

Finance and General Purposes Committee

Draft Minutes

Meeting reference: FGP2018-19/01
Date and time: Tuesday 25 September 2018 at 5.30pm
Location: Room 019

Members present: Margaret Cook, Brian Crichton, Deborah Hutchison, David Littlejohn

In attendance: Craig Ritchie, new Board Member
Jackie Mackenzie, Chief Operating Officer (COO)
Lorenz Cairns, Interim Depute Principal (Academic)
Maureen Masson, Secretary to the Board of Management

Apologies: Harold Gillespie, Susan Hunter

Chair: David Littlejohn
Minute Taker: Maureen Masson
Quorum: 3

Summary of Action Items			
Ref	Action	Responsibility	Time Line
8	Relocation of Pathways – Closed		
*9.1	Estates Paper on options for residences to come forward to the next meeting	COO	mid November 2018
11	Fee Waiver Policy and Student Support Funds Policy Include on Board agenda for 10 October 2018 meeting	Board Secretary	1 October 2018

Minutes:

Item

1. Welcome and Apologies

The Chair welcomed everyone to the meeting. Craig Ritchie was attending his first F&GPC meeting as a new Board Member, pending final approval processes. Andrea Saunders, Head of Finance was attending her first meeting of the Committee. Apologies were received from Harold Gillespie and Susan Hunter. The Committee noted that Jim Crooks was no longer a member of the Committee as he had taken on the role of Audit Committee Chair.

Action

2. Additions to the Agenda

There was one addition to the agenda notified by the COO which would be covered under item *6.2.

3. Declaration of Interest in any Agenda Item

There were no declarations of a conflict of interest.

4. Minutes of Meeting held on Wednesday 30 May 2018

The minutes were approved as a correct record subject to the correction of a typographical error on page 4.

5. Matters Arising from Previous Minutes

Action - HR Procedure documents to be included in the agenda for the Board of Management and papers to be provided by Head of HR and OD

Action Update – action complete - considered by the Board at its meeting on 13 June 2018

6 Accounts

***6.1 Perth College Management Accounts – 12 months to 31 July 2018**

The Chair reminded members this was an opportunity to review the year-end accounts before they become statutory accounts for sign off at the November meeting with the external auditors present. The COO wished to record that the Head of Finance and the Finance team had been instrumental in preparing the accounts pack.

The Committee noted the key considerations set out in the paper particularly the following:

- the final position for the College and the reasons for the reporting of a technical deficit;
- that the Centre for Mountain Studies continued to be a strategically important area for the College in the delivery of master and PhD options;
- the finance system had been upgraded and there would be enhanced reporting to managers;
- the forthcoming Board Strategy day would provide an opportunity to look at scenarios, including an exploration of the potential impact of Brexit, the College's international position and wider impact across the partnership; and
- the Committee noted the challenges ASW had faced during the

first year of operation.

***6.2 AST Management Accounts – 12 months to 31 July 2018**

Closed

7 Budgets

***7.1 2018-19 Budget Proposals**

The COO introduced the paper setting out the College budget for Academic Year 2018-19. The Committee noted that future years would be more challenging because of Brexit and other funding considerations such as the loss of rurality funding.

After discussion of the key considerations, the Committee approved the budget.

***7.2 Financial Forecast Return 2018/19-2022/23 - Closed**

8. Relocation of Pathways - Closed

9 Estates

***9.1 Estates Update**

The COO provided an update on the estates work that had been undertaken over the summer months. The steps leading up to the Brahan building had been replaced, work to create the one stop shop was largely complete as was the creation of the new degree kitchens and the food court had been redecorated. In addition, several areas of the college had been redecorated, flooring replaced and other ongoing maintenance undertaken as is normal during the summer recess.

COO

The Committee noted that two large contracts would be up for renewal shortly. A paper about the option for the student residences would come forward to the next F&GPC meeting.

**10 Human Resources
Human Resources Update - Closed**

11 Policies

- *11.1 **Fee Waiver Policy**
- *11.2 **Student Support Funds Policy**

The Committee approved two policies that were part of the policy development work under the banner of the Single Policy Framework. The College had contributed to these and the Committee was reassured that they would add value. Final approval would be given by the Board.

Board
Secretary

Other policies would come forward in due course.

- 12 Standing Committees**
- 12.1 Joint Negotiating Committee**

Support Staff – 11 September 2018
Lecturers – 18 June 2018

Staff Consultation Forum – 27 June 2018

Noted

- 11 Date of Next meeting**

Wednesday 28 November 2018 at 4.30pm – this would be the joint meeting with Audit Committee.

- 12 Review of Meeting**

The Committee agreed the meeting had covered its Terms of Reference.

Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

Status of Minutes – Open with removal of items 6.2, 7.2, 8 and 10

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 1998. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1998? **Yes** **No**