

BARTON PEVERIL SIXTH FORM COLLEGE
Finance and Employment Committee
Notes of the informal meeting held on
Tuesday, 8 November 2016 at 6.00 pm

Present:

Mrs K Everett (Chair)
Prof R Brown
Mr J Prest

In attendance:

Mr M Chart (Assistant Principal (Finance and Resources))
Mr G Miles (Director of Finance)
Mrs J Miles (Clerk and PA to the SLT)
Mrs C Spires (Human Resources Manager)

Apologies:

Mrs S Anderson

Absent:

Cllr K House
Mrs M Cole (Additional Committee Member)

	Action
<p>341 Declaration of Interests</p> <p>No member of the Committee had anything to declare relating to the items on the agenda.</p>	
<p>342 Equality and Diversity Issues arising from the agenda</p> <p>The Chair reminded members to consider Equality and Diversity issues when considering items on the meeting's agenda.</p>	
<p>343 Meeting procedure</p> <p>The Clerk advised members that the meeting was inquorate and that no decisions could be made.</p>	
<p>344 Minutes</p>	
<p>344.1 The Minutes of the meeting held on Monday, 6 June 2016 could not be approved and would be carried over to the next Committee meeting.</p>	
<p>344.2 All Matters arising from the minutes had been actioned or were on the agenda for this meeting. The updated Action Points sheet would be kept with the Committee papers.</p>	

345 Agenda items

Due to the importance of the decisions to be made at the December Corporation meeting regarding the strategic future of the College, members informally reviewed the agenda items.

Actions

- **Items 7 (Corporation expenditure), 8 (Pensions), 11 (Monthly Finance Monitoring Report), 14 (Confirmation of Pay Awards), 18.1 (Property Strategy update) and 18.2 (Contracts update) were noted**
- **Items 3 (Election of the Chair), 15 (Annual Review of Finance Regulations) and 17 (Annual Review of the Committee's Terms of Reference) would be carried over to the next Committee meeting**
- **The following items would be presented directly to the December Corporation meeting:**
 - **5 Draft Outturn figures**
 - **6 Draft Annual Accounts**
 - **9 Student Enrolment**
 - **10 Budget Revision and Two-year Financial Forecast**
 - **12 Annual Human Resources Report**
 - **13.1 Staff Disciplinary Policy and Procedure**
 - **13.2 Staff Code of Conduct**
- **Item 16 would be developed into a Financial Strategy paper for the December Corporation meeting**
- **The new Financial Strategy paper to be forwarded to the Chair of Corporation and the Chair of Finance and Employment upon completion**
- **The Financial Strategy paper to be on the Corporation agenda immediately after the Academisation paper**
- **Item 18 would be a written update for Corporation rather than the usual verbal update – to include the requirement to address the need for more social spaces for students**
- **Members would be asked for any comments on agenda items prior to the despatch of papers for the December Corporation meeting**
- **Committee members would be asked to meet at 5.30 pm on 5 December prior to the Corporation meeting in order to discuss items 21 and 22, Holders of Senior Posts' Appraisal and Remuneration**

Clerk

Clerk

APFR

APFR

Clerk

APFR

Clerk

Clerk

346 Date and time of next meeting: Tuesday, 14 March 2017 at 5.30 pm in the Conference Room

The meeting closed at 7.13 pm.