



**BOARD OF MANAGEMENT  
FINANCE AND PROPERTY COMMITTEE MEETING**

Minute of the Finance and Property Committee meeting held on Tuesday 22 January 2019 at 5.00 pm in Y150, Gardyne Campus.

<b>PRESENT:</b>	S Mill (Chair) G Bisset A O'Neill	A McCusker D Fordyce G Ritchie
<b>IN ATTENDANCE:</b>	C Blake (Vice Principal) S Taylor (Vice Principal and Secretary to the Board) W Grace (Head of Estates) T D'All (Principal's/Board Chair PA)	S Hewitt (Vice Principal) H Young (ESRC Research Project)

**1. WELCOME**

S Mill welcomed members to the meeting and introduced Helen Young from Stirling University who is undertaking a project on behalf of the Economic & Social Research Council (ESRC) studying the processes and practices of governing in FE Colleges.

**2. APOLOGIES**

Apologies were received from: D Mackenzie, N Lowden, C Clinkscale, B Ferguson

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. ESRC RESEARCH PROJECT – INFORMED CONSENT**

H Young confirmed that the majority of BOM members (along with those “in attendance” at meetings) had completed the ESRC Consent Forms but that further copies would be available at each meeting.

Filming for the ESRC Project will be limited to BOM Meeting with the videos being used for the purpose of research then destroyed. The videos will not be made public.

**5. MINUTES OF FINANCE AND PROPERTY COMMITTEE MEETING 27 NOVEMBER 2018**

The Minute of the Finance and Property Committee meeting held on 27 November 2018 was approved as an accurate record following correction to the date on the 2019/20 fees item in the Action Point Summary.

## 6. MATTERS ARISING

**Website Launch Invite to D & A Foundation Trustees** – this is likely to be in April 2019.

**Sale of Fairlie House** – approved by the BOM in December 2018 but awaiting outcomes from Angus Council to proceed. Retaining any proceeds from the sale would require approval by Scottish Government Ministers.

**Forfar Outreach** – B Grace confirmed the termination of agreement and that alternative accommodation proposals were being finalised. A business case would be submitted to the March 2019 Finance & Property Committee for approval. **C Blake/B Grace to progress.**

**ICT Resources Plan** – C Blake confirmed that the new Head of ICT will take up post on 4 February 2019. The Plan will be developed after this date with the Head of ICT leading on the project.

S Hewitt noted that this would be a good task for the Head of ICT to start with and will be well supported by the ICT Team.

All other actions had been progressed.

## 7. BUDGET MONITORING REPORT AND UPDATE

C Blake drew attention to the budget monitoring report and commentary, highlighting the forecast for the year to 31 July 2019 had been revised to show a consolidated cash backed surplus of £1,240K, against a budget of £570K, and improves upon the previous forecast surplus of £826K. C Blake intimated that this was a positive picture at this stage of the year.

C Blake confirmed that SFC grants had reduced by £28K but still remain at £264K ahead of budget.

C Blake noted that the budgets for the G2G project have been revisited as individual project have evolved and timelines reconsidered. The forecast now reflects more realistically the assessment of how the activity is to be delivered. There has been a switch between the areas of spending from academic to support staff.

C Blake indicated that support pay had risen slightly but that there had been a substantial reduction in Part-time Variable pay with scope for further savings.

C Blake noted that non-pay costs are forecast to be £386K more than budget but this partly reflected expenditures for European projects where there had been additional income.

C Blake confirmed the successful outcome of the College's bid for additional in-year student support which amounts to just over £1.3M noting that the claim will be met in full – this was noted as really good news.

C Blake noted that Gardyne Theatre Limited (GTL) Forecast was close to breaking even indicating that Gardyne Theatre Co-ordinator had worked really hard and had secured lots of full houses. C Blake also noted that all direct staff costs are costed directly to GTL but takes no account of any Services Level Charge that may be levied. A McCusker queried the remaining subsidy of GTL and noted that it was expected that this would be fully break-even (or better) for the 2019/20 budget.

Capital project income and expenditure was discussed and it was noted that the additional backlog maintenance funds received would be spent by 31 March 2019. It was noted that there was unlikely to be any redistribution of funds from colleges that did not meet this expenditure deadline.

The positive impact of the above changes on the cashflow position was noted. S Mill stated that the positive (or neutral) variance on the main areas of potential risk was welcomed and highlighted that the remaining key risks were of much lower value.

The report and positive forecast was welcomed.

## 8. GOOD TO GREAT BUDGET FORECAST

S Mill said that the “Good to Great” Project (G2G) was successful in securing funding of £845K in 2017 from the Dundee and Angus Foundation for a two-year transformation programme.

C Blake summarised the updated forecast and noted that around 90% of the budget would be spent by end of the current financial year, leaving c£91K for Academic Year 2019/20. . This update would be shared with the Foundation. **C Blake to progress.**

Discussion took place on plans for the remaining G2G funds and it was confirmed that arrangements would progress on the basis of best value and not simply spending to ensure that the funding was used. The potential to utilise funding for the phase after completion of the G2G project was discussed. C Blake noted that it was too early to advise on this and noted that any change of this type would be through an amended bid brought to a future meeting.

## 9. CAPITAL UPDATE

### 9.1 Estates Update

B Grace commented on the success of the replacement of windows in the Kingsway Tower and the resulting significant saving in the reduction in gas for heating. A post project evaluation of this work would be brought to the next meeting. **B Grace to progress.**

B Grace intimated APUC are looking at a possible good practice study in to the use of plastic roads and paths etc

B Grace confirmed that the Annual Estates Report would be presented to the May 2019 meeting.

## 10. VP CORPORATE SERVICES REPORT

C Blake noted a SFC update to the VP Corporate Services Report and noted that the College had received a further £85K funding in respect of ESF funded student activity. This was welcomed.

C Blake also noted that through SFC & Scottish Government D & A College are to receive Child Poverty funding of c £185K. Final details and project activities in respect of this were being finalised.

## 11. DATE OF NEXT MEETING

Tuesday 12 March 2019, 5.00pm, Room Y150, Gardyne Campus

<b><u>Action Point Summary</u></b>		
<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Forfar Outreach alternative accommodation business case.	C Blake / B Grace	12 March 2019
Website Launch Invite to D & A Foundation Trustees	G Ritchie	April 2019
ICT Resource Plan	C Blake / A Ross	12 March 2019
G2G Budget Forecast to be shared with D & A Foundation	C Blake	12 March 2019
Kingsway Windows post project evaluation	B Grace	12 March 2019