

**MINUTES of the MEETING of the SPECIAL CHAIRS COMMITTEE held in the Board Room, 1 Inverness Campus on Thursday 28<sup>th</sup> January 2016**

**PRESENT:** Hazel Allen, Elaine Harris, Louise James, Neil Stewart,  
John Wilson  
**CHAIR:** Neil Stewart  
**APOLOGIES:** -  
**ATTENDING:** Principal  
College Secretary

**1. CHAIRS JOB DESCRIPTION, DISCUSSION OF ROLE, REPORTING ON COMMITTEE RECOMMENDATIONS TO BOARD**

A copy of a job role for the position of Committee Chair had been circulated. This version had been approved by the Board of Management in 2010. The Committee considered that the content was still appropriate to the role with the exception of the number of days required of a committee member.

It was **AGREED** that the College Secretary would identify the more realistic commitment required and amend the document accordingly, also inserting the new college logo.

The committee also discussed the requirement in the job role that Chairs report to the Board on any recommendations made by their committee. Currently, the Lead Officer took on this role.

It was **AGREED** that the Chairs take on this role this role, on a trial basis in the first instance.

Louise James confirmed that he had met or had arranged meetings with members of the SMT and with the Student President in her new role as Chair.

Elaine Harris confirmed that she would meet with Lindsay Ferries to discuss HR matters.

It was also **AGREED** that Fiona Larg, Chief Operating Officer and Secretary at UHI be invited to advise the board on the structure and roles within Executive Office.

Hazel Allen joined the meeting during consideration of the following item

**2. DAY AND TIMES OF COMMITTEE AND BOARD MEETINGS**

As all of the Standing committees now had new Chairs, it was appropriate that each individual set the date and time of their committee in consultation with their committee members.

It was **AGREED** that each Chair should consult their committee members to

agree on the date and time for committee meetings so that the Schedule of Board and Committee meetings for the 2016/17 Academic year could be set at the Board meeting on 24<sup>th</sup> March.

The Chair proposed, and it was **AGREED** that the Board Meetings be moved from 12 noon to late afternoon – 4.00 – 4.30 p.m. with a proposed finish time of 6.30 p.m. Light refreshments would be provided in advance of each meeting.

Also, a training session would be held in advance of the June meeting and at the June and December meetings members would be invited to have dinner at the conclusion of the meeting.

**3. POTENTIAL REVIEW OF COMMITTEE STRUCTURE**

The Chair indicated that he was of a mind to consider a review of the committee structure.

The Chairs discussed this proposal and **AGREED** that it would be appropriate to consider a review after the new Chairs had had a chance to bed in and develop their committees so that any review could take on board any issues which required consideration.

There was agreement that it was important that the committees focus on the strategic issues of the college and whether the objectives of the College were being achieved.

**4. BOARD MEMBERS – AMBASSADORIAL ROLE – ATTENDING EVENTS - PROMOTING THE COLLEGE AND CLOSER LIAISON/NETWORKING**

There was a short discussion on the ambassadorial role of board members to promote the College and also to develop an external facing role.

**5. BUDDY/MENTORING ARRANGEMENTS**

There was a short discussion on the merits of a buddy/mentoring arrangement with new board members. The Chair and Vice Chair were currently mentors to the Student members and the Staff members respectively.

The Chairs **AGREED** that the College Secretary would look at the Committee Membership and suggest buddy links for the 5 new board members to the three committee chairs.

**6. DATE OF NEXT MEETING**

Thursday 25 February 2016 at 8.30 a.m.



25 FEB 2016