

Meeting: Planning & Resource Committee		Venue: College Board Room	Date: 18 February 2019	Time: 9.00am	
Minute Taken By: Jackie Kane		Sederunt: Duncan Robb (Chair), Marian Docherty, Joyce Clark, Brian Lister, Tommy Angus, Dorothy Welch, Alistair Sambell In attendance: Jackie Kane, Angus Donaldson (via video conferencing), Jamie Simpson (Head of Young Learners, International House London, for latter part of the meeting)	Apologies:	Absences:	
No.	Agenda Item		When	By Whom	Status
1.	Apologies	There were no apologies.	18.2.19	JK	Complete
2.	Minute of Meeting held on 5 November 2018 (Paper 1)	Approved as an accurate record.	18.2.19	PARC	Complete
3.	Matters Arising	Support for the Business & Resource Manager The committee agreed that a strategy to support the Business & Resource Manager on preparing budgets and the audit of financial statements would be discussed at the next Chairs' Committee Meeting on 14 March 2019.	14.3.19	Chairs' Committee	Ongoing
4.	Financial Report				
	College Management Accounts to 31 December 2018	As the College Management Accounts to 31 January 2019 are not available, the committee agreed that the Business & Resource Manager will email a copy once they are received from Whitelaw Wells. It was noted that the College Management Accounts to 31 December 2018 had been discussed at the Board Meeting held on 29 January 2019.	Tbc 29.1.19	JC Board	Ongoing Complete
5.	Estates and Facilities Report				
	Business Park Tenancy Issues	Due to illness of the college's legal representative, an adjournment to the January hearing has been put in place and the hearing has been rescheduled for 14 March 2019. The Estate and Facilities Manager will	14.3.19	MD	Information

		be attending this hearing and the trial for Mr Karpov in March 2019.			
	Riverside Wall	A new contractor has been appointed for the Riverside Wall Project, which is scheduled to run from April - September 2019.	April - Sept 2019	MD	Information
	Major Works and Refurbishment	Capital funding from SFC has enabled the college to refurbish three teaching areas; conversion of third floor rooms to office space for the learning and teaching team; essential repairs to the main house and boiler house; improved heating to the Rural Skills Unit; refurbishment of the dining room and crypt toilets.	18.2.19	MD	Information
		Due to an increase in core activity, the committee requested a room plan to explore space utilisation floor by floor. The committee also requested occupancy statistics.	13.5.19	MD	Ongoing
6.	Business & Resource Manager's Report (Paper 2)	<p>The Business & Resource Manager spoke to her report and the committee noted the following:</p> <ul style="list-style-type: none"> • The college has appointed the following posts: <ul style="list-style-type: none"> ○ Secretary to the Board of Directors ○ HR Administration Assistant • There has been no real progress on job evaluation since the last meeting. Confirmation of funding is still awaited. • The final tranche of national bargaining for lecturing staff and salary increases for support staff 2019-2020 are due for implementation from April 2019. • The transition from Sage to QuickBooks is complete. • A VAT review has been carried out by Whitelaw Wells and a report is awaited. • The Internal Audit for 2019 will cover procurement. • A meeting will be held over the next few weeks with the new Auditors, Henderson Loggie. • An Open House is being held on 13 March 2019 to showcase the college both for potential students and for corporate events. • Edinburgh College will continue to provide IT support. 	18.2.19	PARC	Information
7.	Business Planning and Development				

	Workstream				
	Trustees	<p>Following a meeting held on 18 January 2019, the Trustees have agreed to pay legal fees incurred by the college since 1 August 2018.</p> <p>The committee discussed the renewal of insurance and the need for revaluation of the building and support areas. The Principal updated the committee on her meeting with the Trustees Secretary and Trustees Insurance Company. Clarification is required from the Trustees on who should be paying insurance for the building and support areas as the Trustees' insurance only covers the artwork. The Chair of the Board agreed to contact the Chair of the Trustees to arrange a meeting, involving Board and Trustee members, to discuss the respective roles of both bodies. This should be arranged prior to the next meeting of the Trustees and the SFC Strategic Dialogue Meeting in May.</p>	18.1.19	MD	Information
			18.2.19	MD	Ongoing
			Tbc	BL	Ongoing
	Business Park Development	<p>The committee noted the verbal update from the Principal during the Trustees meeting held on 18 January 2019 along with an interim report presented by GVA Property Agency, who are preparing the Business Park development plan.</p> <p>Discussion took place on the detail of the GVA consultancy.</p> <p>The Chair of Board also agreed to send to the committee the constitution along with notes made by the former Principal.</p>	18.1.19	MD	Information
			18.2.19	PARC	Information
			18.2.19	BL	Ongoing
8.	Committee Self-Evaluation	The committee was asked to send their points on self-evaluation to the Chair who will put together a brief paper.	18.2.19	DR	Ongoing
9.	AOCB	Jamie Simpson, Head of Young Learners, International House London joined the meeting to update the committee on changes in the organisation and how he sees the relationship developing. He was optimistic about summer school and off-season bookings and was keen to explore additional programmes for adults.	18.2.19	JS	Information
10.	Date of Next Meeting	Monday, 13 May 2019, 9.00am - 11.00am.	13.5.19	PARC	Information