

Board of Management

MINUTES of the MEETING of the BOARD OF MANAGEMENT held online via Webex, on Thursday 30 April 2020

PRESENT:	Hazel Allan, Sarah Burton, Robyn Kennedy, Innis Montgomery, Chris O'Neil, Gavin Ross, John Wilson, Kelly Mackenzie, George Gunn, Vivienne Mackie, Leanne MacKenzie, Gillian Galloway, Samantha Cribb, Andy Gray, Sally Blyth, Donald MacKenzie, Fiona Neilson
CHAIR:	Sarah Burton
APOLOGIES:	Jaci Douglas, Tina Stones, Tom Speirs, Roddy Ferrier
IN ATTENDANCE:	Depute Principal Planning and Student Experience Depute Principal Academic Development Interim Director of Finance Director of Organisational Development Director of External Relations Director of Student Experience Director of Curriculum Director of Research and Innovation Board Secretary

Declarations of Interest – there were no declarations of interest.

1. MINUTES

- Minutes of the Board of Management Meeting held on 20 February 2020

The Minutes of the Meeting held on 20 February 2020 were not yet available. These will be kept on the outstanding actions list until they are presented for approval.

- Notes of the Extraordinary Board of Management Meeting held on 12 March 2020

It was noted that Jaci Douglas had left during the Extraordinary Board of Management Meeting but that this had not been acknowledged within the notes. Pending this update the Notes of the Extraordinary Board of Management Meeting held on 12 March 2020 were **AGREED** as a correct record and were **APPROVED**.

2. OUTSTANDING ACTIONS

The Board of Management **AGREED** which actions had been completed and could be signed off. Those which are still outstanding will remain on the list.

3. GOVERNANCE MATTERS FOR BOARD APPROVAL

Meeting Calendar 2020-21

The Board Secretary advised that the annual schedule for all Board and Committee meetings for 2020-21 has been drafted and that this schedule mirrors those from previous years with two amendments; that the Chairs and PR&R Committee meetings will now be held monthly in line with the governance of the Financial Recovery Plan and that the November and December meetings have been brought forward by two weeks. It was asked whether this was in line with the timetable of the EO and the Interim Director of Finance advised that she would confirm this out with the meeting. It was noted that if the draft schedule was not within the EO timetable, the Board Secretary will make the necessary updates to the calendar. The Board **APPROVED** the schedule subject to the above provisions.

Governance of Financial Recovery Plan - CONFIDENTIAL

The Chair advised that there were no significant changes to the Committees in relation to the governance of the Financial Recovery Plan however there were some modifications which need to be factored into each Committee especially the shift to monthly Chairs Committee meetings to ensure the monitoring of the Financial Recovery Plan. The Vice-Chair highlighted that the PR&R Committee should be included within this governance plan and it was **NOTED** that the plan will be updated accordingly.

It was asked whether there should be student representation on the Chairs Committee and it was **NOTED** that the Chair would discuss this with our student members out with the meeting after she has had time to review the terms of reference.

Following discussion, it was agreed that the governance of the Financial Recovery Plan was **APPROVED** – pending the addition of the PR&R to the plan.

4. FINANCIAL RECOVERY PLAN - CONFIDENTIAL

4a. Discussion and Agreement of Conditions Associated with Approval of the Financial Recovery Plan

The Chair highlighted the need to ratify the Financial Recovery Plan following earlier approval through a written process under section 2.7 of our standing orders.

The Principal took the Board of Management through the Financial Recovery Plan.

The Chair advised that item 4b on the agenda – ratification of the Financial Recovery Plan was an artefact from a previous agenda setting and that the Recovery Plan was to be ratified under item 4a.

The Financial Recovery Plan was **RATIFIED** with two objections:

George Gunn **OBJECTED** and advised that he was not convinced by the Financial Recovery Plan, he felt there were other options to consider, that relevant details were not provided and that he had not been given sufficient enough time to review all papers.

Vivienne Mackie **OBJECTED** and advised that she was not convinced by the Financial Recovery Plan, she felt there were other options to consider, that relevant details were not provided and that she had not been given sufficient enough time to review all papers.

4c. Ratifying the Voluntary Severance Scheme

The Director of Organisational Development presented this paper following which there was a discussion

Following discussion the Voluntary Severance Scheme was **RATIFIED** with two objections.

