

Board of Management

MINUTES of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held via Microsoft Teams on Thursday 17 March 2022

PRESENT:	Kelly Mackenzie, Chris O'Neil, Donald MacKenzie, Stephen Sheridan
CHAIR:	Donald MacKenzie
APOLOGIES:	Arvinder Kainth, Ruth McFadyen, Russell Edwards
ATTENDING:	Assistant Principal – Finance & Audit Assistant Principal – Operations & External Relations Operations and Commercial Manager Board Secretary
OBSERVER:	Rojan Kumar Subramani

The Chair welcomed everyone to the meeting and introduced the new members.

There were no declarations of interest noted.

1. MINUTES

Meeting of the Finance and General Purposes Committee held on 28 October 2021

The minutes of the meeting of the Finance and General Purposes Committee held on 28 October 2021 were **ACCEPTED** as a correct record and it was **RECOMMENDED** that they be approved and signed by the Chair.

2. OUTSTANDING ACTIONS

Revenue Budget - ALF: The Assistant Principal – Finance and Audit advised the Committee that he had liaised with the UHI Finance Director over the transfer of monies into the ALF and the Committee noted that further discussion with UHI and SFC is required.

Decision: The Committee **AGREED** that this item will remain on the list.

STEM Bid: The Board Secretary advised that she had been in touch with former Board Member Leanne MacKenzie who has provided contact details for herself which have been passed to the appropriate member of the EMT.

Decision: The Committee **AGREED** that this item could be removed from the list.

Terms of Reference – The Board Secretary advised that the amended Terms of Reference are due to be approved by the Board of Management on 31 March 2022.

3. CAPITAL MONITORING

The Assistant Principal – Finance and Audit spoke to his report which provides the Committee with the capital funding and spend for the period ended 28 February 2022. The Committee was advised that work on our Estates Plan is being undertaken to ensure that we are proactive rather than reactive with regards capital works.

Discussions around the following took place:

- The challenges in respect of approval being required from GTFM before works can be agreed.
- The NPD (Non-Profit Distribution Model)
- Funding received from Scottish Future Trust.

The Committee was advised that we have secured an architect who will be working with us on future projects with regards the efficient use of the building moving forward.

4. FINANCE UPDATE

Revenue Budget Monitoring

The Assistant Principal – Finance and Audit spoke to his report which provided the Committee with details of the revenue budget for the seven months ended 28 February 2022.

The Committee was advised of the following:

- That we would continue to monitor our loan capital payment.
- That further work is being carried out to verify our SDS outruns.
- That Estates have the potential to out deliver.
- The increase in marketing costs.
- Payroll provision which now includes the National Insurance rate increases.
- The SFC agreed dates for any draw downs.

The Committee welcomed this update and noted that the Assistant Principal – Finance and Audit would continue to monitor budgets cautiously going forward.

Mid-Year FFR

The Assistant Principal – Finance and Audit spoke to his report which provides members with the mid-year FFR.

5. STUDENT RECRUITMENT

The Assistant Principal – Operations and External Relations spoke to the report which the Information Systems Manager had prepared for the Committee. The Assistant Principal – Operations and External Relations advised that this report provides the Committee with an update on the status of the current enrolments for the Academic Year 2021/22 and the recruitment for Academic Year 2022/23.

The Committee was advised and discussed:

- The improved position with regards student recruitment targets.
- The possibility of potential claw backs from SFC.
- Early withdrawal data, sector data, the impact of Covid-19 and the high level of student satisfaction as evidenced in the early student satisfaction survey.
- Sector student recruitment data.
- Potential avenues for exploration such as work based degrees which builds upon our already very successful apprenticeship model.
- Opportunities to improve our recruitment of international students.
- The importance of a review of our curriculum.

6. OPERATIONS AND EXTERNAL RELATIONS REPORT

The Assistant Principal – Operations and External Relations spoke to her report and provided the Committee with an update in respect of:

- The increase in Modern Apprenticeship income for the fifth consecutive year and the expectation that we would exceed our full year budget.
- The revised FE credit target for academic year 2021/22.
- The 2021/22 PPF target for undergraduate students.
- The curriculum planning review and expected end date. It was highlighted to the Committee that we have costed and detailed every aspect of our course delivery. The Committee noted that this data will be used to identify trends in respect of recruitment, conversion, success rates and withdrawal rates in order to assist us in looking at how we can deliver our courses more effectively and efficiently. This information will be fed back to the Tertiary Education Leaders and Heads of Schools to allow further interrogation of the data.
- A summary of the Estates and Commercial Services.
- KPI Matrix measures. The Committee noted the RAG rating system being used as part of the matrix. The Committee was advised that we were currently ahead in respect of FE Credits, apprenticeship starts (contract year), research income, room utilisation, CO2 emissions on utilities and the percentage of waste recycled. However, in respect of the last three items the Committee did acknowledge that the targets were based on a full occupancy and that we are still operating within a hybrid manner.

