



**Minutes of the meeting of the Finance and General Purposes Committee
held on Wednesday 2 July 2009 at 5.00pm in Room 3F099**

Present: Hilary Bainbridge (Chair)
Alison Birkinshaw
David Johnson
David Marsh
Danny Morgan

In Attendance: Trevor Armer, Director of Finance
Richard Hinde, Clerk to the Governing Body
Anne Tyrrell, Deputy Principal Resources

Action

- 09.30 Apologies for Absence/ Declarations of Interest**
Apologies were received from Peter Burrows, Tom Hobman and Graeme Murdoch. David Marsh made a declaration of interest as a member of City of York Hockey Club in connection with agenda item 8.
- 09.31 Minutes of Previous Meeting – 24 June 2009**
The minutes, and confidential minutes, of the previous meeting were presented but it was **agreed** that they would be considered at the next meeting of the Committee.
- 09.32 Matters arising**
a) Action Summary Sheet
The action summary was considered by the Committee, and it was noted that all matters had been actioned or carried forward as appropriate.
- b) Any Other Matters
Further consideration was given to the delegated authority that had been recommended at the last meeting in relation to making a decision on the repayment of the New College Project loan, and the circumstances in which this proposed delegated authority was likely to be exercised.
- 09.33 2008/09 Year End Financial Forecast**
a) 2008/09 Year End Financial Forecast
This report was considered as a confidential item for which a separate confidential minute was taken.
- b) Comparison with Financial Objectives
This report was considered as a confidential item for which a separate confidential minute was taken.

09.34 2009/10 College Budget

a) 2009/12 Strategic Financial Objectives

This report was considered as a confidential item for which a separate confidential minute was taken.

b) 2009/10 Revenue Budget

This report was considered as a confidential item for which a separate confidential minute was taken.

09.35 2009/12 Strategic Plan Extracts

a) Section 6: Recruitment and Marketing

This report was considered as a confidential item for which a separate confidential minute was taken.

b) Section 11: IT Network and Systems; Section 13: Information Systems; Section 14: Estates; Section 16 Administration

The Deputy Principal Resources explained that this year the relevant sections of the Strategic Plan were to be discussed by Governors' committees prior to final approval at the Governing Body meeting on 16 July 2009. Governors were asked to discuss and comment on the draft Strategic Plan sections and recommend approval if this was considered appropriate. It was noted that the financial implications of the Strategic Plan had been included in the 2009/10 Budget planning.

In relation to the IT Network section, discussion took place about whether budget holders had "read only" access to the College's financial systems as it was suggested that this could prove beneficial. It was queried whether this should be included in the specification of any potential new system as concurrent licences could be negotiated at that time. It was then noted that a key priority for the College in this regard would be to have such a system for learner records.

In relation to the Estates section, the need to explore potential alternative energy sources was stressed. With the Administration section it was noted that a key driver was to try and reduce the net work that was carried out. To this end the College would be reviewing its administration processes.

The Committee ***agreed to recommend*** the Governing Body to approve the IT Network and Systems; Information Systems; Estates; and Administration sections of the College's proposed Strategic Plan for 2009/12.

c)Section 12: Finance

The Committee considered the draft Finance section of the College's Strategic Plan for 2009/10 and agreed to recommend the Governing Body to approve it.

09.36 Risk Management

a)2009/10 Risk Prioritisation

The Director of Finance presented the report summarising those risks that were assessed as having the greatest potential impact on the College and the achievement of the objectives for the next year of its 2009/12 Strategic Plan. These key risks had been mapped against the Governing Body's sub committees responsible for their oversight during 2009/10.

Discussion took place as to whether this agenda item should be classified as "confidential" but it was concluded that this was not warranted.

Consideration was also given to the College's Work Based Learning records and reference made to the specific sections which dealt with this issue. It was also noted that the fourth review of the College's Work Based Learning records instigated by the Audit Committee had just been completed and the College's systems had been found to be robust. It was intended that the College's Train to Gain records would be subject to a similar review in the coming year.

The Committee ***agreed to approve*** the College's 2009/10 Risk Prioritisation.

b)2009/10 Risk Register

The Director of Finance presented the report with a copy of the College's full Risk register for 2009/10. It was explained that a summary of this document would be provided to the Committee at its first meeting in the autumn term which would provide details of all its relevant risks in priority order. Each risk would be cross-referenced to elements of the College's Strategic Plan. Further discussion then took place about the format of the document and whether reference should be made within the document itself to proposed measures to address the risks identified.

09.37 Property Strategy Update

This report was considered as a confidential item for which a separate confidential minute was taken.

09.38 Any Other Business

None.

09.39 Dates of 2009/10 Meetings
To be confirmed.

The meeting closed at 7.30pm.

Signed (Chair):

Name:

Date: