

BOARD OF MANAGEMENT

Finance and Property Committee Meeting

Tuesday 25 May 2021

Draft confirmed by Chair



Minute of the Finance and Property Committee meeting held on Tuesday 25 May 2021 at 5.00pm via MS Teams

PRESENT:

S Mill (Chair)	D Mackenzie
A McCusker	B Carmichael
D Fordyce	S Hewitt
S Stirling	

IN ATTENDANCE:

J Carnegie (Vice Principal)	S Taylor (Vice Principal)
B Ferguson (Head of Finance)	J Grace (Vice Principal)
B Grace (Head of Estates)	
T D'All (Principal's/Board Chair PA)	

1. WELCOME

S Mill welcomed members to the meeting.

2. APOLOGIES

Apologies were noted from N Lowden and K Ditcham.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF FINANCE AND PROPERTY COMMITTEE MEETING 2 MARCH 2021

The minute of the Finance and Property Committee meeting held on 2 March 2021 was approved as an accurate record.

5. MATTERS ARISING

Work on the Finance Strategy will take place over the summer with an initial paper brought to the Committee in September 2021. This Finance Strategy will be more complex and interconnected with Digital, ICT and Estates Strategies

Revised STEM Centre OBC to be developed – awaiting feedback from SFC.

6. FINANCE ITEMS

6.1 MONTH 9 – MANAGEMENT ACCOUNTS

S Mill summarised the paper noting the previous forecast of £469K.

The forecast presented to the Committee had increased to £967K, a further considerable improvement upon both the budget of £20K and the previous forecast. B Ferguson confirmed this was due to net increases in funding from SFC supplemented by the extension to the furlough scheme.

B Ferguson noted the potential degree of risk with the increase in SFC Credit income funding for delivery of 1,800 Credits for the National Training Fund Young Person's Guarantee.

Discussion took place around remaining spend plans and the challenges posed by BEXIT and COVID on delivery times and increased material costs. The Executive Leadership Team were meeting to review this. The potential to reinstate the missed loan repayment and need to plan for asset replacements was noted.

J Carnegie noted additional spending on Marketing to improve applications and maximise next year's recruitment.

The positive forecast and remaining spend plans (and challenges) were noted.

6.2 2021/2022 DRAFT BUDGET

S Mill highlighted the draft budget, showing a planned cash-back surplus of £215K to be approved by the Finance & Property Committee for circulation to the Board of Management meeting on 8 June 2021.

B Ferguson highlighted that there remained some volatility in terms of income and expenditures due to the impact of COVID-19 which created some challenges in terms of budget setting. It was noted that the budget was prudent and that the overall balance of these factors was anticipated to be positive.

A discussion took place around the uncertainty over conditions / risk of funding and potential clawback should student numbers and credits suffer as a result of the impact of COVID-19 over a longer period. J Carnegie provided reassurance to the Committee around SFC Funding with no clawback on 20/21 or 21/22 core activity funding if the College did not reach its target.

S Mill welcomed the detail provided through the Risk Summary Paper, highlighting that it would be key in giving context moving forward.

The budget report and update were welcomed and approved for final consideration and approval by Board of Management. **J Carnegie to progress.**

7. ESTATES

7.1 ESTATES UPDATE

B Grace provided a presentation and images of progress on the demolition of the former library building on the Kingsway Campus noting that the site was now cleared – work on the replacement the new build was on target to commence at the end of May/start of June 2021.

B Grace noted that the social space and Learning Digital Resource space at Kingsway Campus were progressing well.

B Grace stated that the Precision Engineering space at Arbroath Campus was awaiting building warrant approval from Angus Council. Subject to Board approval, the renovation was expected to be completed for the start of next Academic Year.

S Mill commented on how responsive and supportive SFC had been and asked that a letter of thanks highlighting the support provided by Rufus Logan and Alison Meldrum be sent to SFC. The Committee agreed this was a very good idea.

A McCusker to progress.

A McCusker noted that it would be good to organise a celebratory event to mark the opening of the Kingsway Campus redevelopment. B Grace confirmed that this was already being considered.

7.2 ESTATES ANNUAL REPORT

S Mill noted that the Estates Annual Report provided the Committee with an update on Estates related activity for the period 1 April 2020 – 31 March 2021.

B Grace acknowledge that this was a year dominated by building works and COVID.

B Grace highlighted the Sustainability and Carbon projects with the achievement of 11th successive year of reduction. It was noted that there were significant changes to the Climate Emergency Plan being introduced that would impact on this. A paper on this would be brought to the Finance & Property Committee in September.

7.3 ESTATES STRATEGY OUTLINE

S Mill introduced the Estate Strategy Outline noting this paper provided the Committee with an outline for the planned revision of the existing Estates Strategy 2019-24.

B Grace noted the earlier review than planned as a result of various changes, including the Kingsway redevelopment and the need to look at, and the opportunity to take advantage of, different Ways of Working.

J Carnegie noted that the Climate Change Emergency Plan would integrate with other College Strategies including Curriculum, Finance etc.

