

Meeting: Planning & Resource Committee		Venue: College Board Room	Date: 17 February 2020	Time: 1.30pm	
Minute Taken By: Jackie Kane		Sederunt: Brian Lister (Chair on behalf of Duncan Robb), Dorothy Welch, Gary Husband, Tommy Angus, Marian Docherty, Joyce Clark	Apologies: Duncan Robb, Alistair Sambell		Absences:
FOR DECISION					
No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies	Apologies were received from Duncan Robb and Alistair Sambell. Brian Lister agreed to chair the meeting on behalf of Duncan Robb.	17.2.20	JK	Complete
FOR DECISION					
2.	Minute of Meeting held on 11 November 2019 (Paper 1)	Approved as an accurate record.	17.2.20	PARC	Complete
3.	Matters Arising				
	Board membership	The Chair and committee agreed that the draft skills matrix completed by all Board Members would be presented at the Board Planning Day Meeting on 11 March 2020. As this document highlights the gaps within the Board, it will give the opportunity to the Board the best way forward in recruiting Board members.	11.3.20	BOD	Ongoing
FOR DISCUSSION					
4.	College Management Accounts to 31 December 2019 (Paper 2)	The Business & Resource Manager spoke to the College Management Accounts to 31 August and the following was highlighted: <ul style="list-style-type: none"> It was not possible to present the December Management Accounts due to illness and holidays. However, the November 2019 Management Accounts were presented. International House has confirmed off season bookings for April and May. It is estimated that the summer season June/July will be at capacity. Commercial business has been highlighted as a risk in the Risk Register. The college is discussing with International House 	17.2.20	JC	Information

		<p>arrangements to take bookings from another international language school, in view of the gaps in International House bookings.</p> <ul style="list-style-type: none"> • Project income was highlighted in the narrative accompanying the November Management Accounts. • Capital Funding from SFC is in deferred income. The remaining balance due by the end of March. This is highlighted in the narrative accompanying the November Management Accounts. • There is an overspend in heating and lighting and repairs and renewals. The college would hope to bring this down later in the financial year. • Support staff are due an increase of 3% in April. • It was noted that all costs are being monitored closely. <p>The Principal and Chair of Board met with Jim Metcalfe, Chief Executive, CDN. They discussed a strategic partnership between CDN and Newbattle to establish a Staff College for the FE Sector. The next step is for Jim Metcalf to arrange a meeting at Newbattle to discuss the details of the programme, which would include outdoor and indoor learning.</p>			
5.	Risk Register (Paper 3)	<p>The Business & Resource Manager spoke to the Risk Register and the following was noted:</p> <ul style="list-style-type: none"> • Arrows indicating risks which have gone down, are ongoing or have increased along with a narrative was agreed by the committee to be very helpful. • As there have been several IT issues in the past few weeks, SMT are exploring options to upgrade the college system. This will be brought to the Board's attention at the next Board meeting on 26 March 2020. • The committee expressed their concern of the mitigating factors for loss of income. The Business & Resource Manager updated the committee on bookings from International House. While International House will continue to monitor the situation around the Coronavirus, they are remaining positive and are not yet strongly concerned regarding the summer. The committee agreed that a "Plan B" be put in place. This will be brought to the Board's 	17.2.20	JC	Information

		<p>attention at the next Board meeting on 26 March 2020.</p> <ul style="list-style-type: none"> The committee agreed that the college should adopt an appropriate plan for support in the event of loss of key personnel. 			
FOR INFORMATION					
6.	Estates & Facilities Update	The Principal updated the committee on estates and facilities and the following was noted:	17.2.20	MD	Information
	Business Park Tenancy Issues	A fourth re-scheduled trial has been scheduled for a former tenant for 3 March 2020. Additional matters against the Trustees have been raised. These do not involve the college.	3.3.20	MD	Information
	Major Works and Refurbishment	<p>Work on the residency is on schedule and due for completion by June 2020.</p> <p>Work in relation to the SFC capital programme is also on schedule.</p> <p>The committee agreed that Tommy Angus give an overview to the Board at their March meeting on the major works and refurbishment.</p>	<p>June 2020</p> <p>26.3.20</p>	<p>MD</p> <p>TA</p>	<p>Information</p> <p>Ongoing</p>
7.	Trustees Update	<p>On 18 December 2019, the Principal received a letter from the Trustees' Lawyers, Shepherd & Wedderburn, asking the college to sign an Undertaking by Newbattle Abbey College in favour of Newbattle Abbey College Trust Ltd. Taking into consideration the background of the Undertaking, it was agreed to seek professional advice from the College Lawyers, Brodies, before signing the document.</p> <p>Following a meeting with the Trustees on 17 January 2020, the Principal highlighted the discussion on the implications of the management of woodland within the college grounds. The Trustees considered the report produced by the Principal. The Trustees accepted their role as owners of the grounds and main building. The Clerk to the Trustees and Shepherd & Wedderburn will draw up a brief summary, defining the roles of the Trustees and the college. This paper will go to the Board for discussion on 26 March 2020. The Chair of the Trustees, David Corner, will attend the Board Meeting on 26 March 2020. The Trustees are considering further options on the Business Park.</p>	<p>17.2.20</p>	MD	Information
8.	Business & Resource	The Business & Resource Manger spoke to her report and the following was noted:	17.2.20	JC	Information

	<p>Manager's Report (Paper 4)</p>	<p>Staffing The new Curriculum Manager commenced on 17 February 2020. The Support for Learning Assistant has accepted additional duties as Equalities Officer. A temporary replacement is being sought for the Events Co-ordinator, who will be going on maternity leave.</p> <p>Job Evaluation This is still ongoing.</p> <p>Learning & Teaching Staff As part of the professional and personal development of the Learning & Teaching staff, a new process on self-evaluation coaching wheel has been developed.</p> <p>A Mental Health Strategy is in the process of being developed. The SFC have given the college sector funding for a mental health counsellor and recruitment for this post is underway.</p> <p>Marketing Work is continuing on a new website to promote the commercial side of business.</p>			
9.	<p>Board Planning Day - 11 March 2020</p>	<p>The Board Planning Day originally planned for 21 January 2020 was postponed. The Chairs' Committee agreed it would be more beneficial for the Board Planning Day to take place on 11 March 2020 from 9am - 12.30pm. The college would have a clearer picture with regard to funding from the Scottish Funding Council and other bids that have been submitted.</p> <p>During an Outcome Agreement Meeting with SFC in February 2020, it was agreed that the college would arrange a half day curriculum planning day with SFC and HMI, Janet Campbell prior to the Board Planning Day on 11 March 2020. Thereafter a revised Outcome Agreement and programme will be emailed to the Board prior to the planning day on 11 March 2020. This will help to inform the planning day on curriculum.</p>	11.3.20	MD	Information

		Dorothy Welch asked that the notion of demand be added to the programme.			
10.	AOCB	Tommy Angus asked if there were any office space available. The Business & Resource Manager will take this request forward.	17.2.20	JC/TA	Ongoing
11.	Date of Next Meeting	Tuesday, 12 May 2020 from 9.00am - 11.00am.	12.5.20	PARC	Information