

<b>Meeting:</b> Planning and Resource Committee		<b>Venue:</b> College Board Room		<b>Date:</b> 11 November 2019		<b>Time:</b> 9.00am	
<b>Minute Taken By:</b> Jackie Kane		<b>Sederunt:</b> Duncan Robb (Chair), Gary Husband, Dorothy Welch, Brian Lister, Marian Docherty, Joyce Clark, Alistair Sambell		<b>Apologies:</b> Tommy Angus		<b>Absences:</b>	
<b>FOR DECISION</b>							
No.	Agenda Item	Action	When	By Whom	Status		
1.	Apologies	Apologies were received from Tommy Angus.	11.11.19	PARC	Complete		
		The Chair welcomed Gary Husband to his first Planning & Resource Meeting.	11.11.19	PARC	Complete		
2.	Minute of Meeting held on 16 September 2019 (Paper 1)	Approved as an accurate record.	11.11.19	PARC	Complete		
3.	Matters Arising:						
	Board Membership (Paper 2)	<p>The committee discussed the draft skills matrix devised by the Chair and Principal. The following was noted:</p> <ul style="list-style-type: none"> <li>Estate development and economic development to be added to the table of knowledge/skill/experience</li> <li>The updated skills matrix to be discussed at the next Chairs' Committee and will be tabled at the Board Meeting on 27 November 2019. Once this exercise is carried out it will highlight the gaps within the Board.</li> </ul>	11.11.19	PARC	Ongoing		
			21.11.19 27.11.19	MD/BL MD/BL	Ongoing Ongoing		
	Space Utilisation/Occupancy Statistics (Paper 3)	<p>The committee discussed the Space Utilisation/Occupancy Statistics Paper and the following was noted:</p> <ul style="list-style-type: none"> <li>There are currently 6 teaching areas in the main building and an external Rural Skills Unit, which accommodates indoor practical sessions.</li> <li>All 6 teaching areas are timetabled throughout the week. In addition to this, the Preparation for FE Course runs from</li> </ul>	11.11.19	PARC	Information		

		<p>January - June every session. This requires a teaching space for 15-18 students.</p> <ul style="list-style-type: none"> <li>As part of the £762K capital programme, funded by SFC in 2019-2020, the college will create an additional teaching area for approximately 20 students in the existing student common room in the main building. The residency capital programme for 2019-2020, funded by the Trustees, will enable the college to create a student lounge in the residency for residential students.</li> <li>At present there is no teaching space in the grounds to accommodate Forest College Courses/Gaelic Outdoor Learning programmes. As part of the SFC capital programme, we will create a flexible teaching area for approximately 20 people in what was the student hut. We will also refurbish a smaller unit in the grounds as a student common room for non-residential students.</li> </ul>			
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**FOR DISCUSSION**

