

**DRAFT MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES  
COMMITTEE**

**Chair – Shona MacDougall**

**Tuesday, 2<sup>nd</sup> September 2025 at 4.15 pm via Microsoft Teams**

**Committee Members**

Chris Alliston, Independent Board Member

Alex Macdonald, Independent Board Member

Derek Lewis, Chair of the Board of Management

Lydia Rohmer, Principal & CEO

Shona MacDougall, Committee Chair & Senior Independent Board Member

**Also, Present**

Debbie Miller, Vice Principal Strategic Developments

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

Doug Rattray, Head of Infrastructure and Estates

Ellen Campbell, Board Secretary

Hannah Ritchie-Muir, Vice Principal Academic

Stuart Gibb, Director of Research and Knowledge Exchange (R&KE)

**1. QUORUM & APOLOGIES**

Apologies: none

**The meeting was quorate.**

**2. Declarations of interest**

**No declarations of interest were made.**

**3. Minutes from previous meeting 5<sup>th</sup> June 2025**

**Approved**

**4. Action Tracker**

**Reviewed**

**Action:** Ongoing Review of financial procedures to be brought to future meetings.

**Health & Safety End of year report Doug Rattray (DR) for Jim Hutton (JH)**

The committee members had read the documentation prior to this meeting. DR then proceeded to summarise the report as being broken down into two sections. Section one covered fire safety. A fire risk assessment had been completed on all campuses. There were also now fire wardens in place at each campus. Plans for the coming year included training and fire drilling to be conducted each semester.

Section two covered general health and safety with a view to increase focus across the college in this area. The internal audit had produced low scores for NWH, six out of seven areas audited had produced scoring below average, and the team were addressing the findings of the audit. There had been an increase of 17% in reported safety occurrences from the previous years. The reasons for this were uncertain.

Senior Responsible Officers (SROs) were in the process of being identified for each site as emergency contacts. Updates were being made to the Dignity at Work policy (DAW) NWH had recently joined The University Health and Safety

Association (USHA) which provided a management standard of health and safety in education institutes and also provided a safety audit tool.

**Action** – Health and safety reports would remain on the action tracker as an ongoing item. Reflecting also the urgency from the Internal Audit status and the urgent actions as progressing.

The Chair asked that consideration be given to specific Health and Safety reports being produced with information relevant to each committee, i.e. LT&R – student and teaching staff information, HR - people related aspects, F&GP - estates, A&RM would remain overarching in terms of audit, along with the compliance report. Health and Safety was acknowledged as being vitally important and therefore impacted all committees. A report would always be expected for Board meetings. It was agreed to discuss future expectations on health and safety reporting further at the next Chairs meeting with input from the Executive Leadership team.

The committee thanked DR for a well-constructed report.

**Noted**

R&KE quarterly report – Stuart Gibb (SG)

The R&KE report covered the period March 2025 – May 2025 and would be presented at the LT&R Committee on 10<sup>th</sup> September 2025. This would be the last time that the paper would appear in this format. Future reports would measure progress against KPIs. For this committee, the financial information regarding the funding element of the report could be found from page 13 onwards. It showed the NWH success rate, while facing the challenges of an externally competitive environment, a college which had come through merger and faced increased competition.

The Chair acknowledged SG's report as hugely valuable for this committee.

The CFO and SG agreed to a future meeting out with this committee to discuss funding income v budgeted costs.

**Noted**

1759 SG left

Confidential – Financial reports

**Withheld**

Insurance renewal – Derek Bond

There had been little movement on price since last year. This year, 2025/26, would be the last year of the initial three-year contract.

Future plans would involve a broker looking for best value for money quotes. NWH were out of sync with other the UHI partners who were renewing their contracts this year which, may give NWH an indication of what costings may be expected.

**Endorsed**

