

BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON WEDNESDAY 23 NOVEMBER 2005 at 6pm
IN THE SPORTS CENTRE CAFE**

Present: Dominic Blythe, Howard Kidd (Chairman), Keith Murphy (Observer), Altaf Razak, Chris Thomson, Chris Wellings.

In Attendance: Anne Fielding Smith, Peter Freeman, Jutta Knapp,

The meeting was quorate.

1. Apologies and Welcomes

Hannah Bithell James Freeman Louise Pennington

Action

2. a) Minutes of the Meeting held on 22 June 2005

The minutes were approved as a correct record of the meeting. To be signed.

HK

b) Minutes of the Premises Group Meeting held on 21 October 2005

The minutes were approved as a correct record of the meeting. To be signed.

PF

3. Matters Arising

There were no matters arising

4. Review of Terms of Reference

A general discussion was held. JHK confirmed that the College's insurance arrangements were due to be reviewed this year. The terms of reference were recommended to the corporation for approval.

5. Annual Report and Financial Statements for the year ending 31 July 2005

The Report and Financial Statements for the year ending 31 July 2005 were noted and a discussion held. A number of minor changes were agreed. These have been incorporated in the papers for Corporation.

The Report and Financial Statements were recommended to Corporation for approval, subject to the above changes.

JHK presented the External Auditors management letter

- No recommendations in management letter
- Audit adjustments page 55: explanation given
- Took Committee through the management letter
- Noted that the impact of FRS 17 would be reflected in the

financial statements to 31 July 2006

- A good audit report

HK congratulated JHK on the accounts

6. Reconciliation of 2004/05 outturn to Budget

Overall, there was no significant variance although there were variances within budgets. The report was noted.

7. Results for the first three months

JHK presented the report, the contents of which were noted. The cash flow statement was discussed, and JHK explained that it seems likely that the College would be overdrawn in March 2006. This is primarily due to the funding profile of the LSC and is common to the sector. JHK confirmed that a right of set off has been agreed with the bank. JHK also confirmed that initial discussions regarding ways to increase cash balances are being held by SMT.

8. Update on Property Strategy

JHK presented the report to the Committee, the contents of which were noted. After some discussion, it was agreed to defer agreeing the funding proposals until after the next meeting of the Premises Group.

9. Health and Safety Policy

JHK presented the paper to the Committee which was recommended to the Corporation for approval.

10. Equipment Policy

JHK presented the paper to the Committee which was recommended to the Corporation for approval.

11. Health and Safety Update

JHK presented the paper to the Committee, the contents of which were noted. It was confirmed that the date of the last Health and Safety Committee meeting was in 2005 and not 2004 as in the last paragraph. JHK agreed to amend.

12. Update on access audit recommendations

The paper was noted by the Committee.

13. Large Suppliers

The contents of the paper were noted. After some discussion, it was agreed that the Financial Regulations be amended to remove the need

for this to be reported.

14. Financial Memorandum

The LSC funding allocation for 16-18 provision was noted. It was agreed that the Work Based Learning funding allocation would also be brought to this Committee for noting in the future.

15. Any Other Business

None

16. Date of Next Meeting

Wednesday 15 March 2006

Louise Pennington
Clerk to the Corporation

Chairman.....

Date.....

DRAFT