

Meeting	Chairs Committee
Date and time	Thursday 02 March 2023 at 8.30 a.m.
Location	Online - Via Microsoft Teams

Board Secretary

23 March 2023

## **AGENDA**

### **Welcome and Apologies**

### **Declaration of Interests and/or any Statement of Connections or Transparency Statements.**

- 1. MINUTES**
  - a.) Meeting of the Committee held on 03 November 2022
  - b.) Confidential Note of Ad Hoc Chairs Meeting held on 01 February 2023
- 2. OUTSTANDING ACTIONS**
- 3. PRINCIPAL UPDATE**

Verbal Update from Principal
- 4. CHAIRS UPDATE**

Verbal Update from Committee Chairs
- 5. AOCB**
- 6. DATE OF NEXT MEETING – 01 June 2023 at 8.30 a.m.**

# **UHI | INVERNESS**

## **MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 03 November 2022**

**PRESENT:** Mark Sheridan, Dee Bird & Innis Montgomery  
**APOLOGIES:** Donald MacKenzie, Tina Stones and Governance Officer  
**CHAIR:** Mark Sheridan  
**ATTENDING:** Principal  
PA to the Principal

The Chair welcomed everyone to the meeting.

There was no declaration of interests, statements of connection or transparency statements noted.

### **1. MINUTES**

The minute of the Meeting of the Committee held on 01 September 2022 was **ACCEPTED** as a correct record and was **APPROVED**.

### **2. OUTSTANDING ACTIONS**

- Audit Committee Training – Chairs noted that the Governance Officer was still to carry out this action.
- Efficiency Review – Chairs noted that a review of the Professional Services Costs now vs pre-financial recovery plan is to be conducted.
- F&GP Committee Members Evaluation Process – Chairs noted that the Governance Officer is progressing this matter.
- Review of Annual Strategic Plan – Chairs were advised that the sub-strategies had been validated by the Board of Management on 25 October 2022. Chairs noted that the Board will continue to review the strategic plan and consider how this maps onto UHI 2024.
- Update from Partnership Conference – Chairs agreed that this action would be delayed until 2023.

### **3. PRINCIPAL UPDATE**

The Principal provided Chairs with a verbal update in respect of the current student recruitment figures. The Principal outlined the financial impact of not meeting our targets and advised Chairs of the requirement for a concentrated effort to enhance student recruitment numbers. Chairs noted that the Marketing

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Team have put together a strategy to improve targets and increase momentum in respect of student recruitment.

The Principal provided Chairs with an update on the Shared Service Reviews, highlighting the current concerns in respect of VAT implications. Chairs noted that this is an ongoing development.

The Principal provided Chairs with an update on the Curriculum Review advising:

- That five organisations who specialise in education have been identified.
- That procurement documentation is to be published.

A discussion on the upcoming meeting between EMT and Councillors took place with Chairs noting that this meeting will allow for discussion in respect of:

- Ongoing developments of new homes in Inverness and the impact that this will have on the current travel crisis.
- The rebuilding of Charleston Academy and the possibility of our forming and/or developing a Higher Education Programme/Sixth Form College relationship with Charleston Academy. Chairs noted that this could lead to progression onto HE and FE Courses.

Chairs welcomed the above initiative and noted that a strategic paper on this would be produced if this development progresses.

### 4. CHAIRS UPDATE

#### Learning, Teaching and Research Committee

The Chair of the LT&R Committee advised that an agenda setting meeting had taken place. Chairs were advised that there are concerns around HISA, who have rejected the opportunity to present to the LT&R Committee.

**Action:** It was **AGREED** that the Chair of the LT&R Committee would arrange a meeting with the Chief Executive of HISA to discuss them presenting at a LT&R Committee.

#### HR Committee

The Chair of the HR Committee provided a verbal update in relation to HR and the impact of the cost-of-living crisis. Chairs noted that we are continuing to monitor the situation and the impact from this. Chairs noted that there is likely to be industrial action during this Academic Year.

### 5. UPDATE ON INDUSTRY EVENT

The Principal provided Chairs with a verbal update on the proposed industry event, highlighting that:

- Sector reviews have proved to be a large piece of work. Chairs noted that the first stage from the reviews were presented to the EMT on 01 November 2022.

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- The relevant data from the reviews is being assessed and schools are reaching out to stakeholders.
- A list of actions was presented to the EMT with plans to reinvent the Academic Year and the indicative costs that this would entail.

Chairs discussed the event, and it was noted that this would be delayed until February 23 to ensure that the sector review was completed.

The Principal advised that the format of the event has changed with it now being envisaged that the event will have a series of tables with appropriate Heads of Schools themed around each sector. Chairs noted that we aim to identify gaps in training and degrees across each sector.

### 6. BOARD AWAY DAY DISCUSSION

The Chair of the Board of Management provided a verbal update in respect of the Board Away Day being held in February 2023.

Chairs noted that a draft agenda would be circulated to the Board ahead of the December Board of Management Meeting.

### 7. EMT SUCCESSION PLANNING DISCUSSION

The Principal provided a verbal update on the EMT succession plans. Chairs noted that we are currently developing staff and colleagues daily as part of our Distributed Leadership Model.

### 8. BOARD RECRUITMENT

The Chair of the Board of Management provided Chairs with an update on the current recruitment for the Board highlighting that:

- The Board has discussed its current membership options and Board capacity.
- That we are looking to begin recruitment of one Non-Executive Member along with co-opted members.
- Advertising of the above will begin shortly.

### 9. AOCB

#### Transport

The Principal provided Chairs with a verbal update on the current impacts of travel to the Campus.

**Action:** The Principal and SIM to meet with the Chamber of Commerce to discuss this.

### 10. DATE OF NEXT MEETING

Thursday 02 March 2023 - 8.30 a.m.

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**Signed by Chair:**

**Date:**

**Outstanding Actions from Chairs Committee Meetings**

Item	Action	Responsibility	Time Line	ACTIONED
<b>03 June 2021</b>				
<b>Audit Committee Update – Audit Training</b>	The Governance Officer will source appropriate audit training for all Board Members. This will form part of the Board Development Training Plan	Governance Officer	September 2022	
<b>03 March 2022</b>				
<b>Efficiency Review</b>	A review of the Professional Services Costs now vs pre-financial recovery plan will be carried out as part of our effectiveness review.	EMT	September 2022	
<b>01 September 2022</b>				
<b>F&amp;GP Committee Update</b>	The Governance Officer will chase up relevant members to request that they complete their paperwork and return it to the F&GP for the next part of the evaluation process.	Governance Officer	September 2022	
<b>Review of Annual Strategic Plan</b>	The Annual Strategic Plan Review Report was discussed at BOM on 25 October alongside the sub strategies. We will continue to monitor the strategic plan and consider how this maps onto UHI 2024.	Principal	Ongoing	
<b>Update from Partnership Conference</b>	A Principal from one of the merger colleges be invited to speak to the Board of Management to provide the Board with additional insight to the merger.	Governance Officer	2023	
<b>03 November 2022</b>				

**ITEM 02**

<b>Chairs Update – LT&amp;R Committee</b>	The Chair of the LT&R Committee to arrange a meeting with the Chief Executive of HISA to discuss them presenting at the LT&R Committee.	LT&R Chair	Nov/Dec 22	
<b>AOCB – Travel</b>	The Principal and SIM to meet with the Chamber of Commerce to discuss the impact of travel within Inverness.	Principal and Sim	Nov/Dec 22	