

Meeting: PARC		Venue: Virtual via Zoom		Date: Monday, 10 May 2021		Time: 9.00am	
Minute Taken By: Jackie Kane		Sederunt: Duncan Robb, Marian Docherty, Joyce Clark, Brian Lister, Tommy Angus (partial attendance), Dorothy Welch		Apologies: Gary Husband		Absences:	
FOR DECISION							
No.	Agenda Item	Action	When	By Whom	Status		
1.	Apologies	Apologies were received from Gary Husband.	10.5.21	JK	Complete		
FOR DECISION							
2.	Minute of Previous Meeting (Paper 1)	The Minute of the Meeting held on 15 February 2021 was approved as an accurate record.	10.5.21	PARC	Complete		
FOR DISCUSSION							
3.	Matters Arising						
	Update from Principal	The Principal updated the committee and the following was noted:	10.5.21	MD	Information		
	SFC	SFC have announced an increase of indicative funding across the sector for 2021/2022. This means for Newbattle an increase of £200K for core funding. Following a meeting with the college's Outcome Agreement Manager, it was noted that the college could assume that this would continue beyond 2021/2022 but the Outcome Agreement Manager would seek clarity from the Finance Team at SFC. It was also discussed the details of repayment if the college requested a short-term loan. Unfortunately, SFC were unable to answer this question and advised that they would arrange a follow-up meeting after the Easter break to go through repayment arrangements. To date the college has not received any response regarding a follow-up meeting. However, the Principal is chasing this up and awaits a response.	10.5.21	MD	Information		
	Outcome Agreement	No correspondence or analysis from SFC has been received in relation to the Outcome Agreement. The college had asked for a response to a	10.5.21	MD	Information		

		request for additional support for the Prep for FE Course to be delivered nationally in partnership with the WEA. In principle the SFC support this request. However, SFC are waiting for another letter from their CEO, Karen Watt in relation to funding for student deferrals. This may be clarified at the Principals' Meeting on 11 May 2021.			
	Trustees	<p>The Trustees have requested a "worse case financial scenario" between now and the end of July 2021 and for 2021-2022. They have asked for an outline by 14 May 2021. The Principal and Business & Resource Manager are pulling together a report which will be circulated to the committee prior to the next Trustees Meeting.</p> <p>The committee discussed the request by the Trustees on the college's long-term financial sustainability. The report will include the commercial activity from Wisconsin and International Language School; funding received from SFC including the capital funding and how the funding has been used to improve the college for both commercial and curriculum activities.</p> <p>The committee also discussed the impact the refurbishing of the Business Park has had on the Estates & Facilities Manager. The college has made it clear to the Trustees that the Estates & Facilities Manager can help in some respect but cannot manage the programme in addition to the £1.4 million capital funding project. It is hoped that different scenarios will be discussed about the Business Park at the next Trustees' Meeting.</p>	21.5.21 14.5.21	MD MD	Ongoing Ongoing
	Capital Project 2020/2021	The tendering process has commenced for the capital project 2020/2021.	10.5.21	MD	Information.
4.	Business & Resource Manager's Report (Paper 2)	The Business & Resource Manager updated the committee and the following was noted:			
	College Management	The College Management Accounts for February 2021 were noted and the following was highlighted:	10.5.21	JC	Information

	Accounts (Paper 3)	The college cash flow position is still positive. Given the timing of the capital spend for 2020-2021, it is unlikely that the college will need the SFC advance before the end of the financial year.			
	Budget 2021/2022 (Paper 4)	The committee discussed the draft budget for 2021/2022. It was noted that it was difficult to estimate the commercial income due to the current circumstances. There is a bit more work to be carried out on the budget before it is presented to the Board at their next meeting in June.	10.5.21	JC	Ongoing
	HR	<p>The college re-opened its doors on 26 April 2021 and staff are returning to work. Administrative staff are working a rota system; Housekeeping are back to full strength; Catering have some staff back and others remain on furlough, and this is being kept under review; Estates & Facilities are also back to full strength. Learning & Teaching have continued to teach online and are now back in college, as necessary.</p> <p>Staff are being encouraged to make use of the online counselling service if they need to and have been offered 1-1 counselling if they feel it necessary. There will be challenges in staff returning to work and this will be closely monitored.</p> <p>The college is offering staff and students the opportunity to participate in Lateral Flow Testing whereby they receive home tests which they carry out 2-3 times per week and upload results to Scottish Government website. This is being offered to across the college sector to staff and students.</p> <p>The college Covid-19 Working Group continues to meet via Zoom to ensure compliance with Scottish Government guidelines for colleges and universities.</p> <p>The Part-time Bookkeeper resigned and left at the end of March. The decision was taken not to recruit at the present time due to the college being closed. An external contractor has been taken on until July 2021 to support Finance and this is working very well.</p>	10.5.21	JC	Information

		<p>The Depute Principal position has now been successfully filled.</p> <p>Job Evaluation is ongoing. However, there are issues in relation to pay and grading for support staff. Unison want a national grading system, but this would present problems at a local level. It would not appear likely that this will be resolved soon.</p> <p>The salary increase for the Support Staff has now been finalised and will be implemented in the May salary backdated to 1 September 2020. The increase is 2% or £700 minimum FTE and £2000 maximum. It also includes 1 day's extra holiday and paid tea breaks.</p>			
	Commercial Update	<p>Negotiations with Wisconsin River Falls are ongoing and looking very positive for January 2022. We are also negotiating with Wisconsin Stout for summer 2022, although this will be a small group.</p> <p>The college is now open for business, although restrictions are in place and we are following Scottish Government guidelines. Enquiries are good, but we need to convert these into positive bookings.</p> <p>International House has been in touch to enquire about the possibility of a booking in summer. However, the overall position is not looking positive. UKLC are awaiting Westminster's update due in the next week or so.</p>	10.5.21	JC	Information
	Update on Policies - Information Security Policy (Paper 5)	<p>The Information Security Policy has been circulated for approval. The committee agreed to recommend the policy to the Board at their June meeting.</p> <p>The theme of the Internal Audit for 2021 is Finance. This will be presented to the Audit Committee, and will shape the review of the Finance policies, which is overdue. Also, the upgrading of ICT will shape the review of ICT policies.</p>	June 2021	JC	Ongoing
	Risk Register (Paper 6)	<p>It was noted that the Risk Register had not been updated since March 2021 and is due to be discussed by SMT. Finance and ICT remain the two big risks.</p>	10.5.21	JC	Information

6.	Committee Self-Evaluation - including Committee Remit (Papers 7 and 8)	<p>The committee self-evaluation and remit were noted and it was agreed a more rigorous examination of committees and a review of Chairs needs to take place by an individual of the Board. It was suggested that one of the new Board Members had expertise in this area and it was agreed to approach the Board Member for their assistance. It was agreed that this should be an agenda item at the next Chairs' Committee which would then go to the Board.</p> <p>It was noted that attendance was good when meetings took place by Zoom but it would be helpful to receive comments from Board Members on the use of Zoom meetings and evaluate the past year.</p>	10.5.21	MD/BL	Ongoing
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FOR INFORMATION

7.	AOCB	There was no other competent business.	10.5.21	PARC	Complete
8.	Date of Next Meeting	The date of the next meeting will be circulated once the dates for 2021/2022 have been approved by the Chairs' Committee.	Tbc	PARC	Ongoing