

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

PRESENT: Hazel Allen, Sarah Burton, Neil Stewart, Steve Walsh,
John Wilson
APOLOGIES: Brian Henderson
CHAIR: Neil Stewart
ATTENDING: Principal
Secretary to the Board of Management

1. MINUTE

The minute of the Meeting of the Committee held on 23 November 2017 was **ACCEPTED** as a correct record, was **APPROVED** and signed by the Chair.

2. OUTSTANDING ACTIONS / 2017-18 DEVELOPMENT PLAN

The Committee considered the outstanding actions within the action list and within the 2017-18 development plan. The Principal advised that he would hold 1:1 meetings with Board Members to progress their ambassadorial role.

The Committee **AGREED** that a number of actions had been completed so could be removed from the list and that the development plan be amended accordingly.

3. GOVERNANCE

a. Position of Vice Chair

The Board Secretary advised that the current Vice Chair, John Wilson had indicated that he wished to step down from the role. It was important that the Board had a robust succession planning process to reduce any risk associated with the loss of experienced members. A new Vice Chair would be able to develop the skills required for the position and potentially the position of Chair. There was an agreed process for the appointment of Vice Chair.

The Committee **AGREED** that the Board Secretary should start the process for the appointment of a new Vice Chair and that the Board of Management would make an appointment at the next Board meeting on 22 March.

b. Board member appraisal 2018

The Board Secretary referred to the annual Board Member evaluation, which required to be carried out by the Board Chair and Committee Chairs.

The Chairs **NOTED** the Board Member evaluations which they were required to undertake.

c. Board member induction – enhancement of process

The Board Secretary referred to a list of proposals which had been development following a meeting with the Chair of the Learning and Teaching Committee to enhance the induction process.

The Committee **AGREED** that these proposals be included as part of the induction process.

d. UHI Integration Process

The Chair gave a brief update on UHI integration and confirmed that Perth College had pulled out of the process. The Project Director post had been advertised and the Chair of the Integration Board, Blair Sandison, the Chair of UHI Court, Garry Coutts, the HISA President, Holly Scrimgeour and Rosemary McCormack, Staff Member on Court would comprise the interview panel.

Rodger Sendall, Head of Governance and Records Management and Alison Lochhead, Communications and External Relations Manager would be assisting with secretarial and communication requirements respectively.

The Integration Board were seeking a Principal to join the Board and discussions were currently underway. The due diligence process would commence and cross party engagement would be undertaken with politicians. Weekly updates would be provided on progress

4. BOARD DEVELOPMENT DAY – FRIDAY 27 APRIL

The Board Secretary advised that rooms in An Lochran had been booked for the Board Development day on Friday 27 April. A teambuilding session would be held in the morning and in the afternoon members of SMT would join the event.

The Chair asked the Committee what topics they wished to cover in the afternoon session.

It was **AGREED** that that funding (income generation/cost reduction) strategic direction, integration and risk would be the topics to be covered in the afternoon. The Chair of Audit would lead on risk and the Principal would lead on the other topics.

The Board Secretary would contact Ronnie Malcolm, who had been working with the SMT on Leadership and Development to see if he was available to act as facilitator for the team building session.


5. STANDING ITEM – ISSUES FROM CHAIRS

Learning and Teaching – The Chair advised that there had been discussion on the Terms of Reference of the Learning and Teaching Committee and a paper would be submitted to the next meeting in March

6. DATE OF NEXT MEETING

Thursday 24 May 2018 - 8.30 a.m.

Signed by the Chair:



Date:

24/05/18