



**Minutes of the Finance & General Purposes Committee
held on 25th November 2021 at 5.30 pm via video conference**

Present:	Owen Trotter (Chair) Rob Hickey Heidi Fraser-Krauss Lee Probert (Chief Executive and Principal)	
In Attendance:	David Hawkins – Vice Principal for Finance and Professional Services Paul Lawrence – Director of Marketing Chris Leng – Human Resources Manager Catherine Duro – Director of Governance	
1.	Apologies for Absence / Declarations of Interest	Action
	Apologies were received from Donald Inglis There were no declarations of interest.	
2.	Minutes of Previous Meetings	
	The minutes of the meeting held on 9 June 2021 were reviewed and approved.	
3.	Matters Arising – Actions	
	The matters arising were progressing satisfactorily with updates on the agenda.	
4	STATUTORY & REGULATORY COMPLIANCE	
	GDPR Update The Committee was advised that there were no causes for concern. There had been no reportable breaches during 2020/21 or to date. All SAR's and FOI's had been appropriately fulfilled.	
5.	MARKETING & BUSINESS DEVELOPMENT	
	5.1 Business Partnerships Update The Partnerships update report was received and the key points brought to the committee's attention. There were no further questions. 5.2 Marketing and Communications Update The Marketing and Communications update report was received. The Committee were pleased to hear that positives had been taken from the Covid lockdown period with online materials being developed. There was a robust discussion about the offer and impact of local competition and how the college were addressing this. The Committee took confidence from the actions in place. <i>The Committee resolved to note the report.</i>	
	FINANCIAL SUSTAINABILITY	

	<p>2020-21 Financial Performance</p> <p>6.1 Management Accounts for the 12 months to 31 July 2021</p> <p>The full year management accounts were presented and the variances detailed.</p> <p>Congratulations were given on delivering a significantly reduced deficit, recognising the efforts of everyone involved to control this.</p> <p>A governor asked if the savings had had an adverse effect on delivery or student experience. The Committee was assured that the savings had not directly impacted on the student experience of delivery, but that some had been generated, through activity being reduced by the covid measures, e.g. fewer enrichment activities.</p> <p>6.2 2020-2021 Draft Financial Statements</p> <p>The draft financial statements were received and the key points highlighted to governors.</p> <p>The accounting for restructuring costs as agreed with the auditors was explained.</p> <p>The impact of Estates grant claims and reconciliation were detailed.</p> <p>The Committee were pleased to note that the AEB Business case had been successful, and the college would not be subject to a clawback, this adjustment would have a further positive impact on the accounts.</p> <p>The pension allowance was explained.</p> <p>The Committee were satisfied to recommend the accounts to the Audit Committee and governing body.</p> <p>6.3 ESFA Financial Health Score and Dashboard</p> <p>The ESFA Financial Health Score and dashboard letter were received and gave further reassurance to the committee.</p>	
	<p>2021-2022 Financial Performance</p> <p>6.4 Learner Recruitment</p> <p>The impact of the 16-18 LAG funding was explained and the lower starts in adult learners and the impact on funding was also detailed.</p> <p>A governor questioned where adults were moving to and what the reasons were. Managers explained that they believed adults had been encouraged and enabled to move online through the pandemic.</p> <p>Applications for A Levels had been high but not enough converted, the learning from this had been taken and activity would continue with applicants in the future even in over subscribed areas to encourage a greater conversion rate.</p> <p>6.5 Management Accounts for the 2 months to 30 September 2020, including year-end forecast.</p>	

	<p>The Management accounts were received and the early variations explained. The concerning increase in gas prices, following a supplier going into administration was explained.</p> <p>The Committee was reassured that broadly the finances were heading to the budgeted outcome and the peaks and troughs would be balanced throughout the year.</p>	
7	COLLEGE STAFF AND TEAMS	
	<p>7.1 HR Report</p> <p>The HR report was presented and governor attention was focused on the increasing trends.</p> <p>The impact of void was discussed and governors informed that vaccines were offered on site.</p> <p>There was a significant challenge and robust debate on the interview levels of BAME candidates against which further analysis was requested. (Action)</p> <p>Following a robust discussion, the committee was concerned about the picture shown by the data, in that it may be a systemic issue. However, it was a small sample that could distort statistical analysis. Governors felt strongly that efforts must be made to improve the position, and recommended further support be taken from Black FE Leadership, perhaps in analysing trends or supporting recruitment processes.</p> <p>Thanks were given for a concise and focussed report.</p>	CL
8	ESTATES AND COLLEGE ENVIRONMENT	
	<p>8.1 Health, Safety and Welfare Update</p> <p>The Health and Safety report was received,</p> <p>The Committee was advised that steps had been taken to encourage reporting of near misses as the ratio was lower than would be expected. The accidents though were comparable to the previous year which was reassuring.</p>	
9	CORPORATE GOVERNANCE AND ASSURANCE	
	<p>9.1 Strategic risk monitoring</p> <p>The Risk Register was received and the committee recognised that there had been no significant changes and it remained relevant and appropriate.</p> <p>There were no further questions.</p> <p>9.2 Strategic Plan Implementation</p> <p>The update on the strategic plan implementation was received and noted.</p> <p>9.3 Cyber Security Report</p> <p>The cyber security report update was received.</p> <p>The Committee understood that running some of the system improvement could temporarily bring the system down so were being planned during quiet periods.</p>	

	<p>The Committee was reassured that the action plan had also been shared with York St. John University who had given some useful comments.</p> <p>The need to update an old administrative system was explained as necessary before the cyber essential accreditation could be sought. This system replacement was in progress.</p> <p>Detail was sought on what the contingency plan was if the college were to be attacked. (Action) It was reported that 9 colleges had been attacked recently. Governors challenged how the college would get back to operating quickly. Penetration testing was recommended, especially around peoples' response to phishing emails. (Action) It was appreciated that JISC could help with some of this activity.</p> <p>The Committee was reassured to note that the college did have insurance in place for a cyber-attack.</p>	<p>DH</p> <p>DH</p>
10	POLICY AND OTHER MATTERS - None	
	<p>10.1 Treasury Management Policy Review</p> <p>The treasury management policy was received and the intention to spread assets and risk noted.</p> <p>Resolved that the treasury management policy be approved.</p> <p>10.2 Data Protection Policy Review</p> <p>The data protection policy was received.</p> <p>Resolved that the Data Protection Policy be approved for a further year, when any revisions required by the internal audit actions should be incorporated.</p>	
11	OTHER MATTERS	
	No other matters were discussed	
12	SUMMARY MATTERS	
	Key Meeting Outcomes and/or Actions	
	<p>12.1 Matters for report to the Governing Body (if any)</p> <ul style="list-style-type: none"> • Management Accounts • Draft Financial Statements • Health and Safety Report • Cyber Security Report • Treasury Management Policy • Data Protection Policy 	
	<p>12.2 Matters for report to the Audit Committee (if any)</p> <ul style="list-style-type: none"> • Cyber Security Report • Draft Financial Statements 	
13	13. Any Other Business	

14	Date of the Next Meeting	
	14. Date of the Next Meeting – 24 February 2022	
Signed		
Name:	Owen Trotter	
Date:		