

BOARD OF MANAGEMENT

AGENDA

A meeting of the Board of Management will be held at 14:00 hours on Tuesday, 21 June 2016 in the Boardroom, Milton Road Campus.

		Lead Speaker	Paper
1	WELCOME & APOLOGIES	Chair	
2	DECLARATIONS OF INTEREST	Chair	
3	MINUTES OF PREVIOUS MEETING <i>for approval</i>	Chair	A
4	MATTERS ARISING	Chair	B
5	COMMITTEE BUSINESS		
5.1	<u>Policy & Resources Committee</u>		
	Minutes 03.05.16	Vice Chair	C
	Minutes 14.06.16	Vice Chair	D
	Business Transformation Plan Report	A Bruton	E

The Business Transformation Plan Report is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 27, Information Intended for Future Publication.

Management Accounts to April 2016 attached	A Williamson	F
2016 Financial Forecast Return <i>for approval</i>	A Williamson	G

The 2016 Financial Forecast Return is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 27, Information Intended for Future Publication.

5.2	<u>Academic Council</u>		
	Minutes 03.06.16	S Cairncross	H
5.3	<u>Audit & Risk Assurance Committee</u>		
	Minutes 02.06.16	N Paul	I
	Top Risk Register 2015/16	A Williamson	J

The Top Risk Register 2015/16 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.

5.4	<u>External Engagement Committee</u>		
	Minutes 24.05.16	A Johnston	K

5.5	<u>Nominations Committee</u> Minutes 24.05.16	Chair	L
6	PRINCIPAL'S REPORT	A Bruton	M
7	EDINBURGH COLLEGE STUDENTS' ASSOCIATION		
7.1	ECSA Report	J Van Herk	N
7.2	ECSA End of Year Report attached	J Van Herk	O
8	GOVERNANCE REPORT		
8.1	Governance Report	P Davis	P
8.2	Board & Committee Calendar 2016/17	M Walker	Q
9	NATIONAL REPORT	Chair	Verbal
10	RIDDOR UPDATE attached	A Williamson	R
11	CLOSED ITEMS OF BUSINESS		
11.1	Closed Minutes of the Previous Meeting for approval	Chair	S
11.2	<u>Policy & Resources Committee</u> Closed Minutes 03.05.16	Vice Chair	T
11.3	<u>Remuneration Committee</u> Minutes 14.06.16 <u>Terms of Reference</u> for approval	R Stimpson R Stimpson	U V
<i>Item 11 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 36, Confidentiality.</i>			
12	ANY OTHER COMPETENT BUSINESS		
13	DATE OF NEXT MEETING: 20 September 2016		
13.1	<u>Upcoming Committee Dates</u>		
	Policy & Resources Committee	23.08.16	
	Board of Management	20.09.16	
	Academic Council	04.11.16	
	External Engagement Committee	08.11.16	
	Policy & Resources Committee	15.11.16	
	Audit & Risk Assurance Committee	23.11.16	
	Board of Management	13.12.16	

MANAGEMENT ACCOUNTS TO APRIL 2016

Introduction

To provide the Board of Management with an update on the financial performance of the College.

Action Required

Members are asked to NOTE the management accounts.

Strategic Implications

Risk	Yes \ No	Details
Governance \ legal	Yes	The Board is responsible for the financial sustainability of the College. Good practice to monitor all areas of performance that can impact on the College's viability.
Financial	Yes	Good practice to monitor areas of activity that can impact on the College's funding and financial performance.
Executive Approval	Yes \ No	Details
Reviewed by Executive	Yes	
Other	Yes \ No	Details
Equality Impact	No	



FINANCIAL REPORT

9 MONTHS TO APRIL 2016

CONTENTS

Report from Chief Operating Officer

1. Financial Performance Monitoring Template
2. Financial Summary
3. Income Analysis – Year to Date
4. Expenditure Analysis – Year to Date
5. Trading Departments – Year to Date
6. Cashflow
7. Balance Sheet
8. KPIs

Appendices:

1. Income and Expenditure Account Summary and Detail.
2. Balance Sheet
3. Cashflow

DISTRIBUTION

Executive Team
Board of Management Audit Committee
Senior Management Group

Section 1:
Financial Performance Monitoring Template

		2014/15 Annual Target	2015/16 Annual Target	Revised Annual Target	2015/16 Revised Annual Target	2015/16 YTD Actual	YTD Variance	2014/15 Annual Out-turn	Year End Projection
Wsums		254,687	n/a	n/a	n/a	n/a	n/a	249,833	n/a
Credits		n/a	195,452		186,258	178,800	tbc	n/a	182,000
Credits ESF		n/a	4,806		-	-	tbc	n/a	-

		2013/14 FTE	2014/15 Average FTE	2014/15 Revised Average FTE	April Month FTE	2015/16 YTD Average FTE	YTD Variance		2015/16 Year End Average FTE Projection
Staff Numbers (FTE) section 2.8		1,099	1,175	1,175	1,168	1,165	3		1,167

		2014/15 Annual Budget	2015/16 Annual Budget	Revised Annual Budget	2015/16 YTD Budget	2015/16 YTD Actuals	YTD Variance	Previous YTD	Year End Projection
		£k	£k	£k	£k	£k	£k	£k	£k
Commercial & International Contracts		8,015	5,373	5,376	4,232	4,060	(172)	3,922	5,138
VS Scheme		718	0	0	0	0	0	627	0

Refer sections 2 to 5

Income		67,898	67,730	67,216	50,529	47,691	(2,838)	53,423	63,300
Expenditure		69,861	68,354	67,840	51,037	50,982	55	54,491	68,022
Operating Surplus / (Deficit)		(1,963)	(624)	(624)	(508)	(3,291)	(2,783)	(1,068)	(4,722)

Refer sections 6 to 7

Net Cash Inflow / (Outflow)		(3,895)	941	941	1,174	618	(556)	(6,143)	(956)
Bank Balance		4,441	4,052	4,052	4,285	3,730	(555)	2,030	2,155

Fixed Assets		155,436	150,716	150,716	151,681	151,681	-	139,567	150,716
Net Current assets / (liabilities)		(80)	631	631	941	(2,826)	(3,767)	1,828	(3,187)
Creditors and Provisions		(40,937)	(39,662)	(39,662)	(39,786)	(39,786)	-	(33,295)	(39,662)
Net Assets		114,419	111,685	111,685	112,836	109,069	(3,767)	108,100	107,867

Pay costs % of Income	%	65.6	66.6	67.2	67.1	71.0	(3.9)	63.0	72.0
Current Ratio		1.1	1.1	1.1	1.07	0.69	(0.38)	1.27	0.75
Cash Days in Hand		5	4	4	0	(17)	(17)	11	(17)
Borrowings as % of reserves	%	9.9	10.0	10.0	10.1	10.2	(0.1)	10.6	10.2

Govt Resource Accounting to 31 March 2017

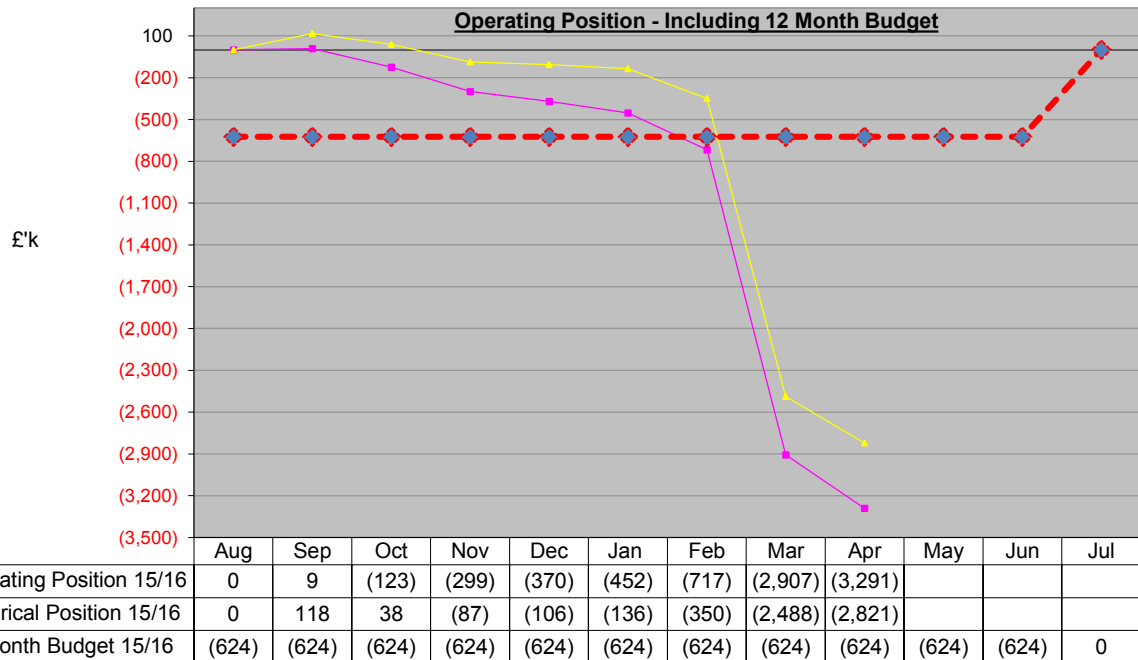
		Previous Year	Annual Budget	Revised Annual Budget	YTD Budget	YTD Actuals	YTD Variance	Previous YTD	Year End Projection
RDEL	£k	(375)	0	0	0	2,186	2,186		(1,076)
AME	£k	(356)	0	0	0	0	0		0
CDEL	£k	2	0	0	0	(4)	(4)		0

