

Board of Management Finance and General Purposes Committee

Minute of the Meeting of the Finance and General Purposes Committee of the Board of Management of Dumfries and Galloway College, held at 3.30 pm on Tuesday 16 June 2020 via Microsoft Teams

Present: Hugh Carr (Chair) Sue Livermore
Joanna Campbell - Principal John Henderson
Ann Hill Karen McGahan
Delia Holland

In attendance: Karen Hunter, Head of Finance
Penny Davis – Interim Secretary to the Board
Andrew Glen, Vice Principal, Corporate Services and Business Development

Minute Taker: Alex Elkins Executive Assistant (Note Taker)

Apologies: None

1 Welcome and Apologies for Absence

The chair welcomed all to the meeting.

The Board Secretary confirmed the meeting was quorate.

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Meeting of 25 February 2020

The Minute of the Finance and General Purposes Committee meeting held on 25 February 2020 was approved with the following change: Ann Hill to be shown as present.

4 Matters Arising not included on the agenda

5 - SOSEP Project Update

AG confirmed that a building Completion Certificate had been delayed due to COVID 19, the College would seek to avoid a legal claim for the overrun of the build.

11 - Cyber Resilience Update

There was no further update on the College receiving Cyber Essential Accreditation currently due to the impact of COVID 19.

Meeting of 14 May 2019

Item 5 - JC would give an update from the Colleges Scotland short life working group looking at remuneration for Principals.

An invitation for the SLWG to join the NRPA had been declined, no further update was available.

PD reported on a number of matters arising that had been deferred, included on the agenda and completed.

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5 Budget 2020-21

The Principal spoke to the Budget report advising the committee that the College had received weekly updates from the Scottish Funding Council.

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ACTION: - KH would provide a breakdown of staffing costs by department in the full report to the Board of Management.

Recruitment

JC commented that the recent award for European Social funding had been welcome however it was necessary to meet recruitment targets to qualify.

The admissions target had shown a small shortfall of around 200 admissions. The College had introduced a more robust system to follow up on offers, some areas had waiting lists and would consider additional cohorts.

The committee gave thanks to College staff for the positive efforts made with recruitment and emphasised the need for close monitoring.

The Principal confirmed that the draft budget will be returned to SFC at the end of June. The Principal would continue to raise the profile of the College to outline the steps taken to address financial sustainability and would seek Recognition from the SFC.

The Chair endorsed the promotion of the College and welcomed a recent TES article which had been published.

The Committee agreed to recommend the draft budget for approval by the Board with the caveat that further updates and forecasts must be anticipated.

6 Health and Safety Update – Estates and Facilities

AG reported that Health and Safety meetings had been ongoing, working closely with the Unions. Exit from lockdown had looked at 3 areas: Estate, Staff and Students. A phased return would allow staff to return on a timetable basis. Business continuity meetings had taken place every week with over 1000 tasks identified; individual continuity plans have been produced for all areas.

It was confirmed that there had been 11 First Aid incidents and no RIDDOR incidents reported since September 2019.

The College had met with class representatives on 3 occasions. A range of ICT equipment has been provided. Student ICT needs would be monitored during the admissions process.

Provision of student transport at the start of the new sessions would be a significant challenge.

JC confirmed that additional support in addressing digital poverty had been highlighted in recent communication with Joan McAlpine MSP.

The committee noted the report.

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16:31 - KM left the meeting due to WIFI connectivity problems.

7 ICT Use Policy

AG spoke to the report which had bought together two policies following consultation from staff and trade unions. It was confirmed that breaches would be dealt with in accordance with existing HR processes.

It was agreed that the current ICT user policies and GDPR Policy would provide guidance to all Board members.

A recent AdminControl training session had been organised by the Executive Assistant had been cancelled due to COVID-19.

ACTION: - The Chair would liaise with the Executive Assistant to consider holding an online training event.

It was agreed that the policy would be referred to the audit committee for consideration for inclusion in the 2021/22 audit risk assessment.

ACTION: - The secretary to the Board would add the ICT Use policy to the agenda for Audit Committee. JH would speak to the Audit Committee on this.

The ICT Use Policy was approved by the committee.

8 Any other business

None.

11 Date and Time of Next Meeting

The date and time of the next Finance and General Purposes Committee is Tuesday 22 September 2021, at 12md.