

**Board of Management**

**MINUTES of the BOARD OF MANAGEMENT HYBRID MEETING held via Rooms 203/204, Inverness Campus and Microsoft Teams on 3 October 2023**

**PRESENT:** Mark Sheridan, Chris O’Neil, Donald MacKenzie, Dee Bird, Rojan Kumar Subramani, Arvinder Kainth, Matthew Millward, Michael Beveridge, Gillian Galloway, Sally Blyth, Amy Goodbrand, Russell Edwards, Stephen Sheridan, Pauline Tuthill, Innis Montgomery, Elizabeth Keegan, Holly Pearce, Wendy Grindle, Janette Campbell

**CHAIR:** Mark Sheridan

**APOLOGIES:** James Millar, Tina Stones

**IN ATTENDANCE:** Vice Principal – Student Experience and Quality  
Vice Principal – Operations and External Relations  
Chair of Court  
Director of Finance  
Operations and Commercial Manager  
Director Centre for Living Sustainability  
TEL – Management, Health & Creative Arts  
Professional Development Manager  
Governance Officer

The Chair welcomed everyone to the meeting and introductions were made.

The Chair welcomed the new to the post Governance Officer.

The Chair welcomed the Director Centre for Living Sustainability as a lead research presence.

The Chair welcomed the Chair of Court.

## Closed Session – Board Creative Space

A closed session took place, which provided the Board with an opportunity to discuss the email from EO on 2021/22 SFC FE & HE Funding Clawback and provided an update on outcomes from UHI Chairs and Principals Stirling meeting (Note of Session: CSN-01-102023).

*Innis Montgomery joined the meeting.*

*The Chair of Court left the meeting.*

## Declarations of Interests

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

## 1. MINUTES

### a.) Meeting of the Board of Management held on 27 June 2023

**Decision:** The minutes of the Board of Management Meeting held on 27 June 2023 were **AGREED** as a correct record and were **APPROVED**.

### b.) Closed Session Note (CSN-01-062023) held on 27 June 2023

**Decision:** The Closed Session Note (CSN-01-062023) of the Board of Management Meeting held on 27 June 2023 was **AGREED** as a correct record and was **APPROVED**.

### c.) Closed Session Note (CSN-02-062023) held on 27 June 2023

**Decision:** The Closed Session Note (CSN-02-062023) of the Board of Management Meeting held on 27 June 2023 was **AGREED** as a correct record and was **APPROVED**.

**d.) Confidential Note of Discussion (CN-BoM-01-062023) held on 27 June 2023**

**Decision:** The Confidential Note of Discussion (CN-BoM-01-062023) of the Board of Management Meeting held on 27 June 2023 was **AGREED** as a correct record and was **APPROVED**.

## **2. OUTSTANDING ACTIONS**

- **Partnership Agreement** – It was reiterated to the Board that updates to the Partnership Agreement have ceased whilst the work streams from UHI 2024 are conducted. The Principal provided the Board with a confidential update in respect of UHI 2024 advising that work is continuing to progress.

**Action:** The Governance Officer will circulate to the Board a note of the UHI 2024 Curriculum Update which was provided to staff as part of a Wee Connect update in May 2023.

- **Business Solutions Team Presentation** – The Governance Officer advised the Board that Creative Space Sessions are being diarised for the upcoming Academic Year as part of the Board Development Plan. The Board was advised that the Business Solutions Team Presentation would be scheduled for the Board in conjunction with updates on the revitalisation programme and curriculum review.

- **Finance Training** – The Governance Officer advised that finance training for all Board Members had been arranged by the Professional Development Team and was carried out in June 2023. The Board provided feedback on the training.

**Action:** The Board requested a follow up Finance Training session, which the Governance Officer will arrange following the return of Academic Staff in August 2023.

## ITEM 01.a

- **Partnership Working** – The Principal advised the Board that we are continuing to look at partnership working. The Board noted that a collective decision had been made to cease the move to ITrent and that we are currently going through the procurement process again, in conjunction with others in the partnership, in respect of a combined Payroll and HR System.
- **UHI Inverness College Annual Audit Report by Ernst and Young** – The Governance Officer advised the Board that the Audit Committee continue to review all outstanding recommendations. In respect of the Internal Audit Recommendations the Board was advised that 15 remain active but that most are interrelated. The Board noted that it is expected that the financial recommendations will be closed once the procurement strategy and financial regulations have been updated.
- **UHI 2024** - The Governance Officer will circulate to the Board a note of the UHI 24 Curriculum Update, which was provided to staff as part of the Wee Connect update in May 2023.
- **Finance Training Sem 2**– The Governance Officer will arrange a further follow up session for Board Members. Speaking to Sarah Sutherland about another session to be offered in Sem 2.

### 3. RISK REGISTER UPDATES

The Director of Finance spoke to his report on Risk Register Updates. The Board was advised that all updates had been subject to Audit Committee review in September and had been recommended for final approval by the Board.

The Board enquired as to a number of Gross and Residual risks that have been labelled in red. The Board expressed their concerns about the register, and agreed more transparency is needed from EO site.

