

MINUTES of the EXTRAORDINARY MEETING of the BOARD OF MANAGEMENT held via Microsoft Teams, on Wednesday 21 July 2021

- PRESENT:** Robyn Kennedy, Innis Montgomery, Chris O’Neil, Ruth McFadyen, Sally Blyth, Donald MacKenzie, Mark Sheridan, Kelly MacKenzie, Russell Edwards, Samantha Cribb.
- CHAIR:** Mark Sheridan
- APOLOGIES:** Gillian Galloway, Arvinder Kainth, Tina Stones, Leanne MacKenzie, Amy Goodbrand, Assistant Principal – Academic and Research
- IN ATTENDANCE:** Assistant Principal – Finance and Audit
Assistant Principal – Operations and External Relations
Assistant Principal – Student Experience and Quality
Board Secretary

Declarations of Interest

No declarations of interest were noted.

The Chair welcomed everyone to the meeting.

1. REVENUE BUDGET 2021-22

The Assistant Principal – Finance and Audit presented the Revenue Budget for the year 01 August 2021 – 31 July 2022 providing a background to the budget preparation and advising that this had been recommended for approval by the Finance and General Purposes Committee at a meeting held on 01 July 2021.

The Board commented on and discussed staff costs, overhead costs, IT costs and highlighted the additional monies and funding which had been made available in response to Covid-19.

A lengthy discussion on the deficits within the refectory and research departments took place. It was highlighted to the Board that the deficit within the research department is expected to reduce and a number of reasons behind this deficit were discussed - most notably the way payments are received retrospectively with current payments being made for 2014. In respect of the refectory the Assistant Principal – Operations and External Relations noted that some of the losses for the current year have been offset by the Furlough Scheme and advised that the deficit is expected to reduce further as we are able to welcome more staff and students back onto campus and that under normal conditions the refectory would achieve a zero budget.

Innis Montgomery joined the meeting

The Board enquired as to whether thought had been given to setting aside funds to assist with training and development of staff in relation to the new distributed leadership model. The Principal reported that the budgets included monies for staff training under professional development and that conversations were taking place to ascertain the types of training that may be available in respect of distributed leadership. The Assistant Principal Finance and Audit advised that he was open to proposals for budget increase with appropriate case being made.

Additional discussions surrounding student applications, changes to how UHI funds are to be allocated this year, support services offered to students and the additional funding which has been received from SFC in respect of this.

Decision: The Board of Management **APPROVED** the revenue budget for 2021-22.

2. FINANCIAL FORECAST RETURN – PERIOD TO 31 JULY 2021

The Assistant Principal – Finance and Audit presented the Financial Forecast Return for the period to 31 July 2021 highlighting that the figures were taken from the Revenue Budget, Estimated Outturn and Capital Budgets and advising that this had been recommended for approval by the Finance and General Purposes Committee at a meeting held on 01 July 2021.

The Board welcomed the narrative which the Assistant Principal – Finance and Audit had presented with the summary.

Decision: The Board of Management **APPROVED** the Financial Forecast Return for the period to 31 July 2021.

3. CAPITAL BUDGET 2021-22

The Assistant Principal – Finance and Audit presented the Capital Budget for the year 2021-22 highlighting that figures within this budget were slightly less than those for the year 2020-21; explaining that this was due to having received Covid-19 monies within the 2020-21 capital budget. The Assistant Principal – Finance and Audit advised the Board that this had been recommended for approval by the Finance and General Purposes Committee at a meeting held on 01 July 2021.

The Assistant Principal – Finance and Audit advised the Board that we have faced challenges with spending capital monies this year and explained that this was as a result of the need to ensure that we adhere to the parameters which relate to both the building and GTFM. The Board noted that an updated Estates Strategy is being composed which will hopefully assist us with identifying and agreeing procedures to simplify the process.

Additional discussions surrounding problems around equipment replacement and the need for an equipment replacement programme took place. This would appear to be a UHI-wide issue which should be discussed further with the Partners and EO.

ITEM 01b

Action: The Board Secretary will set aside creative time for the Board to further look at, discuss and assist the Executive Management Team to develop strategies around the spending of capital monies and equipment replacement within future Board Meetings.

Decision: The Board of Management **APPROVED** the Capital Budget for the year 2021-22.

4. FEES 2021-22

The Assistant Principal – Finance and Audit presented the fees for the year 2021-22 highlighting the work that has been undertaken to align the fees of Inverness and North Highland College and advising that this had been recommended for approval by the Finance and General Purposes Committee at a meeting held on 01 July 2021.

The Assistant Principal – Finance and Audit apologised for the delay in this paper highlighting that work on this exercise had been delayed due to the cyber incident.

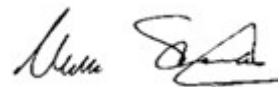
The Board discussed market sustainability, the range of course fees within the sector, fee drivers, student fee waivers and subsidises.

Decision: The Board of Management **APPROVED** the Fees for the year 2021-22.

5. DATE OF NEXT MEETING

Tuesday 5th October 2021 at 4.30 p.m.

Signed by Interim Chair of the Board of Management:



Date: 05-10-21