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Borders College

Finance & General Purposes Committee

Meeting at 16:00 on Thursday 25 October 2018

Location: Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
23/18	National bargaining elements to be shown separately in future Business Review reports.	Head of Finance & Procurement
25/18	An update on the Infrastructure post-project evaluation would be carried forward to the November F&GP Meeting.	Head of ISLT
37/18	College's Estate Strategy to be reviewed to ensure the importance of a long-term solution to support the College's Landbased provision. Public Sector Climate Change Duties Report will be submitted to the November F&GP Committee for approval Next space utilisation survey to be completed for the hours of between 9am and 4.30pm. Comparatives with the sector average would also be of value.	VP Finance & Corporate Services VP Finance & Corporate Services / Facilities Manager Facilities Manager
35/18	Assumption of HR Committee - matrix of current and proposed reports to be provided for discussion with the Principal and the Chair of the Committee. Followed by set of terms of reference for Committee approval.	Board Secretary
36/18	Draft Financial Statements 2017/18 - Final draft position to be circulated to members as soon as possible. Consistency with the use of brackets through the Financial Statements was also requested.	Head of Finance & Procurement
38/18	Future Business Review papers to have colours removed or lightened to ensure clearer visibility for Committee members.	Head of Finance & Procurement
39/18	Future strategic risk registers to have colours lightened to ensure clearer visibility for Committee members.	VP Finance & Corporate Services
43/18	Date of next meeting – scheduled for 6pm on Thursday 22 Nov with the Audit Committee. Board Secretary to check that this was the same procedure as last year.	Board Secretary

Borders College

Finance and General Purposes Committee

Meeting at 16:00 on Thursday 25 October 2018

Location: Board Room, Scottish Borders Campus, Galashiels

Minutes

ITEM	MINUTE
Present In Attendance	Elaine Acaster (Chair) Tony Jakimciw Angela Cox David Elder David Peace David Johnson Pravin Chandy (Head of Finance & Procurement) Robert Hewitt (Facilities Manager – Item 37/18) James Ayling (Board Secretary) Lorraine Sulo (Minutes)
29/18	<u>Chair's Welcome</u> The Chair welcomed David Johnson to his first F&GP Committee meeting. Liz Parkes and Hazel Robertson, the College's new VP Finance & Corporate Services, were due to join the meeting by teleconference, however, due to technical problems this was not possible. The Committee agreed to move item 37/18 forward within the agenda to allow those presenting to depart the meeting earlier.
30/18	<u>Declaration of Conflict of Interest</u> No declarations were received.
31/18	<u>Register of Members Interest</u> The Board Secretary advised that David Peace had re-confirmed to him his role as Commercial Manager at Melrose Rugby Club and that he had instigated some new contact between the Club and the College and if successful, this may come to the Board at some point in the future and David would have to declare an interest at that point.
32/18	<u>Apologies for Absence</u> Apologies had been received from N McIlwraith.

33/18	<p><u>Minutes of Meetings held on 5 June 2018</u></p> <p>The minutes from the previous meeting were approved as an accurate record.</p>
<p>34/18</p> <p>08/18</p> <p>23/18</p> <p>25/18</p>	<p><u>Matters Arising</u></p> <p>The F&GP Terms of Reference were currently on-going due to the transfer of the HR Committee remit to the F&GP Committee which would be discussed further under item 35/18.</p> <p>National bargaining elements to be shown separately in future Business Review reports.</p> <p style="text-align: right;">Action: Head of F&P</p> <p>An update on the Infrastructure post-project evaluation would be carried forward to the November F&GP Meeting.</p> <p style="text-align: right;">Action: Head of ISLT</p> <p>All other actions had been completed.</p>
37/18	<p><u>Estates Strategy Implementation Update – Paper D</u></p> <p>An overview of the paper which detailed the current position with regards the implementation of the College’s Estates Strategy was provided by the Facilities Manager.</p> <p>The College had recently re-engaged with H&H Developments over the possibility of a new site for Landbased studies as part of their proposed development at Newtown St Boswells. The College awaits an outline proposal with probable costings.</p> <p>Scotland’s Rural College (SRUC) had also indicated that it would be pleased to be a collaborative partner with the College. SRUC has a research facility within the St Boswells area.</p> <p>The Committee requested that the College’s Estate Strategy be reviewed to ensure that the strategy focuses on the importance of a long-term solution to support the College’s Landbased provision. Any SFC funding request would require the submission of a full business case, therefore, it was essential that the Estate Strategy was current. Other funding opportunities, including Borderlands, continue to be sought.</p> <p style="text-align: right;">Action: VP F&CS</p> <p>A number of projects were completed over the summer months at the Scottish Borders Campus, including the re-decoration of the restaurant and High Mill stairwells. The campus library has an improved space for students with the extension of break-out and coffee facility.</p> <p>The re-instatement of the Worcester-Bosch workshop at the Hawick campus has been approved and awaits installation. The South of Scotland STEM Hub project has also received approval and an area is being created at the Hawick campus. An external passive house will also be created to demonstrate sustainable house building along with the development of two new areas at the Scottish Borders Campus for a Care Academy.</p>

