



Finance and General Purposes Committee

Minutes of the meeting held on 16th June 2026

Present: Jo Brownlee (Staff Governor), Alan Foster (virtual), Andrea Page, Colin Peaks (Principal), Dr Hadiza Sa'id (virtual).

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

53. 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 Pat Mould (Chair of the Corporation) and Kayla Payne. Owing to work commitments, Dr Hadiza Sa'id will join the meeting virtually at approximately 4.45pm.

54. Declarations of Interest (agenda item 2)

Resolved: No declarations of interest were received.

55. Minutes of the previous meetings on the 10th March 2026: (agenda item 3)

Resolved: The minutes of the meetings held on 10th March 2026 were received and confirmed, the Meeting Chair was authorised to sign on behalf of the Committee Chair.

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

38	Draft Management Accounts for period ended 31 January 2026	LHR	DBS actuals to be shared to committee by way of email: - Number of student DBS completed & total cost - Number of student DBS checks covered by bursary & total cost	See Draft Management Accounts
41	Financial Regulations	CAP / LHR	Update to document to ensure consistency with current practices before approval made by Corporation, as per minute.	Complete.
42	Funding Agreement	CAP/ LHR	Share funding agreement with committee / Corporation when available	Update given to Corporation in March 2026.
48a	CCTV Policy	CAP	Amendment to policy as per minute.	Complete.

Resolved: All matters arising are now complete or will be covered elsewhere under the agenda.

57. Staff Report (agenda item 5)

It was agreed that minute 57 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)**.

58. Confidential Minutes of the Financial Management Group Meetings: 12 March 2026, 17 April 2026, 8 May 2026 and 5 June 2026 (agenda item 6)

It was agreed that minute 58 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)**.

59. Draft Management Accounts for the Period Ended 30 April 2026 (agenda item 7)

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. Cumulative Budget Transfers for the Period Ended 30 April 2026 (agenda item 8)

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. Annual Budget 2026-27 and Two-Year Financial Plan (agenda item 9)

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. Sub-Contracting (agenda item 10)

It was agreed that minute 62 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)**.

63. Asset Management and Capital Investment Plan (agenda item 11)

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. DfE Financial Health Dashboard (agenda item 12)

It was agreed that minute 64 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)**.

65. Estates Termly Update (agenda item 13)

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 Update (agenda item 16)

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. Policies (agenda 15)

Policies for **approval**:

a) Acceptable Use Policy (CAP)

The Principal reported no changes are recommended to the policy, it continues to be fit for purpose.

b) Leave of Absence Policy (LHR)

The Director of Resources reported no changes are recommended to the policy, it continues to be fit for purpose.

c) Sickness Absence Policy (LHR)

The Director of Resources reported no changes are recommended to the policy, it continues to be fit for purpose.

The Committee Chair questioned if the return-to-work interviews must be completed on the first day back, noting that this is not outlined within the policy. The Director of Resources advised that the guidance is to complete within the first two days, but this is not explicitly set within the policy to allow flexibility. She gave assurance that HR will be involved in the return-to-work interviews if appropriate given the circumstances. Staff Governor Jo Brownlee advised that managers have received training on this.

Resolved: The following policies were approved:

- a) Acceptable Use Policy
- b) Leave of Absence Policy
- c) Sickness Absence Policy

Policies for Recommendation to Corporation for approval:

- d) Cyber Security Policy (CAP)

The Principal reported no changes are recommended to the policy, it continues to be fit for purpose. He advised that the College regularly checks that staff adhere to the policy through phishing exercises etc.

- e) Staff Code of Conduct Policy (LHR)

The Director of Resources reported no changes are recommended to the policy, it continues to be fit for purpose.

- f) Bursary Fund and Meal Allocation Policy (CAP/LHR)

The Director of Resources advised that the policy has been reviewed and updated, she noted that in addition to the updates within the bursary policy, it will require one additional amendment further to the recent announcement that an additional 5p per student will be received.

Other updates within the policy are:

- Increase the bursary free meal allowance from £4.50 to £5, to ensure that students are still able to buy a meal (with the slight increase to catering costs).
- No changes to the vulnerable group bursary award.
- The discretionary bursary threshold has been reduced from £37,500 to £35,000 to reflect the decrease in bursary allocation next year and allow the College to continue to support as many students as necessary. It was noted that this change to the threshold will not apply to existing students who receive the bursary as the College does not feel it would be appropriate to remove existing support.
- Changes to reflect evidence requirements for free school meals (Universal Credit eligibility)
- Change on how to report on the Care to Learn, reflective of new practice.

The Director of Resources said that the bursary rules are increasingly restrictive, which means that the College will no longer be able to use the funds as widely as it has previously to support activities like student trips, auditions, open events. A small amount of money will be allocated internally to use in exceptional circumstances to ensure that there is continuing support for learners to bridge this gap.

Jo Brownlee expressed her concern that the College will not be able to continue to provide funds to support students with UCAS applications / visits, and that this will be impactful to learners. The Director of Resources said that the College is working out the details of the hardship fund allocation. The tightening rules on the bursary means that the College must be careful on how this money is spent to adhere to the funding requirements.

g) Health and Safety Policy (CAP)

The Principal presented the Health and Safety policy, which has had significant revision and update to produce a reference document, with a statement of intent, responsibilities of staff and all the elements of H&S outlined within it. The individual policies that are required legally are still in place, and assurance is given that the College is still compliant. The benefits of the new-style policy as a single reference document were outlined.

The Meeting Chair said that the new policy document is very comprehensive. The Committee Chair agreed and enquired how frequently the period of review will be. He asked for the policy to be brought back mid-way (i.e. 6 months) so that the committee can receive update on how its doing in practice. The Principal advised that the policy is reviewed annually, confirmed by the Governance Professional. A mid-point review / update on the new policy was agreed.

Resolved: An update on the new H&S policy to be brought to the F&GP committee during 2026-27 before the annual review, due June 2027.

Recommended: The Corporation approve the following policies:

- a) Cyber Security Policy
- d) Staff Code of Conduct Policy
- e) Bursary Fund and Meal Allocation Policy, subject to an additional amendment as per minute.
- f) Health and Safety Policy

68. Review of Committee Terms of Reference (agenda item 16)

The Governance Professional advised that the committee is now due to review its terms of reference to ensure that they are appropriate. The Governance Professional gave guidance that the committee terms of reference continue to be appropriate and reference documents have been provided within the report (as links) to aid governors.

The committee members reviewed the ToR for the committee and agreed to recommend for approval by the Corporation without amendment.

Recommended: The Finance & General Purposes Committee Terms of Reference were recommended for approval.

69. Proposed Annual Cycle of Business 2026-27 (agenda item 17)

The Governance Professional presented the draft annual cycle of governance business for the Finance & General Purposes Committee for 2026-27. Four meetings are set out for the committee 2026-27, with the introduction of an early Corporation meeting for October, this will allow the very early F&GP meeting to make early recommendations to the Corporation.

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.

Recommended: The Proposed Committee Annual Cycle of Business 2026-27 was recommended to the Corporation for approval.

70. Annual Committee Self-Assessment 2025-26 (agenda item 18)

The Governance Professional advised that the committee average attendance for 2025-26 was 86%, which is a decrease on the previous year (95%) and slightly below the three-year average., but still a very high level of attendance. The first meeting of the committee (September) was held with one vacancy, but further to recruitment in-year, the remaining three meetings have full membership. No meetings of the committee have required to be rescheduled.

The Governance Professional led the Committee through the annual committee self-Assessment activity for 2025-26. After completing the self-assessment activity, the committee referred the completed self-assessment to be received by the Corporation for information.

Resolved: The Annual Committee Self-Assessment Activity for the Finance & General Purposes Committee for 2025-26 was completed.

Recommended: The Annual Committee Self-Assessment Activity for the Finance & General Purposes Committee for 2025-26 was recommended to the Corporation for information.

71. Any Other Business (agenda item 19)

The Principal advised that the College has been selected for a funding audit, and the outcome of this will be reported to the Audit Committee in due course. He gave assurance that there are no concerns regarding this selection or audit work. The Director of Resources confirmed that KPMG will complete the audit and will give the College 1 month notice. Whilst a date for the audit has not yet been set, it is expected to be completed soon.

The Committee Chair questioned who instigated the audit. The Principal confirmed that this was the DfE.

Resolved: Any other business was received.

72. Confidential items (agenda item 20)

Resolved: It was agreed that minutes 57-66 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 21)

Resolved: The date of the next meeting is scheduled for 30th September 2026 subject to Corporation approval.

74. Action schedule:

Min. no.	Title	Action by	Action
57	Staff Report	LHR	Report to be presented on the new Employment Rights Bill 2025, and Gender Pay Gap report to be presented to the committee.
67	Policies: f) Health and Safety	CAP	An update on the new H&S policy to be brought to the F&GP committee mid year 2026-27.

Finance and General Purposes Committee**Confidential Minutes of the meeting held on 16th June 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