

Meeting: Planning & Resource Committee		Venue: College Board Room	Date: 15 February 2017	Time: 11am - 1pm	
Minute Taken By: Joanna Paterson		Sederunt: Duncan Robb (Chair), Dorothy Welch, Alistair Sambell, Brian Lister, Ann Southwood, Jackie Robertson In Attendance: Joanna Paterson	Apologies: Bob Constable		Absences:
No.	Agenda Item		When	By Whom	Status
1.	Apologies	Apologies were received from Bob Constable. Dorothy Welch was welcomed to her first meeting.	15.02.17	JP	Information
2.	Minute of Meeting held on 16 November 2016 (Paper 1)	Approved as an accurate record.	15.02.17	PARC	Complete
3.	Matters Arising:	3.1 Capital funding bid: The SFC had asked colleges for bids for estates / facilities work that would directly impact on learners, for allocation from remaining capital funds, and a list of possible projects had been submitted.	15.02.17	AS	Information
		6 Outcome agreement 2017-18: this was now complete and submitted	15.02.17	AS	Information
4.	Financial Report:				
	College Management Accounts to 31 December 2016 (Paper 2)	The College Management Accounts to 31 December 2016 were discussed by the Committee and the following was noted: <ul style="list-style-type: none"> • Adjustment of £72k has been released into the budget; this followed negotiations with SFC about a clawback applied in a previous year. The adjustment was for one year only and was being applied to offset particular pressures this year rather than recurring spend. • Income was hard to predict accurately given seasonal and market fluctuations • Car parking availability was a selling point for events work; development of car parking capacity was complex though 	15.02.17 May 2017	JR AS	Information Ongoing

		<ul style="list-style-type: none"> • Loan repayment to Trustees was waived in for 2015-16; budget assumed that a payment would be made this year but the question would be raised with them at a suitable point • Possibility of additional funding to support Adult Achievement Awards but timing of this unclear at present • Waiting for the outcome of various funding bids including the Book Festival, GLAIF, woodland / rural skills projects 	March 2017	AS	Ongoing
	SFC Indicative Grant 2017-18	<p>The Committee noted that the indicative allocation was £12k above this year's grant (1.8% increase). The credit target remained at 926.</p> <p>It was noted that the formula for student support had been adjusted leading to reductions across the sector. However, there was more flexibility in how these funds could be used which suited the College's needs. Newbattle had the highest per head spend in the sector for extended learner support.</p> <p>National bargaining issues remained complex and there was the possibility of associated pay pressures in future years. There were currently 6 colleges who had not signed up to the national bargaining framework, and it would be important to stay in close touch with them.</p>	15.02.17	JR	Information
			15.02.17	AS/BL	Information
5.	Administration Report:				
	Administration Managers Report	<p>Jackie Robertson updated the Committee on the following:</p> <ul style="list-style-type: none"> • Staff changes: <ul style="list-style-type: none"> ○ A new tutor had not successfully completed the probation period; the post has been filled temporarily by a recently retired tutor and options were being considered to fill the post permanently after June ○ Successful recruitment of p/t learning and support assistant ○ Currently recruiting for p/t cook ○ Advert has gone out for the Administration Manager's post • No grievance or disciplinary issues • 'Prevent' training now completed by the Board 	15.02.17	JR	Information
6.	Estates and Facilities				

	College Energy Efficiency Pathfinder Update	The Committee noted the following: <ul style="list-style-type: none"> The outcome of the tendering process should be known by 28.02.17 Approvals might be required by correspondence, depending on the nature and value of the projects approved. 	15.02.17	JR	Information
7.	Workstream: Business Planning and Development	The Committee was now responsible for taking forward the Business Park Development and Business Planning and Capital Investment areas, to be merged into one workstream - Business Planning and Development. Aspects of the workstream were discussed as follows: Trustees: The Trustees had agreed to move towards company status, bringing various anticipated benefits; this should be of long-term benefit to the estate development plans. This process should take about six months to complete. A meeting with the Chair of the Trustees and Chairs' Committee would be arranged for a suitable point in the late summer; there might also be an opportunity to invite them to a future PARC meeting. At the request of the Trustees, the archives had been viewed and a valuation undertaken; the outcome of this was still to be advised. Stakeholders Meetings: There had been some very constructive meetings in January around estate development with the Trustees, the SFC, and Midlothian Council. Business Park Options Appraisal: The report was due for submission by the end of February. It would be considered by the Trustees and then Midlothian Council for a response. This would be an agenda item for the next PARC meeting.	15.02.17	AS	Information
			15.02.17	AS/BL	Ongoing
			15.02.17	AS	Ongoing
			15.02.17	AS	Information
			15.02.17	AS	Ongoing
8.	AOCB	Social Stock Exchange: A researcher had contacted the college about possible expansion into Edinburgh / Scotland, but there were no further details available at this stage.	15.02.17	AS	Information

		<p>International Strategy Workshop: A one day, highly participative workshop will be run by Scottish Development International (SDI) in March 2017; members of PARC would be invited to attend to join staff and student representation. The workshop will cover the following areas of discussion:</p> <ul style="list-style-type: none"> • Ambition and future direction • Strategic analysis • Strategic choice • Strategy development and implementation <p>There was no other competent business.</p>	March 2017	AS	Ongoing
			15.02.17	PARC	Complete
9.	Date of Next Meeting	11 May 2017 11.00am - 1.00pm.	11.05.17	PARC	Information