



Board of Management

MINUTES of the MEETING of the BOARD OF MANAGEMENT held via Microsoft Teams, on Tuesday 05 October 2021

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

Declarations of Interest

No declarations of interest were noted.

The Interim Chair welcomed everyone to the meeting.

Confidential Closed Session – Board Creative Space

A confidential closed session providing the Board with creative space to discuss the College's role within the partnership and our strategy took place (Note of Session: CSN-102021)

1. MINUTES FOR APPROVAL

a.) Meeting of the Board of Management held on 28 June 2021

Decision: The minutes of the Board of Management Meeting held on 28 June 2021 were **AGREED** as a correct record and were **APPROVED**.

b.) Meeting of the Board of Management held on 21 July 2021

Decision: The minutes of the Board of Management Meeting held on 21 July 2021 were **AGREED** as a correct record and were **APPROVED**.

2. OUSTANDING ACTIONS

- Number of Committee Meetings per year – the Board noted that the review of Committees had been carried out and that the updated Calendar of Meetings for the year ahead had been agreed.
Decision: It was **AGREED** that this action could be removed from the list.
- Partnership Agreement – the Board was advised that we are currently awaiting further information from Executive Office with regards the Partnership Agreement.
- Capital Budgets – creative time to look at capital budgets and spends will be built into future Board Meetings.

3. POLICIES FOR APPROVAL

Promoting Attendance Policy

The Board of Management considered the Promoting Attendance Policy, which had been recommended for approval by the HR Committee.

The Board welcomed the thorough document but highlighted an observation with regards Occupational Health and whether it would be pertinent to refer employees to the support programme and provide support to staff for areas outwith the workplace.

Action: It was **AGREED** that this suggestion would be feedback to the HR Manager for inclusion in the policy.

Decision: The Board of Management **AGREED** to the proposed changes to the Promoting Attendance Policy

4. REVIEW OF COMMITTEE TERMS OF REFERENCE

The Board reviewed and discussed the updated Terms of Reference for the Board of Management, Chairs Committee, Search and Nomination Committee, Performance Review and Remuneration Committee, HR Committee and Learning, Teaching and Research Committee.

The Board welcomed the change in language to support, challenge and enhance and welcomed the positive change to a pro-active approach which reflects the vision of each committee.

Action: It was **AGREED** that the Terms of Reference will be standardised to ensure that all include clarification of membership – including members of the Student's Association and Staff Members, inclusion of a deputy where the Principal is not available to attend and ensuring that the updated language within the Terms of Reference is standard for all Committees.

5. COVID-19 AND PLANNING FOR 21/22 REPORT

The Administration Operations Manager joined the meeting.

The Administration and Operations Manager spoke to her report providing to the Board an overview of the arrangements in place to manage Covid-19 and how we are recording data; highlighting in particular the inclusion of occupancy trends and positive cases.

The Board thanked the Administration and Operations Manager for the well-presented and high level report.

The Administration Operations Manager left the meeting.

6. STUDENT ACTIVITY 2020-21 AND ENROLMENT 2021-22

The Information Systems Manager joined the meeting.

The Information Systems Manager spoke to her report and advised the Board that our FE credit target for the year 20-21 was not achieved explaining that this was due to implications arising from Covid-19, lower student numbers, a higher early withdrawal rate, the continued lockdown and limitations on access to the campus which impacted on Modern Apprentices starting and continuing their studies. However with regards HE the Board noted that we exceeded our target by over 100FTE.

It was highlighted to the Board that both early and further withdrawals increased in 2020/21 – most notably for FE Full Time students.

With regards enrolments for this Academic Year the Board was advised that the FE credit target for 2021/22 is 30,695 (which includes core and deferred learning) and the PPF target for Undergraduate students who are fundable is 1530.3FTE.

The Board discussed both the national and regional picture with regards FE recruitment.

7. STUDENT OUTCOMES 2021-22

The Information Systems Manager provided the Committee with the status and context around student outcomes highlighting that FE outcomes had now been submitted and agreed with the SFC and our Auditors but advising that they may still be subject to amendment. The Board noted that the SFC are expected to release updated outcomes guidance by the end of December 2021. The Board was advised that with regards HE outcomes it is anticipated that these will have been impacted with an increase in partial success and an increase in students returning to repeat or complete outstanding assessments.

A discussion on higher and national exams took place with the Board noting that these are subject to specific guidance but that all reductions are in line with the College Sector.

The Board gave their thanks to the Information Systems Manager for her reports.

The Information Systems Manager left the meeting.

8. PRINCIPAL'S REPORT

The Health and Safety Manager joined the meeting.

A lengthy confidential discussion with regards residencies and the student death took place (CN-01-102021).

The Health and Safety Manager left the meeting.

The Principal spoke to the draft strategic plan along with the proposed KPI Matrix.

Action: A final version of both the Strategic Plan and the KPI Matrix will be taken to the December Board of Management Meeting for final approval.

9. GOVERNANCE UPDATE

The Board Secretary spoke to her report and advised that Russell Edwards has volunteered to take on the role of Vice-Chair for the F&GP Committee.

Decision: The Board **RATIFIED** the appointment of Russell Edwards as Vice-Chair for the F&GP Committee.

The Board noted the work which was being implemented as part of the External Effectiveness Review and from the Review of the Code of Good Governance.

Decision: The Board **APPROVED** the additions to the Board Action Plan following the latest review of the Code of Good Governance.

The Board noted that Board Member Evaluations are continuing and the deadline for completion of these evaluations has been set as 29 October 2021.

10. DRAFT MINUTES OF MEETINGS OF BOARD COMMITTEES (Confidential)

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

- a) Minutes of the Finance and General Purposes Committee held on 01 July 2021.
- b) Minutes of the Estates Legacy Project Board held on 15 July 2021
- c) Minutes of the Chairs Committee held on 09 September 2021
- d) Minutes of the Search and Nomination Committee held on 09 September 2021
- e) Minutes of the HR Committee held on 23 September 2021
- f) Minutes of the Estates Legacy Project Board held on 28 September 2021
- g) Minutes of the Learning, Teaching and Research Committee held on 28 September 2021

11. PARTNERSHIP COUNCIL UPDATE

The Board noted the contents of issue 09 (August 2021) of the Partnership Council Update.

12. HEALTH, SAFETY AND WELLBEING MINUTES

The Board noted the contents of the minutes of the Health, Safety and Wellbeing Committee held on 09 June 2021.

13. AOCB

Sports Pitch

The Principal advised that he had spoken at the Chairs Committee on 09 September 2021 with regards the Sports Pitch and following this had liaised with Sports Scotland to meet to discuss their initial offer letter. The Board noted that this meeting had taken place and Sports Scotland are now looking to produce a new offer letter. The Board was advised however that we are continuing to review the current Business Plan.

14. DATE OF NEXT MEETING

Tuesday 14 December 2021 at 4.30 p.m.

Signed by the Interim Chair



Date: 14/12/21