

Board of Management

MINUTES of the BOARD OF MANAGEMENT HYBRID MEETING held via Microsoft Teams and in Room 203/204 on 13 February 2024.

PRESENT: Mark Sheridan, Chris O'Neil, Dee Bird, Rojan Kumar Subramani, Michael Beveridge, Sally Blyth, Russell Edwards, Stephen Sheridan, Innis Montgomery, Elizabeth Keegan, Wendy Grindle, Janette Campbell, Jane Davidson (online), James Millar, Arvinder Kainth (online), Matthew Millward, Gillian Galloway, Pauline Tuthill, Donald MacKenzie,

CHAIR: Mark Sheridan

APOLOGIES: Amy Goodbrand, Peter Francis

IN ATTENDANCE: Vice Principal – Curriculum, Student Experience and Quality
Vice Principal – Curriculum, Operations and External Relations
Director of Finance and Estates
Director of Centre for Living Sustainability
Director of Research -Biodiversity and Freshwater
Operations and Commercial Manager
Governance Officer
Emma Baillie, Quality Officer
Paula Christie & Gordon Hunt, CDN

OBSERVER: Professor Murray Pittock

The Chair welcomed everyone to the meeting and introductions were made.
The Chair welcomed Professor Murray Pittock as an Observer.

Closed Session – Board Creative Space

a) EARLY STUDENT EXPERIENCE SURVEY

Report by Emma Baillie, Quality Officer

Emma Baillie joined the meeting.

The Chair introduced the closed session, during which Emma Baillie, Quality Officer, would present the results of the Early Student Experience Survey (ESES).

Closed Session – Early Student Experience Survey Presentation

A closed session took place (Note of Session: CSN-01-022024).

Emma Baillie left the meeting.

b) TRAUMA INFORMED COLLEGE PROGRAMME

Paula Christie & Gordon Hunt joined the meeting.

Holly Pearce joined the meeting.

The Chair introduced the closed session, during which Paula Christie and Gordon Hunt would present CDN's Trauma Informed College Programme.

Closed Session - Trauma Informed College Programme.

A closed session took place (Note of Session: CSN-02-022024).

Stephen Sheridan joined the meeting.

Paula Christie & Gordon Hunt left the meeting.

Declarations of Interests

No declarations of interest, statements of connections or transparency statements were noted.

1. MINUTES

a.) Meeting of the Board of Management held on 19 December 2023

Decision: The minutes of the Board of Management Meeting held on 19 December 2023 were **AGREED** as a correct record and were **APPROVED**.

b.) Closed Session Note (CSN-01-122023) held on 19 December 2023

Decision: The Closed Session Note (CSN-01-122023) of the Board of Management Meeting held on 19 December 2023 was **AGREED** as a correct record and was **APPROVED**.

c.) Confidential Note (CN-BoM-01-122023) held on 19 December 2023

Decision: The Closed Session Note (CN-BoM-01-122023) of the Board of Management Meeting held on 19 December 2023 was **AGREED** as a correct record and was **APPROVED**.

d.) Confidential Draft Minutes of HR Settlement held on 02 February 2024

Decision: The minutes of HR Settlement of the Board of Management Meeting held on 02 February 2024 were **AGREED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- **Partnership Agreement – SUPERSEDED** - It was reiterated to the Board that updates to the Partnership Agreement have ceased whilst the work

streams from UHI 2024 are conducted. The Principal provided the Board with a confidential update in respect of UHI 2024 advising that work is continuing to progress.

Action 1: The Governance Officer will circulate to the Board a note of the UHI 2024 Curriculum Update which was provided to staff as part of a Wee Connect update in May 2023.

This action has now been put on hold.

Decision: It was **AGREED** that this item could be put on hold.

Due to Partnership Agreement being replaced by TOM this action has now been superseded.

Decision: It was **AGREED** that this item could be removed from the list.

- **Business Solutions Team Presentation – COMPLETE** - The Governance Officer advised the Board that Creative Space Sessions are being diarised for the upcoming Academic Year as part of the Board Development Plan. The Board was advised that the Business Solutions Team Presentation would be scheduled for the Board in conjunction with updates on the revitalisation programme and curriculum review.

Action: The Business Solutions Team will attend the Board meeting on 25 June 2024.

Decision: It was **AGREED** that this item could be removed from the list.

- **Confidential Annex - Partnership Working – ONGOING** - The Principal advised the Board that we are continuing to look at partnership working. The Board noted that a collective decision had been made to cease the move to ITrent and that we are currently going through the procurement process again, in conjunction with others in the partnership, in respect of a combined Payroll and HR System. Suzanne Stewart, Information Development Manager, has recently made recommendations to data sharing model.

- **UHI 2024 – ONGOING** - The Governance Officer will circulate to the Board a note of the UHI 24 Curriculum Update, which was provided to staff as part of the Wee Connect update in May 2023.

Workshop will take place on 19 January 2024.

ITEM 1.a

- **Finance Training Sem 2 – ONGOING** - The Governance Officer will arrange a further follow up session for Board Members. Speaking to Rhona Morrison about another session to be offered in Sem 2.
- **Finance Training HISA – ONGOING** - Training session with Finance Team to be organised for HISA Board members.
Session to take place in February 2024.
- **Principal’s Report: Enquiring Minds Scheme Update – ONGOING** - An update on Enquiring Minds project to be presented to the Board during one of the Board Creative Space sessions. Session will be provided either during March or June meeting.
- **UHI Inverness College Annual Audit by Deloitte – ONGOING** - We are in the first year of contract with the new provider. An action has been proposed to monitor and evaluate the failure by new external auditors Deloitte to complete audit reports on time.
- **Health & Safety induction module – ONGOING** - Health & Safety module for Board induction to be looked at and updated if needed.

