



Minutes of the Finance & General Purposes Committee Meeting Held on Tuesday 8 December 2015 – Principal's office

APPROVED DRAFT

Present: Nigel Cochran (Chair) Richard Kirkham Ben Parmenter
Nick Spenceley
(Principal)

In attendance: Bruce Balicki Theresa Cope Murray Higgs
(DP Finance & Resources) (Clerk to the Corporation) (Head of Facilities & Estates)

John Revill
(Vice Principal)

13/15 Apologies for absence

No apologies received

14/15 Eligibility & quoracy

All members were eligible and the meeting was quorate.

15/15 Declaration of interests

The VP had declared an interest in agenda item 8 (Estates update).

16/15 Ratification of Election of Chair & confirmation of committee membership for 2015/16

Following RK's proposal at the last meeting for NC to be Chair for the 2015/16 academic year, this proposal was seconded by BP.

NC's election as the Committee Chair was duly ratified and the committee membership was confirmed as four members.

17/15 Minutes of the previous meeting held on 20 Oct '15 & progress against matters arising

The minutes of the previous meeting held on 20 October 2015 were agreed as an accurate record and were duly signed by the Chair.

Matters arising:

11/15 Committee ToR: The Clerk apologised to the committee as the ToR had not yet been updated and circulated.
The Clerk would update and circulate the ToR to committee for approval by email.

18/15 Report of actions taken by the Chair on behalf of the Corporation

There were no actions to be reported.

19/15 Health & Safety termly report

The Head of Facilities & Estates provided an overview of the H&S termly report.

The Head of Facilities & Estates highlighted that there may be some additional areas that the Board may need to be made aware of in the future. This included:

- Asbestos management – the Board would be informed of removal and/or disturbance
- Any changes to COSHH and Emergency/Disaster Recovery Plan

Governors' attention was drawn in particular to the H&S Policy Statement. This had been amended since publication to include reference to the Safeguarding and PREVENT policies. The updated version of the policy would be presented for approval to the full Corporation next week (15th).

There had been no significant changes in the responsibilities of the nominated persons. It was the **Principal's responsibility** to ensure that the policy was drawn to the attention of all employees. The policy **would also be uploaded to the staff intranet.**

The Chair asked if students were involved with the Health & Safety Group.

MRH would speak to Student Services about engaging a student member to the group.

Subject to the amendments discussed, the Policy was recommended to the Board for approval with the amended document to be circulated to committee members highlighting the changes made.

20/15 Estates update

The VP had declared an interest in section 3 of the report and took no part in discussions in relation to the temporary building for the Glenwood School.

There had been significant delays in regards to the temporary building for the Glenwood School. The project was currently 5 months behind schedule.

21/15 Annual Financial Statements & Members' Report

Please also refer to the tabled report from the Audit Findings Report (AFR).

The College now had confirmation of **the Area Review process (November '16) and committee requested that this also be included.**

Committee had noted from the RSM UK Audit independent accountant's report to the Corporation, that the opinion had now been downgraded to a "limited" assurance.

Subject to the minor amendments identified, the report was recommended to the Corporation.

22/15 Finance Report: Management accounts to period end Oct '15

The DP F&R provided an overview of the report.

A further report would be presented to the next meeting (Mar '16).

23/15 Learner recruitment 2015/16 - update

(RK left the mtg @ 17:59 & rejoined the mtg @ 18:01)

The College has several funding streams; the Educational Funding Agency (EFA) is the largest and funding is based on “lagged” numbers.
The Skills Funding Agency (SFA) is the second largest funding stream.

The VP advised that the College will be subject to an external audit in January '16 with regards to subcontracting provision and a breakdown of the subcontracting values had been provided to the committee.

Please refer to the tabled summary in relation to subcontracting arrangements for 2015/16. The committee, with prior approval by the Chair, were asked to consider and approve the annual contracts for the subcontractors.

Subject to the minor wording change discussed, the contracts were approved for Principal's signature.

24/15 Consideration of any confidential matters

There were no confidential matters to be considered.

The meeting finished at 18:15

The next meeting will be held on Tues 22 March 2016