

<b>Meeting:</b> Planning & Resource Committee		<b>Venue:</b> Virtual Meeting via Zoom	<b>Date:</b> Monday, 2 November 2020	<b>Time:</b> 9.00am	
<b>Minute Taken By:</b> Jackie Kane		<b>Sederunt:</b> Duncan Robb (Chair), Marian Docherty, Joyce Clark, Brian Lister, Dorothy Welch, Tommy Angus and Gary Husband	<b>Apologies:</b>	<b>Absences:</b>	
<b>FOR DECISION</b>					
<b>No.</b>	<b>Agenda Item</b>	<b>Action</b>	<b>When</b>	<b>By Whom</b>	<b>Status</b>
1.	Apologies	There were no apologies.	2.11.20	JK	Complete
2.	Minute of Previous Meeting (Paper 1)	The Minute of the Meeting held on 14 September 2020 was approved as an accurate record with the following exception:  Item 7 should read: “The college will start to plan once they receive confirmation from SFC about funding/criteria. Strategic planning by the board was delayed due to the current situation. A Board Planning Day is scheduled for 5 November 2020 to discuss key items identified.”	2.11.20  2.11.20	PARC  PARC	Complete  Information
3.	Matters Arising				
	Update from the Principal on college progress since lockdown	The Principal updated the committee on college progress since lockdown and the following was noted:  Since September 2020, a positive start to the session has taken place. The college continues with blended learning, which is working well. Student retention remains positive thanks to the efforts of the Learning & Teaching Team and support that is in place for students.  A Covid-19 Working Group has been established made up of staff and students to ensure compliance with Scottish Government guidelines for colleges and universities.  The additional information requested by SFC in relation to the college Recovery Plan has been submitted. The college is waiting for a response from SFC regarding a meeting. The Business & Resource Manager and Estates & Facilities Manager have met with the Assistant	2.11.20	MD	Information

		<p>Director of Estates, SFC to discuss priority tasks completed for 2019/2020 capital spend. Another request from SFC to be submitted by 4 November 2020. Following receipt of this report, SFC will set up a meeting to discuss the college's Recovery Plan.</p> <p>The Phase One Report on the Review of Coherent Provision and the Sustainability of Colleges and Universities has been circulated to the sector. The Principal and Depute Principal agreed to meet to address the curriculum issues, financial and structural implications highlighted in the report. A brief overview will be presented to the Board on their Board Planning Day on 5 November 2020.</p> <p>Phase 2 of the FE/HE Review will report in February 2021 and will include the following:</p> <p>Phase Two Review Priorities</p> <ul style="list-style-type: none"> <li>• FE/HE responses to pandemic re health and safety and financial sustainability</li> <li>• considering options for integrated tertiary education and skills</li> <li>• supporting digital learning</li> <li>• developing new SFC outcome framework/Transformation Fund</li> </ul> <p>The Business &amp; Resource Manager highlighted that the Sustainability of Colleges and Universities in Scotland Report issued by SFC would help to guide the discussion to be held at the Board Planning Day on 5 November 2020.</p>			
	Update on Board Membership	<p>The Business &amp; Resource Manager has circulated to the Chair of Board and the Principal a draft advertisement for their feedback. The advert highlights the following four areas where the Board is lacking: HR; finance, legal and commercial knowledge.</p> <p>A number of approvals on members continuation on the Board will be decided at the Board Meeting on 26 November 2020.</p>	2.11.20	JC	Information
			26.11.20	Board	Ongoing
	Planning Day	A Board Planning Day Exercise will take place on 5 November 2020 from	5.11.20	PARC	Ongoing

	Exercise - re-scheduled date	<p>2pm to 5pm. The committee discussed the following themes to be incorporated during the day:</p> <ul style="list-style-type: none"> <li>• The college's response to the Phase One Report on the Review of Coherent Provision and the Sustainability of Colleges and Universities.</li> <li>• The impact on staff, Board, Trustees and SFC on the college's annual accounts.</li> <li>• Scenario if the college has no commercial income for 2021, including the impact on the structure of the college and staffing.</li> <li>• Income opportunities for 2021.</li> </ul>			
4.	College Management Accounts (Paper 2)	<p>The Business &amp; Resource Manager spoke to the August College Management Accounts and the following was noted:</p> <ul style="list-style-type: none"> <li>• As these were the first accounts for the financial year, the main expenditure is the capital project for 2019/2020.</li> <li>• Under the present circumstances, interest in the AAAs have increased.</li> <li>• The impact pensions have had on the deficit has been significant.</li> </ul>	2.11.20	JC	Information
5.	Commercial Update	<p>The Business &amp; Resource Manager updated the committee on commercial business and the following was noted:</p> <p>It is not anticipated that the Events side of the business will improve before spring. A different way of working will have an impact on the events sector overall. There have been a few meetings, afternoon teas and enquiries for weddings. The uncertainty over Covid-19 will continue to affect this area of the business.</p> <p>International House have requested that the guaranteed payment of £140k is either suspended or reduced to £50k. They are speaking to all their suppliers with a view to suspending/reducing these minimum guarantees for 2021. It is proposed it would be increased to £140k in 2022. IH have 'exclusive use' of Newbattle over the summer and they are prepared to share the facilities if necessary, although not with a</p>	2.11.20	JC	Information