George Gunn **OBJECTED** as he feels that the paper did not go far enough in exploring shared services, that he feels there will be political ramifications in carrying out a Voluntary Severance Scheme which does not include SMT and that we have had no sight of any statement which will be made to staff in the light of this ratification of the scheme.

Vivienne Mackie **OBJECTED** on the grounds that more shared services should be explored first, that she feels that there may be a political kickback in relation to staff cuts and that there has been no restructure of the SMT especially given our current financial position.

The Principal confirmed that the SMT structure will be reviewed by PR&R as part of our approved financial recovery plan.

4d. F&GP Recommendations in respect of Sports Pitch

The Chair of the F&GP Committee advised that at the meeting held on 23rd April 2020 the Committee discussed the pros and cons of the Sports Pitch.

It was **AGREED** that a **DECISION** on Phase 1 of the Sports Pitch will be postponed until the October Board of Management Meeting.

4e. Report on Changes to Finance Team and Finance Director

The Director of Organisational Development took the Board through the background of a proposal for a shared finance team with NHCUII.

The changes to the Finance Team and Finance Director were **APPROVED**.

Hazel Allen left the meeting at this point.

5. POLICIES FOR DECISION

5a. Equality, Diversity and Inclusivity Policy

The Equality, Diversity and Inclusivity Policy was **APPROVED**.

5b. Health, Safety and Wellbeing Policy Review

Following recommendation from the Audit Committee the Health, Safety and Wellbeing Policy was **APPROVED**.

5c. Maternity and Parenting Leave Policy

Following recommendation from the Health and Safety Committee the Maternity and Parenting Leave Policy was **APPROVED**.

5d. Relocation and Removal Scheme Policy Update

The Relocation and Removal Scheme Policy was **APPROVED**

Sally Blyth left the meeting at this point.

6. PRINCIPALS UPDATE

The Principal highlighted areas within his report that had not already been touched on within the meeting:

- Applications for furloughing staff is progressing.
- FE Credits will not be impacted/penalised due to Covid 19.
- ESIF Credits will likely be lost. The Principal is liaising with Karen Watt, SFC to see whether they will be flexible due to the mitigating circumstances.
- Further integration of online services in line with Phase 2 of our Financial Recovery Plan.

The Board **NOTED** the report.

Gillian Galloway left the meeting at this point.

7. LEASE OF CAR PARK

The Director of Organisational Development advised that we had been approached by the UK Government to use car park 3 as part of their Covid Testing Centre. As we rent the car park from GTFM this has involved sub leases and sub-sub-leases. We have been able to negotiate a reduction in notice to be given from 20 days to 12 days upon us requiring use of the car park again. The Director of Organisational Development advised that the

lease is still being finalised. A copy of this will be circulated to all once it is available. It was **AGREED** that the lease, when available, can be signed.

8. DRAFT MINUTES OF MEETING

Innis Montgomery recommended that all agendas now monitor the Financial Recovery Plan action points within them

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

- a) Chairs – 5 March 2020
- b) Audit – 10 March 2020
- c) Human Resources– 12 March 2020
- d) Learning, Teaching and Research – 17 March 2020
- e) Longman Disposal Project – 24 March 2020
- f) New Campus Project – 26 February 2020
- g) New Campus Project – 24 March 2020
- h) PRR – 5 March 2020
- i) Finance & General Purposes – 23 April 2020
- j) New Campus Project – 28 April 2020

9. ESTATES UPDATE

Confidential discussions took place.

John Wilson left the meeting at this point.

10. Proposed Fees 2020/21

The Interim Director of Finance advised that she had hoped to take the proposed fees to the F&GP Committee meeting held last week. Following consultation with the Finance Director at North Highland College she was content with the proposed fees. The Board **NOTED** that these will be taken to the next F&GP meeting for further discussion and brought to the June Board of Management meeting for final approval.

11. OSCR Annual Return

The Chair advised that the OSCR Return for 18/19 had been submitted today. This was **NOTED** by the committee. A forward action to begin drafting the return in March 2021 will be noted within the Outstanding Actions.

12. DATE AND TIME OF NEXT MEETING

Tuesday 25th June 2020 at 3.30 p.m.

The Chair gave her thanks to everyone for their useful and rigorous review of all items for decision today.

The meeting closed at 7.55 p.m.

Sarah Burton

Signed by Chair:

Date: 30/06/2020