



## **Minutes of the Finance & General Purposes Committee Meeting Held on Tuesday 7 October 2014 – Principal's office**

<b>Present:</b>	Richard Kirkham (Chair)	Ben Parmenter	Nick Spenceley (Principal)
<b>In attendance:</b>	Bruce Balicki (DP Finance & Resources)	Theresa Cope (Clerk to the Corporation)	Murray Higgs (Head of Facilities & Estates)
	John Revill (VP Information Systems)	Kerry Birch (Head of HRD)	Sarah Chamberlain (AP Head of 6 <sup>th</sup> form)

The meeting commenced @ 16:40  
The Chair welcomed both SRC & KZB to the meeting

### **01/14 Apologies for absence**

No apologies had been received.

### **02/14 Eligibility & quoracy**

All members were eligible & the meeting was quorate.

### **03/14 Declaration of interests**

No declarations of interests had been received.

### **04/14 Election of Chair & confirmation of committee membership for 2014/15**

BP nominated, which was seconded by NS, RK as the committee Chair.

RK was duly elected Chair for the 2014/15 academic year with no changes to be made to the committee membership.

### **05/14 Minutes of previous meetings (8 & 14 July '14) & progress against matters arising**

With exception to a typo on item 44/13 (Accommodation update) dated 8 July 2014, the minutes for both meetings held on 8 & 14 July 2014 were agreed & signed as an accurate record with no matters arising.

### **06/14 Report of actions taken by the Chair on behalf of the Corporation**

There were no actions to be reported.

### **07/14 Finance report**

BVB gave a summary position of the report which was subject to any final reconciliation adjustments for SFA/HE income & costs, FRS 17 adjustments & audit adjustments.

The college was most likely to be classified as 'Good' with regards to its financial health.

Overall, there were no significant issues for the committee to be aware of.

**The report would be recommended to the Corporation.**

#### **08/14 Enrolments (Funding implications)**

The EFA contract was the most significant of the College's funding streams. The student numbers recruited by the census point (October 2014) would determine the level of funding for 2015/16

It was noted that AS courses had recruited well and A2 was higher than projections.

**The report was recommended to the Corporation for information.**

#### **09/14 Accommodation update**

MRH gave a verbal update given the rapid developments since the report was compiled.

#### **10/14 HRD Annual Report**

KZB gave an overview of the report & re-iterated the key objectives.

Safeguarding remained a priority & practices had become more robust to support learners.

**A detailed report would be submitted to committee from HRD/Student Services on an annual basis.**

Referring to Appendix 1, KZB advised that a further, more detailed report would be submitted to the committee later in the year.

#### **11/14 External partners: contracts considered & approved**

The 2 contracts had been approved in the summer recess under Chair's actions & the purpose of this item was too formally record that the contracts had been submitted for approval & had been viewed in detail by the committee.

#### **12/14 Terms of Reference for committee**

The ToR were considered.

The Chair requested that the ToR be looked at further with regards to any additions that may need to be made with regards to H&S reporting, HR reporting, student enrolments & contracts. The Chair also felt that there should be reference made to the College's Accommodation strategy.

A slight amendment to paragraph 3c (Quorum) was noted.

**The Clerk would make the necessary amendments/updates & the ToR would be referred back to the next meeting (Dec '14) for review & agreement.**

#### **13/14 Urgent AoB**

There were no items of AoB for consideration

#### **14/14 Confidential matters**

There were no confidential matters for consideration.

**The meeting finished at 18:04**

**The next meeting will be held on Tues 2 December 2014.**