3. HR & PAYROLL SHARED SYSTEM

The Principal spoke to the report prepared by Information Development Manager Suzanne Stewart. The report provided an overview of the risks associated with the joint academic partner procurement exercise for a new HR and Payroll system. The Board had been asked to note the risks and the actions suggested in mitigation and to approve the college proceeding to the procurement process.

The Principal added that this project is focussed on compliance with data protection law and the associated technical and organisational measures to protect personal data. Report presented is joint project with 4 other academic partners and fits within the “Shared Services” aspect of the UHI 2024 strategy.

The Board welcomed the HR & Payroll Shared System report and thanked the Principal for presenting it.

A discussion took place in regard to following issues raised by Board Members:

- High penalty risk, which has been confirmed as an existing risk not a new one.
- Cloud-based storage and access to it - Information Development Manager Suzanne Stewart to be contacted for clarification.
- High costs involved with the Shared System.
- Security issues created by other organisations.

The Chair summarised the discussion by stating that HR & Payroll Shared System would have benefitted from a better coordination. The Chair also acknowledged all concerns raised by the Board and asked for a clarification on all of them. The Board agreed to approve the report but closely monitor its progress.

Decision: The Board **APPROVED** HR & Payroll Shared System Report.

4. KPI MATRIX

Operations and Commercial Manager spoke to his report to provide the Board of Management with an overview of the performance against KPI measures in scope YTD 2023-24.

Donald MacKenzie left the meeting.

This report provides the Board with summary information of our performance against the agreed key performance measures that are in scope year to date. The data and RAG rating for each measure in scope is provided as at the end of period 6 January 24. All data is current, except for HR measures, Finance measures and Estates measures, for which January actual data is awaited.

The Board discussed all Performance Measures provided, welcomed all achieved targets and a further discussion around the targets still not achieved took place. Clarification had been added that delays by auditors in producing internal and external reports had contributed to gaps in data provided.

Decision: The Board **APPROVED** the KPI Matrix report.

The Board agreed that agenda items 5. Targeted Operating Model, 6. Governance Advice on the Clawback Position will be reported on jointly with agenda item 8. Principal's Report (Confidential).

Agenda item 7. Financial Update followed.

7. FINANCIAL UPDATE

Director of Finance and Estates spoke to his report to provide the Board of Management with revenue budget monitoring and projected outturn for the 5 months to 31 December 2023. The Board Members had been advised at the time of writing this report, the external audit has not yet been completed by Deloitte, with the revised date for completion now being the end of March 2024. This is the third time a revised date has been put in place for the completion of the external audit by Deloitte, with the previous deadlines not being met for a variety of reasons, none of which are due to the college.

This report provided the Board with a draft interim forecast in regard to draft operational deficit of £1.142 million and FE Credit Target for 2023/24. A number of factors have had a negative influence on income: research and UHI HE fund grants below target, lower tuition fees and refectory incomes. Within the expenditure following items had been forecasted to be above budget: staff, premises and other operating costs.

The Chair thanked the Director of Finance and Estates for his detailed report. The Board expressed its concerns in regard to forecasted lower income and higher expenditure and asked for assurance mitigating actions are being put in place to address them. The Director of Finance and Estates confirmed that a number of initiatives, like budget review meetings and additional training provided are being put in place to address and monitor all issues identified in the report.

Decision: The Board **APPROVED** the Financial Update report.

8. PRINCIPAL'S REPORT

The Principal spoke to his CONFIDENTIAL report (CN-BoM-01-022024) which provided the Board with an overview of new and continuing activity.

Holly Pearce left the meeting.

9. GOVERNANCE UPDATE

The Governance Officer spoke to her report which provided the Board with an update on all governance matters and highlighted:

- Vice Chair of the Board – two members have come forward and email ballot will be issued this week.
- After a successful panel interview that took place on Tuesday 23rd January Professor Peter Francis has been appointed as the newest Co-Opted Board member, delayed till April 2024.
- Trade Union Nominees on Board – a delay had been reported with election processes hindered by lack of guidance provided by national branches. At UHI Inverness an ongoing dialogue has been taking place between 3 unions recognised by the college and the Chair of Board of Management and Governance officer.

(Officer's note: since the meeting we have been advised that UNISON will not be nominating a Board member and there is no information from GMB and EIS).

10. DRAFT MINUTES OF MEETINGS OF BOARD COMMITTEES

The Board noted the contents of the DRAFT meetings of the:

- LT&R Committee held on 05 December 2023

The Chair has asked members to send any comments regarding minutes attached to himself and the Governance Officer.

11. CONTRACT STRATEGY REVIEW – CLEANING SERVICES TENDER

ITEM 1.a

Due to meeting running late the Chair had asked the Governance Officer to email F&GP Committee members with the copy of the Cleaning Services Tender and ask for their approval to be emailed back directly to the Governance Officer.

Action 1: Contract Strategy Review – Cleaning Services Tender to be emailed to F&GP Committee Members for approval.

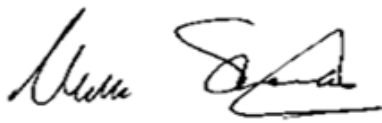
12. AOCB

Nothing raised.

11. DATE AND TIME OF NEXT MEETING

Tuesday 26 March 2024 at 4.30 p.m.

Signed by the Chair:

A handwritten signature in black ink, appearing to be 'N. Smith', written over a light blue horizontal line.

Date: 26-03-2024