to update and change as would be required to meet the needs of the committee over the course of the year. The ACoB will be reviewed when the QIP is approved to ensure appropriate coverage within the business of the committee and Corporation and any changes will be agreed by the Corporation.

**Recommended:** The Proposed Committee Annual Cycle of Business 2025-26 was recommended to the Corporation for approval.

**70. Annual Committee Self-Assessment 2024-25** (agenda item 16)

The Governance Professional led the committee through the annual committee self-assessment activity for 2024-25. The committee referred the completed self-assessment to be received by the Corporation.

*Resolved:* The Annual Committee Self-Assessment Activity for the Finance & General Purposes Committee for 2024-25 was completed.

**Recommended:** The completed Committee Self-Assessment Activity for the Finance & General Purposes Committee for 2024-25 was recommended to be received by the Corporation.

**71. Any Other Business** (agenda item 17)

*Resolved:* No other business was received.

**72. Confidential items** (agenda item 18)

*Resolved:* It was agreed that minutes 59-61,63,65-66 and 68 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).

**73. Date of next meeting** (agenda item 19)

*Resolved:* The date of the next meeting is 24<sup>TH</sup> September 2025 to be confirmed by the Corporation.

**74. Action schedule:**

<b>Min. no.</b>	<b>Title</b>	<b>Action by</b>	<b>Action</b>
<b>58</b>	<b>Matters Arising</b>	LJS	Circulate DfE governor portal information
<b>64</b>	<b>Accountability Statement</b>	LJS	Circulate written resolution for Corporation approval
<b>68</b>	<b>Policies</b>	MPD/ GJP	Update Cyber Security Policy as per agreement.

**Finance and General Purposes Committee**

**Confidential Minutes of the meeting held on 18 June 2025**

*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