FINANCIAL COMMENTARY ON THE MANAGEMENT ACCOUNTS

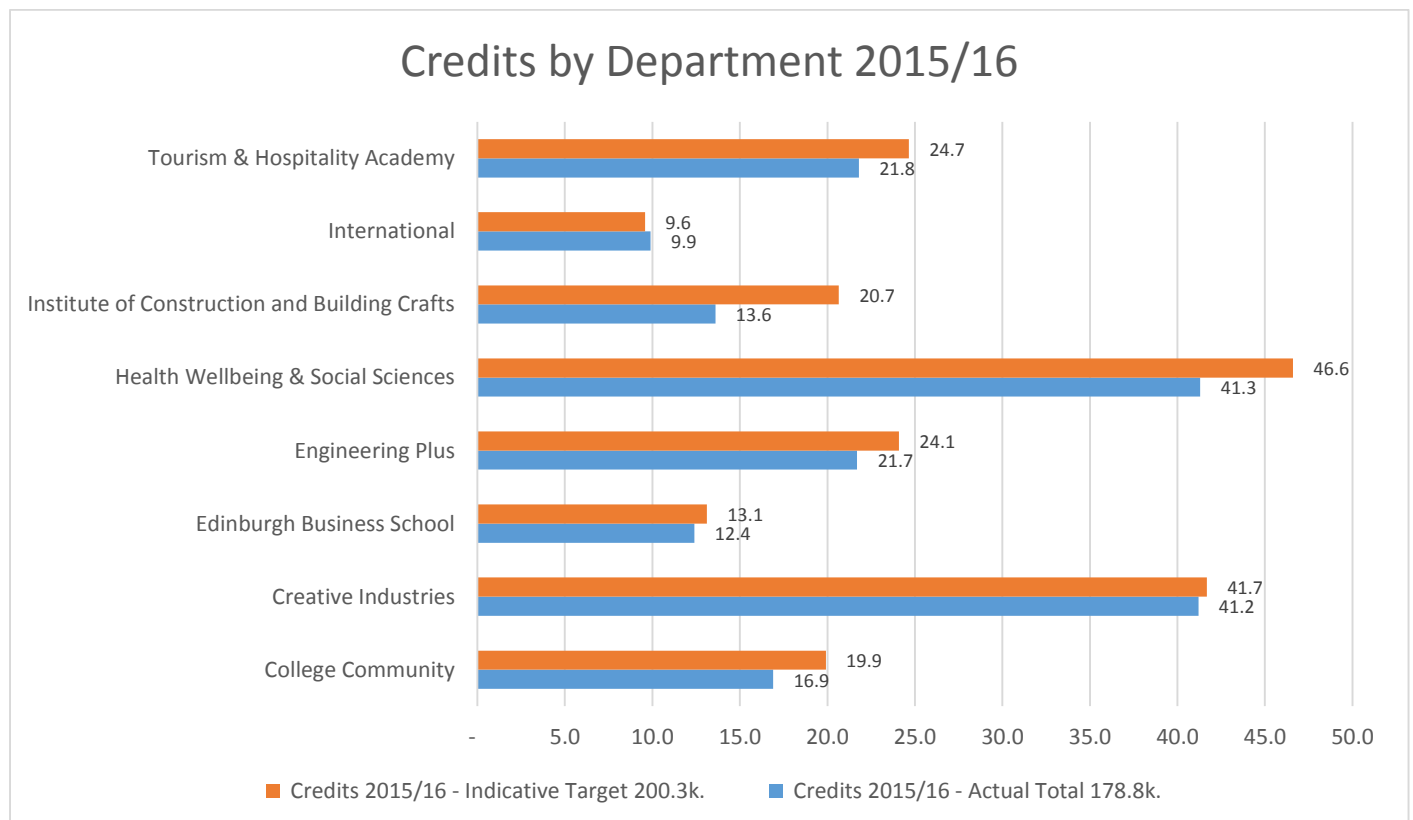
9 MONTHS TO APRIL 2016

Section 2:

Financial Summary



Note: April figures include the effect on income of reduction of 14,000 credits.

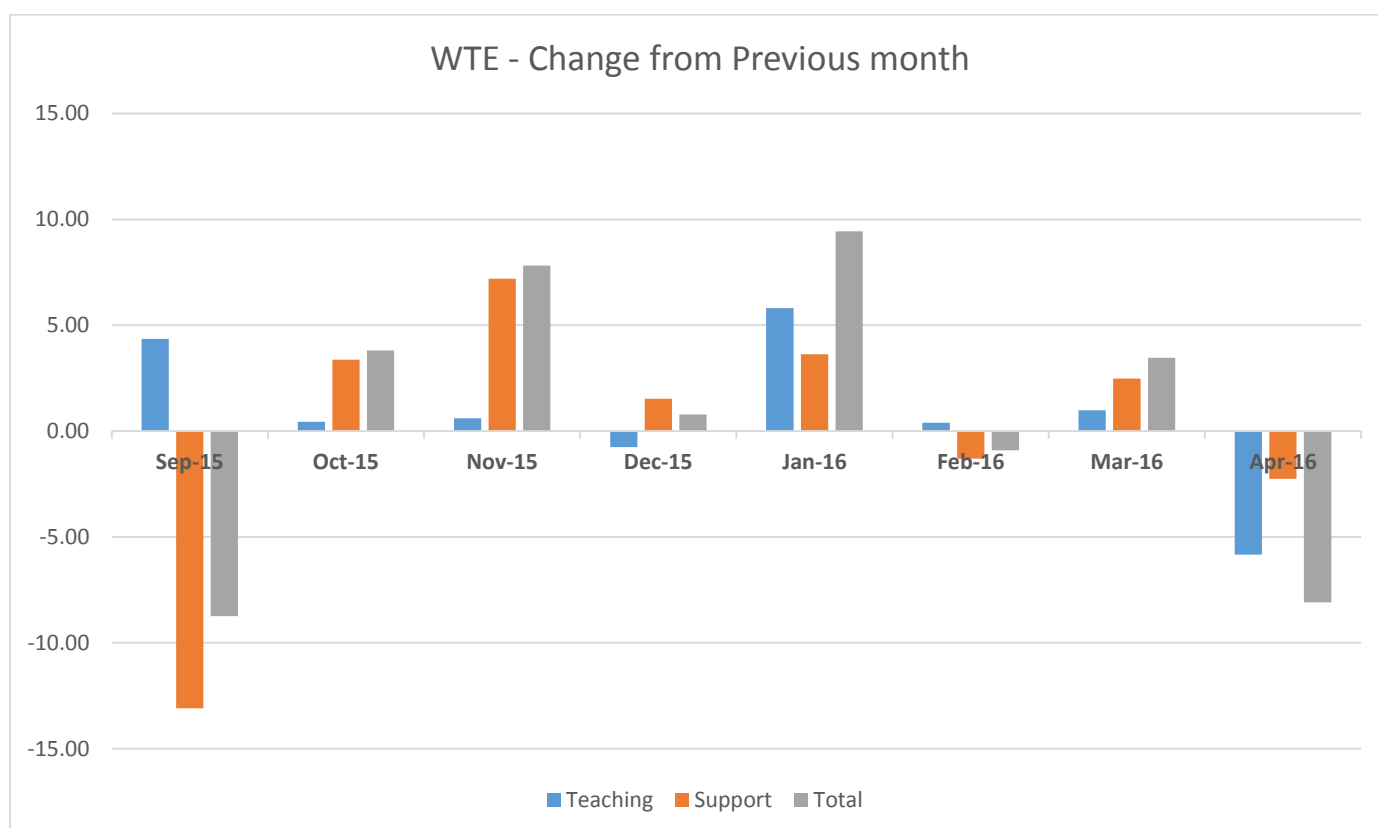


- 2.1 The following report provides an update on the financial position of Edinburgh College at 30th April 2016.
- 2.2 Our 2015/16 academic year shows a starting deficit budget of £0.6m which was approved by the College's Board of Management on the basis that we would work towards a year-end breakeven position.
- 2.3 As previously reported, the College has not attained its student numbers, due to low recruitment and retention, and a change in policy which reduced the number of additional credits allowable per student. As a result, the College will under-achieve its current full year target of 200.3k credits by in excess of 14,000 credits (which includes a further planned reduction of 2,000 ESF credits). YTD actual at 27th May is 178.8k credits. The "Credits by Department" table (above) shows a comparison of YTD performance, by department, against original full year targets. An internal review of the methodology behind credit calculations to date remains ongoing, and the YTD actual number is expected to increase once the exercise is complete. However, the results will not be processed until we notify the SFC of our findings. The SFC have indicated there will be a reduction of grant-in-aid, ESF and associated student support funds totalling £3.3m, for the academic year 2015/16, aligned to the current year shortfall of 14,000 credits. The student funds element of the clawback is largely offset by a corresponding reduction in costs.
- 2.4 The April year to date operating position shows a deficit of £3,291k (up from last month's deficit of £2,907k) compares to a year to date budget deficit of £508k, which equates to a total adverse variance of £2,783k in comparison to the profiled budget to date. The historical position shows a deficit of £2,821k following a release of £470k from the revaluation reserve.
- 2.5 Latest reviews by Department Heads of Semester 2 current and planned activity, target student numbers, and enrolled students, taking into account recent student withdrawals from both FE and HE courses, suggest that tuition fee income will settle the year £1.3m lower than full-year targets, an adverse movement of £0.1m compared to last month's projection. This is largely due to capped / lower student numbers within associate degree, short full-time and part-time courses and is the result of Department Heads reviewing their previous forecasts.
- 2.6 Following a detailed review of performance to date within the catering function, together with projections for the remaining months of the session, catering income for the year is forecast to settle approximately £0.2m lower than last month's projection. This reduction in income forecast will be offset by lower associated catering costs (as a by-product of lower income) coupled with general efficiencies and margin improvements. It will remain challenging to achieve the revised full year forecast income target for catering (£1.9m), although increased catering requirements associated with additional commercial courses, together with Summer School activities will help towards this goal.
- 2.7 Latest forecasts suggest that new international group (China) contracts, which were originally projected to fall into the current session, are now likely to fall into the 2016/17 academic year (owing to rescheduling by the groups concerned) and, as a consequence, the international function is now likely to meet (as opposed to exceed) its full year income target of £1.35m. As a result, the international income full year forecast for the year has decreased by a net £72k (from £1.42m to £1.35m – ie a reversion to its original target) during the month of April. This figure is likely to be higher in the 2016/17 year. However, on a positive note, mitigating savings (primarily within overseas agency commission and travel) have been identified and as a consequence, the forecast for full year other operating expenditure has also been reduced by a net £72k.
- 2.8 Following the payment in May of Lecturers pay awards and backdated job evaluation results a further detailed reforecast of staff costs was undertaken. This took into account the effects of higher than anticipated job evaluation outcomes, together with increased agency and temporary staff costs, as well as the slightly higher than previously expected effects of employer National Insurance and pension contributions. SFC funding is expected to cover the forecast effect 2016/17 pay awards (£0.3m) which has been reflected in increased forecast grant income as well as increased staff costs. The effect of the other factors described is £0.35m and has also been included in the increased staff costs forecast. For the remainder of the year fixed term and temporary contracts as well as agency staff costs remain under review, with the aim of ending these earlier than scheduled, without placing undue risk upon the student experience.

