

**MINUTES of the MEETING of the BOARD OF MANAGEMENT held in room 202,
1 Inverness Campus on Thursday 10th October 2019**

PRESENT:	Sarah Burton, Jaci Douglas, Robyn Kennedy, George Gunn, Tina Stones, Innis Montgomery, Chris O'Neil, Fiona Neilson, Tom Speirs, Neil Stewart, John Wilson, Kelly Mackenzie, Viv Mackie, Steve Walsh
CHAIR:	Neil Stewart
APOLOGIES:	Hazel Allan, Andy Gray, Gavin Ross
IN ATTENDANCE:	Depute Principal Planning and Student Experience Depute Principal Academic Development Director of Finance Director of Curriculum Director of Organisational Development Director of Student Services Board Secretary Erin Grant

The Chair advised the board that since the last meeting both Brian Henderson and Carron McDiarmid had resigned from the College Board. The Chair thanked them both on behalf of the whole board for their service to the college.

The Chair welcomed George Gunn and Viv Mackie to their first meeting as board members.

Declarations of Interest – *there were no declarations of interest.*

The Chair advised that he would like to add an additional item of business and discuss it as item 1 on the agenda, namely HE target and Micro-RAM. This was agreed.

PRESENTATION ON PROMOTING EFFECTIVE TRANSITION

Lindsay MacLeod, Lecturer - Supported Learning, gave presentation on data which was supported by Board Member Kelly Mackenzie.

The Chair thanked Lindsay MacLeod and Kelly Mackenzie for a very informative presentation and looked forward to receiving further information as the project developed.

There were no declarations of interest noted.

1. MINUTES

The Minutes of the Meeting of the Board of Management held on 25 June 2019 were **AGREED** as a correct record, were **APPROVED** and were signed by the Chair.

2. OUTSTANDING ACTIONS

The Board of Management **AGREED** which actions had been completed and could be signed off and those which were still outstanding and would remain on the list.

3. MATTERS FROM FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 26 SEPTEMBER 2019 FOR BOARD APPROVAL

The F&GP Committee meeting on 26 September 2019 was not quorate, therefore all items for decision were tabled to the board for approval. The Board of Management **APPROVED** all the matters tabled.

4. POLICIES

4a. DIGNITY IN THE WORKPLACE

The Board of Management **APPROVED** the Dignity in the Workplace policy.

4b. LEAVING INVERNESS COLLEGE

The Board of Management **APPROVED** the Leaving Inverness College policy.

4c. PERFORMANCE & IMPROVEMENT

The Board of Management **APPROVED** the Performance and Improvement policy.

4d. PROMOTING ATTENDANCE

The Board of Management **APPROVED** the Promoting Attendance policy.

4e. STAFF GRIEVANCE

The Board of Management **APPROVED** the Staff Grievance policy.

4f. TIME OFF IN LIEU

The Board of Management **APPROVED** the Time off in Lieu policy.

4g STAFF MEDIATION

The Board of Management **APPROVED** the Staff Mediation policy.

4h LEARNING, TEACHING AND RESEARCH ESSENTIAL SKILLS

The Board of Management **APPROVED** the Learning, Teaching and Research Essential Skills policy.

5. PRINCIPAL'S REPORT

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

- Budget and actions
- Workforce and curriculum
- Micro-RAM and the Partnership
- International and Partnership
- Strategic Plan 2020-25

The Board of Management **NOTED** the report and actions would be rolled forward to the January Board development session.

6. PROGRAMME BOARD RECOMENDATIONS

The Chair agreed to submit a collective response on behalf of BOM and asked all members to come back with feedback by COP on Friday 18 October 2019.

The Principal advised that the student work stream had not completed their contribution to the report but that will follow at later date.

7. STUDENT OUTCOMES AND SATISFACTION RATES FOR 2018-19

A report by the by the Depute Principal provided a provisional summary of high-level performance indicators (PI) relating to student outcomes and a summary of student satisfaction rates for the academic year 2018-19.

The Board of Management **NOTED** the report.

8. STUDENT ACTIVITY 2019-20 UPDATE

A report by the by the Depute Principal provided update on student recruitment so far in 2019-20.

The Board of Management noted the shortfall and were concerned. The mitigating actions consisted of an advertising campaign in January 2020.

The Board of Management **NOTED** the report.

9. WORKFORCE PLANNING

A report on workforce planning including performance indicators was presented by the Director of Organisation Development. She demonstrated the links and alignment to the finance strategy that had been approved at by the Finance and General Purposes Committee in February 2019 and the Organisation and Professional Development Strategy 2017 – 2020. The

report was welcomed by the Board as an update on the previous paper she presented in March 2019 and acknowledged the key areas of focus in the draft workforce plan for 2020-2025.

10. SPORTS PITCH BUSINESS CASE (CONFIDENTIAL)

A report by the Depute Principal provided a update following on from the meeting in March 2018. The board subsequently AGREED to the release of £250,000 from the AFL to support this development.

11. HEALTH AND SAFETY ANNUAL REPORT 2018-19

Extract from Minutes of the Meeting of the Audit committee held on 17 September 2019.

12. MINUTES OF MEETINGS OF BOARD COMMITTEES

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

- a) Longman Disposal Project Board – 25 June 2019
- b) Human Resources Committee – 26 June 2019
- c) Longman Disposal Project Board – 30 July 2019
- d) Longman Disposal Project Board 27 August 2019
- e) Audit Committee – 17 September 2019
- f) Learning, Teaching and Research Committee – 24 September 2019

Items 13 and 14 were included in the agenda for noting only and therefore no discussion took place at the meeting.

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

14. AOCB

15. DATE AND TIME OF NEXT MEETING

17 December 2019 at 3.30 p.m.

Signed on behalf of the Chair:

Sarah Burton

Date: 17.12.19