

**Glasgow Kelvin College**  
**Board of Management**  
**Finance and Resources Committee**  
**Agenda**

**Agenda for the meeting scheduled to be held at 5pm on Tuesday, 1 October 2024 in room WG1, Springburn Campus**

- 1. Sederunt**
- 2. Apologies**
- 3. Terms of Reference**  
[Finance & Resources Terms of Reference - Review Date November 2024.pdf](#)
- 4. Declarations of Interest and Connection**
  - a) Interest<sup>i1</sup>
  - b) Connection<sup>2</sup>
- 5. Minute of the Previous Meeting held on 4 June 2024 (For Approval)**  
*(copy attached)*
- 6. a) Matters Arising from the Previous Meeting held on 4 June 2024**  
**b) Action Log (For Noting)**
  - i) Finance and Resources Committee Action Log as at October 2024  
*(copy attached)*
- 7. Items for Approval/Endorsement**  
**Financial Regulations**  
**Report by Vice Principal Operations and Head of Finance**  
*(copy attached)*
- 8. Fixed Asset Disposal / Write-Off**  
**Report by Director of Digital and Information Services**  
*(copy attached)*

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<sup>1</sup> An interest is a connection that requires to be declared where the objective test is met. A declaration of interest should be noted as early as possible, and the Board member asked to leave the meeting when the agenda item is being discharged.

<sup>2</sup> A connection is any link between the matter being considered and the Board member, or a person or body that the Board member is associated with. This could be a family relationship or a social or professional contact.

9. **10 Year Capital and Infrastructure Plan 2024/25 to 2034/35 – NOT IN THE PUBLIC DOMAIN**  
**Report by Vice Principal Operations and Director of Estates and Corporate Services**  
*(copy attached)*
10. **Items for Discussion and Noting**  
**Finance Report - NOT IN THE PUBLIC DOMAIN** (including: Executive Summary, Management Accounts at 31 July 2024, Non-SFC Income 1 August 2023 to 31 July 2024, Debt at 31 July 2024, Student Support Funds, Procurement and Cash)  
**Report by Vice Principal Operations and Head of Finance**  
*(copy attached)*
11. **People and Culture Services Update**  
**Report by Director of People and Culture**  
*(copy attached)*
12. **Annual Staff Attendance Report for 01 August 2023 to 31 July 2024**  
**Report by Director of People and Culture**  
*(copy attached)*
13. **Estates and Capital Update Report** (including - Capital Planning/Expenditure for 2023/24, Capital Planning for 2024/25, West End Campus, Estates and Facilities – Staffing, SFC - College Infrastructure Strategy – Infrastructure Delivery Group and Estates Works)  
**Report by Director of Estates and Corporate Services**  
*(copy attached)*
14. **Environmental and Sustainability Update** (including - Funding and Awards, Network Rail Path, SSN Analysis of PBCCDR, Events & Networking, Updated Estates and Sustainability Webpage, New EAUC Strategy, Public Sector Decarbonisation Guidance, Cycle Update, Great British Energy Scheme, SFC Net Zero Annual Report, Green Week 2024, Estates and Sustainability Strategy – Update, Recycling Furniture from West End Campus and Recycling Clothing)  
**Report by Director of Estates and Corporate Services and Environmental and Sustainability Manager**  
*(copy attached)*
15. **Health and Safety Update**  
**Report by Health and Safety Manager**  
*(copy attached)*
16. **Best Value Report**  
**Report by Vice Principal Operations**  
*(copy attached)*
17. **BaxterStorey Catering Contract – NOT IN THE PUBLIC DOMAIN**  
**Report by the Vice Principal Operations and Head of Finance**  
*(copy attached)*
18. **Scottish Public Finance Manual Breach – NOT IN THE PUBLIC DOMAIN**  
**Report by Vice Principal Operation and Director of People and Culture – NOT IN THE PUBLIC DOMAIN**  
*(copy attached)*

**19. Audit Scotland Reports / Press Release**

- a) Technical Bulletin 2024/2
- b) <https://audit.scot/publications/scotlands-colleges-2024>
- c) <https://audit.scot/news/colleges-financial-challenges-increase-0>

**Items for Information**

20. a) [Approved Risk Management Minute - 23.04.24.pdf](#)

**Risk, Equality and Data Protection - Discussion**

- 21. Impact on Students – Student impact to be considered as a consequence of the consideration of the above agenda
  - 22. Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda
  - 23. Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda
  - 24. Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda
  - 25. Environmental and Sustainability – Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda
  - 26. Closure
  - 27. **Date of Next Meeting**  
26 November 2024 via MS Teams
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