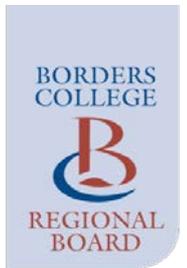


# A



## Borders College

### Finance & General Purposes Committee

Meeting at 17:30 on Thursday 4 June 2020

#### MS Teams

#### Actions

Item	Action	Responsibility and Date	Action Status
28/20	Budget 20/21 – July F&GP meeting date to be confirmed.  Guidance would be sought on OSCR regulations regarding deficits.	VP F&CS  VP F&CS	Completed  No published guidance available.
33/20	Strategic Risk Register – Risk 5m – rating to be reviewed following further financial guidance.	VP F&CS	Discussed at Board. Completed – no change

**Borders College**

**Finance and General Purposes Committee**

**Meeting at 17:30 on Thursday 4 June 2020**

**MS Teams**

**Minutes**

<b>ITEM</b>	<b>MINUTE</b>
Present	Elaine Acaster (Chair) Angela Cox (Principal) Jess McBeath Liz Parkes David Peace David Elder (Student Member)
In Attendance	Hazel Robertson (Vice Principal – Finance & Corporate Services) Ingrid Earp (Regional Board Secretary) Lorraine Sulo (Minutes)
<b>21/20</b>	<b><u>Chair's Welcome</u></b>  The Chair welcomed and thanked everyone for joining the meeting remotely.  Item 30/20 would be discussed under Items for Information on the agenda.
<b>22/20</b>	<b><u>Declaration of Conflict of Interest</u></b>  No declarations were raised.
<b>23/20</b>	<b><u>Register of Members Interest</u></b>  No interests were raised.
<b>24/20</b>	<b><u>Apologies for Absence</u></b>  All members were present.
<b>25/20</b>	<b><u>Minutes of Meetings held on 19 March 2020</u></b>  The minutes of the previous meeting were approved subject to a correction to item 03/20 – SBHA Committee Member should have read SBHA Board Member.
<b>26/20</b>  <b>64/19</b>	<b><u>Matters Arising</u></b>  BFET Applications – Following a discussion on the consideration of BFET applications by the Regional Board, the Committee agreed that the current documented process which the College had for all project bids would suffice.

<p><b>27/20</b></p>	<p><b><u>Business Development Update – Paper B</u></b></p> <p>The paper, prepared by the Interim Director of Business Development, provided an update on the progress of the Business Development Unit (BDU) in relation to budget performance and planned activity.</p> <p>Several companies had indicated that they were unable to commence with the Flexible Workforce Development Fund training due to COVID-19, therefore alternative companies from the waiting list were being contacted to ensure delivery in the 2019/20 academic year.</p> <p>Apprenticeships continued to progress very well with the majority in the health care sector.</p> <p>The Student Member advised on the positive implementation of Smart Assessor through BDU and enquired on future plans for other students. The VP Finance &amp; Corporate Services advised that other areas would be considered later, however, Smart Assessor was specifically designed for work-based learning to ensure progression and the collation of evidence.</p> <p>The Committee noted the contents of the paper.</p>
<p><b>28/20</b></p>	<p><b><u>Budget 20/21</u></b></p> <p>The VP Finance &amp; Corporate Services provided an overview of the paper explaining that this had been an extremely challenging task given the amount of factors which were still unknown, however, the Committee would require to recommend a budget to the Regional Board in order for an agreed budget to be ready by the end of July 2020.</p> <p>Planning assumptions had not yet been provided by SFC and the timescale for submission of FFRs was also unknown although guidance was expected imminently. A small number of the Finance Directors network had been working across the sector to identify assumptions to use for the 2020 planning round. SFC had confirmed credit funding for 2019/20 and 2020/21 although ESF funding remained an area of concern.</p> <p>Savings targets for 2018/19 and 2019/20 had been fully achieved. A mid-year forecast had been prepared given the impact of COVID-19 which predicted an in year deficit in 2019/20 of £218k. The COVID-19 crisis had accelerated the need to progress assumptions in the financial plan as approved last year.</p> <p>The Principal reported that the college sector was predicting a £100m deficit. The Colleges Scotland Principals Group continued to lobby the Scottish Government for the need of financial support. Overall, the College was faring well but given its small size it was essential that it continued in a sustainable position. In order to mitigate the predicted deficit it was essential that the College continued to bid for project income through such areas as innovation funds.</p> <p>The Committee would require to meet again in July in order to consider the updated budget which would then be presented to the Regional Board for approval by the end of July 2020.</p> <p style="text-align: right;"><b>ACTION: VP F&amp;CS</b></p>

	<p>In response to a question, guidance would be sought on OSCR regulations regarding deficits.</p> <p style="text-align: right;"><b>ACTION: VP F&amp;CS</b></p>
<b>29/20</b>	<p><b><u>Business Review – Paper D</u></b></p> <p>The VP Finance &amp; Corporate Services provided an overview of the paper which provided the Committee with an analysis of the current financial position. All colleges had been requested by SFC to submit an updated mid-year review which would take into account the furloughing scheme. There had been a slight improvement but the position would be kept under close review.</p> <p>The College's cash flow position remained positive. The promotion of the Discretionary Fund for students was continuing in order to ensure maximum use. The Student Member advised that he would forward specifics to the VP Finance and Corporate Services regarding vouchers being used for food banks.</p> <p>The performance of payments to suppliers was raised given that only 39% were being paid within the standard payment terms of 30 days. Given the uncertain climate for businesses at this time prompt payments should be a priority. The VP Finance &amp; Corporate Services advised that small businesses were being prioritised to ensure quicker payments and that more stringent targets would be set following the upgrade of the finance system in July 2020.</p> <p>The Committee noted the recommendations as outlined in the paper.</p>
<b>31/20</b>	<p><b><u>Estates Strategy Implementation Update – Paper F</u></b></p> <p>The paper updated the Committee on a number of specific projects in regards to the implementation of the College's Estates Strategy with the following points discussed:</p> <ul style="list-style-type: none"> <li>• A Sustainability Story which will capture the College's achievements to date and journey going forward;</li> <li>• Sale of Melrose Road Site – active conversations are continuing;</li> <li>• SHARC heating system – situation has stabilised with the service no longer at risk;</li> <li>• Health &amp; Safety – temporary staff cover has been engaged which will primarily focus on the completion of COVID-19 risk assessments.</li> </ul> <p>Following detailed questions, the Committed noted the progress on all projects.</p>
<b>32/20</b>	<p><b><u>ISLT Strategy Implementation Update – Paper G</u></b></p> <p>The paper updated the Committee on progress with the implementation of the College's ISLT Strategy.</p> <p>The VP Finance &amp; Corporate Services advised that a number of projects had been brought forward including online enrolment and induction. ISLT had efficiently distributed laptops to both staff and students over a short period of time with efficient home working and learning now in place. Digital foresight</p>

	<p>had meant the College was in a good position to respond to the COVID-19 lockdown, however, it was important that this investment continued with accurate mapping of infrastructure and recommendations.</p> <p>The Committee commended the curriculum developers who were adapting to the new ways of working and supported plans to continue this impetus.</p>
<b>33/20</b>	<p><b><u>Strategic Risk Register – Paper H</u></b></p> <p>The VP Finance &amp; Corporate Services advised that following discussions at the recent Audit and Curriculum &amp; Quality Committee meetings a new risk (5m) in relation to the potential impact of COVID-19 on the College’s financial sustainability had been added. This currently had a red zone rating of 16.</p> <p>It was acknowledged that this risk rating should be reviewed once further financial guidance had been received. The Committee confirmed that it was satisfied with the current rating having considered whether an increased rating of 20 should be applied.</p> <p style="text-align: right;"><b>ACTION: VP F&amp;CS</b></p>
<b>30/20</b>	<p><b><u>Assumption of HR Remit – Paper E</u></b></p> <p>The Board Secretary advised that following a discussion with the Chair the decision had been made to postpone the review until Autumn 2020 when further information would be available.</p> <p>The Committee noted the revised timescale for the review.</p>
<b>34/20</b>	<p><b><u>Employment Legislation – Paper I</u></b></p> <p>The Committee noted the employment law changes as outlined in the paper.</p>
<b>35/20</b>	<p><b><u>Equality &amp; Diversity (Standing item)</u></b></p> <p>No items were raised.</p>
<b>36/20</b>	<p><b><u>Papers for Publication (standing item)</u></b></p> <p>Paper C was not for publication and Paper F would require some areas redacted prior to publication.</p>
<b>37/20</b>	<p><b><u>Any Other Business</u></b></p> <ul style="list-style-type: none"> <li>• Repayment Plan</li> </ul> <p>The VP Finance &amp; Corporate Services sought agreement from the Committee for the threshold for fee repayment plans to be reduced from £200 to £100 to allow flexibility during COVID-19. The Committee confirmed their approval.</p>

	<ul style="list-style-type: none"> <li>• F&amp;GP Student Member – End of Term</li> </ul> <p>The Chair thanked D Elder for his contributions to the F&amp;GP Committee and wished him all the very best for the future.</p>
38/20	<p><b><u>Date of Next Meeting</u></b></p> <p>The date of the next meeting will take place during July 2020 in order to consider the updated 20/21 Budget. A date will be confirmed as soon as possible.</p>

Signed.....

**Chair**

Signed.....

**Board Secretary**