

**The Highland Council**

Minutes of Meeting of the **Educational Trust Fund Sub-Committee** held remotely, via Microsoft Teams, on Monday 17 March 2025 at 11.00 am.

**Present:**

Mrs M Cockburn

Ms L Dundas

Mr J Finlayson

Mr R Gale (Vice Chair)

Mr M Hutchison

Ms M MacCallum

Mr D Millar (Chair)

Mr J McGillivray

Mr R Stewart

**In attendance:**

Mr D Martin, Principal Education Officer

Ms M Murray, Principal Committee Officer

**Business**

**1. Apologies for Absence**

There were no apologies for absence.

**2. Declarations of Interest/Transparency Statements**

There were no Declarations on Interest or Transparency Statements.

**3. Minutes of Meeting held on 16 December 2024**

The Minutes of the Educational Trust Fund Sub-Committee held on 16 December 2024 were **APPROVED**.

**4. Exclusion of the Public**

The Sub-Committee **RESOLVED** that, under Section 50A(4) of the Local Government (Scotland) Act 1973, the public should be excluded from the meeting for the following items on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 4 and 12 of Part 1 of Schedule 7A of the Act.

**5. Caithness Educational Trust**

There had been circulated Report No ETF/1/25 by the Assistant Chief Executive – People.

The Sub-Committee **NOTED**:-

- i. the financial position of the trust funds;
- ii. the payments made under delegated authority as set out in the Approved Plan at Appendix 1 of the report;
- iii. that bursary applications were expected for September; and

- iv. that there was a separate paper regarding the John Kirk Mortification also on the agenda for the Sub-Committee.

## 6. Caithness Educational Trust: John Kirk Mortification

There had been circulated to Members only Report No ETF/2/25 by the Assistant Chief Executive – People.

Thanks having been expressed to all those involved for the work and due diligence that had taken place on this matter, the Sub-Committee:-

- i. **NOTED** the historical context of the John Kirk Mortification;
- ii. **NOTED** the attempts to resolve challenges around administering the fund;
- iii. **NOTED** the most recent actions taken; and
- iv. **APPROVED** the trust being wound up in one year's time, with the remaining funds to be distributed to Caithness Educational Trust.

## 7. Gairloch and Plockton Educational Trust

There had been circulated to Members only Report No ETF/3/25 by the Assistant Chief Executive – People. Application summaries had been circulated separately as Booklet A.

Following discussion, the Sub-Committee:-

- i. **NOTED** the financial position of the trust funds as set out in paragraphs 3.1 (Resource) and 3.3 (Risk) of the report;
- ii. **NOTED** the grant awarded by officers under delegated authority as set out in paragraph 5.1 of the report;
- iii. **APPROVED** the recommended awards as set out in paragraphs 5.2 to 5.5 of the report; and
- iv. **APPROVED** the award of £10,000 from the Capital Fund as set out in paragraph 6 of the report.

## 8. Duncraig Educational Trust

There had been circulated to Members only Report No ETF/4/25 by the Assistant Chief Executive – People. Application summaries had been circulated separately as Booklet B.

During discussion, Members having emphasised the importance of publicising the various Trusts and the fact that worthwhile causes were being supported, the Principal Education Officer confirmed he would liaise with Corporate Communications regarding good news stories. It was also confirmed that schools would be reminded, in advance of the next round of grant applications, that the Duncraig Educational Trust was pan-Highland. It was added that it was also open to young people of Highland descent who lived outwith the area.

The Sub-Committee:-

- i. **NOTED** the financial position of the trust funds as set out in paragraphs 3.1 (Resource) and 3.3 (Risk) of the report;

- ii. **APPROVED** the recommended award at paragraph 5.1 of the report;
- iii. **AGREED** the proposal, as set out in paragraph 5.2 of the report, to group categories together so that applications from Inverness-shire Educational Trust could be adopted and paid from the Duncraig Educational Trust; and
- iv. **APPROVED** the applications and awards set out in section 5.3 of the report.

## 9. Inverness-shire Educational Trust

There had been circulated to Members only Report No ETF/5/25 by the Assistant Chief Executive – People. Application summaries had been circulated separately as Booklet C.

