

Board of Management

MINUTES of the MEETING of the BOARD OF MANAGEMENT held in room 202, 1 Inverness Campus on Thursday 21 March 2019

PRESENT:	Sarah Burton, Andy Gray, Brian Henderson (by VC), Robyn Kennedy, Shawna Mackinnon, Carron McDiarmid, Helen Miller, Innis Montgomery, Chris O'Neil, Fiona Neilson, Gavin Ross, Tom Speirs, Neil Stewart, Steve Walsh, John Wilson
CHAIR:	Neil Stewart
APOLOGIES:	Hazel Allan, Andrew Bowie, Jaci Douglas
IN ATTENDANCE:	Depute Principal Depute Principal Academic Development Director of Finance Head of Curriculum Head of Research Development Head of Student Services Board Secretary

Welcome

The Chair welcomed Michael Foxley, Chair of FERB to the meeting. He also welcomed Andrew Brawley, Education Scotland who would be making a presentation on the EREP process.

Declarations of Interest

The Chair referred to a potential conflict of interest in respect of Fiona Neilson's current employer. This was currently being considered.

Carron McDiarmid – Items 5a, 5b, 5c, 6a, 6b, 7f, 8a, 11 & 13b

Steve Walsh - Items 5a, 5b, 5c, 6a, 7f, 8a, 11 & 13b

Presentation by Andrew Brawley, Education Scotland

Fiona Neilson entered the meeting during the presentation.

Mr Brawley provided some background to the 2017-18 evaluative report and enhancement plan process and confirmed that Inverness College had received one of the highest grade profiles in the sector, with two "very good" and one "excellent" rating. He referred to the quality of the evaluative report and the clear and detailed KPI presentation and to the SMART actions which had been drawn up within the enhancement plan to address the required improvements. He outlined the next steps which would include a progress visit during 2019-20 as well as the role of Education Scotland going forward.

The Board Members asked a number of questions and expressed their thanks to the Depute Principal and all other staff who had been involved in the writing of the high quality report.

The Chair advised that he wished to remove item 8a from the agenda – Sports Pitch Business Case - as further developmental work was required before Board approval was sought. This was agreed.

1. MINUTES

The Minutes of the Meeting of the Board of Management held on 18 December 2018 were **AGREED** as a correct record, were **APPROVED** and were signed by the Chair.

2. OUTSTANDING ACTIONS
GDPR

The Chair advised that two board members had still to complete the GDPR and Information security training modules and asked that this be done as a matter of urgency.

Risk

The Principal confirmed that he would raise the issue of mapping and recognising partnership wide risks which were out with the control of the College, at a meeting prior to Partnership Council

Student residences

Instead of requesting that an external audit of the residences be undertaken, the Chairs of Learning, Teaching and Research and Finance & General Purposes would meet with the Head of Governance and Records Management at UHI on 25 April to gain a better understanding of all the issues which needed to be addressed

UHI common policy environment

The Principal had spoken to Diane Rawlinson, Vice Principal Further Education and the process would be adapted to include board input before the final approval stage.

3. GOVERNANCE – COMMITTEE MEMBERSHIP AND APPOINTMENT OF VICE CHAIR AND CO-OPTED MEMBER OF LEARNING, TEACHING AND RESEARCH COMMITTEE

A report by the Board Secretary advised that Sarah Burton had been appointed to the vacant positions on the Longman Disposal and New Campus Project Boards and Tom Speirs had been appointed as Vice Chair of the Learning, Teaching and Research (LT&R) Committee. Tina Stones, had been appointed as a co-opted member of the LT&R Committee

The Board of Management **RATIFIED** the foregoing appointments.

4. HEALTH AND SAFETY POLICY AND STATEMENT – ANNUAL REVIEW

The Audit Committee, at its meeting on 26 February 2019 had considered the health and safety policy and statement. There were no changes to the current policy or statement which had been approved in March 2019.

The Board of Management **APPROVED** the health and safety policy and statement, which would be signed by the Chair and Principal, but subject to consideration of a number of points raised, including whether the policy name should be amended to Health and Safety and Welfare, reviewing

whether targets were in place for objectives and the possible inclusion of LOLER regulations (relating to lifting operations and equipment) within the legislative section.

5. A. EARLY LEARNING AND CHILDCARE POLICY

The Human Resources Committee, at its meeting on 28 February 2019 had considered the new early learning and childcare policy which had been through the college approvals process. The Human Resources Committee had asked that reference to supporting equalities duties be included.

