

Meeting: Planning & Resource Committee		Venue: Virtual via Zoom		Date: Monday, 15 February 2021		Time: 9.00am - 11.00am	
Minute Taken By: Jackie Kane		Sederunt: Duncan Robb (Chair), Marian Docherty, Joyce Clark, Brian Lister, Gary Husband, Tommy Angus, Dorothy Welch		Apologies:		Absences:	
FOR DECISION							
No.	Agenda Item	Action	When	By Whom	Status		
1.	Apologies	There were no apologies.					
2.	Minutes of Previous Meetings (Papers 1 and 2)	Minutes from the meetings held on 2 November and 17 December 2020 were approved as an accurate record.	15.2.21	PARC	Complete		
3.	Matters Arising						
	Update from Principal	The Principal updated the committee and the following was noted:	15.2.21	MD	Information		
	Trustees	The Principal and Chair of Board attended a Trustees Meeting on 22 January 2021. The Trustees are committed to upgrading the Business Park and have now received costings which will inform the top priorities.	22.1.21	MD	Information		
		The Chair of the Trustees will continue to attend Chairs' Meetings when finances are being discussed. He has been made aware of the next meeting on 11 March 2021.	11.3.21	Chairs Committee	Information		
		The Trustees have not finalised their respective remit in relation to the management of the woodland areas. However, they are aware of the situation.	15.2.21	MD	Information		
		The Trustees have requested the college carries out a space utilisation	Tbc	MD	Ongoing		

		exercise within the building and grounds once restrictions are over.			
	Capital Project 2020/2021	<p>A re-scheduled meeting with SFC took place on 9 February 2021 to discuss a financial update, the college's strategy and use of capital funding. SFC have confirmed that the college can go ahead with the priorities highlighted following a refreshed Condition Survey. The end date for this spend has been moved to the end of July 2021. £1.1 million will meet the priorities agreed with Board. The Facilities Manger will commence the process immediately.</p> <p>Digital development is now essential for the college and £300k from the Capital Fund has been agreed following the Board Planning Day that took place on 21 January 2021. SFC have requested confirmation that all essential repairs will be carried out before the college spends £300k on ICT.</p> <p>The Chairs' Committee agreed the annual subscription of around £50K.</p> <p>The committee discussed the article in The Herald of a charity providing support to secondary students and whether it would be worthwhile approaching the charity in relation to FE students. It was noted that the Scottish Government had additional digital funding through Covid Consequentials.</p>	9.2.21	MD	Information
	CDN Follow-Up	<p>Due to lockdown and continued restrictions, discussions on the prospect of a staff college have been delayed.</p> <p>The Principal informed the committee that CDN who are hosting the online Declaration of Arbroath Conference had delayed the rescheduled date in April 2021 until after the election in May 2021.</p>	15.2.21	MD	Information
			May 2021	MD	Information
	Research Funding Councils	It was agreed that contacting the Research Funding Councils was more of a networking idea.	15.2.21	PARC	Information
FOR DISCUSSION					
4.	College Management Accounts for	The Business & Resource Manager spoke to the College Management Accounts for November 2020.	15.2.21	JC	Information

	November 2020 (Paper 3)	<p>Discussions continue with the SFC, and they are regularly updated with the Cash Flow position and are aware of the necessity of using the capital funding for revenue purposes.</p> <p>The mid-year FFR is due by SFC by the end of March. This will be presented to the Board for discussion before submission to SFC.</p> <p>The committee discussed comparison to last year and it was noted that the college is down by £2K to where we were at last year.</p> <p>The 2nd lockdown has had an impact on the AAAs and Forest College, but work continues on opportunities and is positive.</p> <p>Due to the current restrictions, some residential students have moved out of the residences. This has an impact on commercial income.</p> <p>Beekeeper and Gaelic have been delivered online.</p> <p>A couple of Business Park Tenants are working to a payment plan. However, the Business Park continues to be invoiced quarterly.</p>			
5.	Commercial Update	<p>The Business & Resource Manager gave a commercial update and the following was noted:</p> <ul style="list-style-type: none"> The Business & Resource Manager continues to communicate regularly with both language schools. Netflix Film helped with commercial income. However, uncertainty around Covid recovery will continue to have an impact on any commercial activity. <p>Tommy Angus gave an update on this year's Edinburgh Festival and agreed to pass contact details on to the Business & Resource Manager.</p>	15.2.21	JC	Information
			15.2.21	TA/JC	Ongoing
6.	Risk Register (Paper 4)	<p>The committee discussed the Risk Register and the risks that have increased and the following was noted:</p> <ul style="list-style-type: none"> ICT and commercial income continue to be a high risk. 	15.2.21	PARC	Information

		<ul style="list-style-type: none"> • Failure to achieve a high standard quality of teaching delivery and support for students. This risk continues to be monitored by the Depute Principal. There was a small number of students who commenced the Preparation for FE Course in January 2020 who did not achieve but have enrolled in this year's course. However, this risk may increase as the college goes into another lockdown. • The college is in discussion with SFC in pursuing the development of HN courses and funding required. • Pending the retirement of the Depute Principal, a review of workforce planning will be required. An advert for the post is now in place with a closing date of 1 March 2021. • Two new lecturers have given feedback on their induction, and it is very positive given the challenges of lockdown, online learning and staff working from home. • Line Managers continue to engage with staff members whilst working from home. 			
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FOR INFORMATION

7.	Business & Resource Manager's Report (Paper 5)	<p>The Business & Resource Manager spoke to her report and the following was noted:</p> <p>Staffing</p> <ul style="list-style-type: none"> • A part-time lecturer has been recruited to provide maternity cover, and a part-time Learning Support Assistant has also been recruited. This is to provide support until June. • SMT are aware of the challenges for staff of working from home and are encouraging staff to bring forward any issues. Practical support is being provided where required. However, mental health is a concern, and regular reminders are given of the support that is available to staff. Line managers are aware of the need to communicate on a regular basis. • The college Covid-19 Working Group continues to meet via Zoom to ensure compliance with Scottish Government guidelines for colleges and universities. The committee agreed that it would be good practice if the Principal report to the Board on actions raised during 			
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		<p>these meetings.</p> <p>Job Evaluation This is ongoing.</p> <p>Salaries The salary increase for the Support Staff which was due on 1 September is still being negotiated.</p>			
8.	AOCB				
	Approval of Policies (Paper 6)	<p>Following the internal audit on the college Data Protection and GDPR arrangements, four policies are now ready for Board approval. These are - Data Protection Policy, CCTV Policy, Breach of Data Policy and Data Retention Schedule. These have been developed with the consultation of the GDPR Working Group, a cross college group which includes the Data Protection Officer. The following points were noted:</p> <ul style="list-style-type: none"> • There should be a section under the Data Retention Schedule dedicated to the Estate & Facilities Manager work. • A Health & Safety Working from Home Policy still to be actioned. • The committee agreed that an additional email box be added to the Breach of Data Policy should the named members of staff be absent at the same time for any data or information security incidents that may arise. <p>The committee agreed that the policies were comprehensive and recommendation to the Board be given at the next Board Meeting.</p>	15.2.21	PARC	Information
			25.3.21	PARC	Ongoing
	Notable Dates	The Chair of Board requested, prior to the next Board Meeting, key dates for SFC and Colleges Scotland in terms of funding.	25.3.21	MD	Ongoing
	Outcome Agreement	The Principal and Depute Principal are working on the draft Outcome Agreement 2020-2021. This will be circulated to the Board for comment.	15.2.21	MD/BOD	Ongoing
9.	Date of Next Meeting	Monday, 10 May 2021 9.00am - 11.00am			