In introducing the report, the Principal Education Officer explained that, since the agenda and papers had been published, it had transpired that the projected available funds were greater than had been expected. It was within the powers of the Sub-Committee to amend the Approved Plan and utilise the unexpected additional funding, amounting to in the region of £5000, to increase the grant awards, and he summarised a number of suggested increases for Members' consideration. If the additional funding was not awarded it would revert to the capital funds.

Following discussion, during which support was expressed for awarding the additional funding, and clarification was sought, and provided, regarding the applications where the recommendation was to decline due to limited funds, the Sub-Committee:-

- i. **NOTED** the financial position of the trust funds as set out in paragraphs 3.1 (Resource) and 3.3 (Risk) of the report, and the update provided by the Principal Education Officer;
- ii. **NOTED** the grants awarded by officers under delegated authority as set out in paragraph 5.1 of the report;
- iii. **NOTED** the applications exceeded the value of available funds in the Inverness-shire Educational Trust;
- iv. **NOTED** that it was within the powers of the Sub-Committee to amend the Approved Plan; and
- v. **AGREED** to award the additional funding, as outlined by the Principal Education Officer, and to determine the applications set out in paragraph 6 of the report as follows:-

Application Ref No.	Decision
ETF/G/121/25	<b>NOTED</b> that, due to insufficient funds, this application had been transferred to the Duncraig Educational Trust, under the category of Clubs and Organisations, which had been significantly undersubscribed.
ETF/G/44/25	<b>APPROVED</b> an award of £1000.
ETF/G/16/25	<b>APPROVED</b> an award of £1000.
ETF/G/54/25	<b>NOTED</b> that, due to insufficient funds, this application had been transferred to the Duncraig Educational Trust, under the category of Clubs and Organisations, which had been significantly undersubscribed.
ETF/G/151/25	<b>APPROVED</b> an award of £500.

ETF/G/129/25	<b>APPROVED</b> an award of £500.
ETF/G/71/25	<b>APPROVED</b> an award of £500.
ETF/G/88/25	<b>APPROVED</b> an award of £750.
ETF/G/23/25	<b>APPROVED</b> an award of £700.
ETF/G/130/25	<b>NOTED</b> that, due to insufficient funds, this application had been transferred to the Duncraig Educational Trust, under the category of Clubs and Organisations, which had been significantly undersubscribed.
ETF/G/37/25	<b>NOTED</b> that, due to insufficient funds, this application had been transferred to the Duncraig Educational Trust, under the category of Clubs and Organisations, which had been significantly undersubscribed.
ETF/G/45/25	<b>DECLINED</b> due to insufficient funds.
ETF/G/36/25	<b>NOTED</b> that, due to insufficient funds, this application had been transferred to the Duncraig Education Trust, under the category of Clubs and Organisations, which had been significantly undersubscribed.
ETF/G/55/25	<b>APPROVED</b> an award of £1000.
ETF/G/98/25	<b>APPROVED</b> an award of £600.
ETF/G/145/25	<b>APPROVED</b> an award of £750.
ETF/G/53/25	<b>APPROVED</b> an award of £1000.
ETF/G/64/25	<b>DECLINED</b> due to limited funds.
ETF/G/150/25	<b>APPROVED</b> an award of £750.
ETF/G/146/25	<b>APPROVED</b> an award of £750.
ETF/G/131/25	<b>APPROVED</b> an award of £250.
ETF/G/127/25	<b>NOTED</b> that, due to insufficient funds, this application had been transferred to the Duncraig Educational Trust, under the category of Clubs and Organisations, which had been significantly undersubscribed.
ETF/G/24/25	<b>DECLINED</b> due to limited funds.
ETF/G/38/25	<b>DECLINED</b> due to limited funds.
ETF/G/85/25	<b>APPROVED</b> an award of £500 by transferring remaining Educational Excursion funds to Support of Clubs (Sections 38-45 of Approved Plan).
ETF/G/156/25	<b>NOTED</b> that, due to insufficient funds, this application had been transferred to the Duncraig Educational Trust, under the category of Clubs and Organisations, which had been significantly undersubscribed.
ETF/G/143/25	<b>APPROVED</b> an award of £600.
ETF/G/106/25	<b>DECLINED</b> as course offer had not been confirmed.