A detailed reforecast of non- staff expenditure was also done as the year-end approaches, and final expenditure become clearer. This reforecast also reflects the effects of the essential spend only policy. The result was a reduction of £0.4m in addition to the reductions in catering and international costs described in 2.6 and 2.7 above.

The revised projected deficit for the year is now £4.7m (which includes credits related reduction). Significant effort continues to be expended on both freezing costs, which are not required to deliver credit related activity and reducing expenditure through the "essential spend only" policy. Further cost reductions above forecast may still be achieved before year-end. The Head of Edinburgh College Business School has indicated additional Commercial income of £0.15m before the end of the year but this has not been included in the forecast, pending a review of associated costs.

- 2.9 In completing the SFC financial year-end (31st March 2016) Resource Return, there was an associated charge of £356k in relation to the revaluation of our enhanced pension provision (for staff leaving in 1995 with enhanced pension rights). In line with previous years, no provision has been included in our year-end forecast, as the final figure will not be known with certainty until the actuarial revaluation has been conducted for our 31st July accounts.
- 2.10 Total income to date is £47.7m and is showing an adverse variance of £2.8m on the year to date budget of £50.5m.
- 2.11 Total expenditure to date is £51m, which is in line with budget. Favourable variances within debt servicing (£0.18m), and higher than forecast deprecation charges (matched by higher than budgeted deferred income) of £0.15m.
- 2.12 There has been a decrease in staff numbers of 8.1 FTE between March and April 2016 (5.8 for teaching staff and 2.3 for support staff). These changes are reflected in the forecast of staff costs. Movement by month are shown below. Total WTE in April is 1,168 (519 Teaching and 649 Support Staff).



2.13 **Table Illustrating the Effects of Pay Award and Reduction in Credits on Annual Budget**

	£m.
Operating Deficit - Annual Budget	(0.6)
Effect of Reduction in Credits	(2.8)
Effect of unfunded Pay Award	(0.6)
	(4.0)
Operating Deficit - Year End Projection	(4.7)
Net adverse effect of Other variances to Annual Budget	0.7

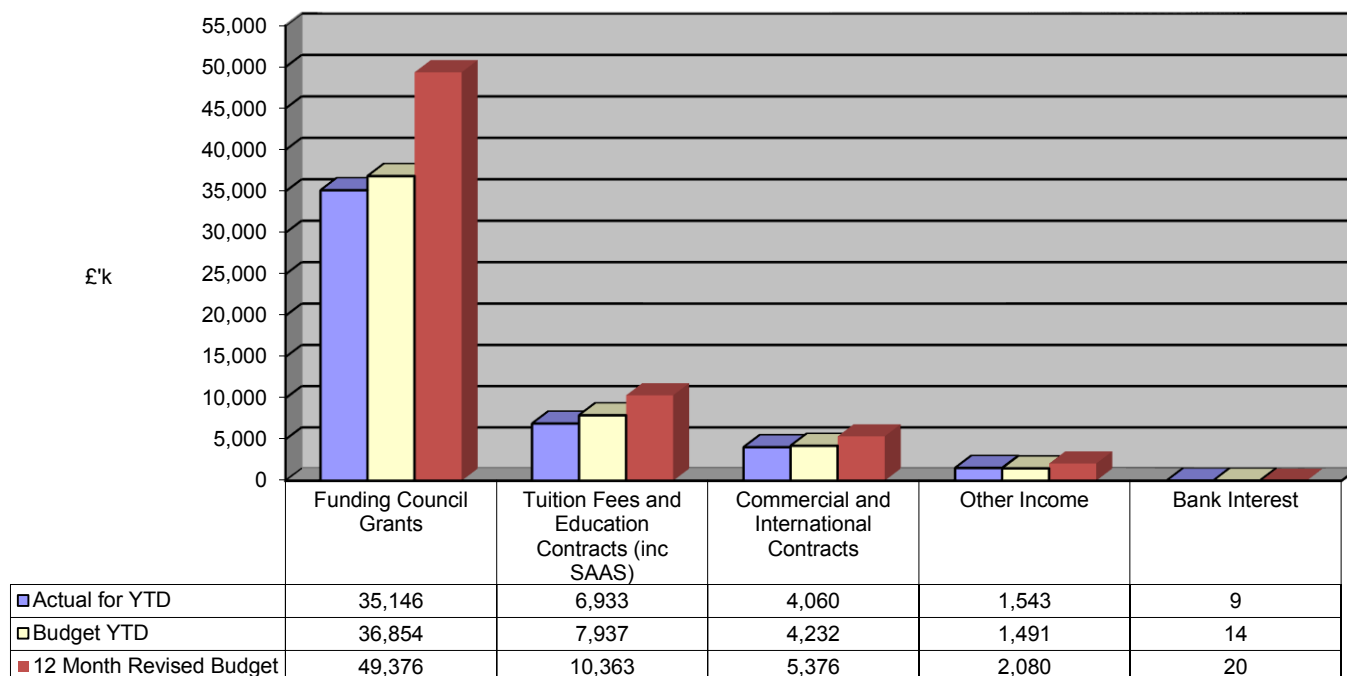
The effect of the essential spend policy and improved income will hopefully offset this adverse position.

Budget Movements

During the month there have been a small number of budget virements within income and expenditure categories to eliminate timing variances and miscodings. Our opening budget deficit position of £0.6m remains unaffected by these adjustments.

Section 3: Income Analysis – Year-to-Date

Income Analysis - Year to date (Incorporating 12 Month Revised Budget)



- 3.1 Our Revised total income budget for the year stands at £67.2m (reduced by £0.2m as a result of Catering adjustment outlined in 2.6 above). Total income for the year to date is £47.7m, which is £2.8m lower than the profiled budget of £50.5m.
- 3.2 Total SFC grant income (excluding deferred capital releases) stands at £32.7m, a net £1.8m behind its year to date budget, reflecting the reduction in core grant credit related activity (14,000 credits in total).
- 3.3 Net tuition fees and educational contracts (primarily SAAS, HE/PT courses, associate degrees and self-payers) remain behind their year to date target (by £1m in total). The forecast includes SAAS fees approximately £0.4m short of full-year budget (in line with last month), whilst latest forecasts for tuition fee income in totality, including Semester 2 activity, indicate a full year shortfall of £1.3m (an adverse movement of £0.1m from last month's projection), spread across a number of different courses and departments.
- 3.4 Commercial & International income to date stands at £4.1m, which is £0.17m lower than its year to date profiled budget. The adverse position is largely due to continued weakness within 'other bespoke' contracts and scheduled short courses, owing to competitive market conditions, coupled with a lower in-take of students than originally envisaged. Work continues in seeking new business, whilst robust summer school contracts have also been signed. The forecast shows full year commercial income shortfall of £0.2m (unchanged from last month) but as indicated in 2.8 above there are indications that this will be recovered.
- 3.5 International income is narrowly behind budget (by £21k) at £1.1m achieved to date. As mentioned in para 2.7, latest forecasts suggest that new international group (China) contracts, which were originally projected to fall into the current session, are now likely to fall into the 2016/17 academic year (owing to rescheduling by the groups concerned). As a consequence, the international function is now likely to meet (as opposed to exceed) its full year income target of £1.35m from a revised £1.42m; the gap in income of £0.7m is being mitigated from cost savings within overseas agency commission and travel.
- 3.6 Following a detailed review of the catering function's performance to date and projections for the year, catering income for the year is forecast to settle approximately £0.2m lower than the previous month's forecast. However, this income gap will be mitigated through both lower associated catering costs (as a by-product of lower income) coupled with general cost efficiencies and margin improvements.

- 3.7 During the month, the deferred income release was £0.3m (YTD £2.5m), which is higher than forecast by £0.15m and matches associated higher than budgeted depreciation charges. The full year forecast for deferred capital grant releases stands at £3.3m (unchanged from last month), which is £200k higher than budget and aligns with a corresponding increase in the full year forecast for depreciation.
- 3.8 As a result of the changes to the projections for tuition fees, international activity, catering income and grant funding, the full year forecast for total income has been reduced by £0.3m. We are currently forecasting year-end total income of £63.1m, approximately £4.3m below budget mainly attributable to the credit reduction.

Section 4: Expenditure Analysis – Year-to-Date

Expenditure Analysis - Year to date (Incorporating 12 Month Revised Budget)



- 4.1 The total expenditure budget for the year stands at £67.9 (reduced by £0.2m as a result of Catering adjustment outline in 2.6 above). Total expenditure for the year to date is £51m, in line with budget.
- 4.2 Favourable variances within debt servicing (£0.18m) is largely offset by higher than forecast depreciation charges (matched by higher than budgeted deferred income) of £0.15m. The debt servicing variance is made up of £0.1m for debt interest payments (which is likely to accumulate to £0.13m by year-end), and £0.08m of other finance charges (favourable exchange rate movements).
- 4.3 Following the payment in the month of Lecturers pay awards (one off £100 payment plus a £450 increase, backdated to April), and backdated job evaluation amounts, a detailed reforecast of staff costs was undertaken. This took into account the effects of higher than anticipated job evaluation outcomes together with increased agency and temporary staff costs as well as slightly higher than previously expected effects of employer National Insurance and pension contributions. Funding is expected to cover the forecast effect of 2016/17 pay awards (£0.3m) which has been reflected in increased forecast grant income as well as increased staff costs. The effect of the other factors described is £0.35m, and has also been included in the increased staff costs forecast.
- 4.4 Within operating expenditure, favourable variances are noted within overseas agents commission (£0.08m) and ICT (£0.07m - licences and leasing agreements). However, these favourable variances are mainly offset by an adverse variance within consultancy fees (£0.1m). Most other expenditure areas remain broadly in line with expectations. A detailed reforecast of operating expenditure was also undertaken as the year-end approaches and final costs become clearer. This reforecast reflects the effects of the essential spend only policy. The result was a reduction of £0.4m from last month, excluding the reductions in catering and international costs described 2.6 and 2.7 above.

