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Borders College

Finance & General Purposes Committee

Meeting at 17:30 on Thursday 24 November, 2016

Location: Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
65/16	Business Review The Head of BDU will be invited to attend the next Committee meeting.	P Smith
67/16	Public Sector Climate Change Duties Report <ul style="list-style-type: none">The Committee will e-mail comments to P Smith by the end of Monday 28 November;P Smith to include the points raised under 4C, 5A and 5B;The Chair delegated final approval to T Jakimciw who would receive the final submission from P Smith for approval.	All P Smith P Smith & T Jakimciw
70/16	Date of next meeting <ul style="list-style-type: none">The Chair requested that a new date is sought for February.	Secretary

Borders College

Finance and General Purposes Committee

Meeting at 17:30 on Thursday 24 November, 2016

Location: Board Room, Scottish Borders Campus, Galashiels

Minutes

ITEM	MINUTE
Present	Elaine Acaster (Chair) Liz McIntyre Andy Winwood Liz Parkes Tony Jakimciw David Peace Nicola McIlwraith
In Attendance	Lorraine Sulo (Secretary) Peter Smith (Vice Principal – Finance & Resources) Heather Anderson (Vice Principal – Curriculum)
55/16 56/16	Prior to the start of the meeting the Finance & General Purposes Committee joined the Audit Committee to consider the following items: External Audit Report – Paper F Borders College Annual Accounts – Paper G The Audit Committee minute of 24 November 2016 details the outcomes of these items.
57/16	<u>Chair's Welcome</u> The Chair welcomed Nicola McIlwraith, newly appointed Board Member, to her first meeting of the Finance & General Purposes Meeting. Introductions round the table were held.
58/16	<u>Declaration of Conflict of Interest</u> Nothing to declare.
59/16	<u>Register of Members Interest</u> No further updates were provided.
60/16	<u>Apologies for Absence</u> No apologies were received.

61/16	<p><u>Minutes of Meetings held on 25 October 2016</u></p> <p>The minutes of the previous meeting were approved as an accurate record.</p>
<p>62/16</p> <p>40/16</p> <p>44/16 & 45/16</p> <p>47/16</p>	<p><u>Matters Arising</u></p> <p>The Secretary advised that the College's Students' Association was currently recruiting for the recently vacated post of Vice President for Education.</p> <p>L McIntyre advised that Heather Anderson, Vice Principal for Curriculum, would become a full F&GP Committee Member when her role as Acting Principal begins.</p> <p>P Smith confirmed that the required changes had been made to the ISLT Strategy 2016-2020 and Finance Strategy 2016-2020.</p> <p>The Chair raised the point that there had been a slight delay with progress on the ISLT tender, which was discussed further under item 64/16.</p>
63/16	<p><u>Annual Report of the F&GP Committee to the Regional Board – Paper B</u></p> <p>The Chair presented the proposed draft Annual Report of the F&GP to the Regional Board. The Chair also recommended that a paragraph from the College's Report & Financial Statements (page 23) be included under Point 1. The other points were also agreed by the Committee for inclusion:</p> <ul style="list-style-type: none"> • Reference to meeting minutes being made available; • Recording of a clean audit report and the high performance of the Finance Department <p>The Committee approved the report subject to the above changes.</p>
64/16	<p><u>ISLT Strategy Implementation – Paper C</u></p> <p>P Smith presented the ISLT Strategy Implementation which updated the Committee on progress.</p> <p>P Smith advised that the only change from the previous October report which the Committee had received was the slight slippage in date to the ISLT infrastructure tender which opened three weeks ago, and would close on Monday 28 November. P Smith reported that there had been a very positive response with 120 interested parties.</p> <p>The Chair sought information on the revised timetable for the project. P Smith advised that this would depend on supplier and where the equipment would eventually be sourced from, which could mean exchange rate issues. P Smith expected the project to be concluded by the end of March 2017.</p> <p>The Chair highlighted the funding support which had been received from BFET, which in the future would not be available for ISLT. She sought assurance that budget planning would ensure rolling refresh of ISLT facilities. P Smith advised that the College plans to ensure end user equipment is funded through the revenue budget with £100k a year being required. The Campus Management Committee will also be reviewing the sinking fund to ascertain whether a variation would be able to fund infrastructure.</p>

	<p>T Jakimciw raised concern on the infrastructure capabilities with future demands from people using their own IT equipment within the College. P Smith advised that the new increase in bandwidth should ensure reliability for the future of the College.</p> <p>The Committee noted the contents of the report, and the College's planned actions.</p>
<p>65/16</p>	<p><u>Business Review – Paper D</u></p> <p>P Smith apologised for the late circulation of the Business Review paper which summarised the income and expenditure for the three months to 31 October 2016. He highlighted that the format showed both financial and academic years.</p> <p>The approved budget is that for the academic year and for a deficit of £111k. Significant variances were:</p> <ul style="list-style-type: none"> • Tuition fees – in the main due to a shortfall in HE fees due to lower than expected recruitment; • Commercial & Consultancy Income – in the main due to the timing of receipts from SDS; • Lecturing Salaries – due to unfilled vacancies; • Teaching Support – due to delays in filling vacancies. <p>P Smith advised that the Business Development Unit (BDU) still projected to meet its targets. Reports on progress from BDU will be submitted to the F&GP Committee and D McKendry, Head of BDU, will be invited to attend the Committee's next meeting. Action: PS</p> <p>H Anderson advised the Committee that retention is lower than last year due to a significant number of learners finding employment. The Curriculum Team is now planning to start courses in January in order to increase recruitment numbers. L McIntyre highlighted the level of analysis which is done through the College's course teams which enables the issues to be addressed.</p> <p>The Committee noted the contents of the Q1 report, and recognised the efforts being made by the College to perform to targets and budget.</p>
<p>66/16</p>	<p><u>Estates Developments Update – Paper E</u></p> <p>P Smith presented the Estates Development paper which updated the Committee on current developments. He confirmed that contractors would be starting alteration works on Unit 4.2 Tweedbank on Monday 28 November and would conclude by 31 March 2017.</p> <p>Dialogue continues with the H&H Group regarding a planned rural business centre at Newtown St Boswells. The group's architects are currently considering preliminary feasibility plans which will be at no cost to the College. The Committee encouraged the College to actively participate in multi-agency dialogue in connection with this project.</p>

67/16	<p><u>Public Sector Climate Change Duties Report</u></p> <p>P Smith presented the draft submission of the Public Sector Climate Change Duties Report which had been emailed to the Committee. The College was now subject to mandatory reporting under the Climate Change Order 2015 with the annual submission required by 30 November each year.</p> <p>The following points were made for inclusion:</p> <p>4C – second paragraph should read the Sustainability Committee; 5A – reference to compliance; 5B – evidence from Procurement Officer to be included. Action: PS</p> <p>The Committee will email comments to P Smith by the end of Monday 28 November. Action: All. The Chair delegated final approval to T Jakimciw who would receive the final submission from P Smith for approval prior to the submission being made. Action: PS & TJ</p>
68/16	<p><u>Risk Register</u></p> <p>The Committee noted that work is in progress to revise the Risk Register following the recent Regional Board review. The revised draft will provide the Regional Board with the opportunity to consider potential outcomes of Brexit.</p>
69/16	<p><u>Any Other Business</u></p> <p>Nothing to report.</p>
70/16	<p><u>Date of Next Meeting</u></p> <p>The Chair requested that a new date is sought for February. Action: Secretary</p>

Signed.....

Chair

Signed.....

Clerk to the Board