

<b>Meeting:</b> Planning & Resource Committee	<b>Venue:</b> College Board Room	<b>Date:</b> 5 November 2018	<b>Time:</b> 9.00am - 11am
<b>Minute Taken By:</b> Jackie Kane	<b>Sederunt:</b> Duncan Robb (Chair), Marian Docherty, Brian Lister, Joyce Clark, Tommy Angus, Dorothy Welch, Alistair Sambell  <b>In attendance:</b> Jackie Kane	<b>Apologies:</b>	<b>Absences:</b>

No.	Agenda Item		When	By Whom	Status
1.	Apologies	There were no apologies.	5.11.18	JK	Information
2.	Minute of Meeting held on 10 September 2018 (Paper 1)	Approved as an accurate record.	5.11.18	PARC	Complete
3.	Matters Arising	<p><b>Secretary to the Board</b> The committee asked that Janet Nixon be thanked for her involvement as Secretary to the Board.</p> <p><b>Committee Self-Evaluation</b> The committee undertook its annual self-evaluation on 10 September 2019 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.</p>	5.11.18  18.2.19	PARC  PARC	Complete  Ongoing
4.	Financial Report:				
4a.	College Management Accounts to 30 September 2018 (Paper 2)	<p>The College Management Accounts to 30 September 2018 were discussed by the committee and the following was noted:</p> <ul style="list-style-type: none"> <li>The transition from Sage to QuickBooks is almost complete. The audit has been carried out and the college is in the process of finishing off the year end journals.</li> <li>Whitelaw Wells have produced a new format of management</li> </ul>	5.11.18	PARC	Information

		<p>accounts. The committee suggested that PARC receive reports which give visibility at a fairly high level on how the college is performing against budget both year to date and a forecast outturn for the year. The report should also include a commentary highlighting any concerns.</p> <ul style="list-style-type: none"> <li>The committee agreed to discuss at the Chairs' Committee Meeting support for the Business &amp; Resource Manager. Ideally, the issue of this support should be available at Board level from someone who has finance director experience.</li> </ul>			
4b.	Summer and off-season contracts	<p>The Principal updated the committee on the current summer and off-season contracts with OSCARS and the following was noted:</p> <ul style="list-style-type: none"> <li>The off-season contract ceases in December 2018. Due to a breach in contract the summer contract will also come to an end.</li> <li>SMT have held meetings with another large international language school who are keen to set up a contract with the college for off-season and Summer School. The committee requested that before the summer contract is signed, the college should receive a copy of the company's last three years audited accounts, insurance and safety records. The college has received references on behalf of the company. The Business &amp; Resource Manager will circulate a background paper to the committee for their comments.</li> <li>A transition period between OSCARS and the new international language school was noted along with the timing of the refurbishment of the residences.</li> </ul>	5.11.18	PARC	Information
5.	Estates and Facilities Report:				
5a.	Business Park: Tenancy Issues	<p>The Principal updated the committee with regard to tenancy issues and the following was noted:</p> <ul style="list-style-type: none"> <li>A hearing was scheduled for Monday, 29 October 2018 involving the Estate &amp; Facilities Manager and the Bookkeeper. Unfortunately the hearing was postponed until Friday, 2 November 2018. Due to the urgency of another case the Sheriff also postponed this hearing until</li> </ul>	5.11.18	PARC	Information

		Monday, 10 December 2018. The college has received additional invoices from Shepherd & Wedderburn along with an indication of further costs. On this basis the college has agreed not to pursue the former tenant for arrears of rent.			
	Riverside Wall	Following the re-tendering process, the Design Team are near completion with regard to the design. Works remain on schedule for commencement in spring 2019.	5.11.18	MD	Information
6.	Business and Resource Manager's Report (Paper 3)	<p>The Business &amp; Resource Manager spoke to her report and the committee noted the following:</p> <ul style="list-style-type: none"> <li>• The college has appointed the following posts: <ul style="list-style-type: none"> <li>○ Adult Achievement Awards Co-ordinator</li> <li>○ Two Catering Assistants</li> <li>○ Receptionist</li> <li>○ Forest College Co-ordinator</li> <li>○ Rural Skills Learning Support Assistant</li> </ul> </li> <li>• A job evaluation process will be carried out nationally by HR professionals seconded from colleges and trained in job evaluation.</li> <li>• Agreement has been reached with unions on the support staff pay, terms and conditions. This has been implemented by the college.</li> <li>• The Business &amp; Resource Manager and the Events Administration Assistant are developing a commercial business strategy with a view to maximising business.</li> </ul>	5.11.18	PARC	Information
7.	Business Planning and Development Workstream:				
7a.	Trustees Update	<p>A Trustees Meeting took place on 19 October 2018. The Principal updated the committee on the following:</p> <ul style="list-style-type: none"> <li>• The Trustees have agreed to award £280K towards the upgrade of the residences.</li> <li>• An annual grant of £75K was also granted towards insurance and legal costs. This grant cannot be allocated formally to the</li> </ul>	5.11.18	MD	Information

		curriculum.			
7b.	Business Park Development Update	<p>The committee noted the verbal update and that the Trustees had been involved in presentations from three different consultant agencies.</p> <p>GVA, Edinburgh have been appointed to undertake the development plan.</p> <p>The committee congratulated college staff who were involved in securing financial support from the Trustees.</p>	5.11.18	PARC	Information
8.	AOCB	There was no other competent business.	5.11.18	PARC	Information
9.	Date of Next Meeting	Monday, 18 February 2019 from 9am - 11am.	18.2.19	PARC	Information