



gloucestershire college

**MINUTES OF THE  
BUSINESS & RESOURCES COMMITTEE  
31 JANUARY 2017, 5PM  
BOARDROOM, CHELTENHAM CAMPUS**

**Present:** Ms A Williams (Chair)  
Mr M Burgess (Principal)  
Mr P Head  
Ms H Ridler (Co-opted)  
Mr G Ripley  
Mr K Rog  
Ms P Schreuder  
Mr N Worthington (Co-opted)

**In Attendance:** Mr A Bates (Chief Financial Officer)  
Ms K Jarvis (Head of HE)  
Dr J Kettle (Vice Principal, Curriculum and Quality)  
Ms S Parkin (Group Director, HR and Corporate Services)  
Mr P White (Vice Principal, Recruitment and Business Development)  
Ms J Cosson (Clerk to the Board of Governors)

**Apologies:** Mr J Brindley  
Ms S Kingston

**Attendance: 87.5%**

**PRELIMINARIES**

**1/17 Apologies**

Apologies were noted as above.

**2/17 Declarations of Interest**

None, other than those currently recorded on the Register of Interests.

**3/17 Confidentiality of Items**

Items 6, 7, 9, 10, 11 and 12 were declared confidential on the basis of commercial sensitivity for a two year period. Item 8 was declared confidential on the grounds of commercial sensitivity for a five year period.

**4/17 Minutes of Meeting of 29 November 2016**

The minutes of the meeting were approved as a true record and signed by the Chair.

**ACTIONS**



**5/16 Matters Arising from the Minutes**

Members were provided with an actions matrix and noted the status update of each item.

**KEY BUSINESS**

**6/17 Recruitment Update - confidential**

**7/17 Financial Plan update - confidential**

**8/17 RFD update - confidential**

**9/17 Human Resources Annual Report - confidential**

**10/17 CFO Update - confidential**

**ROUTINE BUSINESS**

**11/17 Management Accounts - confidential**

**12/17 Health & Safety Monthly Reports - confidential**

**13/17 Approval of policies:**

- **Learning and Development Policy**
- **Social Media Policy**
- **Tuition Fee Policy**

Members reviewed the above policies. Clause 5.4 of the L&D policy was queried. It was confirmed that the College does enforce this provision. Minor amendments to the Social Media Policy were suggested.

**RESOLVED:** The policies were approved, subject to amendment as suggested.

**14/17 Any Other Business**

None.

**15/17 Date of next meeting:** 4 April 2017 at 5.00pm, Cheltenham

Signed..........

Date.....4.4.17.....