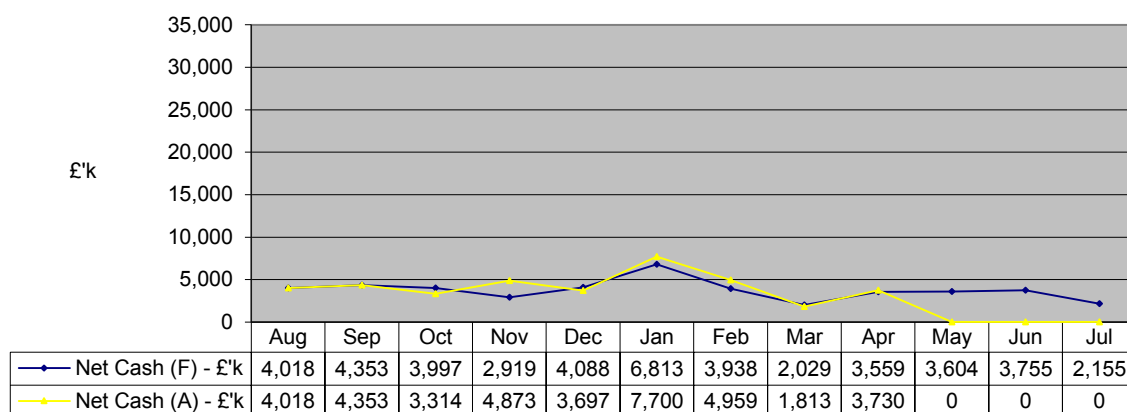
- 4.5 In the year to date, depreciation charges of £4.5m (2014/15: £4.2m) have been released from our fixed assets to reflect their economic use. The full year forecast for depreciation stands at £5.9m (unchanged from last month), £200k higher than budget and aligns with a corresponding increase in the full year forecast for deferred capital grant releases.
- 4.7 Forecast year-end total expenditure is £68m, approximately £0.1m higher than budget

Section 5: Catering and Nursery Trading Departments – Year-to-Date

- 5.1 The following information provides an overview of the year to date trading positions of the catering and nursery departments.
- 5.2 The cross-campus catering facilities have generated total revenue to date of £1.3m, resulting in a gross operating profit of £0.8m and a net operating profit of £0.01m. Following a detailed review of performance to date and projections for the remaining months of the session, catering income for the year is forecast to settle at £1.9m. This has been reflected in the forecast and revised budget. This is a reduction of £0.2m on the previous month and has been offset by lower associated catering costs and general cost efficiencies and margin improvements. As students leave College it will remain challenging to achieve the revised full year forecast income target for catering although increased catering requirements associated with additional commercial course income and Summer School will help towards this goal. Tight cost control will also contribute to meeting the revised net forecast operating profit.
- 5.3 The Nursery currently shows a net operating loss of £0.1m, which is due to lower than planned recruitment, and the continued use of agency staff (adverse net cost to date of £142k) to cover staff absences (primarily maternity leave), thereby maintaining mandatory staff to children ratios. Marketing campaigns remain in progress to increase our customer base.

Section 6: Cashflow

Cash Position - Forecast versus Actuals to April 2016



- 6.1 Our cash position shows a balance of £3.7m, narrowly ahead of our rolling forecast owing to the timing of non-SFC income receipts. The current average burn rate is £50k per month against a rolling target of a generation rate of £130k (which equates to an I/E breakeven position).
- 6.2 Our net cash balance is projected to move within a low narrow banding for the foreseeable future and, as a result, managing our working capital needs will prove challenging. The College is paying an average of 5.7% on our debt borrowing (prior year 5.71%), and our underlying interest related borrowings stand at £11.1m, whilst our Lennartz VAT liability is £1.9m. Our latest Lennartz VAT payment (a net £0.2m) was settled in March, with the next payment due in June 2016.
- 6.3 Based on estimated cashflow movements, we forecast an end of year bank balance of £2.2m (rolling target £4.7m – based on an I/E breakeven position), which includes an adverse movement of £150k (aligned with the further forecast shortfall, within tuition fee income) from last month's projection (£2.3m) and equates to an adverse cash movement for the year of £1m.
- 6.4 We have received, from the SFC, notification of our capital allocation for the financial year 2016/17 – it stands at £1.7m in total (£0.8m has been assigned for capital works, whilst the balance (£0.9m) has been set aside for estates maintenance), and is now available for drawdown (on a matching spends basis). Minimal capital costs were incurred in April and as a consequence, no capital allocation was drawn down).

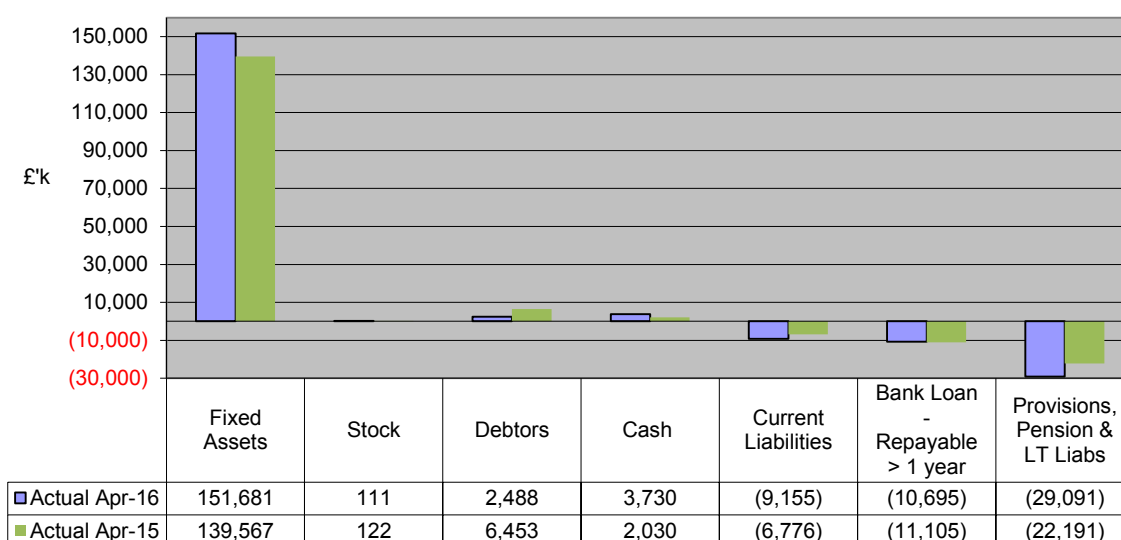
SFC / GOVERNMENT RETURNS

- 6.5 The RDEL (Resource Departmental Expenditure Limit) refers to an under or overspend for the financial year to 31 March 2017. The Financial Performance Monitoring template shows a full year overspend forecast of £1,076k to 31 March 2017 subject to finalisation of the 2016/17 budget, compared to an actual full year overspend of £375k to 31 March 2016. Budget allocations and the split of funding for the academic year 2016/17 between the periods to 31 March 2017 and 31 July 2017 are still to be confirmed with SFC. The current forecast is based on the figures provided to the SFC as part of the transformation plan.
- 6.6 The AME (Annually Managed Expenditure) refers to the revaluation of pension liabilities, including the FRS17 deficit; as a result, neither budgets nor projections have been provided at this stage due to the uncertainty of future movements. The previous year figure of £356k relates to the revaluation of the early retirement provision. This figure will be updated once the actuarial valuation of the LPF scheme to 31 July 2016 is available (under SFC guidelines the valuation to July 2016 is included in the March 2016 figures once available). No provision is made for the current year within the management accounts due to the uncertainty regarding the position at July 2016. The figures exclude any impact of the revaluation of land and buildings and the restatement of prior year figures, guidance from the SFC states that these revaluations are outside of the scope of resource return reporting.
- 6.7 The CDEL (Capital Departmental Expenditure Limit) refers to the difference between the capital grant received and corresponding expenditure on fixed assets. There is an overspend, for the period to end April 2016 of £4k, as a result of capital expenditure being incurred prior to capital grants being drawn down, capital grants will only be available to draw down once financial year allocations between capital and revenue have been confirmed and agreed.

Section 7:

Balance Sheet

Assets and Liabilities



- 7.1 In the academic year to date our capitalised expenditure is £0.7m, of which £0.3m was incurred on ICT desktop & Macs deployment, whilst £0.3m was incurred on Estates projects. Assets under construction, awaiting to be brought into use and then capitalised, total £0.1m for the year to date.
- 7.2 Our net current liabilities stand at minus £2.8m due to a net decrease in our cash deposits and equates to negative (-17 days) of working capital reserves. At the end of April, debtors include trade £1m and £1.5m of prepayments and accrued income. We continue to actively chase all debtors for outstanding payments.
- 7.3 Year on year provisions (excluding pension liabilities) have decreased by £0.1m to £4.8m (academic y/e £5m) following movements in relation to the student accommodation contract and enhanced early retirement pension provision. Our support staff pension liability stands at £23.2m, whilst our current bank debt level is £11.1m.

