

**FINAL VERSION Minutes of the  
Finance & General Purpose committee  
held at 2.00pm on Friday 28<sup>th</sup> February 2020  
at CERC, Lochgilphead**

**Present:** John Colston (JC), Chair, Andrew Campbell (AC), Jim Findlay (JF) by VC, Martin Jones (MJ)  
**Apologies:** No apologies  
**In Attendance:** Elaine Munro (EM), Ailsa Close (AEC), Vicky Daveney (VD) (Board Secretary)

No	Item	Action
20.1.1	<b>Welcome</b> – JC welcomed all committee members to the meeting.	
20.1.2	<b>Apologies &amp; declarations of interest.</b> JF declared his position as a local authority councillor.	
20.1.3	<b>Minutes of previous meetings.</b> Minutes of Joint Audit and F&GP meeting on 29 November 2019 were approved (signed at Dec 2019 Board Meeting).	
20.1.4	<p><b>Matters arising.</b></p> <p><b>i) Update on nursery</b> MJ confirmed that the nursery will close at the end of current school year. All avenues have been explored to keep the nursery open with no viable solution. A 3 week consultation period was held with parents and staff during which a meeting was held by MJ for parents to attend, AC and EM also attended. Meetings have also been held with affected staff.</p> <p>Communication with the local press and all relevant parties has been maintained throughout the process. The next part of the agenda is how supportive can the college be to a successor. The college has a strong social conscience and wants the facility to be used as a nursery, and the terms of lease for the land state that it has to be a nursery. JC asked if we will have lost our expertise in running a nursery, MJ said that the college has an important role to play in training childcare practitioners but no longer by running a nursery.</p> <p>JC reminded the committee that MJ was delivering policy approved by the board and his manner of engagement with the board has been good practice. JC also said that media coverage had been well handled by the college. AC thanked MJ and the team for all they had done in relation to the nursery and the meeting with parents.</p> <p><b>ii) Update on Helensburgh funding draw down</b> MJ due to meet with Crichton Lang and will discuss this. MJ suggested an email from the Chair of the Committee to CL would be helpful.</p> <p><b>ACTION:</b> MJ to provide JC with main points for email.</p>	MJ/JC

20.1.5	<b>Internal auditors discussion with Committee</b> - postponed until board meeting on Friday 13 <sup>th</sup> March.	
20.1.6	<b>Management Accounts to 31<sup>st</sup> January 2020</b> AEC confirmed there is a surplus of £61k. There has been an increase in creditors but mainly due to deferred grants being received. This reflects the fact that the accounts now follow an Education SORP rather than Charities SORP. There is still a degree of uncertainty due to National Bargaining. . JC asked what the status is with regard to signing up to NRPA. MJ said no further forward at this time but there is still work to be done on compliancy, eg structure of promoted lecturers. There are still some other colleges who haven't signed up. MJ said that there is a need to invest in growth, and the Dunoon portacabin may need replacing at some point in the very near future. JC asked if there is a possibility of bad debts from the nursery. AEC confirmed the nursery income has been reduced instead of forecasting an amount for bad debts.	
20.1.7	<b>Confidential item</b>	
20.1.8	<b>AOCB</b> <b>External Audit Service</b> – mini competition has been put out in collaboration with West Highland College and SMO. The deadline is 16 <sup>th</sup> March, tenders will be evaluated by 25 <sup>th</sup> March and will be awarded by 30 <sup>th</sup> March. JC asked if any cost efficiency is expected. AEC said there wouldn't be a huge efficiency gain. AEC to inform Board who new External Auditor will be at May Board Meeting	
20.1.9	<b>Date of next meeting</b> Committee Meetings – Friday 22nd May, Location TBC Board Meeting – Friday 5th June, Location TBC	
20.1.10	<b>Signed by</b>  ..... <b>Chair of Finance &amp; General Purpose Committee</b>	<b>Date .....</b>