

Meeting: Planning & Resource Committee		Venue: College Board Room	Date: 10 September 2018	Time: 9am - 11am	
Minute Taken By: Janet Nixon		Sederunt: Duncan Robb (Chair), Brian Lister, Dorothy Welch, Tommy Angus, Marian Docherty, Joyce Clark In Attendance: Janet Nixon	Apologies: Alistair Sambell		Absences:
No.	Agenda Item		When	By Whom	Status
1.	Apologies	Apologies were received from Alistair Sambell.	10.09.18	JN	Information
2.	Minute of Meeting held on 10 May 2018 (Paper 1)	Approved as an accurate record.	10.09.18	PARC	Complete
3.	Matters Arising	The Committee noted the Matters Arising paper and verbal updates. In particular it was noted that: Woodland Management Agreement A Community Woodland Ranger has been appointed using funding from the Green Infrastructure Fund. As the funding is for a period of 15 months additional funding will be sought. It was noted that the Business & Resource Manager would check that there are to additional public liability issues arising from the transfer of responsibilities in respect of the woodland.	2018-19 2018	SMT JC	Ongoing Ongoing
4.	Financial Report				
4a.	College Management Accounts to 31 July 2018	The College Management Accounts to 31 July 2018 were discussed by the Committee and the following was noted: <ul style="list-style-type: none">• The accounts showed a surplus of £6.3K compared to a budgeted surplus of £3.3K• This may be subject to minor adjustment following the external	10.09.18	PARC	Information

		<p>audit of the accounts.</p> <p>The Committee congratulated the SMT on achieving an end of year surplus.</p> <p>It was noted that the positive position in respect of OSCARS International payments was achieved because of the Business & Resource Manager's detailed oversight of the account.</p> <p>It was noted also that OSCARS International holds two contracts with the college: the off-season contract which ends December 2018 and the summer contract which ends August 2019.</p> <p>Following discussion, it was agreed that the Committee would be kept updated regarding the contracts.</p>	10.09.18	PARC	Information
			10.09.18	PARC	Information
			2018	SMT	Ongoing
4b.	Template	<p>The Committee considered the proposed template for future management accounts.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> the Committee is keen to receive in reports the forecast outturn the proposed template was approved 	10.09.18	PARC	Approved
4c.	Budget	The Committee considered and discussed the budget overview August 2018 - July 2019.	10.09.18	PARC	Approved
5.	Estates and Facilities Report				
5a.	Business Park: tenancy issues	The Principal updated the Committee on case: having been adjourned several times by the Sheriff to allow the tenant further time, a summary decree for repossession was granted to the college on 30 August 2018. A date will now be set for a diet of proof which will focus on the unpaid rent.	10.09.18	PARC	Information

		The Committee asked the Principal to thank George Currie on their behalf for his work and endeavours in relation to this dispute.	September 2018	MD	Ongoing
5b.	Riverside Wall	The project was on schedule for the project to commence in the spring. However, the main contractor has now withdrawn from the contract and it will be necessary to re-tender.	2018	B&RM	Information
6.	Business and Resource Manager's Report				
6a.	Pay Award update	The Committee noted that the proposed pay award for support staff was going to ballot within colleges signed up to National Bargaining. It was further noted that the national terms and conditions have now been implemented, including allocating 62 days' annual leave to teaching staff and 44 days to support staff.	10.09.18	MD	Information
6b.	Student recruitment update	The Committee noted the tabled paper on student recruitment which showed very positive recruitment rates.	10.09.18	PARC	Information
7.	Business Planning and Development workstream				
7a.	Trustees: update	<p>It was noted that the Trustees had not met in May and their next meeting would now be on 21 October. The Principal advised that she had been asked to submit to this meeting a paper outlining what financial support the college would hope to receive from the Trustees. She suggested that options could include an annual grant of 100K and an initial lump sum and that expenses covered could include insurance, development of ICT, a sum for curriculum development and, for the lump sum, upgrade of the residency.</p> <p>The Committee supported the proposals and agreed that the SMT would prepare a proposal based on the above priorities. It was further agreed that Board members' views would be sought at the meeting on 1</p>			

		October.	01.10.18	SMT	Ongoing
7b.	Business Park development: update	The Committee noted the verbal update and that the Trustees had, through George Currie, arranged some visits by consultants to the business park.	10.09.18	MD	Information
8.	Committee Self-Evaluation	The Committee undertook its annual self-evaluation based on the agreed checklist and recorded positive evaluations in respect of questions 1-5. It was agreed that the Committee's remit would be reviewed at the next meeting of the Committee and questions 6 and 7 which relate to remit would be deferred to that meeting.	10.09.18 05.11.18	PARC PARC/JN	Complete Ongoing
9.	AOCB	There was no other competent business.	10.09.18	PARC	Information
10.	Date of Next Meeting	5 November 2018 at 9.00 am.	5 November 2018	PARC	Information