

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Finance & General Purposes Committee held on Tuesday 30th June 2020 at 5.30pm via TEAMS

Present:

Mr M Ward
Mrs L Watson
Mrs L Thornton
Mr D Hankey

Also in attendance:

Mrs K Dales
Mr A Theakston [Clerk]
Mrs C Menzies [Minute Clerk]

1 Apologies for absence

No apologies for absence. LT was welcomed to the committee.

2 Declarations of Interest relevant to business of meeting

None.

3 Minutes of previous meeting held on 7th May 2020

The minutes of the meeting held on 7th May 2020 were approved and would be signed in due course.

4 Matters arising and action points

There were no action points from the previous meeting.

5 To consider the management accounts for May for the College

Commercially sensitive.

6 To consider the management accounts for May for HBDCL

The College had been on track for a break-even position but due to the lockdown all commercial work stopped so it is unlikely this will be the case.

MW confirmed furlough costs will go against BDC.

7 To approve for recommendation to the board budgets for 2019/20 and 2020/21 and Financial Plan

Commercially sensitive.

8 To approve all Policies

AT reported D O'Hara recommended, as part of his governance review, governors are aware and approve policies and procedures. A recommendation for governors to approve the nine business critical QAPs and note that the Executive had delegated authority to approve the subsidiary policies was approved for submission to the board meeting. The report shows the link for viewing the policies on SharePoint.

The exception is Policy 7, Governance Policy, where amendments will only take place with Board approval. Some major policies e.g. Health and Safety, Equality and Diversity, Anti Bribery and Safeguarding will go separately to the board for approval having gone through the relevant committee where appropriate.

9 To consider the risk register and any Risk issues to report to Audit Committee re:-

- non achievement of contract income levels
- deterioration of financial health
- staffing performance issues
- HBDCL

There were no issues of which both the audit committee and the board were not aware and therefore there were no risk issues to report to Audit Committee.

10 Any other business

KD stated the fees policy was removed around two years ago but this information needs re-instating for learners applying for adult education loans. MW asked how it compared to the previous policy, KD informed it was more detailed.

The fees policy was approved.

11 To note the date of the next meeting

18th November 2020 at 6.30pm following on from Audit meeting to which F&GP members are invited

..... **CHAIRMAN**

Action points from the meeting held on 30th June 2020

Minute	Action	By Whom	By When
7	Staffing budgets to be reviewed	K Dales	18 th November