UHI | PERTH

Finance & Resources Committee

Minutes

Meeting reference: F&R2025-26/03
Date: Tuesday 10 March 2026
Location: Online

Members present: Ian Robotham, Chair
Sarah Cordwell, Board Member
Deirdre Joy, Board Member
Alistair Wylie, Interim Chair of Board
Catherine Etri, Interim Principal
Patrick O'Donnell, Staff Board Member

In attendance: Jill Elder, Depute Principal (Item 9 only)
Gail Dunn, Chief Financial Officer
Fiona Cameron, Interim Director of Finance
David Gourley, Director of Learning Strategies, Enhancement & Resources
Ian McCartney, Clerk to the Board

Apologies: Andi Garrity, Student Board Member

Chair: **Ian Robotham**

Minute Taker: Ian McCartney

Quorum: 4

MINUTES

Item		Action
1	**Welcome and Apologies** Chair welcomed everyone to the meeting, and noted apologies.	
2	**Additions to the Agenda** There were no additions to the agenda. Item 9 would be taken at the earliest opportunity due to a diary clash affecting the Depute Principal.	
3	**Declaration of Conflict of Interest in any Agenda Item** There were no declarations made.	
4a	**Minutes of the Meeting of the Finance & Resources Committee, 08 December 2026** Committee noted an error in the recording of the Chair of this meeting. Clerk to correct. The minutes were otherwise approved as a true and accurate record of the meeting.	Clerk
4b	**Minutes of the Extraordinary Joint Meeting of Finance & Resources and Audit Committees,13 January 2026** The minutes were approved as a true and accurate record of the meeting.	
5	**Matters Arising from previous minutes** There were no outstanding action from the Scheduled Meeting of 08 December 2025. All actions from the Extraordinary Meeting of 13 January 2026 had been tabled at the Board of Management Meeting on 19 January 2026. Chief Financial Officer noted that an action had been added to the Year-End Task List around Tayside Pension Fund, and advised that compensation is still being discussed as part of ongoing fees discussion with External Auditors. Board Member requested that this matter is carried forward to the next meeting for update.	

6.1	**Replacement Kitchen Equipment** Committee discussed and approved a procurement quotation for replacement kitchen equipment, noting that costs of remaining equipment disposal may be incurred, and the insurance claim is still being processed with AVIVA. Committee **APPROVED** Paper 2	
7.1	**Financial Forecast – Year to 31 July 2026 (as at 31 January 2026)** Committee received and scrutinised half-year management accounts and estimated outturn to July 2026. Committee were advised that, in addition to the information presented, the conflict in the Middle East is likely to pose a risk in terms of increasing cost base. Committee were advised that monthly forecasting will commence shortly and will be issued to Board once format agreed. Director of Finance to issue to F&R in order to agree format, then issue to Board. Committee discussed ongoing conversations with SFC re additional income to support course delivery following the administration of AST, however the SFC's position has been adopted for forecasting purposes. Committee noted the ongoing review in ASW, however changes will take time to implement therefore ASW will not make target income levels this FY. Committee **NOTED** Paper 3.	
7.2	**Mid-Year Review** Depute Principal (Operations) presented Paper 4, which represents the first forecast available for the current FY. Committee **NOTED** Paper 4.	
8	**Estates Update** Director LSER Committee discussed in detail the ongoing issues caused by the flood in the Brahan Lecture Theatre, noting the resultant effects on delivery of curriculum, which had resulted in the submission of a Priority Funding Bid to SFC.	

	Committee were informed that a bid is due to be submitted to Tay Cities Deal – details will be provided to Board at the earliest opportunity given sensitivities related to certain aspects of the bid. Committee **NOTED** Paper 5.	
10	**Digital Transformation Update** Committee discussed 3 AI-related bids that had been submitted to the TCD Digital Skills Project (DigiTay), which would include funding for project management costs. Committee **NOTED** Paper 6.	
11	**Committee Minutes** Committee received and noted minutes for the following meetings: • EDIT – 20 November 2025 • Perth Staff Group – 05 November 2025 • Perth Staff Group – 20 January 2026 • JNC Lecturing Staff – 22 January 2026 • JNC Support Staff – 09 February 2026	
12	**Date & Time of Next Meeting** • Tuesday 26 May 2026 @ 5pm	
13	**Review of Meeting** Clerk presented Paper 8, which outlined required amendments to the Committee Terms of Reference following changes in nomenclature to management structures. Clerk noted that Board approval would also be required for these amendments. Committee **ENDORSED** Paper 8.	

Information recorded in College minutes are subject to release under the Freedom of 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 ☑

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 2018. 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 2018? **Yes** ❒ **No** ☑