



FINANCE & RESOURCES COMMITTEE

Minutes of the meeting of the Finance & Resources Committee held on 26 September 2018 at 1400 hours in G10, Aberdeen City Campus.

Agenda Item	
	<p>Present: David Anderson Martin Dear Abdul Elghedafi John Henderson, Chair Liz McIntyre Neil McLennan Abby Miah Ken Milroy</p> <p>In attendance: Pete Smith, Vice Principal – Finance & Resources Pauline May, Secretary to the Board Susan Lawrance, Minute Secretary</p> <p>Observer: Doug Duthie</p>
33-18	<p>Apologies: Adrian Smith</p>
34-18	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items No potential conflicts of interest were declared by Committee Members. Mr Duthie, as an observer, declared potential conflicts of interest by virtue of his role as a Director of ASET.</p>
35-18	<p>Minutes of Previous Meeting – 16 May 2018 The minutes were approved as a true and accurate record.</p>
36-18	<p>Matters Arising from the Previous Meeting Members noted the Matters Arising Report and no further matters were raised.</p>
	<p>Matters for Decision</p>
37-18	<p>Programme of Business AY2018-19 Members considered a paper detailing a proposed schedule of key items of Committee business throughout AY2018-19. It was agreed that the Programme was appropriate, noting that agenda items would be added as appropriate during the academic year.</p>
38-18	<p>Bank Account Signatures The Committee considered a paper advised that changes to the College's bank signatories were required following the retirement of Mr Scott, former Vice Principal – Finance.</p>

	<p>Members were advised that the required change to bank signatories, the addition of Mr P Smith in his role as the new Vice Principal – Finance & Resources, had already been actioned due to time critical operational requirements.</p> <p>The Committee's resolution in support of the changes was recorded.</p>
	Matter for Discussion
39-18	<p>College Income Analysis 2016-17 and 2018-19 Members considered a paper providing information on the College's income from both the SFC and non-SFC sources.</p> <p>The Principal noted previous discussions relating to income streams, and advised Members that the information had been provided as a baseline.</p> <p>A discussion followed in relation to Flexible Workforce Development Fund (FWDF) provision, with Mr Smith advising of work currently being undertaken by the SFC on the definition and use of commercial income. The Principal summarised sector discussions regarding the use of the Fund in AY2018-19, and advised on the approach that the College had adopted to for utilising FWDF monies for AY2018-19, including the offer of 'repeat business' to employers who benefited from the Fund in AY2017-18.</p> <p>A potential GDPR issue relating to the cross-marketing of ASET and College provision to existing and potential clients was noted. It was agreed that Mr Smith would discuss this matter further with the Chief Executive of ASET and the College's Data Protection Officer. It was also agreed that it would be useful to confirm the margins and costing model adopted for FWDF courses.</p>
	Matters for Information
40-18	<p>Lets The Committee noted a paper providing information on College lets which operated during AY2017-18.</p> <p>The Principal advised that it was felt by the Senior Management Team that the letting of College facilities could be expanded.</p> <p>Information was provided on the College's current charging policy. A discussion followed on the high quality facilities the College has and the potential for them to be utilised by external organisations and community groups. It was suggested that a multi-disciplinary student project, involving photography and marketing students, could help to externally advertise the letting of College facilities.</p> <p>It was noted that the Committee would be advised of any developments related to College lets.</p>
41-18	<p>BYOD Initiative Members noted a paper providing information on the operation of the College's Bring your Own Device (BYOD) initiative and its impact on the College's IT estate in terms of desktop pcs.</p> <p>The Principal provided additional contextual information on the possible sustainability of the initiative, and Members were alerted to a potential future risk where the College may be required to pay for BYOD devices from another</p>

	<p>source rather than bursary funds. The Committee was advised that it may be required to consider how the College would continue to support the initiative if funding rules change.</p> <p>Members noted that NESCol remained sector-leading in relation to this initiative and were advised that a number of other Scottish colleges were adopting similar approaches to their IT estates. Members commented that this may help to provide a stronger rationale to the SFC for continuing with the use of bursary funds to purchase devices if changes are proposed in the future. Members commented that it would be helpful to try and evidence the benefits of the initiative in terms of its impact on learning and teaching approaches and the student experience.</p>
42-18	<p>Summation of Business and Date of Next Meeting</p> <p>The Secretary gave a summation of the business conducted. The next meeting of the Finance & Resources Committee is scheduled to take place on 21 November 2018 at 1330 hours at the Aberdeen City Campus.</p>
	Reserved Item of Business
	Performance Reporting - Matter for Discussion
43-18	Credit Activity
44-18	<p>Any Other Business</p> <p>No other business was raised.</p>
45-18	<p>Summation of Reserved Item of Business</p> <p>The Secretary gave a summation of the reserved business.</p>
	Meeting ended 1505 hours

Agenda Item	Actions from Finance & Resources Committee 26/09/18	Responsibility	Deadline
39-18	Potential GDPR issue to be discussed with Chief Executive of ASET and the College's Data Protection Officer	P. Smith	14 November 2018
39-18	Margins and costing model adopted for FWDF courses to be confirmed	P. Smith	14 November 2018
43-18			

Signed:.....

Date: