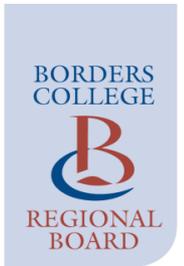


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Borders College

Finance & General Purposes Committee

Meeting at 17:30 on Thursday 16 February 2017

Location: Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
07/17	Future Business Development Unit reports to provide a breakdown of funding sources.	D McKendry
08/17	The ISLT Implementation Plan timescales will be revised.	P Smith
11/17	The Committee requested that the following areas be added to the final version of the risk register: <ul style="list-style-type: none">• Brexit• Business Development Unit• Enterprise Review	P Smith

Borders College

Finance and General Purposes Committee

Meeting at 17:30 on Thursday 16 February 2017

Location: Board Room, Scottish Borders Campus, Galashiels

Minutes

ITEM	MINUTE
Present In Attendance	Elaine Acaster (Chair) Angela Cox Andy Winwood Liz Parkes Tony Jakimciw David Peace Lorraine Sulo (Secretary) Peter Smith (Vice Principal – Finance & Resources) Deirdre McKendry (Head of Business Development – Item 07/17 only) David Killean (Clerk to the Board)
01/17	<u>Chair's Welcome</u> The Chair welcomed newly appointed College Principal, A Cox, along with interim Clerk to the Board, D Killean and Head of Business Development, D McKendry. L Parkes joined the meeting by teleconference.
02/17	<u>Declaration of Conflict of Interest</u> A Winwood declared an interest with regards to agenda item 10/17.
03/17	<u>Register of Members Interest</u> D Killean advised that no further updates had been received.
04/17	<u>Apologies for Absence</u> Apologies were received from Nicola McIlwraith.
05/17	<u>Minutes of Meetings held on 24 November 2016</u> The Minute of the previous meeting was approved as an accurate record.
06/17	<u>Matters Arising</u> All actions from the previous meeting had been completed with no further matters arising.

<p>07/17</p>	<p><u>Business Development Unit Update – Paper B</u></p> <p>D McKendry advised the Committee that regrettably the reports which had been previously circulated contained incorrect figures therefore, revised reports were circulated to the group.</p> <p>D McKendry provided an update on the progress of the Business Development Unit in relation to budget performance and planned activity for vocational learning, national programmes, short course provision and community provision.</p> <p>The Chair requested that future reports provided a breakdown of funding sources.</p> <p style="text-align: right;">Action: DMcK</p> <p>A discussion took place on the staffing structure of the Business Development Unit with D McKendry providing an overview. The Committee noted the cost savings of assessors' travel costs by the usage of Skype and Face Time when appropriate.</p> <p>In view of the BDU income shortfall against budget, D McKendry advised that the Unit is focused on maximising short course provision with an action plan to recover the shortfall in income. The Committee's concern was noted. She also advised that a new Rural Uplift for training providers in recognition of delivering Modern Apprenticeships in rural areas will start on 1 April 2018.</p> <p>The Chair thanked D McKendry for her input.</p> <p>D McKendry left the meeting.</p>
<p>08/17</p>	<p><u>ISLT Strategy Implementation – Paper C</u></p> <p>The Chair reported that the Committee had considered and approved the evaluation of the ISLT Infrastructure tenders by e-mail following delegated authority by the Board in December. The outcome of which was circulated by e-mail from P Smith to the Board. The Committee ratified in the meeting the decision reached by email, and noted no comment had been received from Board Members.</p> <p>P Smith advised that the ISLT standstill period came to an end last week with the winning bidders having now been notified. A timeline with each bidder will be put in place and an overall project plan has been requested from the Head of ISLT. The Chair asked if there had been any negative impact on students given the delay with the project. P Smith confirmed that the current infrastructure was managing but that there was very little spare capacity in storage and wireless services.</p> <p>D Peace asked why Lot 4, Storage and Servers, was noted as being under review within the progress plan. P Smith explained that this was due to a query from a losing bidder however, no further contact had been received since the standstill period.</p>

