



Finance and General Purposes Committee

Minutes of the meeting held on 19th November 2025

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

In attendance: Suzanna May (Deputy Principal), Kayla Payne (Independent Governor), Laura Revill (Director of Resources), Laura Skarratt (Governance Professional).

15. Apologies for Absence (agenda item 1)

Resolved: Apologies for absence from Alan Foster (Committee Chair). Pat Mould (Chair of the Corporation) was appointed as Chair for the meeting. Pat Mould welcomed new governor Kayla Payne to the meeting as attendee.

16. Declarations of Interest (agenda item 2)

Resolved: No declarations of interest were received.

17. Minutes of the previous meetings on the 24th September 2025: (agenda item 4)

Resolved: The minutes of the meetings held on 24th September 2025 were received and confirmed, the Chair was authorised to sign on behalf of the Committee Chair.

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

Resolved: All matters arising are complete or underway and due at the Corporation meeting on the 3rd December 2025.

19. Extracts of Confidential SLT Meetings (Financial Management Group Meeting) (agenda item 4)

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. Staff Report (including staff salary settlement information)

It was agreed that minute 20 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)**.

21. Draft Management Accounts for the Period Ended 30 September 2025 (agenda item 7)

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. Cumulative Budget Transfers for the Period Ended 30 September 2025
(agenda item 8)

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. Draft Members Report and Financial Statements for the Year ended 31 July 2025 (agenda item 23)

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. Final Audit Findings Report for the Year Ended 31 July 2025 (agenda item 10)

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. DfE Financial Health Dashboard (agenda item 11)

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 Update (agenda item 12)

It was agreed that minute 26 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 13)

The Chair sought confirmation that the College has received the grant funding for the estates projects. This was confirmed by the Principal.

The Principal presented the update, advising that the fire door replacement and compartmentalisation works are underway and the College is very happy with the work undertaken by the company and their professionalism. They are working on evenings and weekends to ensure that there is minimal disruption. Work is now being done to finalise details to obtain maximum value for money. This may allow for further work on the refurbished N-Block (engineering).

Governor Kayla Payne questioned if the N-Block refurbishment was not completed to the required standard, and if not, would there be potential for claim? The Principal advised that the refurbishment was done correctly to the right regulations at the time, but now requires update to meet new regulations. He advised that the site will require a new survey next year, and the committee heard the importance of having an ongoing cycle of review and update.

The Principal advised that work is now starting on the roof works, noting that a lot of work has been done over the years to replace and upgrade the roofs. He advised that some roofs now require full replacement. He outlined the areas of the site due for roof replacement as part of the CIF grant and areas of high priority.

The committee then heard that the College has been asked to feedback on the CIF funding model to the SFCA. He outlined the various models of funding capital projects for schools,

Trusts and Colleges. He advised that the current model for the College requires bidding for funds, and a move to an allocation model might see the College allocated funding based on size or bidding against large FE providers. This was discussed by the committee. He gave assurance that the Government knows that they must continue to fund Colleges to ensure that the estate is kept up to date, and that they are instead questioning how this should be done. The Chair questioned if an allocation model were to be used, would the College receive funding based on being a single provider? The Principal advised that it would likely be based on estate size / capacity. He advised that there will be another round of CIF funding available to bid for, and the College will do this.

The committee heard that the electrical works is set to complete in January 2026. He advised that the work has been ongoing for some time and the committee heard that some work will need to be redone further to the fire door works, which has identified some adjoining panel walls that are required to be replaced to ensure compliance with fire regs. He advised that this would be at no further cost to the College.

Resolved: The Estates Strategy Termly Update was received.

28. Any Other Business (agenda item 11)

Resolved: No other business was received.

29. Confidential items (agenda item 12)

Resolved: It was agreed that minutes 19-26 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).

30. Date of next meeting (agenda item 13)

Resolved: The date of the next meeting was scheduled for 11th March 2026, by agreement of the members the meeting will be held on Tuesday 10th March 2026 to allow for the Director of Resources to attend and avoid the SFCA Finance Conference.

31. Action schedule:

Min. no.	Title	Action by	Action
21	Draft Management Accounts for the Period Ended 30 September 2025	Director of Resources	Corrections to report, as per minute.
26	Health and Safety Update	Principal	Presentation of new H&S Compliance Software to committee (March 2026)
		Governance Professional / Principal	Training for Corporation on Health & Safety (fire drills, lockdown)

Finance and General Purposes Committee**Confidential Minutes of the meeting held on 19th November 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).

Approved