

**Board of Management**

**MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 04 March 2021**

<b>PRESENT:</b>	Sarah Burton, Donald MacKenzie, Innis Montgomery, Tina Stones, Gillian Galloway
<b>APOLOGIES:</b>	None
<b>CHAIR:</b>	Sarah Burton
<b>ATTENDING:</b>	Principal Secretary to the Board of Management

The Chair welcomed Tina Stones and Gillian Galloway to the meeting.

There were no declarations of interest noted.

**1. MINUTES**

The minute of the Meeting of the Committee held on 05 November 2020 was **ACCEPTED** as a correct record and was **APPROVED**.

**2. PRINCIPAL'S UPDATE**

The Principal referred to his report which provided the Committee with a short briefing on budgets and the upcoming industrial action.

- SFC Budget - The Principal gave context to the Committee in relation to the SFC Budget for 2021/22 noting that the draft budgets offered to the FE & HE Sectors were better than expected however it was noted that they could still be subject to change.

The Principal highlighted to the Committee the headline figures from the draft budget.

- Digital Poverty – The Principal advised that we continue to support students and have been able to provide laptops to those who require them.
- Dockside Building – The Principal advised that we are looking to lease a building which will offer us additional capacity to provide our practical classes.
- Pay Award – The Committee highlighted the pay award and enquired whether there were any concerns in relation to the affordability of this. The Principal advised that these monies had been included within our forward projections and that it formed part of the drivers with regards to the restructure of the organisation as part of the FRP.

## ITEM 01

- Possible Income Streams – The Principal advised that we have identified potential new streams of income which would bring in between £80-£100K of funds. We are continuing to develop our apprenticeships with our target for this year being exceeded by 46.
- UHI – The Principal advised that the new University Vice Chancellor is leading a Crisis Management Group which is looking at our current deficit position. The Principal advised that he is continuing to ensure that our FRP savings made are taken into account. A lengthy discussion around this took place. The Principal advised that he would ensure that any business plan received from UHI is taken to the Board of Management for their feedback.
- Industrial Action – The Principal advised that EIS are moving forward with plans for industrial action following the national ballot. Dates have been sent out and we expect to have several one day closures between 16 March and 13 May 2021. The Committee was advised that our Marketing and Communications Team would be releasing a statement on the impact that these strikes will have on students. The Principal advised that he would ensure that the Board of Management have sight of this statement.
- Reopening of the Campus – the Principal advised that the Campus is due to reopen on Monday 8<sup>th</sup> March 2021 and that he would be the Duty Manager for the first week. The Principal advised that we have reviewed Health and Safety, upgrades have been made where necessary and appropriate items such as masks and hand sanitiser have been purchased. Legal advice has been sought over non-compliance. The Committee recommended that a protocol that assists staff to support students who cannot/will not wear a mask and support students who may be affected by others not wearing a mask be drawn up. The Principal advised that new notices have been put up around the campus by the Estates Team.

### 3. SCHEDULE OF SUBMISSIONS

The Board Secretary advised that following our recent EER we require to review and update our schedule of document submissions in respect of all Board and Committee meetings.

The Board Secretary advised that she would propose to meet with the Chair of each Committee and the relevant EMT Lead Officer to discuss this document and ensure that it remains relevant to the Committee, that all documents are submitted within the correct timescale, that no items are being overlooked or neglected and to ensure that each committee continues to meet its responsibilities as set in their Terms of Reference.

The Committee agreed that it was important to review how agendas were structured in order to develop creative time within all meetings, to streamline agenda items, assist with the review of KPI's and minimise any duplication of papers.

**Decision:** The Committee **AGREED** to the following approach for this review:

## ITEM 01

1. The Board Secretary will meet with the Chair of each Committee and the EMT lead and review the schedule of documents for each Committee as well as the Terms of Reference to ensure that these are fit for purpose and include learning outcomes.
2. Each of these schedule of documents will be used as a basis for setting all future agendas.

#### 4. DATE OF NEXT MEETING

Thursday 3<sup>rd</sup> June 2021 - 8.30 a.m.

*Sarah Burton*

**Signed by the Chair:**

**Date:** 03.06.21