

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 12noon on Tuesday 17 November 2020 via Microsoft Teams

Present:	Hugh Carr (Chair) Joanna Campbell - Principal John Henderson	Sue Livermore Karen McGahan
In attendance:	Steve Uphill - Vice Principal, Finance and Commercial Services Karen Hunter, Head of Finance Lorraine Grierson – Secretary to the Board	
Minute Taker:	Alex Elkins - Executive Assistant	
Apologies:	Delia Holland Ann Hill Andy Glen	

1 Welcome and Apologies for Absence

The Chair welcomed all to the meeting. Apologies had been received from Delia Holland, Ann Hill and Andy Glen. Karen McGahan joined the meeting at 12:39. The Chair confirmed the meeting was not quorate prior to the arrival of K. McGahan.

2 Declaration of Interest

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

3 Minute of Meeting of 22 September 2020

The Minute of the Finance and General Purposes Committee meeting held on 22 September 2020 was approved with no changes (following the arrival of KM).

4 Matters Arising not included on the agenda

No matters were raised.

5 Annual accounts 2019/20

The Head of Finance introduced the draft Financial Statements for the Year Ended 31 July 2020. A covering report had been provided which outlined the format of the report and highlighted changes in reporting from the previous session. Additional commentary had been requested from the SFC on the impact of COVID-19 and changes in Governance. The committee were informed that the draft Financial Statement would be subject to review by both the Finance and Audit committee and further changes to the narrative and proof reading were expected.

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Note 10 was highlighted which had shown the overall underlying deficit of £607K. A discussion around the reporting of the property valuation and depreciation took place.

The committee was informed that there were no outstanding questions raised by the external auditors regarding the accounts. It was commented that the accounts would require further proof reading and a query regarding a conflict in detail with the number of students shown in the document was raised. ...

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ACTION: - The report would be proofread thoroughly, noting the cross reference on the student numbers.

ACTION: - The committee recommended the Draft Financial Statements to the Board of Management.

6 Risk Register

The secretary to the Board outlined the 4 risks relevant to the committee. It was highlighted that the colour coding of the risks was inaccurate, and it was suggested that the mitigating actions would include additional narrative with the addition of directional arrows showing increased or decreased risks as appropriate. ...

The committee approved the Risk Register.

ACTION: - The secretary to the Board will adjust the colour coding and liaise with SU to apply formatting adjustments.

7 Baseline Staffing Costs

The VP Finance and Commercial Services reported that the finance team had worked closely with HR team to provide further analysis and reporting of the budget in relation to staff costs. Initial findings had shown that projected savings had been as expected.

Members discussed and provided points of clarity in relation to the data provided in a graph contained in the report ...

Further development of the report was expected as further alignment in the payroll, finance and HR systems was introduced...

The committee sought and were given reassurance that information contained within the payroll system was accurate.

The committee noted the report.

8 Board Member Expenses Update

The Secretary to the Board provided a verbal update to the committee reporting that there had been no expense claims submitted for the period February 2020 to November 2020. It was confirmed that expense claims are normally countersigned by the Principal.

Following a discussion regarding the recent approval of the revised expenses policy, it was agreed that Board members would adhere to the guidance set out in the policy and submit all expenses within a 3-month period.

ACTION: – The Secretary to the Board to issue all board members guidance on the expenses policy.

9 Board Member Appraisals Update

The Secretary to the Board provided a verbal update on the progress of the Board member appraisals process. It was noted that arrangements for the individual appraisal meetings with the Chair had been scheduled. A skills audit had been distributed and a questionnaire was in development to allow members to provide anonymous feedback.

A meeting to discuss the 'Board Effectiveness Review' with the Chair, Secretary to the Board and Colleges Development Network had been scheduled for the 26 November 2020.

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ACTION: - A report to be submitted to the Board of Management at the January meeting.

10 Strategy and KPIs

The Head of Corporate Services introduced the Systems and Infrastructure Strategy which supported Ambition 2025 and highlighted the aims contained within the strategy. The committee noted that the Strategy had been presented in draft format and a final version would be approved by the Senior Leadership Team and then brought to the committee.

The committee requested that baseline information be included in the strategy to enable successful measuring of progress towards targets.

ACTION: – WC to include baseline information in relation to carbon reduction targets in the finalised strategy.

11 Any Other Business

Financial update

The absence of a financial update from the agenda was discussed and members asked for information regarding the financial detail of expenses incurred by the College in relation to COVID-19.

It was noted that due to several demands and operational pressures, presenting several challenges on the finance team, the item had not been included in the agenda for the meeting. It was confirmed that a financial update would be presented to Board of Management at the next meeting.

ACTION: – SU to provide a report on the financial position to be presented at the Board of Management meeting in December.

Communication from the Principal

The committee thanked the Principal for a recent email communication updating members on College activity.

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ACTION: -

Date and Time of Next Meeting

The date and time of the next Finance and General Purposes Committee is Tuesday 16 February 2021 12noon.