4.	College Management Accounts to 31 August (Paper 4)	<p>The Business &amp; Resource Manager spoke to the College Management Accounts to 31 August and the following was highlighted:</p> <ul style="list-style-type: none"> <li>Henderson Loggie, the college's external auditors, carried out a financial audit in September 2019.</li> <li>The committee expressed their concern regarding cash flow and that immediate focus be on requesting additional funding from the Trustees and external funding for the curriculum from the Outcome Agreement Manager.</li> <li>The committee requested that the college's finances be addressed at the Board meeting on 27 November 2019. The committee suggested that the Business &amp; Resource Manager put together a yearly forecast to present to the Board.</li> <li>The Financial Statements for 2019 will show a deficit due to the transition period from OSCARS to International House. International House have had no off-season bookings to date. However, the college is exploring other language schools to try and fill the gap.</li> <li>Commercial activities will be a theme discussed at the Board</li> </ul>	11.11.19	JC	Information
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		<p>meeting in January 2020.</p> <ul style="list-style-type: none"> <li>The college has submitted two Gaelic funding bids to develop the role of the college as a hub for Gaelic language/culture in south-east Scotland; a two year project to SFC to offer CLPL in FE/HE/local authorities; a residential programme to develop the language skills of staff working in Gaelic medium education. The outcome of both bids should be known by December 2019.</li> <li>An additional bid has been submitted to Scottish Government to develop the Forest College programme. The outcome of this bid should be known by January 2020.</li> </ul>			
5.	Risk Register Update (Paper 5)	<p>The Business &amp; Resource Manager spoke to the Risk Register.</p> <p>The committee discussed the narrative and advised on additional risks, including the ICT relationship with Edinburgh College; exploring options with other language schools; loss of key personnel and the use of key man insurance or the use of college partnerships to address long-term sickness. The Chair suggested that the loss of key personnel should be discussed at the Chairs' Committee meeting.</p>	11.11.19	JC	Information
<b>FOR INFORMATION</b>					
6.	Estates & Facilities Update	The Principal updated the committee on estates and facilities and the following was noted:	11.11.19	MD	Information
	Business Park Tenancy Issues	A re-scheduled trial has been re-scheduled for a former tenant for 26 November 2019. A further 3 matters against the Trustees have been raised. These do not involve the college.	26.11.19	MD	Information
	Riverside Wall	This is now complete apart from a safety railing to be installed.	11.11.19	MD	Information
	Major Works and Refurbishment	A programme of works has been agreed and the tenders will be issued by 1 December 2019 for the refurbishment of the residency. The cost of upgrading the water system and meeting fire requirements were greater than anticipated. This means that en suite facilities cannot be fitted in the third floor bedrooms. The following work will be undertaken: fitting en suites in second floor bedrooms, which allows three floors to have private facilities; decorating rooms on ground/first/second floor; decorating corridors/stairwells; creating a student lounge area in the ground floor. The work is scheduled for completion by June 2020.	1.12.19	MD	Information

		<p>A design team has been appointed for the SFC capital programme. The following priorities have been agreed: rebuilding chimney stacks; upgrading VIR electrical circuits; fire safety improvements; fire/intruder alarm upgrades; conversion of two spaces into teaching areas; creation of an additional disabled toilet; TRV upgrades to radiators; enhancement of Rural Skills teaching areas; upgrading courtyard, driveway and pump station. Scoping works are underway: chimneys have been surveyed; scaffolding has been costed; 424 door have been surveyed. Work on the additional teaching areas will start in early January 2020. The Quantity Survey's programme of works will be available by 7 December 2019, after which the tendering process will begin. It is anticipated that a contractor will be appointed in February 2020.</p>			
7.	Trustees Update	<p>A conclusion has not yet been reached with regard to the proposed development of the Business Park.</p> <p>The Trustees are aware that the Board would like to discuss the respective roles of both parties. This has been arranged for 21 November 2019 with the Chairs' Committee.</p>	11.11.19	MD	Information
			21.11.19	MD	Ongoing
8.	Business & Resource Manager's Report (Paper 6)	<p>The Business &amp; Resource Manager spoke to her report and the following was noted:</p> <p><b>Staffing</b> The Admin Team restructure outlined in September is now in place. A Support for Learning Assistant has now been recruited. The college is now recruiting for a Curriculum Manger.</p> <p><b>Job Evaluation</b> This is still ongoing. On 5 November 2019, Unison visited the college to support their members to complete their questionnaires.</p> <p><b>IT</b> Following a meeting with Edinburgh College to discuss IT, plans are now in place to meet every six weeks or so.</p>	11.11.19	JC	Information

		<b>Marketing</b> The Business & Resource Manager and Marketing Co-ordinator are working to develop a strategy for promoting the college in the commercial market.			
9.	AOCB	There was no other competent business.	11.11.19	PARC	Information
10.	Date of Next Meeting	Monday, 17 February 2020 from 1.30pm - 3.30pm.	17.2.20	PARC	Information