

Finance and General Purposes Committee

Minutes of the meeting held on 25th September 2024

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

In attendance: Stewart Edwards (Assistant Principal), Gary Parkinson (College Business Manager), Laura Revill (Director of Resources), Laura Skarratt (Governance Professional), Trevor Wray (Vice Chair of the Corporation).

1. Election of the Chair (agenda item 1)

Resolved: Alan Foster was elected as Chair for the Committee for 2025-26.

The Committee Chair welcomed all members and attendees to the first meeting of the committee for 2025-26.

2. Apologies for Absence (agenda item 2)

Resolved: No apologies for absence.

3. Declarations of Interest (agenda item 3)

Resolved: No declarations of interest were received.

4. Minutes of the previous meetings on the 18th June 2025: (agenda item 4)

Resolved: The minutes of the meetings held on 18th June 2025 were received and confirmed, the Chair was authorised to sign.

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

Resolved: All matters arising are complete.

6. Management Accounts for the Period Ended 31 July 2025 (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 Ended 31 July 2025 (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. Sub-Contracting Proposal 2025-26 and Policy (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 2024-25 and FE Commissioner Letter (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. Policies (agenda item 10)

a) Fire Safety Management Policy and Fire Evacuation Plan

The Committee Chair inquired if the policy has been agreed by the Fire Brigade before being presented for approval by the committee. The Assistant Principal advised that the policy was shared with the Fire Brigade previously, but this update has not been shared with them with this review, as it contains only minor updates. He gave assurance that once the fire door replacement works are complete, the Fire Brigade will be invited back to the campus then.

The Principal presented the update to the policy, minor updates are recommended to reflect current staffing responsibilities and changes to roles, with the Executive Office Manager now taking on compliance and health and safety work. He gave assurance that these changes do not alter the process or procedures in place and described the responsibilities of staff. The committee heard that the College had a fire drill and dynamic lockdown drill today, and these were both very successful. The Principal advised that the College is planning to purchase software for compliance monitoring, which will be very useful to ensure compliance and give assurance to the governors. This tool will also be useful for forecasting costs and budget management in years to come.

The Corporation Chair inquired if the College is required to have a designated Health and Safety Lead and sought assurance from the SLT that the College is compliant with any such requirement. The Assistant Principal advised that the Principal has ultimate responsibility, but can delegate to others aspects of the role as required. The Principal recognised that importance of all staff having their part to play with regards to health and safety and suggested that the committee receive a demonstration of the software when it is available. This was agreed.

The Principal presented the associated Fire Evacuation Plan and advised of the updates to the document to ensure continuity with the policy. He outlined the process of fire drills and how these are reviewed to ensure compliance and best practice.

The Corporation Chair sought clarification on the role of the "Co-Ordinating Officer" as described within the plan, and the process of checking who is still in the building. The Principal and Assistant Principal outlined the process and contingency plans for staff absence. Jo Brownlee suggested that the Co-ordinating Officer could be named within the plan and role included within the policy (page 7). This was agreed.

Resolved: The Fire Safety Management Policy and associated Fire Evacuation Plan was approved subject to the agreed amendments and updates.

11. Any Other Business (agenda item 11)

Resolved: No other business was received.

12. Confidential items (agenda item 12)

Resolved: It was agreed that minutes 6-9 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).

13. Date of next meeting (agenda item 13)

Resolved: The date of the next meeting is 19th November 2025

14. Action schedule:

Min. no.	Title	Action by	Action
6	Draft Management Accounts for the Period Ended 31 July 2025	Business Manager	For future meeting: Consideration of the investment strategy for consideration and recommendation to Corporation.
8	Sub-Contracting Proposal and Policy	Business Manager	Update proposal to reflect agreed amendment as per minute 8 (see proposal page 6 - staff contacts)
10	Policies	Principal	Update Fire Evacuation Plan to reflect agreed amendment as per minute 10 (see page 7 – staff contacts)
			Update Fire Safety Policy to reflect agreed amendment as per minute 10, inclusion of Co-Ordinating Officer Role.

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Confidential Minutes of the meeting held on 24 September 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