



**Agenda for a meeting of the Seevic College Corporation Finance & General Purposes committee  
to be held on Tuesday 8 December 2015**

Venue: Principal's office

Time: 16:30

Item	Description	Lead person	Action req	Paper	Time (approx)
<b>Procedural matters</b>					
1.	Apologies for absence	Clerk	<i>to receive</i>	<b>Verbal</b>	16:30-16:31
2.	Confirmation of eligibility and quoracy	Clerk		<b>Verbal</b>	16:31-16:32
3.	Declaration of interests	Clerk	<i>to receive</i>	<b>Verbal</b>	16:32-16:33
4.	Ratification of election of Chair	Clerk	<i>to agree</i>	<b>Verbal</b>	16:33-16:35
<b>Ensuring Accountability</b>					
5.	To confirm the accuracy of the minutes of the last meeting held on 20 Oct '15 & discuss and review progress against matters arising	Chair	<i>to agree</i>	<b>A</b>	16:35-16:45
6.	Report of actions taken by the Chair on behalf of the Corporation	Chair	<i>to note</i>	<b>Verbal</b>	16:45-16:50
<b>Strategic matters</b>					
7.	Health & Safety termly report	Head of Facilities & Estates	<i>to receive &amp; approve</i>	<b>B</b>	16:50-17:05
8.	Estates update	Head of Facilities & Estates	<i>to receive</i>	<b>C</b>	17:20-17:35
9.	Annual Financial Statements & Members' Report	DP F&R	<i>To approve &amp; recommend</i>	<b>D</b>	17:35-17:50
10.	Finance Report: Management accounts to period end Oct '15	DP F&R	<i>to receive</i>	<b>E</b>	17:50-18:00
11.	Learner Recruitment 2015/16 – update <ul style="list-style-type: none"> <li>• <b>ER income projection</b></li> </ul>	VP	<i>to receive</i>	<b>F</b>	18:00-18:15
<b>Confidential matters</b>					
12.	Consideration of any confidential matters	Chair		<b>Verbal</b>	18:15
<b>Date of next meeting</b>					
The date of the next scheduled meeting is: <b>Tues 22 March 2016 @ 16:30</b>					