



## MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Chair – Shona MacDougall

Wednesday 20<sup>th</sup> November at 4.15 pm via Microsoft Teams

### Committee Members

Shona MacDougall, Committee Chair & Senior Independent Board Member

Lydia Rohmer, Principal & CEO

Chris Alliston, Independent Board Member

Derek Lewis, Chair of the Board of Management

### Also, Present

Debbie Miller, Vice Principal (Operations) & SRO North Highland

Derek Bond, Derek Bond, Interim Vice Principal – Resources & Enterprise (CFO)

Ellen MacLean, Board Secretary

Tracy Kerr, Head of Performance & Planning

David Campbell, Director of Business Enterprise & Development (Items 5 & 11)

### 1. QUORUM & APOLOGIES

Apologies: Alex Macdonald, Independent Board Member

**The meeting was quorate.**

### 2. Declarations of interest

**No declarations of interest were made.**

### 3. Minutes from previous meeting, 21<sup>st</sup> August 2024

**Approved**

### 4. Action Tracker

**Reviewed:** obsolete actions closed The Action Tracker was reviewed in full and outstanding actions and timescales discussed. Where appropriate timescales for action were revised. Where actions superseded or now considered obsolete, reasons recorded in Action Tracker and removed.

5. Confidential item

Withheld

6. Confidential item

Withheld

NWH H&S Report, Tracy Kerr

There have been additional costs incurred due to staff who have left the College who had been trained as fire wardens, therefore replacement training had to be put in place. Fire Risk Assessments were paper based, hence the difficulty in locating the reports. COSHH reports are due to be carried out and we are investigating costs at this time.

CA asked if we could provide numbers of staff/ first aiders on site at any one time? And if staff know what to do in the event of a fire? TK – not all campuses have sign in though wardens sweep to ensure the building is empty.

CA asked if student violence against teachers is being addressed? TK advised that this area is currently under review, looking at courses with a demographic of behavior issues. Staff training is also being looked at.

CA requested oversight of reporting on this going forward.

**Action:** Pick up reporting requirements at next Chairs Meeting 03.12.2024

NWH Local Enterprise

Two questions had been raised by Michale Foxley via email to be raised at this meeting.

Q1 “Could the small centers have budgets of £20-25k – is there a process for doing this? Is there a delegated process or an allocation?”

The CFO advised that due to the vast number of Centre, this would not be viable when looking at the bigger picture of curriculum, building, promoting, staffing etc. There had been a huge amount of data gathered to capitalise on potential opportunities, there is not a

budget to hand out to every Centre. As for process, our priority is to focus on enterprise, engagement and marketing to drive and maximise on opportunities.

1842 – CA Left

Q2 “Who is responsible for setting the cost of short courses”?

LR - There is a course cost calculator which is stress tested. We have to be very careful that the curriculum teams with courses which need to be developed. Center managers put on the short courses they feel suit the area. All of ELT are responsible for income generation, delivery, community, products, sales, and core funding arrangements.

DL asked if we have a pricing model which perhaps allows us to charge more for i.e. H&S / Chainsaw courses, etc.?

DC advised that he had spent a lot of time at conference stressing all college responsibilities to generate income. Commercial income is now a standard consideration.

**Committee agree** “Rurality funding is not specifically to provide funds to the more remote centers; it is intended for the wider rural community.”

#### NWH Capital Project Update

Boiler replacement for Lews Castle College is being part funded by Lews Castle as investigations have shown that they have been benefiting from our heating system.

**Noted**

13 AOB

**Meeting closed 1858**