The Board of Management **APPROVED** the early learning and childcare policy.

B. EQUALITY ACT 2010 - EQUALITY OUTCOMES ANNUAL REPORT

The Human Resources Committee, at its meeting on 28 February 2019 had considered the equality outcomes annual report and had recommended it to the Board for approval.

There was uncertainty as to whether the most up to date report had been circulated with the board papers. The Board Secretary would review and circulate the correct version of the report if required, seeking approval from Board Members.

C. LOCAL GOVERNMENT PENSION SCHEME EMPLOYER DISCRETIONARY POLICY

The Human Resources Committee, at its meeting on 28 February 2019 had considered the Local Government pension scheme employer discretionary policy. No changes had been proposed.

The Board of Management **APPROVED** the Local Government pension scheme employer discretionary policy.

6. CORPORATE PARENTING PLAN

The Learning, Teaching and Research Committee at its meeting on 5 March 2019 had considered the corporate parenting annual report for the period 2017-18 and asked for a number of amendments, which had now been incorporated.

The Board of Management **APPROVED** the corporate parenting annual report for 2017/18

7. A. MARKETING AND COMMUNICATIONS POLICY

The Finance and General Purposes Committee, at its meeting on 7 March 2019 had considered the new marketing and communications policy and asked for a number of amendments, which had now been incorporated.

The Board of Management **APPROVED** the marketing and communications policy.

B. PROPOSED FEES FOR 2019/20

The Finance and General Purposes Committee, at its meeting on 7 March 2019 had considered the proposed 2019-20 FE tuition and early learning and childcare centre (ELLC) fees. The Committee had asked for additional information to be made available for the Board.

The Board of Management **APPROVED** the FE tuition fees and the fees for the ELCC for 2019/20

C. FINANCE SYSTEM

The Finance and General Purposes Committee, at its meeting on 7 March 2019 had discussed the delays to the new Finance System being developed by TechnologyOne and considered the proposal that the college adopt an interim solution, namely that the existing SUN system be upgraded to the latest available version of SUN 6.3. The Committee had asked for additional information to be made available for the Board

The Board of Management **AGREED**, that as an interim solution, the SUN system be upgraded to the latest available version of SUN 6.3.

The Board requested that its concerns regarding the risks associated with the TechnologyOne contract be reflected in the risk register, that lessons learned needed to be documented, including the resource costs within Inverness College and across the partnership as a result of the delays in development of the new system by TechnologyOne.

The Principal advised that UHI were looking for a consultant to start a scoping exercise for a new partnership wide intranet system but there was no clarity on the procurement process which would be followed. He confirmed that he would raise this issue at a meeting of the Partnership Council.

D. FINANCE STRATEGY

The Finance and General Purposes Committee, at its meeting on 7 March 2019 had acknowledged the considerable volume of work which had been undertaken in reviewing the finance strategy and considered the revised version. The Committee had asked for some minor amendments to be made and these had now been incorporated.

During discussion it was suggested that reference to Brexit and to the Government white paper on immigration be included within the context of the strategy.

The Board of Management **APPROVED** the Finance Strategy subject to the Principal giving consideration to whether it was appropriate that reference to Brexit and the Government white paper on immigration should be included.

E. ALF SUBMISSION

The Finance and General Purposes Committee, at its meeting on 7 March 2019 had considered the submissions which had been made to, and approved by the Scottish College's Foundation. The Committee had

asked that some additional information relating to the decision of the Foundation be included for the Board.

The Board of Management retrospectively **APPROVED** the list of bid submissions to the Scottish College's Foundation.

F. CITB CONTRACT ISSUE

The Finance and General Purposes Committee, at its meeting on 7 March 2019 had considered a report which explained that CITB was the main provider for Construction Modern Apprenticeships (MAs) in Scotland. CITB undertook the employer engagement activity and Colleges delivered the Modern Apprenticeship qualifications (as sub-contractors). CITB did not undertake any training delivery under its contract with Skills Development Scotland. Colleges Scotland was currently seeking legal advice on the terms of the new CITB contract.

The position was changing rapidly and the Director of Business Development had provided a further update since that meeting and the Principal advised that agreement had just been reached with a contractor to move 7 CITB contracts to Inverness College.

The Board of Management endorsed the position which had been taken by the SMT and **AGREED** that further updates be provided to the Finance and General Purposes Committee

8. A. BOARD DEVELOPMENT PLAN 2018-19

A report by the Board Secretary advised that following the Board evaluation exercise facilitated by the Director of Organisational Development and consideration of the required actions at the Board Away day on 25 January 2019, a development plan for 2018-19 had been drawn up.

