UHI | INVERNESS

MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 11 December 2025.

PRESENT:	Victoria Erasmus, Donald MacKenzie, Innis Mongomery, Janette Campbell & Dee Bird
APOLOGIES:	N/A
CHAIR:	Victoria Erasmus
ATTENDING:	Principal
	Governance Officer

The Chair welcomed everyone to the meeting and the Governance Officer confirmed that this meeting was quorate.

There were no declaration of interests, statements of connection or transparency statements noted.

1. MINUTES

a.) Minutes of the Meeting of the Committee held on 18 September 2025

Decision: The minute of the Meeting of the Committee held on 18 September 2025 was **ACCEPTED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- **Efficiency Review – ONGOING** - A review of the Professional Services Costs now vs pre-financial recovery plan will be conducted as part of our effectiveness review. This issue will continue to be monitored over the upcoming year in respect of workload analysis and our Talent Management Process.

Update at 18/09/2025: Talent Management process has been completed and mapped into the financial plan.

- **Skills Matrix Form – COMPLETE -** Various Skills Matrix forms to be shared with the Governance Officer.
  Update at 18/09/2025: The Chair of the Board and the Governance Officer requested more time to research sector-wide examples.
  Decision: It was **AGREED** that this item could be removed from the list.

- **Skills Matrix Form – COMPLETE -** Governance Officer to create new Skills Matrix form.
  Decision: It was **AGREED** that this item could be removed from the list.

3. SKILLS MATRIX – NEW TEMPLATE (CONFIDENTIAL)

The Committee was provided with a CONFIDENTIAL update by the Governance Officer, Confidential Note (CN-01-122025).

Dee Bird joined the meeting.

Decision: The Committee **APPROVED** the new template, subject to changes requested.

4. PRINCIPAL'S UPDATE inc. EMT SUCCESSION PLANNING (CONFIDENTIAL)

The Committee was provided with a CONFIDENTIAL update by the Principal, Confidential Note (CN-02-122025).

5. CHAIRS UPDATE

Board of Management

The Chair of the Board of Management reported to the Committee that she spoke to James Nock from HEFESTIS about the recent request for an FOI review process and she was confident the matter is being handled appropriately.

Audit Committee

The Chair of Audit reported that there are still concerns about the composition of the Committee and lack of engagement from Members. The new Skills Matrix will be useful to recognise development needs to increase engagement levels.

HR Committee

The Chair of HR Committee raised no concerns.

The FGP Committee

The Chair of the FGP Committee reported that a Joint Audit and FGP Committee meeting took place on Tuesday 09 December 2025 to review the financial statements prepared by Deloitte. Subject to few minor changes the statements will be presented to the Board on 16 December 2025 for final approval. A small number of recommendations was made by the external auditors going forward.

The LTR Committee

The Chair of the LTR Committee reported that the Student Conduct Policy and the Self-Evaluation Action Plan were discussed and approved at the meeting on Tuesday 02 December 2025.

The Chair of the Board thanked all Committee Chairs for their updates.

6. TRANSFORMATION UPDATE

The Chair of the Board stated that she is going to suggest a creation of a Transformation Committee at the next Board of Management meeting on 16 December 2025. The Committee would review and scrutinise the transformation process data in greater detail and report to the Board of Management.

7. BOARD DEVELOPMENT AWAY DAY UPDATE

The Governance Officer provided the Committee with an update about the Board Away Day scheduled for Wednesday 04 February 2026.

Dee Bird left the meeting.

The Chair of the Board thanked the Governance Officer for her report.

8. UHI Inverness EER Report

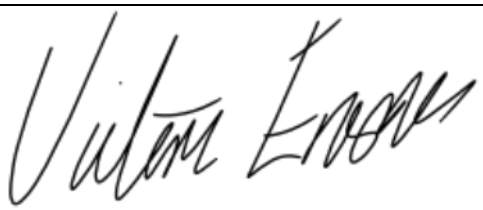
The Committee were presented with one item for noting, the UHI Inverness EER Report.

9. AOCB

Nothing raised.

8. DATE OF THE NEXT MEETING

Thursday 17 March 2026 - 8.30 a.m.

Signed by Chair: 

Date: 17/03/2026