ETF/G/48/25	<b>APPROVED</b> an award of £600 from Special Grants.
ETF/G/25/25	<b>APPROVED</b> an award of £400.
ETF/G/33/25	<b>APPROVED</b> an award of £500.

## 10. Inverness Royal Academy Endowment Trust

There had been circulated to Members only Report No ETF/6/25 by the Assistant Chief Executive – People. Application summaries had been circulated separately as Booklet D.

The Sub-Committee:-

- i. **NOTED** the financial position of the trust funds as set out in paragraphs 3.1 (Resource) and 3.3 (Risk) of the report;
- ii. **APPROVED** the recommended awards set out in section 5 of the report; and
- iii. **NOTED** the grants awarded by officers under delegated authority as set out in section 6 and Appendix 1 of the report.

## 11. Ross and Cromarty Educational Trust

There had been circulated to Members only Report No ETF/7/25 by the Assistant Chief Executive – People. Application summaries had been circulated separately as Booklet E.

The Sub-Committee:-

- i. **NOTED** the financial position of the trust funds as set out in paragraphs 3.1 (Resource) and 3.3 (Risk) of the report;
- ii. **AGREED** the recommendations at section 5 of the report; and
- iii. **NOTED** the grants awarded by officers under delegated authority as set out in section 6 of the report.

## 12. Sutherland Educational Trust

There had been circulated to Members only Report No ETF/8/25 by the Assistant Chief Executive – People. Application summaries had been circulated separately as Booklet F.

In introducing the report, the Principal Education Officer explained that the Sutherland Educational Trust was much smaller than some of the other Trusts, and the applications were far in excess of the available funding. There was approximately £7500 remaining in the Duncraig Educational Trust, which was pan-Highland and which, if Members were so minded, could be combined with the available Sutherland Educational Trust funds to give in the region of £10,000 for distribution.

Support having been expressed for utilising the remaining Duncraig Educational Trust funds, a detailed discussion took place on the merits or otherwise of the applications, and potential alternative funding sources, during which clarification was sought, and provided, on the scope of the Trust Scheme and the associated legalities.

The Sub-Committee:-

- i. **NOTED** the financial position of the trust funds as set out in paragraphs 3.1 (Resource) and 3.3 (Risk) of the report;
- ii. **NOTED** the applications to the Trust were far in excess of the funds available;
- iii. **NOTED** the grants awarded by officers under delegated authority as set out in section 6 of the report; and
- iv. **AGREED** to utilise the remaining Duncraig Educational Trust funds, and to determine the applications set out in section 5 of the report as follows:-

Application Ref No.	Decision
ETF/G/81/25	<b>DECLINED</b> as the application was for rent which was outwith the scope of the Trust Scheme.
ETF/G/40/25	<b>APPROVED</b> an award of £500.
ETF/G/120/25	<b>APPROVED</b> an award of £2000.
ETF/G/148/25	<b>APPROVED</b> an award of £2000 from the Duncraig Educational Trust.
ETF/G/111/25	<b>APPROVED</b> an award of £1500 from the Duncraig Educational Trust.
ETF/G/50/25	<b>APPROVED</b> an award of £1000 from the Duncraig Educational Trust.
ETF/G/65/25	<b>APPROVED</b> an award of £2000 from the Duncraig Educational Trust.
ETF/G/152/25	<b>APPROVED</b> an award of £1500 from the Duncraig Educational Trust.

At this stage, the Principal Education Officer reminded Members that, as set out in the reports, the available funds were estimated and would not be confirmed until the financial year-end. In the unlikely event that the available income was less than expected, the grant awards would be adjusted accordingly.

The Chair thanked Members for their input, adding that organisations that were looking for funding and fit the criteria should be directed to the Educational Trust Fund website, a link to which would be circulated, and encouraged to apply.

The meeting concluded at 11.55 am.