

Board of Management

MINUTES of the HYBRID MEETING of the BOARD OF MANAGEMENT held via Microsoft Teams and Room 202 UHI Inverness Campus, on Tuesday 28 June 2022

PRESENT: Innis Montgomery, Chris O’Neil, Ruth McFadyen, Sally Blyth, Donald MacKenzie, Mark Sheridan, Russell Edwards, Kelly MacKenzie, Gillian Galloway, James Millar, Stephen Sheridan, Michael Beveridge, Dee Bird, Rojan Kumar Subramani, Arvinder Kainth, Tina Stones & Matthew Millward

CHAIR: Mark Sheridan

APOLOGIES: Samantha Cribb, Amy Goodbrand, Bonnie Crawford, Jane Rhodes & Assistant Principal – Operations and External Relations

IN ATTENDANCE: Assistant Principal – Finance and Audit
Assistant Principal – Student Experience and Quality
Assistant Principal – Academic and Research
Shared Finance Manager
Barbara Nelson, Education Scotland
Joseph Mulholland, Education Scotland
Board Secretary

OBSERVER: William Campbell

The Chair welcomed everyone to the meeting and introduced William Campbell. The Board noted that William will be taking over the role of HISA President for Inverness at the start of the next Academic Year.

Declarations of Interests

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

Confidential Closed Session – Board Creative Space

A confidential closed session took place. This session provided the Board with creative space to discuss the Education Scotland Progress Visit Report (Note of Session: CSN-062022).

Barbara Nelson, Education Scotland left the meeting.

Joseph Mulholland, Education Scotland left the meeting.

1. MINUTES FOR APPROVAL

a.) Meeting of the Board of Management held on 31 March 2022

Decision: The minutes of the Board of Management Meeting held on 31 March 2022 were **AGREED** as a correct record and were **APPROVED**.

b.) Confidential Note of Closed Session (CSN032022) held on 31 March 2022

Decision: The Confidential Note of the Closed Session of the Board of Management Meeting held on 31 March 2022 was **AGREED** as a correct record and was **APPROVED**.

c.) Confidential Note of Discussion (CN-01-032022) held on 31 March 2022

Decision: The Confidential Note of Discussion of the Board of Management Meeting held on 31 March 2022 was **AGREED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- **Partnership Agreement** – The Principal advised the Board that we were awaiting further clarification and directions following the UHI Partnership Conference but that it was expected that significant changes would be required to be actioned following the next UHI Partnership Conference Meeting in August.
- **Business Solutions Team Presentation** – the Board Secretary advised that all closed session presentations for the next Academic Year will be scheduled within the Board Development and Training Plan.
- **Procurement Strategy** – The Board Secretary advised that this strategy had yet to be taken to the Finance and General Purposes Committee.
- **Finance Training** – The Board Secretary advised that finance training for Board members would form part of the Board Development and Training Plan.
- **Collaboration and Partnership – Role of Board Members** – The Board Secretary reminded members that any ideas in respect of collaboration and partnership should be highlighted to herself or the Chair.
- **Code of Conduct** – The Board Secretary advised that following Board approval a revised registration of interest form and acceptance of code form

has been circulated to all members for completion. The Board Secretary will follow this up to ensure that all forms are returned.

3. CONFIDENTIAL SESSION – UPDATE ON SHORTLIFE WORKING GROUP

A confidential discussion in respect of the Short Life Working Group took place (CN-01-062022).

Tina Stones left the meeting.

4. FINANCIAL INFORMATION

a.) Fees 2022-23

The Board noted that the FE fee proposals for 2022-23 had been considered and approval sought offline by members in May 2022.

Decision: The offline approval in respect of FE fee proposals for 2022-23 was **RATIFIED**.

b.) Financial Forecast Return 2021/22 and 2022/23

The Assistant Principal – Finance and Audit advised that the SFC Financial Forecast Return was due to be submitted by 30 June 2022. The Assistant Principal – Finance and Audit spoke to his report which provided a forecast on the key figures within the return as well as a modelling explanation.

Decision: The Financial Forecast Return for 2021/22 and 2022/23 was **APPROVED**.

5. REVENUE BUDGET 2022-23

The Assistant Principal – Finance and Audit spoke to his report which presented the Revenue Budget for 2022-23.