- 7.4 The main (net) year on year movement in current liabilities is within net accruals and deferred income (£2.4m). The amount held in deferred grant liabilities at the month-end (£2.7m) represents SFC funds largely in respect of grant-in-aid, student support, ESOL and debt support. We have received, from the SFC, notification of our capital allocation for the financial year 2016/17 – it stands at £1.7m in total (indicative £0.8m has been assigned for capital works, whilst the balance (£0.9m) has been set aside for estates maintenance) and is now available for drawdown (on a matching spends basis). No capital costs were incurred in April. We currently show £11.8m of liabilities as repayable in more than 1 year.
- 7.5 Deferred grants and specific reserves, less pension reserve, have decreased by 3.6% to £66.9m (academic y/e 2014/15: £69.4m), following the capitalisations detailed above, whilst the income and expenditure reserve is currently £42.2m (academic y/e 2014/15: £45m).

Section 8: KPIs

8.1 KPIs

<ul style="list-style-type: none"> Out-turn: (£3.3m) deficit Target: Breakeven Forecast out-turn: (£4.7m) deficit [Includes reduction of £2.8m re:14,000 credits (including the ESF element – 2,000 credits)] 	<ul style="list-style-type: none"> Cash (burn) / generation rate at (£50k) (pay-award / SFC grant pressures). Target rolling monthly average generation rate: +£130k. ***
<ul style="list-style-type: none"> YTD cash balance: £3.7m Rolling target: ## £4.7m 	<ul style="list-style-type: none"> Net Current Assets/(Liabilities): (£2.8m) -17 days Target: £3.3m (19 days)
<ul style="list-style-type: none"> Current Ratio: 1:0.69 Target: 1:1.15 	<ul style="list-style-type: none"> Pay Costs as % of Total Income: 71.0% Target: 66.6%
<ul style="list-style-type: none"> Borrowings as % of reserves: 10.2% Target: 9.9%. 	<ul style="list-style-type: none"> Current credits 178,800 Target credits: 186,258

Month end cash balance from original budget
(and with I&E at breakeven)

*** Average monthly cash movement based on breakeven
I&E position

	<u>Original Annual Budget £000s</u>	<u>Revised Annual Budget £000s</u>	<u>YTD Budget £000s</u>	<u>YTD Actuals £000s</u>	<u>YTD Variance £000s</u>	<u>Previous YTD £000s</u>	<u>Year End Projection £000s</u>
Funding Council Grants	45,786	45,507	33,950	32,092	(1,858)	36,440	42,992
Deferred Capital Grant Releases	3,069	3,069	2,304	2,454	150	2,209	3,269
Debt Support Grant	800	800	600	600	0	600	800
Tuition Fees and Education Contracts (inc SAAS)	10,366	10,363	7,937	6,933	(1,004)	7,772	9,043
Commercial and International Contracts	5,373	5,376	4,232	4,060	(172)	3,922	5,138
Other Income	2,337	2,100	1,506	1,552	46	1,853	2,057
Exceptional Merger Support Grants	0	0	0	0	0	627	0
Total Income	67,730	67,216	50,529	47,691	(2,838)	53,423	63,300
Staff Costs	45,139	45,139	33,907	33,863	44	33,677	45,573
Other Operating Expenses	16,603	16,109	12,148	12,170	(23)	15,629	15,794
Depreciation	5,720	5,720	4,327	4,477	(150)	4,151	5,920
Debt Interest & Other Finance Costs	842	842	632	454	179	583	710
Research & Development	50	30	23	19	4	109	25
Exceptional Merger Support Costs	0	0	0	0	0	627	0
Total Expenditure	68,354	67,840	51,037	50,982	55	54,491	68,022
Operating Surplus / (Deficit)	(624)	(624)	(508)	(3,291)	(2,783)	(1,068)	(4,722)
Statement of Historical Cost Surpluses and Deficits for the 9 Months to 30th April 2016							
Operating Surplus / (Deficit)	(624)	(624)	(508)	(3,291)	(2,783)	(1,068)	(4,722)
Difference between historical cost depreciation and actual revaluation charge for the period	313	612	470	470	0	234	612
Historical Cost Surplus / (Deficit)	(311)	(12)	(38)	(2,821)	(2,783)	(834)	(4,110)

INCOME
Funding Council Grants

Recurrent Grant Inc Fee Waiver	41,074	41,074	30,510	29,441	(1,069)	33,741
Childcare Funds	1,545	1,545	1,213	1,213	0	1,278
Deferred Capital Grants	3,069	3,069	2,304	2,454	150	2,209
Debt Support Grants	800	800	600	600		600
Other SFC Grants	3,166	2,887	2,227	1,438	(790)	1,421
	49,655	49,376	36,854	35,146	(1,708)	39,249

Tuition Fees & Education Contracts

FE - UK & EU	102	170	164	122	(42)	907
HE - UK & EU	996	610	510	350	(159)	521
PT Self Payers	906	1,238	1,000	725	(275)	32
Examination Fee Income	21	6	6	21	15	
SAAS	4,280	4,280	3,215	2,893	(322)	3,168
Associate Degree Fees	1,250	1,250	939	826	(113)	1,064
Managing Agents	1,380	1,380	1,048	1,002	(46)	1,059
Edinburgh Council - Pre Emp Contract	1,430	1,430	1,057	995	(61)	1,021
	10,366	10,363	7,937	6,933	(1,004)	7,772

Commercial & International

International	1,350	1,350	1,108	1,087	(21)	1,017
SDS	517	517	434	434		380
EH15 and The Apprentice Restaurants	47	97	79	87	8	93
Bliss SPA and Employability Salons	148	123	102	92	(10)	121
Gym	335	312	238	241	3	240
Nursery	1,075	1,075	820	764	(56)	733
Residences	595	595	352	352	0	412
Access Centre Provision	130	130	98	105	8	119
Bespoke Contracts for Employers	1,175	694	574	464	(111)	781
Scheduled Short Courses		483	427	412	(15)	
Other European Income				22	22	26
	5,373	5,376	4,232	4,060	(172)	3,922

Other Income

Catering	2,085	1,870	1,310	1,310	0	1,575
Other Income Generating Activities	232	211	181	232	51	261
	2,317	2,080	1,491	1,543	51	1,837

Endowment & Investment

Bank Interest	20	20	14	9	(5)	16
	20	20	14	9	(5)	16

Exceptional Merger Support Grants

						627
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TOTAL INCOME

	67,730	67,216	50,529	47,691	(2,838)	53,423
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EXPENDITURE
Staff Costs

Senior Management	1,862	1,902	1,438	1,464	(25)	1,639
Academic Departments	23,281	23,192	17,397	17,167	230	16,992
Academic Services	4,428	4,439	3,329	3,194	135	1,409
Admin & Central Services	12,145	12,255	9,190	9,179	11	10,607
Premises	1,146	1,148	861	882	(21)	1,077
Catering & Residences	856	894	671	656	15	643
Temporary & Agency Staff Costs	754	936	706	878	(172)	806
Other Staffing Expenditure	668	373	316	445	(129)	505
	45,139	45,139	33,907	33,863	44	33,677

Other Operating Expenses

Premises	5,094	5,111	3,828	3,845	(17)	4,198
Teaching Activity & Support	1,033	1,006	726	709	18	1,243
Childcare Costs	1,545	1,545	1,213	1,213	(0)	1,278
Transport Costs	42	42	37	52	(15)	212
IT Costs	1,427	1,299	982	914	68	1,140
Telecomms Costs	145	194	147	148	(0)	143
Equipment	41	41	27	26	1	75
Health & Safety	92	93	53	60	(7)	80
Travel & Subsistence	547	546	432	448	(16)	424
Admin Costs	295	298	187	199	(12)	185
Student Support Funds Contribution						267
Corporate, Consultancy, Professional	864	827	580	684	(104)	1,173
Staff Welfare	17	17	9	9		13
Catering	1,401	1,195	869	879	(9)	1,203
Training & Development	183	65	59	58	1	169
VAT	1,546	1,546	1,308	1,323	(15)	1,460
Marketing & PR	243	186	161	161	0	173
Partnership Costs	616	616	451	446	5	570
Overseas Agents Commission	158	158	133	52	81	244
Registration & Exam Fees	1,266	1,277	915	916	(1)	1,332
Bad Debts	48	48	30	30		48
	16,603	16,109	12,148	12,170	(23)	15,629

Exceptional item - Accommodation Provision Release

						(285)
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Depreciation for the year

	5,720	5,720	4,327	4,477	(150)	4,151
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Debt Interest & Other Finance Costs

Interest On Bank Loans	800	800	600	500	100	549
Other Finance Charges	42	42	32	(47)	79	34
	842	842	632	454	179	583

Research & Development

	50	30	23	19	4	109
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Exceptional Merger Support Costs

						627
--	--	--	--	--	--	-----

TOTAL EXPENDITURE

	68,354	67,840	51,037	50,982	55	54,491
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	(624)	(624)	(508)	(3,291)	(2,783)	(1,068)
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Balance Sheet
For the 9 Months to 30th April 2016

	<u>2015/2016</u> <u>YTD Actuals</u> <u>£000s</u>	<u>2014/15</u> <u>Year End</u> <u>£000s</u>	<u>2014/2015</u> <u>Previous YTD</u> <u>£000s</u>
Fixed Assets			
L&B	143,369	145,731	129,745
FFE	8,313	9,705	9,822
	151,681	155,436	139,567
Current Assets			
Stock	111	137	122
Debtors	2,488	3,853	6,453
Cash	3,730	3,111	2,030
	6,329	7,101	8,604
Creditors < 1yr			
Loans	(386)	(386)	(357)
Payments received in advance	(600)	(281)	(555)
Trade creditors	(107)	(1,761)	(169)
Taxes & social sec	(1,045)	(1,024)	(1,140)
Accruals, Def Inc & Other Creditors	(4,283)	(3,695)	(3,009)
Amounts owed to SFC	(2,733)	(34)	(1,546)
	(9,155)	(7,181)	(6,776)
Net current assets / (liabilities)	(2,826)	(80)	1,828
Total assets less current liabilities	148,855	155,356	141,395
Creditors > 1yr			
Bank loans	(10,695)	(10,982)	(11,105)
Lennartz VAT	(1,083)	(1,699)	(1,957)
	(11,778)	(12,681)	(13,062)
Provisions			
Early retirement	(4,755)	(4,975)	(4,568)
Other	(37)	(65)	(322)
	(4,792)	(5,040)	(4,890)
Net pension asset / (liability)	(23,216)	(23,216)	(15,344)
NET ASSETS	109,069	114,419	108,100
Deferred capital grants			
SFC	61,222	63,273	63,137
Other	556	564	573
	61,778	63,837	63,710
Reserves			
I&E account	42,214	45,034	53,478
Pension reserve	(23,216)	(23,216)	(15,344)
Revaluation reserve	28,293	28,764	6,256
	47,291	50,583	44,389
CAPITAL & RESERVES	109,069	114,419	108,100

ECSA END OF YEAR REPORT**Purpose of the Report**

To provide the Board of Management with an overview of activities conducted by ECSA in 2015/16, including an update on the Student Association's progress against measures outlined in its Operational Plan.

Action Required

For information.

Strategic Implications

Risk	Yes \ No	Details
Governance \ legal	Yes	The Board retains an overview of Students' Association activity in the interests of good governance.
Financial	No	
Executive Approval	Yes \ No	Details
Reviewed by Executive	No	
Other	Yes \ No	Details
Equality Impact	No	



Edinburgh College

Students'
Association

ECSAonline.co.uk

End of Year Report

2015-16

Edinburgh College Students' Association
Charity Number SC028544

Foreword from the President



It has been an eventful and exciting 12 months for ECSA. A lot has happened and there have been many successes to celebrate. From the completion of our most ambitious operational plan to date to the development and transition to our strategic objectives.

ECSA's work embedding the student voice within the heart of Learning & Teaching at the college has been recognised and awarded at a national level. A testament to the ongoing work undertaken by the SA to build a quality enhancement culture.

ECSA's motto is to defend, extend and promote the rights of students. An organisation that campaigns and engages with its members to influence and win. From campaigning on national issues such as FE entitlement to local issues centred on catering and child care.

The successes of the organisation are built upon a strong partnership with the college. ECSA would like to recognise the support of the college and the development of partnered approach to solving issues collaboratively. This approach is widely regarded as a best practise across the sector. This partnership is one of the enablers that has allowed the Student' Association to develop into a strong and sector leading organisation that it is today and will continue to benefit the Students' Association and indeed future students.

Lastly, it's left for me to say, that reflecting on the last two years, it has been the greatest honour imaginable to lead an organisation that has and, will continue to, positively transform the lives of its members.

It's a goodbye from me, and a 'see you next time' from ECSA,

A handwritten signature in black ink, appearing to be 'Jeroen Van Herk', written on a light-colored background.

Jeroen Van Herk
President 2014-16

Our Top 10 for 2015-16!



Freshers' & Refreshers' events on all 4 main campuses with thousands of giveaways!



We spoke to approximately 5000 new students throughout Welcome Events in August



Launch of ECSA Active running student-led competitive sport and recreational physical activities for all students to take part in



Working with College staff & LGBT Youth Scotland in order to create an inclusive campus for all with our LGBT Charter mark



Creating our first full Trustee Board with Elected Officers, Student Trustees and External Trustees



Breaking our previous records for Elections with candidates and voter numbers on the up!



Created the 'ECSA-llence Awards' - our 1st Student-Led Teaching Awards with 267 nominations over 5 categories of awards!



Making ECSA's voice heard through NUS Scotland, gaining national recognition for our work - even winning some awards along the way



Winning the NUS Scotland Education award for our work on the Learner Engagement Framework - students as partners in learning development



Creating an online case management system to better track and engage with students throughout the year

Our Top 10 for 2015-16!

1. Freshers' & Refreshers' Events

ECSA organised its biggest freshers' week to date in 2015. The ECSA team, along with external visitors attended all 4 main campuses during the week of the 1st of September. This was ECSA's first big opportunity to engage with students and show them what ECSA can do for them and how they can be involved.

ECSA secured lots of free giveaways for students through our partnerships with the exhibitors some of these included:

- 1800 portions of cake
- 1136 Skint Nightclub cards
- 1000 Hate Crime leaflets
- 1150 Student Safety leaflets
- 5000 teabags
- 1300 bags of candy floss
- 2061 pens
- 2100 logo bugs
- 1000 Bottle openers
- 3500 Condoms
- 4000 Lubricants
- 287 ECSA Active sign ups
- And much more!



Freshers' was a high-energy event with lots of positive feedback from both the stall holders' and students. ECSA are particularly pleased with the high level of C-Card & ECSA Active sign ups.

We then continued this engagement in Semester 2 and replicated the events across the campuses for the January intake of students. This was the first time ECSA has run events like this in semester 2 and was a positive step in engaging with more students.

ECSA plan to continue to develop our Freshers' week to meet the needs of our students and will be working throughout the summer. We hope to further link the work of Freshers' week into other core activity planned for later in the year in order to benefit the organisation and provide opportunities to our student membership.

2. Welcome Events



ECSA took an active role in the new “Welcome Events” hosted by the college. ECSA did the final presentation of each session giving all the students a talk on how ECSA could help them and how they could participate in ECSA activities over the coming year. In total ECSA presented to around 5000 students across all 4 campuses during a two week period.

These events were an excellent way for ECSA to get to meet the student membership and tell them about the organisation. ECSA also surveyed many of the students at the welcome events on what students want to see from their Students’ Association. The data from this helped shape our offerings and focus on an operational student facing level throughout the academic year.

3. ECSA Active

ECSA have taken over the administration and development of sport & activities within the College under the banner of ‘ECSA Active’. This has led to stronger ties between students & staff from within the sports department working with ECSA as well as increasing participation and awareness for non-competitive student activities. A large focus of this year has been creating sustainable structures and ensuring some governance within individual sport teams and societies.



Successful projects such as ‘Active Women Weekly’ and ECSA’s work in achieving a Healthy Body Healthy Mind accreditation are just some of the positives to come out of our first year.

With the creation of a Full time officer for ‘Sports & Activities’ for the next academic year, this area will continue to grow through partnership with the College, ensuring sports & activities is a student-led activity and providing our members with as many opportunities as possible.

A new framework for student participation through use of the electronic sign up and an online presence for teams & societies will also provide a powerful platform for driving ECSA Active going forward across the campuses.

4. LGBT+ Charter

ECSA has been committed to creating an inclusive campus for all. Part of this work has been working with the College in creating an LGBT+ Charter in collaboration with LGBT Youth Scotland. ECSA has promoted several



LGBT events through the year as well as providing an analysis of the current provision within Edinburgh College through the LGBT+ Charter framework, embedding them into the calendar.

ECSA is incredibly pleased with the work that has gone on through this year and its stance on working to create an inclusive learning environment and welcoming campus. From events to staff training this project has highlighted the important part SA's play in supporting our most marginalised members.

5. Trustee Board

This year marks ECSA completing more of our obligations as a registered Charity by completing recruitment of our first full Trustee board. This includes external recruitment as well as student trustees. ECSA have worked with the



trustees to ensure a more strategic approach to governance. Changes to the constitution as well as the alignment of new full time officer roles to the strategic developments areas for the organisation put ECSA in an incredibly strong position moving forward.

ECSA is the first college in Scotland to develop a full Trustee Board, further highlighting how much further ECSA's development is as an Association compared to the rest of the sector. We will be continuing to develop our structures and our recruitment of student Trustees year-on-year to further strengthen our governance and strategic planning cycles going forward.

6. Elections

ECSA's sabbatical elections for 2016-17 had a total 16 candidates for 3 positions, meaning each position was thoroughly well contested and one of the highest levels of candidacy across Scottish Students' Associations.

This year was the first year ECSA moved to wholly online voting with the inclusion of physical electronic polling stations instead of paper ballots. Polling stations were staffed during the voting period on all 4 campuses and voting was also accessible from home and mobile devices. This was ECSA's most successful year with the highest voter turnout to date of 7.2% beating the previous year's record total of 5.8% - an increase of 1.4%.

Our total number of voters was 1228, again beating the previous record turnout of 1174 votes, and Electronic polling stations accounted for 75% of all votes cast.



ECSA has detailed analytics of polling and will be using the election data along with student and candidate feedback to develop an election strategy for next academic year as well as improve the election process to further build on engagement and look to drive voter turnout to over 10%.

ECSA was involved in the 'Big Student Elections' a joint initiative with Students' Associations across Scotland to hold multiple student elections at the same time in order to drive participation and create a buzz around the elections. This year, the 'East Coast' election results party was held centrally in Edinburgh and attended by Napier, Heriot-Watt, Queen Margaret Universities as well as ECSA. The event was hosted by Emily Beever, NUS Scotland's Women's officer. This project continues to grow in scale and plans are already in motion to ensure even greater success next year, across Edinburgh, the Central belt, and Scotland as a whole.

7. ECSA-llence Awards

ECSA launched its first ever student led teaching awards this year called the 'ECSA-llence Awards'. The purpose of the ECSA-llence awards was to allow students to think critically about their learning and allow them to celebrate the great practice going on within the college. This work tied to our Learner Engagement Framework and was supposed to provide qualitative data to compliment the other quality enhancement work undertaken by the College.

The 5 awards categories were as follows:

- Outstanding Contribution to Learning Award
- Innovation in the Classroom Award
- Feedback Award
- Guiding Hand Award
- Classmate of the Year Award



The target for the first year was to obtain 100 nominations (the national average for student-led teaching awards in their first year). This target was smashed and students nominated a staggering 267 times across the 5 categories.

An award ceremony was held in May on the Granton Campus. The attendees included nominated staff and students, members of the Board of Management and external guests including sparqs and NUS Scotland.

The Event was incredibly successful and positive with Student participation involved in providing the service and entertainment.

Following the awards ceremony ECSA have informed all 110 nominated staff of their nominations along with putting in a place a plan for further development of this project and how it can be used with other quality enhancement processes within the College.

Overall, the ECSA-llence awards have been an overwhelming success and will form a key part of ECSA activity going forward.

8. National Campaigns & Recognition

ECSA continues to shape and push the national agenda, playing a key role within NUS Scotland priority-setting. Ensuring the NUS plan of work included FE Entitlement, and then further helping to secure cross-party support ahead of the Scottish Elections in May.



ECSA officers presented a strong voice representing students nationally both in the Scottish parliament and UK Parliament on a range of issues.

ECSA successfully ran voter registration for elections and mobilised students for the largest student demo in Scotland since the last Holyrood elections, with more Edinburgh College students attending than from any other Students' Association in Scotland.

The newest ministerial appointments have assured a review of student funding across the sector meaning ECSA has worked with other partners to secure wins for students.

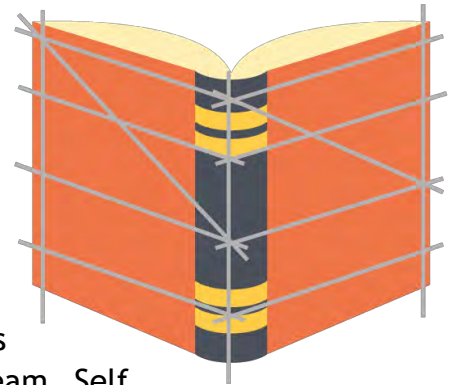
ECSA has been recognised nationally this year and nominated for its work on education and student engagement. ECSA was shortlisted for an award at sparqs National Conference in July last year and was also shortlisted for the College Students' Association of the year award in April 2015.

Furthermore, ECSA was proud to have won the NUS Scotland Education award in April and have now been named as a finalist for the same award at the NUS UK level for our work around the Learner Engagement Framework (keep your fingers crossed for July!).

This is a testament to the work ECSA have put in place by embedding and shaping a Quality Enhancement culture within the college through continued partnership with Edinburgh College. Bringing national praise and recognition to how committed both partners are to putting students at the centre of their learning.

9. Learner Engagement Framework

The LEF was a project developed in tandem with the Quality department to overhaul and organise ECSA's student engagement mechanisms. The aim of the Project was to move ECSA to be proactively developing and growing students as partners in their learning.

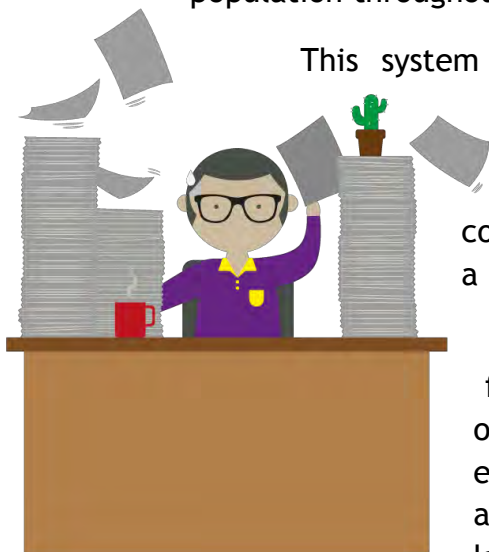


The project's 1st year is coming to completion, with large successes from smaller linked projects such as ECSA-llence awards and Course Team Self Evaluation days. This has been coupled with huge change in attitudes within the College moving towards a quality enhancement-led approach to Learning & Teaching.

A report on ECSA's findings will be available during the summer break. Much of this work has been embedded into our annual work plans.

10. Case Recording System

ECSA have been working to develop a Case Management System to better deliver a coordinated and targeted service to students by centralising our work. Allowing effective communication across multiple campuses and enable ECSA to identify key patterns and trends within the student population throughout the academic year.



This system allows us a greater control in how we facilitate and manage our structures and events from fresher's to class rep meetings. While also integrating a completely revamped user experience through a modified website design.

The System is implemented with functionality for staff. However current areas of work include single sign on functionality (to ensure compatibility with college profiles) and currently finalising a user interface to launch in time for new student cohort 2016/17

Thank you!

On behalf of everyone involved in ECSA, we would like to thank the huge amount of wonderful people who have contributed to another successful year - colleagues from across the institution including teaching staff, support staff, the leadership team and not least the Board of Management itself. We are grateful and enthused by your ongoing support and want to say a huge thanks for working in partnership with ECSA throughout the year.

To our partners out-with the College, we have had some pretty amazing initiatives, events and support over the past 12 months. We have worked very closely with organisations such as NUS Scotland, sparqs, LGBT Youth Scotland, Scottish Student Sport, and the local Citizen's Advice Bureau. For an organisation as small as ECSA, these links are invaluable and help us to continue to punch above our weight as a developing College Students' Association and for this, we say thanks.

Finally, we have to save the biggest thanks to our phenomenal students. Some have got heavily involved in volunteering with us, being Class Reps, Executive Officers and even running for election to help their fellow students. Some have helped run events and campaigns, some have participated in focus groups, workshops or interacted with us on stalls throughout the year. They are the reason we're all here and we are very proud of every one of them.

The ECSA Team are excited to see what 2016-17 brings and hopes to continue to do everyone proud in the months to come.



Edinburgh College Students' Association is a charity Registered in Scotland, Charity Number SC028544

RIDDOR REPORT 2016

Introduction

The following report provides an update on incidents/accidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 at Edinburgh College between 01 January and 03 June 2016.

There have been 63 specified injuries reported during this time.

In 2016 (to date) there have been four accidents / incidents reportable under RIDDOR.

Action Required

The Board are asked to NOTE the attached RIDDOR Report.

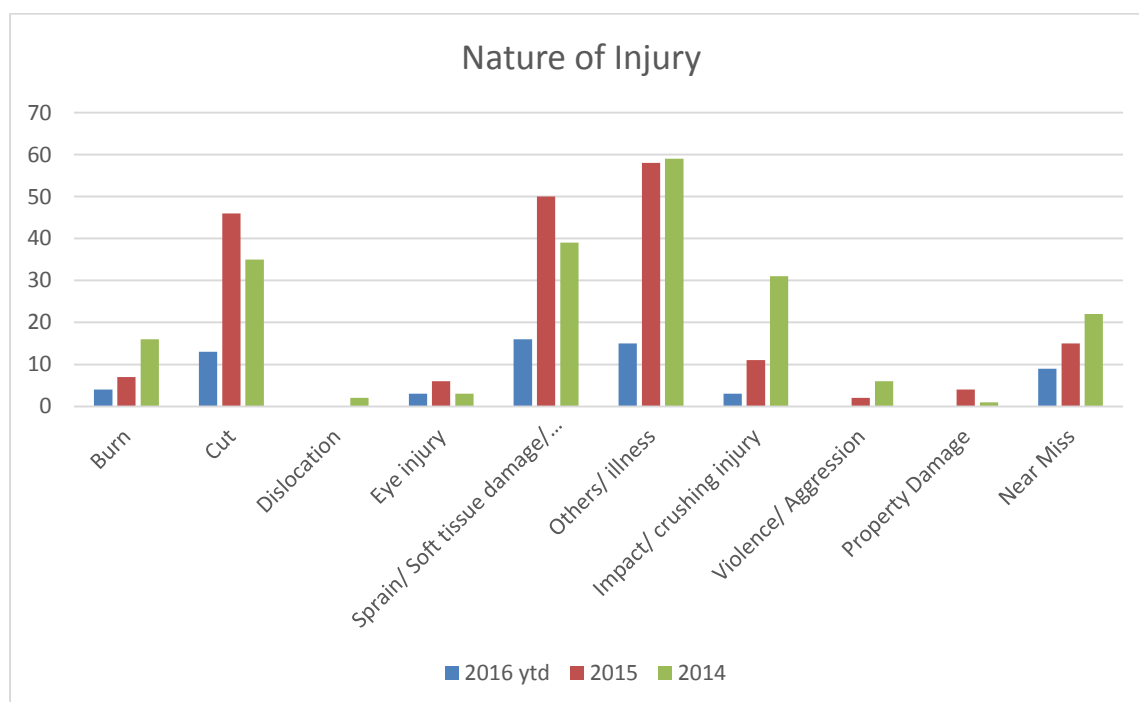
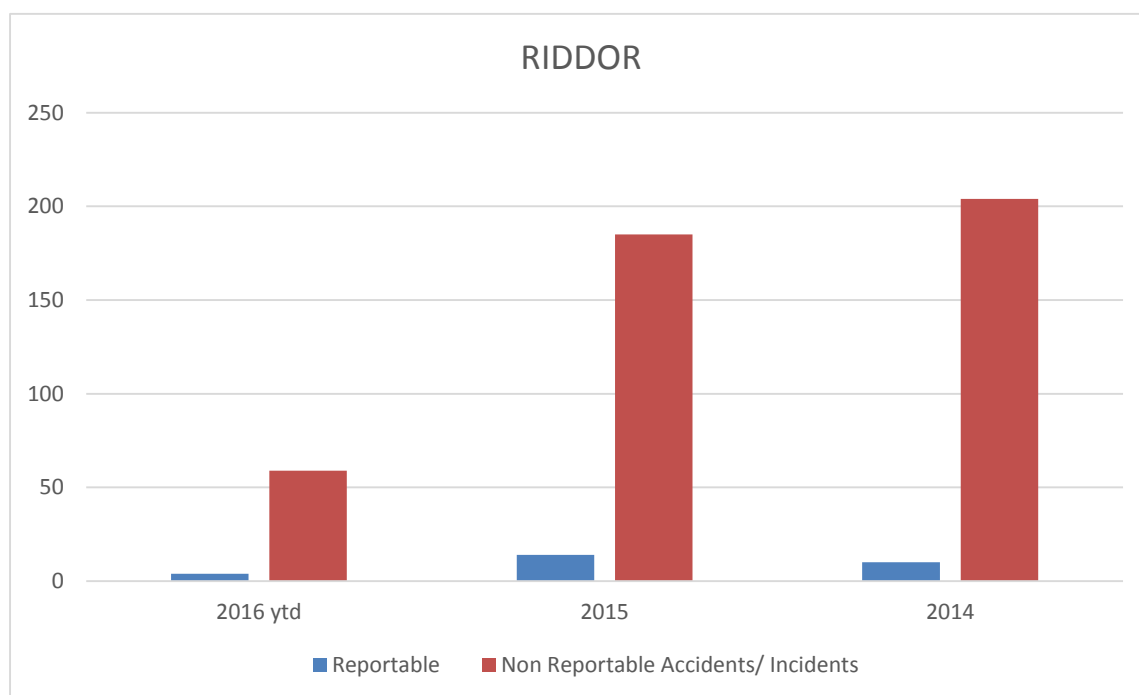
Strategic Implications

