

**Minutes of the Finance & General Purposes Committee Meeting
Held on Tuesday 22 March 2016 – Principal's office**

Approved draft

Present:	Nigel Cochran (Chair) Phillip Lennon	Andrew Frye Ben Parmenter	Richard Kirkham Nick Spenceley (Principal)
In attendance:	Bruce Balicki (DP Finance & Resources)	Theresa Cope (Clerk to the Corporation)	Murray Higgs (Head of Facilities & Estates)
	John Revill (Vice Principal)		

26/15 Apologies for absence

No apologies were received

27/15 Eligibility & quoracy

All members were eligible and the meeting was quorate.

28/15 Declaration of interests

The VP had declared an interest in agenda item 6 (Estates update), in regards to temporary building for Glenwood School. The VP is a governor at the school.

29/15 Minutes of the previous meeting held on 8 Dec '15 & progress against matters arising

The minutes of the previous meeting held on 8 December '15 were agreed as an accurate record and signed by the Chair.

Matters arising:

19/15 The Stress Management section of the Health & Safety policy is to be revised.

MRH to circulate the revised document to the committee prior to the date of the next meeting (July '16).

Unfortunately, appointment of a student member to the Health & Safety Group had proved to be unsuccessful. **The Chair asked MRH to speak to the Student Association** in an attempt to engage student involvement with the Group. **The Chair asked** in particular for the possibilities of students to be asked to take a role in hazard/near miss reporting to be explored.

17/15 Further to discussions at the previous meeting in regards to the anticipated reduction in funding for 2016/17 that had not materialised in the Government's Spending Review, the DP F&R advised that the funding allocation for 2016/17 had now been received from the Education Funding Authority (EFA).

23/15 The external auditors had recently undertaken an audit in respect to subcontracting controls, for which the report had been presented to the Risk & Audit committee at the

meeting on 8 March '16. This audit was now an annual requirement for the SFA.

30/15 Report of actions taken by the Chair on behalf of the Corporation

There were no actions to be reported.

31/15 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.

The Head of Facilities & Estates was currently preparing the tender documents for the works to the front wall. The works would be undertaken by a JCT (minor works) contract.

The temporary building was scheduled for delivery next week (30th). Members attention was drawn to tabled Appendix A (Heads of Terms) and members **were asked to agree authorisation to allow** the Principal and DP F&R to enter into the agreement once the terms had been finalised.

The Principal and DP F&R were authorised to enter into agreement as per the Heads of Terms presented to the committee.

The interim update on health & safety was received. There were no reportable accidents although the one incident of note in the science area was duly noted.

32/15 Finance Report: Management accounts for half year to January 2016

The report was received with the summary of key points noted. The DP F&R provided an overview of the significant budget variances to date.

33/15 Employer Responsive: update income projection for 2015/16

This item is covered in item 34/15 below.

34/15 Mid-year budget update 2015

The main points of this report had already been discussed under item 32/15 above.

The DP F&R would present the 3-year financial forecast to the next committee meeting.

35/15 Consideration of any confidential matters

The confidential matter was considered under Part 2 – confidential business.

The meeting finished at 17:55

The next meeting will be held on Tues 17 May 2016