UHI | INVERNESS

MINUTES of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held via Microsoft Teams on Thursday 11 June 2026.

PRESENT:	Donald MacKenzie, Rojan Kumar Subramani, Heather Keyes, Paul Shanks, Chris O'Neil & Janette Campbell
APOLOGIES:	Pauline Tuthill & Jane Davidson
CHAIR:	Donald MacKenzie
ATTENDING:	Vice Principal – Curriculum, Operations and External Relations (VPCOER) Director of Finance and Estates Head of Operations and Business Performance Management Information Systems Manager Governance Officer

The Chair welcomed everyone to the meeting.

The Governance Officer confirmed that the meeting was quorate.

There were no declarations of interests, statements of connections or transparency statements noted.

1. MINUTES FOR APPROVAL

a. Minutes of the Meeting of the Finance and General Purposes Committee held on 05 March 2026

Decision: The Minutes of the Meeting of the Finance and General Purposes Committee held on 05 March 2026 were **AGREED** as a correct record and were **APPROVED.**

b. Confidential Note (CN-01-032026) of the Meeting of the Finance and General Purposes Committee held on 05 March 2026

Decision: The Confidential Note (CN-01-032026) of the Meeting of the Finance and General Purposes Committee held on 05 March 2026 was **AGREED** as a correct record and was **APPROVED.**

c. Confidential Note (CN-02-032026) of the Meeting of the Finance and General Purposes Committee held on 05 March 2026

Decision: The Confidential Note (CN-02-032026) of the Meeting of the Finance and General Purposes Committee held on 05 March 2026 was **AGREED** as a correct record and was **APPROVED.**

d. Confidential Note (CN-03-032026) of the Meeting of the Finance and General Purposes Committee held on 05 March 2026

Decision: The Confidential Note (CN-03-032026) of the Meeting of the Finance and General Purposes Committee held on 05 March 2026 was **AGREED** as a correct record and was **APPROVED.**

2. OUTSTANDING ACTIONS

- **UHI Research funding - CLOSED -** Regional funded research and its redistribution to be looked at across UHI.
  Update at 11/06/2026: The Principal reported that there was no indication of redistribution of the REG funding following closed research activity within EO.
  Decision: It was **AGREED** that this action can be removed from the list.

- **Health & Safety Update – ONGOING -** Concerns re fire doors to be raised on behalf of the Chair of the FGP Committee with the GTFM Board.

3. REVENUE BUDGET FOR AY 2026/27 (CONFIDENTIAL)

The Committee was provided with a CONFIDENTIAL presentation by the Director of Finance and Estates, Confidential Note (CN-FGP-01-062026).

Decision: The Committee **APPROVED** the Revenue Budget for AY 2026/27 report and recommended for Board's approval.

4. CAPITAL BUDGET FOR AY 2026/27

The Director of Finance and Estates spoke to his report which provided the Committee with the capital budget for 2026/27 and asked for recommendation that the Board of Management approves it. The capital budget parameters are slightly different from the revenue budget. The revenue budget has a year-end of 31 July, whereas the capital budget has a year-end of 31 March and therefore the college must commit to spend the full grant by 31 March and pay the subsequent invoices by 31 July each year. Following key items were discussed in detail: FE Lifecycle Maintenance, FE Backlog Maintenance, HE Capital and SFC BIS (Research Capital Grant).

The Committee welcomed the update and thanked the Director of Finance of Estates for his report.

Decision: The Committee **APPROVED** the Capital Budget for AY 2026/27 and recommended for Board's approval.

The Committee was provided with a CONFIDENTIAL FRP update by the VPCOER and the Director of Finance and Estates, Confidential Note (CN-FGP-02-062026).

5. CAPITAL & REVENUE BUDGET MONITORING 2025/26 (CONFIDENTIAL)

The Committee was provided with a CONFIDENTIAL update by the Director of Finance and Estates, Confidential Note (CN-FGP-03-062026).

Decision: The Committee **APPROVED** the Capital & Revenue Budget Monitoring 2025/26 report.

6. MID-YEAR FORECAST RETURN

The Director of Finance and Estates spoke to his report and provided the Committee with the SFC Mid-Year return for 2026 and highlighted the key aspects of the return, both in terms of the income & expenditure statement and the balance sheet. The return was sent to UHI/ SFC by the required date of 31 March 2026. The Committee is asked

to retrospectively approve the report. Two main issues that are affecting the financial performance for the college in 2025/26, namely income and expenditure, were discussed in more detail. The report also provided an update about the student support fund, liquidity and a risk assessment.

The Committee welcomed the update and thanked the Director of Finance and Estates for his report.

Decision: The Committee retrospectively **APPROVED** the Mid-Year Forecast Return report.

7. FINANCIAL RECOVERY PLAN UPDATE (CONFIDENTIAL)

The Committee was provided with a CONFIDENTIAL joint update by the VPCOER & Director of Finance and Estates, Confidential Note (CN-FGP-04-062026).

The item has been confirmed as one for discussion not decision.

8. STUDENT RECRUITMENT

The Management Information Systems Manager joined the meeting.

The Information Systems Manager spoke to her report and provided the Board with an update on student enrolments and withdrawals for 2025/26, progress against targets and the status of current recruitment for 2026/27. It was reported that the student recruitment monitoring has been enhanced this year by the adoption of advanced data analysis, including regression analysis, to provide more insight into the likely HE FTE out-turn.

Janette Campbell joined the meeting.

Following key items discussed in detail:

- Exceeded FE credits target for 2025/26 from 26,442 to 27,142
- Unmet HE credits target for 2025/26 from 1,581 to 1,485
- Higher withdrawal rates for both FE & HE full-time but lower for FE part-time
- Ongoing recruitment for 2026/27
    - ✓ Current acceptances for FE higher than last year

- ✓ Current HE applications lower than last year but higher acceptance rates

The Management Information Systems Manager reported that a regression analysis was undertaken in order to further improve the prediction process of student recruitment in AY2026/27. Clearer picture will emerge by the end of July 2026 after the progression boards have been completed and the EO has moved the students on to the next year of their study. Currently college staff contact all new FE & HE entrants students, part of the Keep Warm initiative, which will be continued throughout the summer to decrease the number of potential Did Not Start students (DNS).

The Committee welcomed the update and positively commented on the level of detail included in the report, especially the regression analysis data.

Discussion about new trends, e.g. move towards HNC/Ds took place. The Chair commented that the retention and progression of students in the 2nd and 3rd year will be critical for college to meet its targets.

Suggestion was made for the Student Recruitment report to be presented to the Board of Management at the meeting on 23rd June 2026.

The Chair thanked the Management Information Systems Manager for her detailed report.

The Management Information Systems Manager left the meeting.

9. KPI MATRIX

The Head of Operations & Business Performance joined the meeting.

The Head of Operations and Business Performance spoke to his report and provided the Board with an update regarding the KPI Matrix and measures in scope. It was confirmed that the format and focus of the report will be changed in the new AY 2026/27 to better capture and monitor measures that are impacting college's financial position. Following measures in red were discussed in more detail: forecast outrun operational surplus (deficit), HE active applications, HE FTEs figures, GA new enrolments, MA successful outcomes and RIDDOR reportable accidents.

The Committee welcomed the report and positively commented on plans to strengthen the financial monitoring in the next AY.

The VPCOER suggested that the acceptance levels could be added to the KPI Matrix as they are an important measure alongside the number of applications received. The Chair welcomed the suggestion. The Principal added that monitoring the levels of applications and acceptances is critically important to the marketing and curriculum offer.

Discussion about additional KPIs that should be tracked against to reflect the financial numbers in the FRP took place. There is a critical need for the progress of the FRP to be planned and lined up with college's KPIs.

The Chair thanked the Head of Operations & Business Performance for his detailed report.

10. ETIO BENCHMARKING ANALYSIS (CONFIDENTIAL)

The Committee was provided with a CONFIDENTIAL report by the Head of Operations & Business Performance, Confidential Note (CN-FGP-05-062026).

The Head of Operations & Business Performance left the meeting.

11. OPERATIONS AND EXTERNAL RELATIONS REPORT (CONFIDENTIAL)

The Committee was provided with a CONFIDENTIAL report by the VPCOER, Confidential Note (CN-FGP-06-062026).

12. ESTATE CAMPUS REPORT

Agenda item 12 had been confirmed as an item for noting only, taken as read and with comments to be sent to the Governance Officer.

13. COMMITTEE AND CHAIR EVALUATION

Agenda item 13 had been confirmed as an item for noting only, taken as read and with comments to be sent to the Governance Officer.

14. AOCB

The Chair thanked all for their attendance, time and contributions to an interesting discussions.

14. DATE OF NEXT MEETING – FGP Committee on 05 November 2026 at 9.00 a.m.

Signed by the Chair: 

Date: 27/08/2026