

## West Lothian College

25 November 2020

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### Finance and General Purposes Committee

Minute of Meeting of the Finance and General Purposes Committee held on **Thursday 10 September at 10am** via zoom

Present:                   Moira Niven (Chair)  
                                Jackie Galbraith (Principal and Chief Executive)  
                                Frank Gribben  
                                Lynne Hollis  
                                Alex Linkston  
                                Julia Simpson  
                                Sue Stahly  
                                Jinty Dobson (SA President)  
                                Kirsti Clark (SA Vice President)

In attendance           Jennifer McLaren (Vice Principal, Finance and Corporate Services)  
                                Simon Earp, (Vice Principal, Performance and Improvement)  
                                Sarah-Jane Linton (Vice Principal, Learning and Attainment)  
                                Derek O'Sullivan (HR and People Development Manager)  
                                Sandra Callan (note taker)

#### **1       Welcome/Apologies**

The Chair welcomed all to the meeting. A special welcome was extended to Kirsti Clark, Jinty Dobson, and Sarah-Jane Linton who were attending their first Finance and General Purposes Committee meeting.

#### **2       Declarations of interest**

There were no declarations of interest.

#### **3       Minutes of Meeting of 11 June 2020 and 22 July 2020**

The Minutes of the meeting of 11 June 2020 and 22 July 2020 were approved as a correct record of the meetings.

#### **4       Matters Arising from Minutes of Meeting of 11 June 2020 and 22 July 2020**

The committee noted all actions as duly completed.

## West Lothian College

25 November 2020

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The Principal gave an update on Action 1. The Principal had received a letter from Karen Watt, Chief Executive, Scottish Funding Council (SFC) confirming a suspension of college loan repayments to SFC for a period of five years.

The committee commended the Principal on this achievement and requested that a letter be sent to Karen Watt, on behalf of the committee, acknowledging their appreciation.

### **Action 1: Principal**

## **5 Financial Progress**

### **(i) June 2020 Management Accounts**

Vice Principal, Finance and Corporate Services presented paper 3 noting that the forecast to year end showed a small surplus.

It was noted that the first furlough payment from HMRC had been received by the college. All college staff were back from furlough.

The committee discussed the accounts. Vice Principal, Finance and Corporate Services confirmed that the college's insurance company would cover any losses from the Erasmus programmes due to COVID19 and also provided the committee with an explanation on the payroll error referred to in the paper.

The committee noted the paper and the relatively positive outcome given the current challenges.

### **(ii) Business Development Report**

Vice Principal, Performance and Improvement, presented paper 4 and gave explanations where necessary.

It was commented that as most of the commercial income in the college came from Skills Development Scotland (SDS), the college had not been too adversely impacted by COVID19.

It was suggested that the Business Development Manager be invited to a Finance and General Purposes meeting to discuss the commercial strategy.

## West Lothian College

25 November 2020

---

The committee requested that their thanks and best wishes be passed on to Tom Birrell, CHS Manager, who was retiring from the college in October 2020.

### **Action 2: Vice Principal, Performance and Improvement**

#### **(iii) Pre Audit Credit Report**

Vice Principal, Performance and Improvement presented paper 5 commenting that although the figures were subject to final audit, the college was expected to have exceeded its credit target for 2019-20.

It was noted that the college had over delivered on credits for a number of years. However, the college's strategy was for growth in credits to meet unmet demand and this was being pursued with SFC.

The committee expressed an interest in being part of the curriculum planning process and noted the paper.

#### **(iv) Infrastructure Update**

Vice Principal, Finance and Corporate Services presented paper 6 and informed the committee that the building and planning warrants for the refurbishment of the skills workshop had been approved and the college was now working on the tender.

#### **(v) Infrastructure Presentation**

A short presentation was delivered by the Principal which outlined plans for the college's five year estates plan. It was agreed that the Head of Estates and Sustainability would present the estates plan to the committee in March 2021.

The college would also explore the opportunity to offer weekend flu clinics.

### **Action 3: Vice Principal, Finance and Corporate Services**

#### **(vi) Financial Regulations**

Vice Principal, Finance and Corporate Services presented paper 7.

## West Lothian College

25 November 2020

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The committee agreed that section 9 (Whistleblowing) and the Whistleblowing Policy required amendment as the Vice Principal was now carrying out the role of board secretary. The committee recommended that the principal contacts be the Chair of the Audit Committee and the senior independent board member.

The committee recommended approval of the Financial Regulations to the Audit Committee subject to the change to section 9.

### **Action 4: Vice Principal Finance and Corporate Services**

#### **6 College Key Performance Indicators (KPIs)**

Vice Principal, Finance and Corporate Services presented paper 8, which the committee noted.

#### **7 Organisational Well-being**

##### **(i) People Development Report**

The HR and People Development Manager presented the report covering the quarter to 1 April 2020 – 30 June 2020 and gave explanations where necessary.

An update on the EIS dispute on the pilot instructor role was noted and the committee discussed the management of annual leave during lockdown and furlough period.

The committee acknowledged the additional information contained in the report and noted the paper.

##### **(ii) Employers Association Update**

The Chair of the Board gave a verbal update on the pay award negotiations and the instructor role dispute.

The committee noted the update.

#### **8 Complaints Report**

Vice Principal, Performance and Improvement presented paper 10 covering the period from 1 June 2020 to 31 August 2020.

## West Lothian College

25 November 2020

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Noted that one complaint had been raised compared to nine during the same period last year.

The committee noted the report.

### 9 Any Other Business

No other matters of business were raised.

Vice Principal, Performance and Improvement, Vice Principal, Learning and Attainment and the HR and People Development Manager left the meeting at this point.

### 10 Self-Evaluation of Committee

Vice Principal, Finance and Corporate Services presented paper 11 and it was agreed that the following would be included in the August 2020-July 2021 committee development plan:-

- Opportunity for the Chair to attend an external board meeting (Forth Valley College)
- Opportunity to attend and observe at the Learning and Teaching Committee and the Audit Committee
- Continue to visit different areas of the college (when COVID19 restrictions were eased)
- Opportunity to meet with the Student Association
- Early sight of the Commercial Strategy to look at opportunities and risks
- Information on the pension schemes governance arrangements
- Further information re charity trustee responsibilities
- A training session with internal audit on interpreting year end accounts

#### **Action 5: Vice Principal, Finance and Corporate Services**

### 11 Date of Next Meeting

The next scheduled meeting of the committee was Wednesday 25 November at 10am.

**Note:** There were no matters discussed during the meeting, during which Members declared any conflict of interest, or the Secretary to the Board was aware from the Register of Interests that discussion could give rise to such a conflict.

**West Lothian College**

25 November 2020

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Signed .....  
Chair, Finance and General Purposes Committee

Date .....