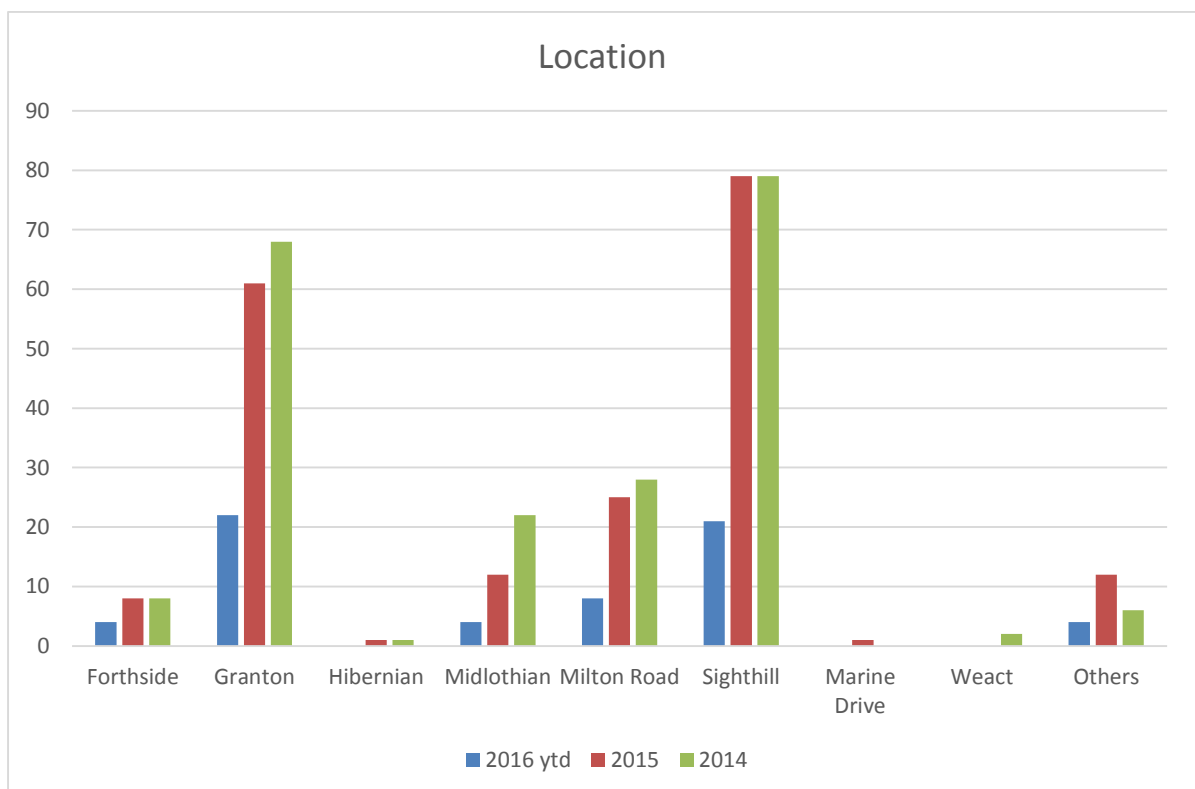
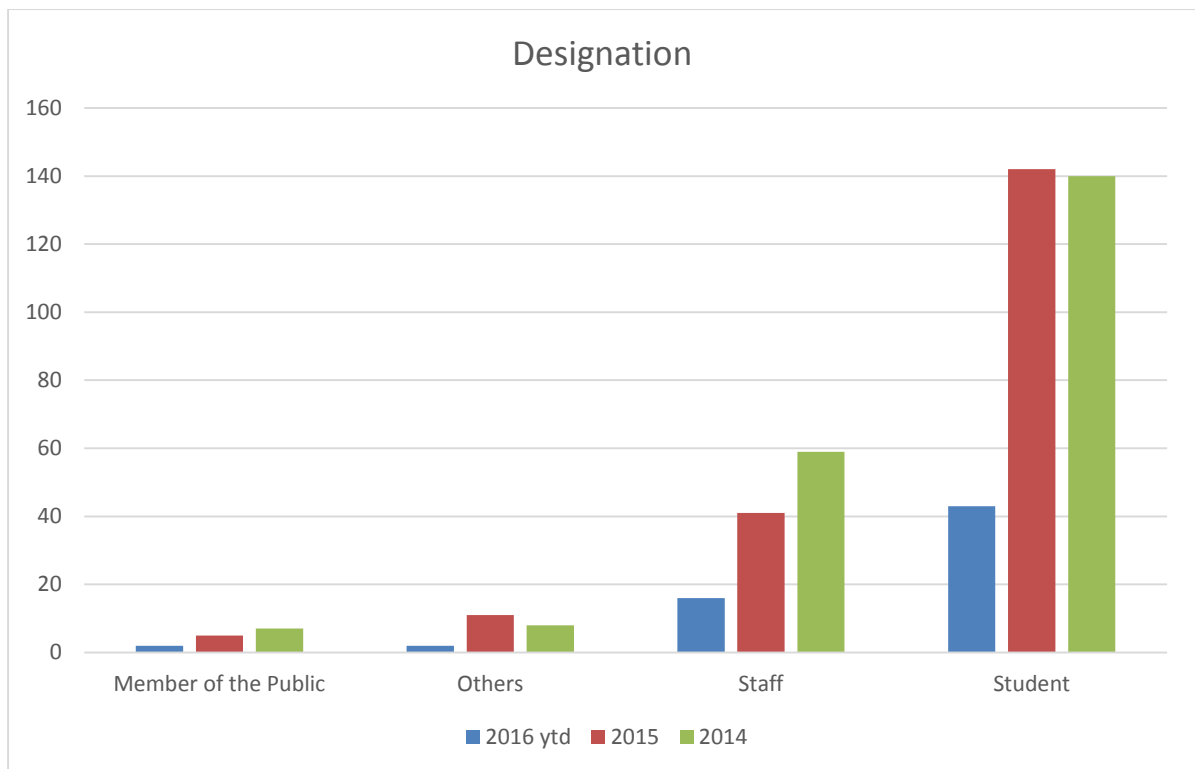
Risk	Yes \ No	Details
Governance \ legal	Yes	The Board is required to maintain oversight of accident and incident reported at the College.
Financial	No	
Executive Approval	Yes \ No	Details
Reviewed by Executive	Yes	
Other	Yes \ No	Details
Equality Impact	No	

OH&S Report – June 2016

- **Accident/ Incident Statistics - calendar year, 2014, 2015 and 2016 to 3rd June**
- *(N.B. The statistics below do not include minor accidents/ incidents from the Waterfront Nursery).*

Between the 1st January and 3rd June 2016, there was a total of 63 accidents/ incidents reported, four of which were reported under RIDDOR 2013 (for further details please see the summary on page 3).





➤ **RIDDOR Reports – 2016 Calendar Year**

Date	Campus	Accident/ Incident description	Corrective Action/ Recommendations	Reason reported under RIDDOR
27/05/16	Granton	Student was using a Tenon saw and accidentally cut his right wrist. The student went to hospital to have the cut glued shut	The student was re-briefed/ instructed on how to correctly use the saw	Member of public/ other taken directly to hospital for treatment
14/04/16	Granton (Nursery)	Nursery child was standing on the sofa when he fell off and hit the left hand side of his head on a puzzle. This resulted in a bump/ cut to his forehead. The child was taken to hospital where the cut was glued shut.	The area around the sofa is now clear of objects and there is increased monitoring by staff of the sofa area.	Member of public/ other taken directly to hospital for treatment
13/04/16	Granton	Student was paring off a piece of timber at the bench and the chisel slipped and cut his left forefinger causing a laceration. First aid was administered, however the student had to attend hospital to have the laceration glued shut.	First aid administered.	Member of public/ other taken directly to hospital for treatment
18/03/16	Granton	Student had bent down to pick up a timber wedge that he had dropped. As he stood up, he hit his head on the back corner of the surface planer table. This resulted in a head cut, which was glued together at hospital.	Was provided with first aid treatment but referred to hospital.	Member of public/ other taken directly to hospital for treatment

➤ **Other significant accidents/ incidents - not reportable under RIDDOR:**

Date	Campus	Accident/ Incident description	Corrective Action/ Recommendations
25/05/16	Sighthill	A student was stripping the plastic insulator from a section of wire. The wire sprung back and the sharp point of the wire struck the student on the eyeball. The student had been issued with safety glasses, but they were not being used	The use of safety glasses with mechanical/ impact protection to be used while undertaking this type of task, with staff enforcing the use of these glasses
17/05/16	Granton	Students were using a hand held trend router with trend vacuum to remove the wood dust. The router hit a knot and the dust produced started to smoulder as it was sucked into the vacuum. A fire extinguisher was used to extinguish the smouldering dust inside the vacuum	Student's briefed regarding router use adjacent to a wood knot. The router has been removed for inspection/ testing. Vacuum was damaged and has been disposed of.
03/03/16	Milton Road	A small glass bottle of Hydrogen Peroxide shattered in preparation room 2.12 – Milton Road. No one was injured, however the following investigation identified that the	The investigation subsequently identified inappropriate risk assessment and implementation of controls under the Control of Substances Hazardous to Health

		chemical had started to produce oxygen and over a period of time the pressure within the bottle built up, resulting in the bottle failing.	Regulations (COSHH) 2002, for chemicals used within this area (e.g. storage, disposal, identification, segregation, etc). These issues are now being addressed by the Health and Social Care team (Rachel McFadden). STEM (Emma Denovan) are also reviewing their COSHH processes
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