	<p>The development of the College's Carbon Management Plan for 2016-2020 had progressed very well with the target reduction of 10% quickly surpassed due to the successes of the SHARC heating system and Colleges' Energy Efficiency Pathfinder project. The Actual tCO² figure within Table 1 under 2017-18 should have read 556 and not 512.</p> <p>The College is working with SHARC to develop a Stage 2 project, which will incorporate battery storage and solar projects to reduce the cost of power purchased from the national grid.</p> <p>Facilities Manager advised that the Public Sector Climate Change Duties Report will be submitted to the November F&GP Committee for approval prior to being submitted by the 30 November deadline.</p> <p style="text-align: right;">Action: Facilities Manager</p> <p>The Committee requested that the next space utilisation survey be completed for the hours of between 9am and 4.30pm. The Committee also suggested that comparatives with the sector average would also be of value.</p> <p style="text-align: right;">Action: Facilities Manager</p> <p>An update on the current condition of the Melrose Road property was provided. The property continued to be maintained as well as possible but continues to deteriorate with the workshop block now having significant structural damage. Quotes for demolition had been sought but not deemed affordable at this time. The Committee were reminded that should the property be sold such funds would be returned to SFC.</p> <p>The Committee thanked Facilities Manager for his update and congratulated the department for their work over the summer period and the continuous high standards of maintenance and cleaning.</p> <p>Facilities Manager left the meeting.</p>
35/18	<p><u>Assumption of Human Resources Committee – Paper B</u></p> <p>Following a review of Board Committee structures and membership, the Board agreed in June 2018 to disband the HR Committee and to transfer its remit to the F&GP Committee.</p> <p>The Board Secretary provided an overview of the paper and outlined proposed reports which the F&GP would receive. The Board Secretary suggested that he prepare a matrix of current and proposed reports and that this would be discussed with the Principal and the Chair of the Committee following which a set of terms of reference specific to this area could be brought to the Committee for approval for inclusion within the Committee's current terms.</p> <p style="text-align: right;">Action: Board Secretary</p>

<p>36/18</p>	<p><u>Draft Financial Statements 2017-18 – Paper C</u></p> <p>Head of Finance & Procurement provided an overview of the Primary Financial Statements extracted from the draft Accounts and Annual Report for the year to 31 July 2018.</p> <p>He advised that the auditors were finalising their work within the College this week. The trial balance had been finalised and forwarded to them with early indications of satisfaction received. The Chair requested that the Committee receive the final draft position as soon as possible in order to allow time for members to review and for any questions to be answered. Consistency with the use of brackets through the Financial Statements was also requested.</p> <p style="text-align: right;">Action: Head of F&P</p> <p>The Committee highlighted that the Melrose Road property was not a College asset and would require to be recorded as such within the 17/18 statements.</p> <p>Post-meeting note with F&GP Chair's agreement: VP Finance & Corporate Services confirmed that the property is owned and remains an asset of the College. The treatment of the 17/18 accounts would remain unchanged from 2016/17. Any future sale proceeds would be returned to SFC.</p>
<p>38/18</p>	<p><u>Business Review – Paper E</u></p> <p>Head of Finance and Procurement provided a summary of the report which updated the Committee on the College's performance for the two months to 30 September 2018 with reasons for significant variances.</p> <p>Principal advised that an application for additional bursary resources had been made, however, if unsuccessful the roll-out of bursary laptops could be affected. Enrolment report figures had improved with a further 550 credits being secured and a shortfall now of 300. Early withdrawals were showing a slight positive trend.</p> <p>Future Business Review papers would have colours removed or lightened to ensure clearer visibility for Committee members.</p> <p style="text-align: right;">Action: Head of F&P</p> <p>The Committee noted the contents of the paper.</p>
<p>39/18</p>	<p><u>Strategic Risk Register – Paper F</u></p> <p>Principal outlined the recent changes which had been made following consideration by the Executive Team on 1 October 2018. Committee noted that Risk 2h should have referred to 2016/17 and not 2017/18.</p> <p>All other updates were noted with no further changes necessary.</p> <p>Future risk registers would have colours lightened to ensure clearer visibility for Committee members.</p> <p style="text-align: right;">Action: VP F&CS</p> <p>The Committee noted the contents of the paper.</p>

40/18	<p><u>Donation to Borders Further Education Trust (BFET)</u></p> <p>Following Board approval in July a donation from the College to BFET of £50k was made from the 2017/18 budget. Discussions had since been held with SFC regarding the College's intention to donate further funds from 2018/19 budget.</p> <p>The Committee considered at length the College's position and guidance received from SFC and agreed to recommend up to £150k to the Regional Board for approval.</p>
41/18	<p><u>Committee Papers for Publication (standing item)</u></p> <p>Board Secretary noted that all papers except Paper C were for publication.</p>
42/18	<p><u>Any Other Business</u></p> <p>No items were raised.</p>
43/18	<p><u>Date of Next Meeting</u></p> <p>The next F&GP Committee meeting was scheduled for 6pm on Thursday 22 November in the Board Room when the Committee would join the Audit Committee to discuss the External Audit Report and Annual Accounts. The Board Secretary agreed to check that this was the same procedure as last year.</p> <p style="text-align: right;">Action: Board Secretary</p> <p>Change of date – February 2019 meeting will take place on <u>Thursday 28</u> instead of Thursday 21 February.</p>

Signed.....

Chair

Signed.....

Board Secretary