**Decision:** The Board **APPROVED** Risk Register Updates.

#### 4. FINANCE UPDATES

Director of Finance spoke to his joint report on Revenue Budget 1 August 2023 – 31 July 2024, and Financial Forecast Return 2022/23 to 2025/26 which provided the Board with an overview of new and continuing activity.

The Board was advised that both reports were sent to SFC in June and were subject to F&GP scrutiny with recommendation for final approval by the Board.

The Board discussed forecasted Research income increase and other income generation and a further discussion around the sale of the Longman Site took place.

**Decision:** The Board **APPROVED** joint report on Revenue Budget 1 August 2023 – 31 July 2024, and Financial Forecast Return 2022/23 to 2025/26.

**Action:** The Board requested a training session with Finance team to be organised for HISA Board members.

#### 5. SUB-STRATEGIES & POLICIES FOR APPROVAL

##### a.) Procurement Strategy

The Board was advised that this strategy had been recommended for Board approval by the Finance and General Purposes Committee. The Board received confirmation that this strategy will be reviewed annually in compliance with the Procurement Reform (Scotland) Act 2014.

**Decision:** The Board **APPROVED** Procurement Strategy.

##### b.) FE Fee Waiver Policy

The Board was advised that this policy had been recommended by the Finance and General Purposes Committee for approval. The Board was also advised that this policy is required to set out a regional approach to Further Education Fee Waivers for Inverness College UHI and all academic partners in UHI.

**Decision:** The Board **APPROVED** the FE Fee Waiver Policy.

## 6. KPI MATRIX

Operations and Commercial Manager spoke to his report to provide the Board with an overview of the agreed KPI measures for 2023/24.

The Board was advised that monitoring frequency is dependent upon the timing of the measure itself, for instance UHI Inverness monitors student number measurements on a monthly basis at EMT level (weekly at an operational level), so student number measures for the KPI matrix are profiled on a monthly basis. Whereas NSS and SSES surveys are only undertaken annually, so these are profiled and reported annually.

The Board discussed all Performance Measures provided, welcomed all achieved targets and a further discussion around the targets still not achieved took place.

**Decision:** The Board **APPROVED** the KPI Matrix report.

## 7. PRINCIPAL'S REPORT

*TEL – Management, Health & Creative Arts & Professional Development Manager joined the meeting.*

The Principal spoke to his confidential report (CN-BoM-01-102023) which provided the Board with an overview of new and continuing activity.

*Director of Finance left the meeting.*

*Donald MacKenzie left the meeting.*

*TEL – Management, Health & Creative Arts & Professional Development Manager left the meeting.*

## 8. OUTCOMES AND SATISFACION RATES

*The Information Systems Manger joined the meeting.*

## ITEM 01.a

Vice Principal – Student Experience and Quality & the Information Systems Manager spoke to their report to provide the Board with an overview of Student Outcomes and Satisfaction for AY 22-23.

The Board was advised that Early & Further Withdrawals had declined for FE & HE in last AY. Due to ongoing ASOS dispute, FE Successful Outcomes had been predicted to reach 68.9% which will be an improvement of 10.9% on last year's out-turn. HE outcomes are harder to predict given the higher volume of outstanding outcomes across the UHI partnership.

The Board commented on extremely high Student Satisfaction and response rate welcomed the co-operation with local charities.

**Decision:** The Board **APPROVED** the Outcomes and Satisfaction Rates report.

*Gillian Galloway left the meeting.*

## 9. STUDENT ACTIVITY AND RECRUITMENT

The Information Systems Manager spoke to her report to provide the Board with the final student enrolments and withdrawals for 2022/23, and the status of current recruitment for 2023/24.

The Board was advised of a summary of the final student enrolments and withdrawals for 2022/23, and the status of current recruitment for 2023/24. A discussion about credit targets met and rebased, FE & HE withdrawals and current recruitment levels took place.

**Decision:** The Board **APPROVED** the Student Activity & Recruitment report.

*The Information Systems Manger left the meeting.*

## 10. GOVERNANCE UPDATES

The Governance Officer spoke to her report which provided the Board with an update on all governance matters and highlighted:

- Open nomination process for the position of the Audit Committee Chair
- Feedback from annual review exercise (Appendix 1)
- Feedback from Committee and Chair evaluation (Appendix 2)
- Note of interests to join HR Committee

## **11. DRAFT MINUTES OF MEETINGS OF BOARD COMMITTEES**

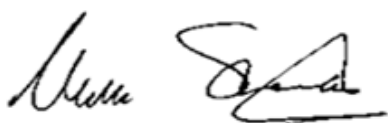
The Board noted the contents of the confidential notes of meetings of the:

- HR Committee held on 22 June 2023
- Chairs Committee held on 31 August 2023
- Audit Committee held on 05 September 2023
- Finance and General Purposes Committee held on 07 September 2023
- HR Committee held on 14 September 2023

## **12. DATE AND TIME OF NEXT MEETING**

Tuesday 19 December 2023 at 4.30 p.m.

Signed by the Chair:



Date: 19-12-2023