

## Minute

### College Management Council Sub-committee

Monday, 3 September 2018, 13:30.

Lecture Theatre, Orkney College, Kirkwall.



### Present

Councillors John A R Scott, Stephen G Clackson, Alexander G Cowie, Robin W Crichton and J Harvey Johnston.

### Community Representatives:

Beverly Clubley and Peter Slater.

### Business Representative:

Mark Jones.

### Clerk

- Sandra Craigie, Committees Officer.

### In Attendance

- Wilfred Weir, Executive Director of Education, Leisure and Housing.
- James Wylie, Head of Services (Curriculum and Community Learning).
- Paul Kemp, Strategic Finance Manager.
- Peter Trodden, Solicitor.
- Craig Walker, Senior HR Adviser.

### Orkney College

- William Ross, Principal.
- Christine Scott, Business Manager (for Items 1 to 3).
- Andie John Seatter, Staff Representative
- Ellen Grieve, Student Representative.
- Hannah Thompson, Student Representative.

### Apologies

- Roy Brown, Business Representative.
- Ian Carse, Community Representative.
- Malcolm Graves, Community Representative.
- Steven Sinclair, Business Representative.

## Chair

- Councillor John A R Scott.

### 1. Revenue Expenditure Outturn Report

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Business Manager, Orkney College, the Sub-committee:

Noted:

**1.1.** The revenue outturn statement in respect of Orkney College for financial year 2017 to 2018, attached as Annex 1 to the report by the Executive Director of Education, Leisure and Housing, indicating a net surplus of £40,500.

**1.2.** The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the report by the Executive Director of Education, Leisure and Housing.

### 2. Revenue Expenditure Monitoring

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Business Manager, Orkney College, the Sub-committee:

Noted:

**2.1.** The revenue financial detail in respect of Orkney College for the period 1 April to 30 June 2018, attached as Annex 1 to the report by the Executive Director of Education, Leisure and Housing, indicating a net overspend of £104,500.

**2.2.** The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the report by the Executive Director of Education, Leisure and Housing.

### 3. Financial Forecast Return

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Business Manager, Orkney College, the Sub-committee:

Noted:

**3.1.** That the Financial Forecast Return was an annual reporting requirement of the Scottish Funding Council, as part of its financial health monitoring framework for colleges.

The Sub-committee resolved to **recommend to the Council:**

**3.2.** That the Financial Forecast Return and Commentary, attached as Appendices 1 and 2 respectively to this Minute, be approved.

#### **4. Orkney College UHI Strategic Risk Register – Update**

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Principal, Orkney College, the Sub-committee:

Noted the Orkney College UHI Strategic Risk Register, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, which had been updated to reflect the position as at August 2018.

#### **5. Operational Plan**

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Principal, Orkney College, the Sub-committee:

Resolved to **recommend to the Council** that the Orkney College UHI Operational Plan 2018 to 2019, attached as Appendix 3 to this Minute, which contained objectives identified to ensure delivery of the aims of the Strategic Plan 2018 to 2021, be endorsed for delivery.

Councillor Robin W Crichton left the meeting at this point.

#### **6. National Audit Report: Scotland's Colleges 2018**

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Principal, Orkney College, the Sub-committee:

Noted:

**6.1.** The national audit report, Scotland's Colleges 2018, issued in June 2018 by Audit Scotland, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing.

**6.2.** The key messages contained within the national audit report, a summary of which was detailed in section 4.1 of the report by the Executive Director of Education, Leisure and Housing.

**6.3.** That the national audit report made specific reference to Orkney College with regards to student outcomes noting that students on full time further education courses had the highest attainment, retention, satisfaction and positive destinations of all of the colleges in Scotland.

**6.4.** That the national audit report made reference to the need for colleges to develop long term financial strategies which was currently part of Orkney College's work plan.

#### **7. Highlands and Islands Students Association – Update**

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from Hannah Thompson, the Orkney Depute President of the Highlands and Islands Students' Association, the Sub-committee:

Noted the paper prepared by the Orkney Depute President of the Highlands and Islands Students' Association, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, outlining:

- Freshers' fayre.
- Class representatives.
- Clubs and societies.

## **8. Conclusion of Meeting**

At 15:00 the Chair declared the meeting concluded.

Signed: John A R Scott.