

## Board of Management

### MINUTES of the MEETING of the CHAIRS COMMITTEE held in the Board Room, 1 Inverness Campus on Thursday 22 November 2018

**PRESENT:** Hazel Allen (by teleconference), Sarah Burton, Brian Henderson (by VC), Neil Stewart, Steve Walsh, John Wilson

**APOLOGIES:** -

**CHAIR:** Sarah Burton

**ATTENDING:** Principal  
Secretary to the Board of Management

#### 1. MINUTE AND NOTES

The minute of the Meeting of the Committee held on 24 May 2018 and the Note of the meeting of the Committee held on 13 September 2018 were **ACCEPTED** as correct records, were **APPROVED** and signed by the Chair.

#### 2. OUTSTANDING ACTIONS

##### Programme Board

The Programme board had had their inaugural meeting and the next meeting was scheduled for 11 December. A fourth work stream had been added to the three already identified, namely Student Engagement. The Board proposed to report on progress in January/February 2019 and to have formulated proposals to put forward to all partners by June 2019.

##### Director of Finance – dual role

Moray College UHI had indicated that they wished to retain the services of the individual seconded to them from UHI and not use 50% of the Director of Finance dual role, as per the terms of appointment. As an alternative, it had been suggested that the Director of Finance might take on a peripatetic role, e.g. advising other academic partners on specific projects.

The Committee **AGREED** that the Chair of the Board, the Chairs of Finance and General Purposes and the Principal would meet to discuss the Finance requirements for Inverness College.

*Hazel Allen left the teleconference*

#### 3. RISK /STRATEGY/ PLANNING – BOARD AWAY DAY – FRIDAY 25 JANUARY 2019

A number of issues had been raised at various meetings and it had been agreed that they be discussed at the Board Away Day. This included risk, finance strategy, scenario planning, curriculum review as well as a session on engaging the board in order to develop actions from the recent Board evaluation exercise.

The Principal advised that a risk workshop would be held with members of the SMT in early December which would help frame the outline of the board away day.

The Board Chair **REQUESTED** the Principal to provide the Board with detailed information on the discussions at executive level so as to fully inform them of the process being followed in, for example, curriculum planning. The context for the away day also had to be set as well as identifying outputs to be achieved.

It was **AGREED** that the Principal seek the services of an external facilitator for the day.

#### **4. SUCCESSION PLANNING - COMMITTEE CO-OPTION**

A report by the Board Secretary provided some background information on the need to seek co-opted members for both the Finance and General Purposes and the Learning, Teaching and Research Committees as well as outlining the proposed advertising and recruitment processes to be followed.

It was **AGREED** that the Board Secretary should contact the Inverness Chamber of Commerce for the F&GP co-opted position and liaise with the Chair of HR for the LT&R co-opted position, as he would, through Highland Council, request that it be raised at a Head teacher's symposium, week beginning 26<sup>th</sup> November.

It was also **AGREED** that the Search and Nomination Committee consider Board succession planning early next year and that the Chair of Audit be asked to consider if there was a need for a co-opted member on the Audit Committee.

#### **5. STANDING ITEM – ISSUES FROM CHAIRS**

##### **Finance and General Purposes**

The Chair again confirmed the usefulness of the Agenda setting meetings. There would be a discussion at the next meeting on whether to change the way in which a number of items were reported to committee to ensure that all issues were covered but also that there was no unnecessary duplication across committees.

##### **Human Resources**

The Chair confirmed that the agenda setting meetings were also working well for HR. The only issue he had concerns over was the timeliness of reports.

##### **Learning, Teaching and Research**

The Chair advised that the agenda setting meetings were working well but it was important to ensure that these meetings were held well in advance of the committee meeting to allow time for reports to be produced.

##### **Board of Management**

The Chair of the Board sought feedback from the Chairs on the length of Board meetings. All agreed that the Chair allowed all members a fair hearing and that the onus must be on individual members to be aware of the length of time and the relevance of their input.



**6. SMT REPORT**

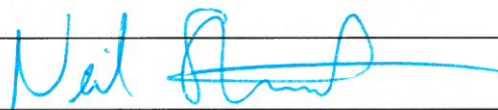
The Principal provided a verbal update on a number of issues including

- Notice from Colleges Scotland of a Statutory Ballot from EIS
- An ongoing quality process concern in engineering
- The work of the Programme Board
- The curriculum review process which would be extended to include external stakeholders
- Discussions with HS2 on the potential to develop an archaeology apprenticeship programme
- The progress with the development of the optometry degree and the difficulties in recruiting optometrists.
- A development opportunity with UHI to work with a private institution in Abu Dhabi to provide civil engineering and quantity surveying online distance learning degree courses and an MBA course.

**7. DATE OF NEXT MEETING**

Thursday 21 February 2019 - 8.30 a.m.

Signed by the Chair: \_\_\_\_\_



Date: \_\_\_\_\_

12 / 03 / 2019