The Board of Management **APPROVED** the 2018-19 board development plan.

B. SCHEDULE OF MEETINGS AND EVENTS 2019-20

The Chairs Committee, at its meeting on 12 March, had considered the schedule of meetings and events for 2019-20. The Chair advised that he was conscious of the significant volume of business which was referred from the standing committees to the Board of Management for approval. He was concerned that there was not sufficient time given for meaningful discussion on a range of key issues across the college and had requested that an additional Board of Management meeting be added to the annual schedule to allow such discussion to take place. He also advised that it was his intention to review the delegated authority of the standing committees

The Board of Management **APPROVED** the schedule of board meetings for 2019/20, which included an extra Board of Management meeting in February 2020 and **AGREED** that Chairs would discuss with their committee members whether or not there was a consensus to move the time of the meetings to late afternoon and also to determine the views of

SMT members who might be required to attend meetings out with normal college working hours.

Helen Miller left the meeting

9. PROGRAMME BOARD - GOVERNANCE AND ACCOUNTABILITY WORKING GROUP

A covering report by the Board Secretary made reference to a video by Garry Campbell, Vice President, Strategic Developments and to a report by the Programme Board Director in relation to governance and decision making processes across the partnership.

The Board of Management **AGREED** with the statement “that the arrangements for governance and decision making are impeding our ability to operationally deliver regionally” and requested the Principal to prepare a response which provided evidence that although the structure was challenging, it was the decision making which lacked transparency and caused complications.

10. COLLEGE GOVERNANCE – MINISTERIAL ANNOUNCEMENT

A report by the Board Secretary referred to the Ministerial announcement following the Good Governance Consultation in April/May 2017. The Good Governance Steering Group was working with the Scottish Government to implement the changes identified and Colleges Scotland would in turn keep colleges updated as developments unfolded.

The Chair referred to the decision to remunerate the incorporated, assigned college chairs. He advised that he would not accept a remuneration during the term of his appointment.

The Board of Management **NOTED** the decisions within the ministerial announcement.

11. PRINCIPAL’S REPORT

A report by the Principal provided an overview of new and continuing activity including

- the trip to Ghana and Nigeria which included meetings with agents and schools
- information on the two Nigerian Government trusts
- the proposed new structure
- the work of the programme board
- the Education Scotland rating
- highlighting a range of achievements across the college

The Board of Management **NOTED** the report

12. WORKFORCE PLANNING ACTIVITIES

A report by the Director of Organisational Development provided an outline of the key areas of focus in light of workforce planning going forward.

The Board of Management **AGREED** that the workforce planning report be updated for the next Board Meeting to show how all the work which had

been carried out came together and that the Depute Principal Academic Development and the Head of Curriculum would make a presentation on the curriculum review

Fiona Neilson declared an interest in item 13f.

13. DRAFT MINUTES OF MEETINGS OF BOARD COMMITTEES

The Board **NOTED** the minutes of the committee meetings as follows:

- a) New Campus Project Board – 25 January 2019
- b) Longman Disposal Project Board – 29 January 2019
- c) Audit – 26 February 2019
- d) Longman Disposal Project Board – 26 February 2019
- e) New Campus Project Board – 26 February 2019
- f) Human Resources – 28 February 2019
- g) Learning, Teaching and Research – 5 March 2019
- h) Finance and General Purposes – 7 March 2019
- i) Chairs – 12 March 2019
- j) Search and Nomination – 12 March 2019

The Chair referred to the meeting of the Search and Nomination Committee and the discussion on succession planning and **REQUESTED** that the report showing end of term dates be circulated to all Board Members.

Items 14 – 17 were included in the agenda for noting only and therefore no discussion took place at the meeting.

14. DRAFT OSCR RETURN

A report by the Director of Finance presented the draft annual OSCR return.

15. QUALITY CONVERSATION

A report by Charles McDade presented the findings of the quality conversation and review which had been undertaken last year.

16. UHI COURT – QUARTERLY UPDATE FROM UHI SMT AND ACADEMIC PARTNERS

A quarterly update from UHI SMT and academic partners had been considered by the UHI Court at its meeting in March.

17. LEGAL SERVICES CONTRACT

A report by the Director of Organisational Development provided details of the new legal services contract with Anderson Strathern.

18. DATE AND TIME OF NEXT MEETING

Tuesday 25 June 2019 at 3.30 p.m.

Signed by the Chair: _____



Date: _____

25-06-19