S Hewitt also noted that D&A College would take advantage of projects and opportunities in Dundee and Angus such as MSIP, the Eden Project and V&A to access specialist facilities/opportunities and add value for students.

8. STRATEGIC PROJECTS

S Hewitt highlighted the progress of the TAY Cities Deal (TCD) and Michelin Scotland Innovation Parc (MSIP) which were now gathering pace, noting the involvement of Grant Ritchie and Jim Brown (seconded from the Energy Skills Partnership) providing great input.

8.1 TAY CITIES DEAL (TCD) & MSIP

MSIP

S Hewitt noted the work of the MSIP and D&A College Skills Academy to support the new businesses coming into the innovation parc. S Hewitt noted that the academy would also act as an opportunity to engage and inspire learners through exposure to the new technologies being developed.

S Hewitt highlighted work taking place in preparation of a MSIP Launch Event taking place on 13 September 2021. J Grace noted plans for an Energy Competition for schools' pupils with the hope of inspiring people of the region.

A McCusker suggested that an invitation should be extended to the new Education Secretary, Shirley-Ann Summerville, to attend the launch event. This was agreed S Hewitt to progress.

S Hewitt noted the following needed to support the progression of the MSIP project to the next stage:

- Approval that the Principal sign the MSIP Partnership Agreement under normal delegated authority
- Approve that the financial details and terms of the MSIP arrangement are agreed by Board Chair and Finance and Property Chair when complete

The Finance & Property Committee approved these requests.

Tay Cities Deal (TCD)

S Hewitt noted the 4 Projects under the TCD banner:

- Tay Cities Engineering Partnership a £4.3M 5-year project with Angus Council, Perth College and Angus Training Group.
- Tay Cities BioTech a £2.0M 10-year project with James Hutton Institute, University of Dundee, Perth UHI and Fife College.
- Tay Cities SMEs a £2.5M 10-year project with Chamber of Commerce, Business Gateway, University of Dundee, Abertay University, Perth UHI, Fife College
- Shared Apprenticeship £2.5/3.0M 10-year project with Angus Council

It was noted that D&A College would be leader of the above Projects.

D Mackenzie noted the amazing amount of working but highlighted a concern / observation around the delivery and progressing these projects and the demands on the Teams involved.

S Hewitt acknowledge these concerns noting that the plans for staffing were on the agenda over the summer and into next year, with additional staffing costs covered by project income.

S Hewitt noted the progress of the Tay Cities projects and noted that updates on individual projects would be provided (for approval as appropriate) to future Board meetings.

The update was welcomed.

9. COVID-19 UPDATE

9.1 ESTATES & INFRASTRUCTURE

B Grace noted that the update had been covered in the Estates Annual Report but took the opportunity to highlight the work of the Health & Safety Team with the student and staff induction process for return to onsite studies and working.

B Grace also highlighted the work undertaken with Unions on the College's "near miss" app with the ability to follow-up on any reports quickly. It was noted that response to the app had been good, with COVID and general H&S issues being raised.

B Grace stated that the student population had been a real credit to the College in respect of compliance with COVID mitigations.

9.2 FINANCE & GOVERNANCE

B Ferguson noted that Finance and Governance had been covered mainly by the earlier agenda items.

S Mill enquired about any governance or compliance challenges with finance arrangements working from home?

B Ferguson confirmed that this had been quite successful with the Auditors happy with the progress with electronic signing etc – generally there had been no significant issues.

10. STRATEGIC RISK REGISTER & COVID REGISTER

S Mill summarised the Risk Register papers noting that there had been no changes made.

S Mill noted that the required arrangements/mitigations had been evidenced as part of the budget and monitoring reports and noted that provision was included in the budget in respect of salary increases.

The Committee approved the Risk Registers.

11. VP CORPORATE SERVICES REPORT

J Carnegie summarised her report, highlighting the excellent work being undertaken by various Teams:

Supporting Our Learners – with recruitment a high priority along with Winter COVID Funds allocated appropriately with the assistance of Student Services Team.

Service Design Academy – large volume of engagement with private, public and 3rd sector organisations with tenders still to be submitted/outcomes confirmed.

Economic Recovery – with Caryn Gibson influencing the "on-boarding" process; streamlining the customer journey and progressing tenders for Associate Commercial Trainers

Discussion took place around the following procurement proposals:

- Gardyne Print Centre – 1 Year Extension
- Data Link Connections
- Campus Furniture
- Hair & Beauty Furniture & Equipment
- Road Resurfacing
- Waste Management

The Committee approved the procurement requests.

12. DATE OF NEXT MEETING

Tuesday 7 September 2021 at 5.00pm via MS Teams

Action Point Summary

Action	Responsibility	Date
Draft budget approved for consideration/approval by the full Board of Management	J Carnegie	8 June 2021
Letter of thanks to SFC re additional support provided for the Kingsway campus development.	A McCusker	31 May 2021
D&A College and MSIP Skills Academy Launch Event invite to Education Secretary	S Hewitt	8 June 2021