

**MINUTES of the MEETING of the CHAIRS COMMITTEE held in the Board Room,  
1 Inverness Campus on Wednesday 20<sup>th</sup> November 2019.**

**PRESENT:** Sarah Burton, Neil Stewart, John Wilson, Hazel Allen.  
**APOLOGIES:** Steve Walsh  
**CHAIR:** Neil Stewart  
**ATTENDING:** Principal  
Secretary to the Board of Management (Emma Baillie)

**1. MINUTES**

The minute of the Meeting of the Committee held on 16 May 2019 was **ACCEPTED** as a correct record and was **APPROVED** and signed by the Chair.

The note of the Meeting of the Committee held on 12 September 2019 was amended by change in apologies. The amended note was then **ACCEPTED** as a correct record and was **APPROVED** and signed by the Chair.

**2. OUTSTANDING ACTIONS**

The Committee **AGREED** which actions had been completed and could be signed off and those which were still outstanding and would remain on the list.

**3. SMT PAPER - CONFIDENTIAL**

The Principal's Report provided the Committee with an overview of new and continuing activity surrounding: Brexit, Interim Finance Director, Planning, Strategic Planning, and BSc Optometry.

The Committee **agreed** that financial investment into the current finance system would be required to increase the efficiency of the Finance Team and allow the new Interim Finance Director the capacity to achieve the key objectives set out.

The Committee **agreed** that the Chair of Finance & General Purposes Committee will need to be briefed to gain an understanding of what the financial investment is and what this investment is hoped to deliver in key process changes and improvements.

The Committee **recommended** that the Principal should present the Architectural Degree delivery to the Minister directly.

**4. AOCB**

Principal Chris O'Neil raised the following issues that he would like to discuss further at the Board of Management committee in December 2019:

- Safeguarding
- Government funds (£40,000 - £45,000) at UHI level to provide additional support staff for health wellbeing
- Recruitment Process - Secretary to the Board of Management

- Changes to the internal committee structure.

**5. DATE OF NEXT MEETING**

Thursday 5 March 2020 at 8.30am

**Signed by the Chair:** *Sarah Burton*

**Date:** 05 March 2020