

## Board of Management

### MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 05 November 2020

<b>PRESENT:</b>	Sarah Burton, John Wilson, Donald MacKenzie,
<b>APOLOGIES:</b>	Fiona Neilson & Innis Montgomery
<b>CHAIR:</b>	Sarah Burton
<b>ATTENDING:</b>	Principal Secretary to the Board of Management

There were no declarations of interest noted.

#### 1. MINUTES

The minute of the Meeting of the Committee held on 8 October 2020 was **ACCEPTED** as a correct record and was **APPROVED**.

#### 2. OUTSTANDING ACTIONS

##### Board Member Evaluations

It was noted that evaluations have begun with some now complete. It was **AGREED** that this will remain on the list until all evaluations have been carried out.

##### FRP

The Principal advised the Committee that the job description for the role of Director of Finance has been drafted. Both the Director of Finance and the Principal at NHC have been part of the consultation process. The Committee noted that the job description is currently going through the evaluation process and once this is completed it will be ready to come to the PR&R for approval. It was proposed that a PR&R Committee meeting will be held on 3<sup>rd</sup> December 2020 to discuss this; however the Board Secretary will continue to liaise with the Principal over this matter as the timeline may require amendment.

The Committee **NOTED** that the job description for the Finance Manager role is currently going through the same consultation process however this will be a matter for the SMT to approve and does not require Board input.

##### Strategy

The Committee was advised that it is expected that the draft strategy will be available for approval in January/February 2021. Possible dates for a Board Away Day to discuss this issue have been circulated to all. The Principal has made available the Oakley report which the Board Secretary will circulate. The

Chair advised that she will also make available to the Committee a strategy paper which is being discussed at today's RSC meeting.

## **ELCC**

The Principal advised that the expected amounts to be incurred by any extension to the ELCC will be discussed within his FRP update within the Agenda.

### **3. GOVERNANCE DOCUMENTS FOR APPROVAL**

- a) Standing Orders
- b) Scheme of Delegation
- c) Code of Conduct
- d) Rules for Election of Staff to Boards

The Board Secretary advised that the Quality Team had requested that the above policies be reviewed. The Board Secretary duly reviewed them and found only one amendment was required. Approval for the documents was therefore sought.

The Committee **APPROVED** the documents and **AGREED** to recommend these to the Board of Management however it was noted that they may require revision following the outcome of the External Effectiveness Review.

### **4. FINANCIAL RECOVERY PLAN**

The Principal took the Committee through his confidential report. The Committee noted that although we have a target of 18 months we have within 6 months made savings of £1.5 million.

The Committee noted that a review is being carried out of the FRP and that as part of this review we have been able to demonstrate that decisions were made correctly and whilst there has been some alterations due to student numbers etc. we remain on target.

The Committee had a lengthy discussion surrounding the curriculum review and the constraints within some of our existing programmes, their position within the MicroRAM and Rurality Funding.

Further confidential discussions took place with regards areas at risk and areas that require review.

## **VSS**

The Committee was advised that we have an anticipated £500k set aside for the VSS however there remain funds in place if further applications are received and the scheme will remain open until April 2021.

### **5. STRATEGY – UPDATE ON PROCESS**

The Principal advised the Committee of the process undertaken so far with regards the strategy which began with the SMT reviewing the existing strategy at their Away Day. The SMT have focused on key elements and produced a draft strategy which was reviewed by staff at the Staff Away Day. The work on the strategy had ceased due to Covid-19, the FRP and the possibility of aligning our strategy with that of UHI; however timescales have now been put in place to ensure that this is completed. The Committee noted that a Board Away Session is planned for December where the draft strategy will be available for review and discussion. It will then be taken to our stakeholders for their feedback and brought back for final approval by the Board of Management within January 2021.

## 6. DATE OF NEXT MEETING

Thursday 04 March 2021 - 8.30 a.m.

*Sarah Burton*

**Signed by the Chair:**

**Date:** 04-03-21