

# CONFIRMED MINUTES

**UNITED COLLEGES GROUP  
FINANCE AND GENERAL PURPOSES COMMITTEE  
Minutes of the Meeting held on Wednesday, 4 October 2017 at 6.00pm  
in the Board Room at Paddington Green Campus**

## **PART ONE**

### **Present**

Tony Johnston, Acting Chair  
Roslyn Aird  
Keith Cowell  
Alexandra Fyfe  
Simon Haben

### **Also in Attendance**

Ita Leavy, Head of Learner Services (Item 8)  
Eamonn McCarroll, Group Executive Director of Finance  
Christina Price, Clerk to the Corporation (minutes)  
Adrian Quester, Head of Marketing and Strategic Communications (Item 7)  
Amanda Thorneycroft, Chief Operating Officer

#### **1. Attendance and Apologies for Absence**

**Action**

Apologies were received from Peter Child due to illness.

83% of the membership was in attendance and the meeting was quorate throughout.

#### **2. Declarations of Interest**

There were no declarations of interest other than those in the Register of Interests.

#### **3. Health and Safety Announcements**

The Clerk provided a briefing on the Health and Safety arrangements for the meeting.

#### **4. Minutes of Meeting held on 28 June 2017 and Action Log**

The minutes of the meeting of City of Westminster College's (CWC) Finance and General Purposes Committee held on 28 June 2017 were **approved** as a true record of the meeting. It was **agreed** that Alexandra Fyfe would sign these minutes as she was Chair of the Committee at that time.

It was reported that the minutes of the last meeting of College of North West London's (CNWL) Finance and Resources Committee would be presented at the next meeting.

**Clerk**

In relation to the Action Log, it was **noted** that:

- #181 Part 1: this action had been completed;
- #171 Part 2: examination costs would be reviewed going forward;
- #182: the Operational Continuity Plan had been re-issued over the summer and work on a merged plan is ongoing;
- #183: the fire safety aspects of materials used at college sites were covered within the report for Item 9 (Estates Report).

#### **5. Review of Finance and General Purposes Committee Terms of Reference**

The Committee reviewed its Terms of Reference and **agreed** to recommend the following amendments to the Corporation:

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- Section 2: amend to read: “To oversee and monitor the progress of the College's Strategic Plan in relation to Finance, Human Resources, Information Communication Technology, Estates, Accommodation and other resources, *Community Engagement, Marketing and Promotion* and Health & Safety.”
- Section 3: insert an additional paragraph to further clarify the Committee's remit compared to that of the Strategy and Estates (S&E) Committee, including references to capital expenditure and financing.

It was noted that the S&E Committee would scrutinise proposals for the estates strategy in detail whereas this level of scrutiny could not be provided by the F&GP Committee given its wider remit.

6. **Supply Chain Fees and Charges Policy**  
**Subject to Part two Minutes.**
7. **Marketing and Public Relations Media Report**  
**Subject to Part Two Minutes,**
11. **Performance Against Enrolment and Funding Targets**  
**Subject to Part Two Minutes.**
12. **Financial Report: End of Year Out-turn 2016/17**  
**Subject to Part Two Minutes.**
8. **Financial Support for Learners: End of Year Report 2016/17**

*[The Head of Learner Services (HLS) joined the meeting.]*

The HLS presented the combined CNWL/CWC Financial Support for Learners Report for 2016/17 which covered 19+ Adult Learning Loan Bursary Funds, Discretionary Learner Support Funds and 16-18 Bursary Funds and Nominated Vulnerable students.

It was reported that some information for CNWL was unavailable due to staff being on pre-agreed annual leave.

The Financial Support for Learners End of Year Report for 2016/17 was **noted**.

*[The HLS left the meeting.]*

9. **Estates Report**  
**Subject to Part Two Minutes**
10. **ICT Report**  
**Subject to Part Two Minutes**
13. **Apprenticeship Reforms Update**  
**Subject to Part Two Minutes**
14. **Date of Next Meeting**

It was **noted** that the next meeting of the Finance and General Purposes Committee would take place at 6.00pm on 29 November 2017 and **agreed** that the meeting should

**CEO/  
Clerk**

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take place at Maida Vale Campus, rather than at Paddington Green Campus, if it is practical to do so.

**15. Any Other Urgent Business**

It was **agreed** that the HR-related aspects of the merger should be reported on and considered at the next meeting.

**CEO**

**16. Issues of Confidentiality**

It was **agreed** that all items were to remain confidential, with the exception of Items 5 and 8.

The meeting closed at 8.20pm.

Signed: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_