	<p>T Jakimciw requested that the timescale dates within the implementation plan be revised. In response to a question, P Smith provided assurance on project management arrangements for implementation of the infrastructure project.</p> <p style="text-align: right;">Action: PS</p> <p>P Smith advised that the current level and integration of management information systems was not sufficient to allow a real-time management dashboard. Following discussion with A Cox and SMT this would now be priority 2 within the ISLT Strategy Committee's major projects. Priority 1 being a replacement timetabling system. T Jakimciw highlighted the College's retention issue. D Killean confirmed that MIS would be providing each faculty with weekly attendance reports. A Cox advised that D&G College was also willing to share knowledge on their data reporting systems, which she would be following up in the near future.</p> <p>The Committee noted the content of the report.</p>
<p>09/17</p>	<p><u>Business Review – Paper D</u></p> <p>P Smith presented the College's performance for the year to date, including management accounts, balance sheet, financial KPIs and student activity targets.</p> <p>Revisions at Quarter 1 reduced the projected deficit from £111k to £33k. Variances to date were noted in the management accounts with many of the variances being timing related. The Quarter 2 revision maintained the projected deficit at £37k.</p> <p>T Jakimciw raised the increase in targets which had been set for the Business Development Unit in order to ensure the College met its credit targets and asked if these would be achieved. P Smith advised that the projections were that the targets would be met however, a more definite answer would be known prior to the easter period.</p> <p>The overspend on the Premises Related Costs related to the electricity required for the SHARC unit, which would be repaid to the College by SHARC (cost neutral).</p> <p>P Smith advised that KPIs, with the exception of Cash in Hand, were currently behind target mainly due to the variances noted and that the projected credits target was dependent on the College increasing its part-time numbers and plans were in place to meet this.</p> <p>The Committee discussed the bursary applications which were outstanding and the importance of these funds being committed or there would be a requirement to return the funds. D Killean confirmed that he is currently seeking clarity on whether bursary funding can be used to purchase IT resources for individuals.</p> <p>P Smith advised that following the indicative 17/18 funding allocations from SFC that the cash net increase to the College would be £62k. There was a £132k (1.8%) increase in the teaching grant with capital funding being cut by £70k. A Cox confirmed that she would be meeting with representatives from the SFC in the near future.</p>

	<p>The Committee noted the content of the reports.</p>
10/17	<p><u>Estates Developments Update – Paper E</u></p> <p>P Smith presented the Estates Developments report which updated the Committee on the current position with regards estates projects.</p> <p>The utilisation of external facilities at areas such as the Ian Stark Equestrian Centre was working well and had freed up space at the Newtown St Boswells Campus, although longer-term options for the campus still required consideration.</p> <p>Works on the additional Tweedbank unit were progressing well and still on course for completion for the end of March 2017.</p> <p>P Smith advised that the College had been included in the Scottish Funding Council's CEEP programme which will provide funding for low-carbon projects. £197k had been allocated to the College with the appointed consultants responsible for project recommendations.</p> <p>The Committee noted the contents of the report.</p>
11/17	<p><u>Risk Register – Paper F</u></p> <p>P Smith advised that the proposed new Risk Register will be presented to the Regional Board on 2 March, therefore the current version was attached for information and discussion.</p> <p>The Committee requested that the following areas be added to the final version:</p> <ul style="list-style-type: none"> • Brexit • Business Development Unit • Enterprise Review <p style="text-align: right;">Action: PS</p> <p>The Committee noted the contents of the report.</p>
12/17	<p><u>Oman Joint Venture</u></p> <p>P Smith advised that the venture was still progressing slowly. A telephone conversation was held two weeks ago and a draft risk register was currently with the Haima Institute for comment. He confirmed that there would be no infrastructure costs to the College, only direct delivery costs. The next conversation with the Haima Institute was scheduled for 2 March 2017.</p>
13/17	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • Bank Mandates <p>P Smith proposed the following bank signatory changes:</p> <ol style="list-style-type: none"> 1. Borders College Account

	<ul style="list-style-type: none"> - Angela Cox, Principal, to be added to signing group code A. <p>2. Borders College, Scottish Borders Campus Trust Account</p> <ul style="list-style-type: none"> - Angela Cox, Principal, to be added to signing group code A. - Elizabeth McIntyre to be removed. - Heather Anderson, Vice Principal, to be added to signing group code A. - Anita Lynn Retallick, Finance Manager, to be added to signing group B. - Sara Halliday, Head of Finance, to be amended from group A to group B. - David Killean, Vice Principal, to be amended from group B to group A. <p>The Committee agreed to the changes. Both mandates were approved and signed by the Chair and Clerk to the Board.</p>
14/17	<p><u>Date of Next Meeting</u></p> <p>The next meeting will be held at 5.30pm on Thursday 25 May 2017.</p>

Signed.....

Chair

Signed.....

Clerk to the Board