



## **Minutes of the Finance & General Purposes Committee Meeting Held on Tuesday 20 October 2015 – Principal's office**

**Present:** Richard Kirkham                      Nigel Cochran

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

John Revill                      Kerry Birch  
(Vice Principal)                      (Head of HRD)

**Apologies:** Ben Parmenter                      Nick Spenceley (Principal)

### **01/15 Apologies for absence**

The apologies were received & accepted

### **02/15 Eligibility & quoracy**

All members were eligible. The meeting was considered to be quorate in the absence of the Principal, in accordance with the ToR, given the attendance of the DP F&R.

### **03/15 Declaration of interests**

No declarations of interests had been received.

### **04/15 Election of Chair & confirmation of committee membership for 2015/16**

RK proposed NC as Chair for the 2015/16 academic year.  
NC was duly elected as Chair elect and the appointment would be ratified at the next meeting.

RK declared his intention to remain as a member of the committee to ensure a smooth handover.

### **05/15 HRD Annual Report**

[Taken as agenda item 06/15]

KJB advised the committee that in regards to the Investors in People (IIP) award, the College currently held the basic award.

KJB gave an overview of the report and highlighted the salient features.

KJB requested that if there was any particular information that the committee would like to see included in future reports, to advise accordingly via the Clerk.

(KJB left the mtg @ 16:59)

### **06/15 Estates update**

The temporary building for the Glenwood School had suffered significant delays.

It was noted that a new 3G surface to create a usable all weather surface on the tennis courts would be installed during the half-term break next week.

The committee reviewed, considered and discussed the advantages and disadvantages for the new front entrance design options (please refer to tabled paper). There was an expectation from management that the preferred design should have a minimum life span of 10 years without requiring any significant expenditure on maintenance.

**The committee agreed Option 1 and approved MRH's suggestion to go straight to quotation.**

(MRH left the mtg @ 17:15)

#### **07/15 Finance Report: Management accounts to period end July '15**

BVB provided an overview of the report and highlighted the salient features.

The Skills Funding Agency (SFA) letter dated 20 July '15 (refer to Annex C) was noted.

The statistics table provided at Annex B would be produced on a quarterly basis.

#### **08/15 Enrolments: Funding implications**

(The mtg was briefly adjourned @ 17:43 & reconvened @ 17:44)

The VP presented a PP presentation.

The DP F&R had attended a network meeting last week where the group were updated that the AoC (Association of Colleges) were in discussions with the SFA, mainly in relation to the area reviews.

#### **09/15 Minutes of previous meeting (14 Jul '15) & progress against matters arising**

[Taken as agenda item 05/15]

The minutes of the previous meeting held on 14 July '15 were agreed as an accurate record and were signed by RK as the Chair at the time that the minutes were taken.

#### **10/15 Report of actions taken by the Chair on behalf of the Corporation**

There were no actions to be reported.

#### **11/15 Committee ToR**

The committee membership for the 2015/16 academic year was agreed. Quoracy would remain at 3 members.

The ToR were reviewed. It was requested that there be an inclusion for the committee to receive an annual HRD report be included under paragraph 6.

The ToR were otherwise agreed.

**It was agreed that** the Clerk make the required amendment and circulate the updated ToR to committee **for approval by email.**

#### **12/15 Consideration of any confidential matters**

There were no confidential matters to be considered.

**The meeting finished at 18:12**

**The next meeting will be held on Tues 8 December 2015**