The Committee welcomed the inclusion of the KPI Matrix and noted that this is being taken to Partnership Council for recommendation that it be adopted throughout the partnership.

7. RISK REGISTER

The Assistant Principal – Finance and Audit advised the Committee that the following risks had been increased:

- Risks 17, 20 and 26 had been increased as a result of the expected flat funding, the impact of increased pay costs in respect of national bargaining, job evaluation and national insurance increases.
- Risks 18 and 20 had been increased as a result of our current student recruitment targets.

Item 01b.

- Risk 35 has been increased as a result of the current infection rates within the local community.

The Committee also noted that risk 25 had been decreased due to the recent recruitment and appointment of new non-executive members to the Board of Management.

Action: The Committee enquired whether the risk register could be colour coded to define the areas at most risk and it was noted that our register was interlinked with that of UHI but that we would look at whether this is a possibility.

8. ABC GARDENS UPDATE AND CONTRACT STRATEGY

The F&GP Chair highlighted the costs involved in this project with the ICT Manager advising that much of the funding was being sourced from out with UHI.

The Committee noted that an architect has drawn up the plans for phase 2 of the construction and discussed the opportunities that this project would provide to both students and the local community.

It was highlighted to the Committee the requirement for accessibility to the front of the College and they were advised of the plans for a new access path.

The Committee welcomed this proposal but enquired as to the prospect of higher costs due to the current increases in inflation and noted that materials which matched the quality of the building would require to be used.

The Committee highlighted that this project plus the Sports Pitch would ensure that we continue to grow as an integral part of our community.

The Committee discussed the possibility of a negative response being received from the public with regards the cost of the project and the funds which we were looking to draw down from the Council and noted the possible reputational risks if we are not able to justify the spends. It was noted that we are continuing to look for additional streams of funding income in respect of the project.

Decision: It was noted that whilst the Committee were in favour of this project there were some reservations highlighted in respect of the costs and it was **AGREED** that this item would be **RECOMMENDED** for discussion at the Board of Management to seek further views and comments.

The Health and Safety Manager joined the meeting.

10. GDPR – 6 MONTHLY UPDATE

The Principal spoke to the Information Development Manager's report which provided the Committee with an update on the actions taken to ensure our ongoing compliance with the UK Data Protection Act 2018 and the UK GDPR with regards the Personal Data Registers, system compliance, data breaches,

records management, and the Board of Management governance case study.

11. HEALTH AND SAFETY UPDATE

The Health and Safety Manager spoke to his report providing the Committee with an update on RIDDOR, Accident/Incident/Near Miss and Fire Reporting, Covid-19 arrangements, recruitment of an additional Health and Safety Department staff member, the Health and Safety Management Strategy, the Health and Safety Management System and System Software and Health and Safety training for staff.

The Committee noted that an unplanned fire evacuation had been carried out which had revealed no immediate concerns.

The Health and Safety Manager left the meeting.

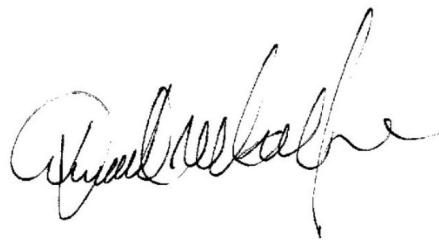
12. UPDATED ANNUAL PROCUREMENT REPORT

The Board Secretary advised that following discussion at the December Board of Management Meeting Appendix A of the Annual Procurement Report had been updated to include a summary table which provides a list of all contracts (new, extended and cancelled) as well as a commentary on each contract.

Decision: The Committee **RECOMMENDED** that the Annual Procurement Report be taken to the March BOM for final approval.

13. DATE OF NEXT MEETING

Thursday 16 June 2022 at 09.00 a.m.



Signed by the Chair:

Date: 16 June 2022