

Meeting: Planning & Resource Committee	Venue: Via Zoom.	Date: Monday, 14 September 2020	Time: 9.00am
Minute Taken By: Jackie Kane	Sederunt: Duncan Robb (Chair), Marian Docherty, Joyce Clark, Dorothy Welch and Brian Lister	Apologies: Tommy Angus and Gary Husband	Absences:

No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies	Apologies were received from Gary Husband and Tommy Angus			

FOR DECISION

2.	Minute of Previous Meeting	Minute of previous meeting held on 4 June 2020 approved as an accurate record.	14.9.20	PARC	Complete
3.	Matters Arising				
	Update from the Principal on college progress since lockdown	<p>The Principal updated the committee on college progress since lockdown and the following was noted:</p> <ul style="list-style-type: none"> • The Curriculum Manager and the Learning & Teaching Team have assisted the vast majority of our students to achieve a positive conclusion following lockdown. • A positive Applicants' Day took place 24-27 August 2020 to finalise student applications. It also assured students that they had a place on the course and lowered their level of anxiety. It was an opportunity for students to ask questions and to meet the Learning & Teaching Team and other members of staff. • The college has published guidelines for a safe return to college for both staff and students. Rupert Balfry, the college's Health and Safety Advisor produced this guidance based on Scottish Government's recommendations. Staff have been consulted on the content. From 7 September 2020 the college has a working document on safe practices in the college. A COVID Working Group will be established with student and staff members. This group will review the guidelines on a regular basis. • Following the letter received from Karen Watt, CEO SFC, there has been no update in relation to financial deficits the college sector is 	14.9.20	MD	Information

		anticipating. No Outcome Agreement Meetings have yet been agreed. SFC regularly check on the college's financial situation and are aware of cash flow problems and estimated deficits. The college submitted the draft Outcome Agreement for the year ahead. This was due to be revised by SFC from February but, because of lockdown, the draft has been agreed.			
	Board Membership	<p>A new representative from Napier University will join the Board on 24 September 2020.</p> <p>The committee asked the Business & Resource Manager to circulate an advert to recruit additional members prior to the Board AGM in November 2020. The committee will discuss Board membership at the Chairs' Meeting on 17 September 2020.</p> <p>The Chair of the Board and the Secretary to the Board will discuss members due to retire from the Board.</p>	24.9.20	MD	Information
			17.9.20	JC	Ongoing
			14.9.20	BL/JK	Ongoing
	Planning Day Exercise	<p>The committee agreed that a Planning Day Exercise be organised to review the recommendations of the previous planning day. A date would be discussed at the Chairs' Meeting on 17 September 2020. This would enable the committee to reconsider priorities in the Strategic Plan which ends in 2020 and to develop a new Strategic Plan.</p> <p>It was agreed that this would give an opportunity to plan for the next session and beyond and to carry out a contingency planning exercise. The exercise would highlight the financial position of the college and how to achieve its continuation to run.</p> <p>The committee agreed that to achieve the priorities involved the planning should be carried out every 3 months.</p>	17.9.20	Chairs' Committee	Ongoing
FOR DISCUSSION					
4.	College Management Accounts (Paper 2)	The Business & Resource Manager explained that the College Management Accounts were from April to July 2020 as the college's Accountant is on exam leave. An up to date Management Accounts will be presented to the Board on 24 September 2020. It was noted that commercial income has been severely hit due to lockdown. There has been no commercial business since March 2020 and costs have been	14.9.20	JC	Information

		<p>kept down as much as possible.</p> <p>During lockdown, the Business Park Tenants have continued to pay their rent. To support the tenants, the college has not increased their insurance even though the college premium has increased.</p>			
5.	Commercial Update	<p>The Business & Resource Manager met with the new Director of Young Learners, International House. They were impressed by the upgraded residency. However, they do not anticipate any bookings before spring. It was felt that International House could have advertised the college more extensively last session.</p> <p>Meetings have been set up with another Language School regarding off season business. They are due to visit the college at the end of the month.</p> <p>A positive meeting took place with University of Wisconsin who have announced that their agreement with the Buccleuch Living Heritage Trust and lease of Dalkeith Palace will end and a new programme location will be required in September 2021. The committee will be updated as options progress.</p> <p>We are continuing our discussions with College Development Network (CDN) in relation to establishing Newbattle as a Staff College for the college sector, CLD and the voluntary sector. CDN have not resumed their face to face programmes for this session.</p>			
6.	Risk Register	<p>The Business & Resource Manager explained that there had been no change since the last meeting to the Risk Register. IT is still a growing concern. However, the college Wi-Fi has been updated.</p> <p>SFC have extended funding for digital poverty and the college has been allocated funding to enable students to access online learning.</p>	14.9.20	JC	Information
FOR INFORMATION					
7.	Estates & Facilities Update				
	Major Works	The Principal updated the committee and the following was noted:	14.9.20		

	and Refurbishment	<ul style="list-style-type: none"> • Despite a delay of 3 months, work is now complete in the residency. • Work in the main house has resumed and is well on schedule to be completed by November 2020. <p>The college was allocated £1.1 million capital funding for 2020-2021 plus additional funding of £237K, giving a total of £1.4 million. This will give the college an opportunity to complete refurbishment tasks in the main building. The college will start to plan once they receive confirmation from SFC about funding/criteria. The Board will be consulted thereafter on development plans.</p>			
8.	Trustees Update	<p>The Principal updated the committee and the following was noted:</p> <p>The Principal and Chair of Board have attended meetings with the Trustees to update them on the financial situation and the development of the college.</p> <p>The Trustees intend to refurbish the Business Park. The Trustees have appointed a consultant who has been in contact with the college's Facilities Manager.</p> <p>The Chair of the Trustees, David Corner, will be joining the Chairs' Committee Meeting on 17 September 2020. The focus will be on college finances.</p>	14.9.20	MD	Information
9.	Business & Resource Manager's Report (Paper 4)	<p>The Business & Resource Manager spoke to her report and the following was noted:</p> <p>Staffing Two new staff have been appointed: part-time Literature and Communication Tutor and part-time Maths Tutor.</p> <p>Interviews for the post of Forest College Co-ordinator are taking place.</p> <p>Job Evaluation Completed evaluations from staff are being reviewed before submission to Colleges Scotland.</p>	14.9.20	JC	Information

		<p>Salaries Salary increases for Lecturing and Support Staff are due from 1 September 2020. Negotiations are ongoing.</p> <p>Finance Henderson & Loggie have commenced their external audit.</p> <p>Marketing The new commercial website has been launched.</p>			
10.	AOCB	<p>The committee expressed their gratitude to all staff during these challenging times.</p> <p>The committee agreed that maybe a couple of Board Members should drop by the college to enforce their commitment to the college.</p>	14.9.20	PARC	Information.
11.	Date of Next Meeting	The date of next meeting will be 2 November 2020, 9.00am - 11.00am.	2.11.20	PARC	Information