		<p>‘competitor’.</p> <p>Given this is effectively a ‘breach’ of contract, the college has consulted Brodie’s to get some legal advice. This advice will also take into the consideration that discussions are ongoing with Wisconsin, and with another language school UKLS. They visited in October and were really impressed with our facilities. However, given the Covid-19 situation, it is unlikely that international students will be visiting before spring 2021. No commitment was given to IH and it was explained that such a change to the contract would have to be discussed with the Board.</p> <p>A second meeting was held with the Resident Director of Wisconsin Scotland Trust. This was a positive meeting and an estimate of costs has now been submitted to them. These will be taken to their Board meeting and it is expected a decision will be reached by January.</p>			
6.	Risk Register (Paper 3)	SMT agreed to look at the Risk Register at their next SMT Meeting. However, it was noted that IT remains a high risk along with student retention. The Risk Register will be presented to the Audit Committee on 12 November 2020. Key risks are added to the Financial Statements.	2.11.20	SMT	Information
7.	Capital Project 2020/2021	<p>Expenditure from the 2019-2020 Capital Spend continues to be monitored. The following pieces of work will be completed by January 2021: repair to the chimneys; enhancement to the Rural Skills unit; improvement on security systems; some internal decoration and extension to car parking facilities for students.</p> <p>Plans for the 2020-2021 Capital Spend cannot be defined until the college receives clarification from SFC on the flexibility of the funding.</p>	2.11.20	MD	Information
8.	Trustees Update	At the last meeting of the Trustees a Survey Report, carried out by an external consultant, was tabled detailing the costs of upgrading the Business Park. The report included refurbishment of the roads, improving the overhead cables, and refurbishing a derelict unit which could be developed into five commercial units. The Trustees agreed to			

		<p>progress the upgrade, as detailed in the report.</p> <p>The college awaits response from the WIAT application for funding towards the maintenance of Lord Ancrum's Wood only. A request for funding from the Trustees is awaited towards the woodland maintenance.</p> <p>The Trustees are aware of the college's financial situation. They will be informed of the response following the Board Planning Day on 5 November 2020.</p>			
9.	Business & Resource Manager's Report (Paper 4)	<p>The Business &amp; Resource Manager spoke to her report and the following was noted:</p> <p><b>Staff</b> Staff are continuing to work from home where possible, with the Senior Management Team working in college on a rota system.</p> <p>The new Forest College Co-ordinator took up post during October.</p> <p>A member of the Catering Team has left and is not being replaced due to current circumstances. This will be reviewed as and when business improves.</p> <p><b>Job Evaluation</b> This is ongoing.</p> <p><b>Salaries</b> Salary increases for both Lecturing and Support staff were due from 1 September. 2% was the amount the SFC gave to colleges to include with their FFR, and this is the amount that has been budgeted. The EIS has accepted the 2%, and negotiations are ongoing with Unison.</p> <p><b>Finance</b> The external audit is now complete, and a draft set of financial statements has been issued. There is still some work to be done to</p>	2.11.20	JC	Information

		<p>finalise these, and they will be available for the Audit meeting on 12 November for final approval by the Board on the 26 November.</p> <p><b>Internal Audit</b>  The internal audit was carried out on the college Data Protection and GDPR arrangements. This will be presented to the Audit Committee on the 12 November. However, it was a positive report with only two 'High' recommendations, one of which was the ICT relationship with Edinburgh College. The other was the need for an Information Security Policy, and this will be addressed in due course.</p>			
10.	AOCB	The committee expressed their gratitude to staff during these difficult circumstances.	2.11.20	PARC	Information
11.	Date of Next Meeting	Monday, 15 February 2021, 9.00am - 11.00am	15.2.21	PARC	Information