The Board discussed the following aspects of the budget:

- The expected impact of Flat Funding and potential clawbacks.
- Spend to cash and the restrictions which is placed on funds stored within the ALF.
- Our investment in research activities.
- UHI Governance Model and change which is required across the partnership, following the UHI Partnership Conference.
- Staffing and impact of further National Bargaining outcomes.
- Risk management

Decision: The Revenue Budget 2022-23 was **APPROVED**.

6. CAPITAL BUDGET 2022-23

The Assistant Principal – Finance and Audit spoke to his report which presented the Capital Budget for 2022-23.

The Board noted that information in respect of BIS Funding was still required. The Assistant Principal – Finance and Audit advised that this information is awaited from the Scottish Funding Council via UHI Executive Office.

Action: An update on BIS funding will be provided to the Finance and General Purposes Committee in October 2022.

Ruth McFadyen left the meeting.

Decision: The Capital Budget 2022-23 was **APPROVED**.

The Chair thanked both the Assistant Principal – Finance and Audit and the Shared Finance Manager for attending the meeting.

The Assistant Principal – Finance and Audit left the meeting.

The Shared Finance Manager left the meeting.

Donald MacKenzie left the meeting.

Ruth McFadyen joined the meeting.

7. CONFIDENTIAL SESSION – UPDATE FROM THE UHI PARTNERSHIP CONFERENCE

A confidential discussion in respect of the update on the UHI Partnership Conference took place (CN-02-062022).

8. PRINCIPAL'S REPORT – INCLUDING CONFIDENTIAL ANNEX

The Principal took the Board through his report highlighting:

- The incredible achievement and success from the REF.
- Student satisfaction rates and the student experience.

A confidential discussion in respect of the Principal's Confidential Annex took place (CN-03-062022)

9. POLICIES FOR APPROVAL

- a) Dignity in the Workplace
- b) Leaving UHI Inverness
- c) Staff Code of Conduct
- d) Supporting Probation
- e) Staff Recruitment and Selection
- f) Sustainable Procurement

Decision: It was **AGREED** that all the above policies were **APPROVED**.

10. GOVERNANCE CASE STUDY

The Chair advised that his report provided a summary of the main issues in respect of the governance case study. The Chair advised that guidance had been received from both the Data Protection Manager and the Facilitator of the Review of the Case Study.

The Assistant Principal – Academic and Research left the meeting.

The Chair on behalf of the Board took this opportunity to offer a sincere apology to the Principal for the mistakes which were made by the Board of Management in 2020.

The Board discussed the lessons learned from this governance case study and noted that we are updating our Whistleblowing Policy and Procedure because of this.

11. GOVERNANCE UPDATE

The Board Secretary provided the Board with a background to the role of Audit Chair advising that Tina Stones had put herself forward for this role following the current chair's resignation from the role.

Decision: The Board **APPROVED** the appointment of Tina Stones as Chair of the Audit Committee.

The Board was advised that with Tina Stones having been appointed as Chair of Audit Committee that expressions of interest from any interested Non-Executive Member for the Role of Chair of the LT&R would be welcomed.

The Board discussed hybrid meetings and whether they were to continue.

Decision: It was **AGREED** that Committee meetings would remain online, and Board of Management meetings would be hybrid going forward.

Michael Beveridge left the meeting.

The Board was advised that the Schedule of Board and Committee Meetings for 2022/23 had been amended to facilitate the Assistant Principal – Finance and Audit's commitments to North Highland College.

Decision: The updated Schedule of Board and Committee Meetings was **APPROVED**.

12. DRAFT MINUTES OF BOARD COMMITTEES (CONFIDENTIAL)

The Board noted the contents of the following minutes of meetings:

- a) Minutes of the Chairs Committee held on 26 May 2022
- b) Minutes of the Audit Committee held on 07 June 2022

- c) Minutes of the HR Committee held on 09 June 2022
- d) Minutes of the Learning, Teaching and Research Committee held on 14 June 2022
- e) Minutes of the Finance and General Purposes Committee held on 16 June 2022.

13. UHI UPDATES

The Board noted the contents of the following:

- a) Minutes of the University Court held on 14 December 2021
- b) Minutes of the Regional Strategic Committee held on 04 November 2021
- c) Minutes of the Regional Strategic Committee held on 07 March 2022

14. AOCB

The Board gave their thanks to Ruth McFadyen for all her work over the past two years as HISA President for Inverness and for her contribution to all of the Committees she sat on.

19. DATE AND TIME OF NEXT MEETING

Tuesday 25 October 2022 at 4.30 p.m.

Signed by Chair



Date: 25 October 2022