



**Agenda for a meeting of the Seevic College Corporation Finance & General Purposes committee
to be held on Tuesday 18 October 2015**

Venue: Board Room

Time: 16:30

Item	Description	Lead person	Action req	Paper	Time (approx)
Procedural matters					
1.	Apologies for absence	Clerk	<i>to receive</i>	Verbal	16:30-16:31
2.	Confirmation of eligibility and quoracy	Clerk		Verbal	16:31-16:32
3.	Declaration of interests	Clerk	<i>to receive</i>	Verbal	16:32-16:33
4.	Election of Chair	Clerk	<i>to elect & agree</i>	Verbal	16:33-16:40
Strategic matters					
5.	HRD Annual Report	Head of HRD	<i>to receive</i>	A	16:40-17:00
6.	Estates update	DP F&R	<i>to receive</i>	B	17:00-17:15
7.	Finance Report: Management accounts to period end July '16	DP F&R	<i>to receive</i>	C	17:15-17:30
8.	Enrolments: Funding implications	Vice Principal	<i>to receive & note</i>	D	17:30-17:45
9.	Accounting policies	DP F&R	<i>to approve</i>	E	17:45-18:05
Ensuring Accountability					
10.	To confirm the accuracy of the minutes of the last meeting held on 5 July '16 & discuss and review progress against matters arising	Chair	<i>to agree</i>	F	18:05-18:10
11.	Report of actions taken by the Chair on behalf of the Corporation	Chair	<i>to note</i>	Verbal	18:10-18:15
Other matters					
12.	Committee ToR & confirmation of committee membership for 2016/17	Clerk	<i>to review & agree</i>	G	18:15-18:25
Confidential matters					
13.	Consideration of any confidential matters	Chair		Verbal	18:25
Date of next meeting					
The date of the next scheduled meeting is: Tues 6 December 2016 @ 16:30					