



Finance and General Purposes Committee

Minutes of the meeting held on 10th March 2026

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

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

32. Apologies for Absence (agenda item 1)

Resolved: With the Committee Chair Alan Foster attending virtually, the committee elected Andrea Page to act as Chair for the meeting.

Resolved: Apologies for absence were received from Dr Hadiza Sa'id.

33. Declarations of Interest (agenda item 2)

Resolved: No declarations of interest were received.

34. Minutes of the previous meetings on the 19th November 2025: (agenda item 3)

Resolved: The minutes of the meetings held on 19th November 2025 were received and confirmed, the Meeting Chair was authorised to sign on behalf of the Committee Chair.

35. Matters arising from the Meeting / Action Schedule (agenda item 4)

Resolved: All matters arising are complete with the exclusion of the governors' training, which is due to be completed in the summer term.

36. Staff Report (agenda item 5)

It was agreed that minute 36 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)**.

37. Financial Extracts of Confidential SLT Meetings (agenda item 6)

It was agreed that minute 37 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)**.

38. Draft Management Accounts for the Period Ended 31 January 2026 (agenda item 7)

It was agreed that minute 38 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)**.

39.Cumulative Budget Transfers for the Period Ended 31 January 2026 (agenda item 8)

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.Accountability Statement (agenda item 9)

The Deputy Principal advised of the timeline for the HEY Chamber to publish the new plan, advising that the final version is not due until mid-May. She outlined the four areas expected to form the HEY focus giving assurance that these will map well to the College and refinement to four key areas will be a welcome allowing the region to develop a more refined focus. She sought input from the committee on how best to provide a draft and finalised statement for approval. After discussion, it was agreed that a draft of the statement mapped to the anticipated areas of skills focus should be shared with the Corporation when this is ready, and this could be done via a committee if the timing is appropriate. The final Accountability Statement will be shared with the Corporation for approval by way of written resolution in May 2026.

Resolved: The Accountability Statement update was received.

41.Financial Regulations and Procedures (agenda item 10)

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.Funding Agreement (agenda item 11)

The Director of Resources advised that the Funding Agreement has not yet been received by the College. The Chair (AP) asked for the Funding Agreement to be shared with the Corporation (25 March 2026) if available and by way of email to the committee. This was agreed.

Resolved: The Funding Agreement to be shared by way of email to the committee when received by the College and to be shared directly with the Corporation on the 25th March 2026 (if available).

43.Student Retention and Applications Data (agenda item 12)

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.Two Year Financial Plan and Budget 2026-2028 agenda item 13)

It was agreed that minute 44 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)**.

45.Asset Management and Capital Investment Strategy (agenda item 14)

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. Estates Termly Report (agenda item 15)

The Principal presented the Estates Termly Report to update the committee on the estates works underway:

The fire door replacement works are well underway and company appointed to complete the work have been working across the evenings to avoid disruption. The college will benefit for the works not just from a safety perspective, but they are also cosmetically an improvement and made the College more modern looking. The committee members were referred to the annexed documents.

The roof refurbishment is a significant piece of work and whilst there is some disruption to the students / staff, the contractor is working well and on time to complete the project. By the end of the project most of the estate will have benefited from this investment. There have been some issues with leaks during the works, but the contractors have been very proactive in dealing with these.

The electrical works have run beyond their deadline and are now due to be completed at the end of March. Again, the contractors have been very good in dealing with any issues that have arisen across the job. The committee heard about a fire alarm activation yesterday caused by a contractor, which resulted in some alarms not sounding as they should. Staff and students evacuated as they are trained to do (despite the non-sounding of all alarms) and the electrical contractors have immediately sought to identify the underlying issue and rectify this.

Other works across the estates are ongoing as per the report and previous item. It is important to maintain and invest in the estate.

Jo Brownlee (staff governor) commended how well the students have managed with disruption to the site caused by ongoing works. This was discussed.

The Committee Chair (AF) questioned if there are funds available to the college for investment in green energy, he also sought confirmation that the partnership with Yorkshire Water is now complete. The Principal advised that the Yorkshire Water Hub has now been returned to the College (b-block) and that Yorkshire Water partnership is now complete. Regarding the opportunity for green energy investment, he advised the members that this was also raised at the audit committee, advising of fewer opportunities for funding. He said that capital investment in recent years has been focused on students but if there is an appetite by the Corporation to invest in green energy this could be explored.

Resolved: The Estates Termly Report was received.

47. Health and Safety Termly Update (agenda item 16)

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. Policies (agenda 17)

a) CCTV Policy

The Principal advised that the policy has been updated with named roles who have access to the CCTV system and an additional line to clarify that images are retained for 31 days. He outlined the rationale for this clarification. He advised of an amendment required to the policy relating to an updated name (Director of Operations).

Approved: The CCTV policy was approved subject to the agreed amendment.

b) Tuition fees policy

The Principal advised that no changes are recommended or required. The College does charge tuition fees and any fees may be waived at the discretion of the Principal.

Recommend: The Tuition Fees Policy was recommended to Corporation for approval.

49. Any Other Business (agenda item 18)

Resolved: No other business was received.

50. Confidential items (agenda item 19)

Resolved: It was agreed that minutes 36-39,41,43-45, and 47 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).

51. Date of next meeting (agenda item 13)

Resolved: The date of the next meeting is scheduled for Tuesday 16th June 2026 (to avoid the SFCA Summer conference).

52. Action schedule:

Min. no.	Title	Action by	Action
38	Draft Management Accounts for period ended 31 January 2026	LHR	DBS actuals to be shared to committee by way of email
41	Financial Regulations	CAP / LHR	Update to document to ensure consistency with current practices before approval made by Corporation, as per minute.
42	Funding Agreement	CAP/ LHR	Share funding agreement with committee / Corporation when available
48a	CCTV Policy	CAP	Amendment to policy as per minute.

Finance and General Purposes Committee**Confidential Minutes of the meeting held on 10th March 2026**

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