

Board of Management

Meeting	Chairs Committee
Date and time	Thursday 25 June 2020 at 8.30 a.m.
Location	Microsoft Teams via Calendar Link

Board Secretary
Thursday 18 June 2020

AGENDA**Welcome and Apologies****Declarations of Interest****1. MINUTES**

Meeting of the Committee held on 28 May 2020

2. OUTSTANDING ACTIONS

Action List

3. GOVERNANCE

External Effectiveness Review Report by Board Secretary

4. FINANCIAL RECOVERY PLAN - CONFIDENTIAL

Financial Recovery Plan Progress Report by Principal

5. AOCB**6. DATE OF NEXT MEETING**

Board of Management

MINUTES of the MEETING of the CHAIRS COMMITTEE held in the Board Room, 1 Inverness Campus on Thursday 28 May 2020

PRESENT:	Hazel Allen, John Wilson, Tom Spiers, Innis Montgomery
APOLOGIES:	Gavin Ross
CHAIR:	Sarah Burton
ATTENDING:	Principal Secretary to the Board of Management

It was noted that the Chair of the F&GP Committee had stepped down from the Board of Management and we are now looking for a Chair for this Committee. A process is underway to appoint the role of Chair for the F&GP Committee and a proposal will be presented to the Board for approval in due course.

There were no declarations of interest noted.

1. MINUTES

The minute of the Meeting of the Committee held on 5 March 2020 was **ACCEPTED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- Board Member Evaluations – the self-evaluations are being progressed. All individual evaluations are to begin. The Secretary to the Board of Management can provide assistance where required. This item will remain on the list.
- Finance Strategy – this will be discussed with the new Chair of F&GP when appropriate. Until then this item will remain on the list.
- International Students – it was noted that this was referred to within the SMT Report further on the agenda.

3. GOVERNANCE – EXTERNAL EFFECTIVENESS REVIEW

It was noted that we require to have an external effectiveness review carried out later this year with a report being submitted to the SFC by the 30 April 2021.

There are three options available to us:

1. Colleges Development Network now have a bank of Board Review Facilitators who can carry out this review and the Board Secretary can seek a proposal from them.
2. Contracts and Procurement prepare a tender process as they did for the previous review.

3. We get both a proposal from CDN and Contracts and Procurements complete a tender process and the committee review these and make a decision on which proposal best meets our needs with a view to the cost of carrying this review out in the current circumstances.

After discussion it was **AGREED** that the Board Secretary would contact CDN to ascertain the costs involved with using their Facilitators, how the process would work and the time involved and report back her findings to the next Chairs meeting in June.

4. FINANCIAL RECOVERY PLAN

The Principal presented a report on progress against the financial recovery plan.

It was **AGREED** that the Principal and the Chair of the Board of Management would meet to discuss what information the Committee expects to see each month, to ensure that the SMT has a clear idea of what we are asking the Finance Team to produce each month and to reinforce the Committee's commitment to supporting the SMT in delivery of our plan.

5. SMT Report

The Principal's report highlighted the recent activity including:

- Continuing work on our Financial Recovery Plan
- Virtual Open Day Events
- Partnership Working
- Impact of Covid 19
- Review of each course
- New approaches to teaching/online teaching/blended learning

With regards International Students the report noted that that we have received our highest ever number of applications for International Students with 41 applications being received. However, there is uncertainty as to whether all applicants will be able to study here due to the impact of Covid-19. Further Government guidance is being sought by the Partnership with regards study visas and issues such as the loss and the effects from this across the market as a whole.

The Committee discussed the ELCC and it was **NOTED** that discussions with the Highland Council remain positive.

6. PARTNERSHIP COUNCIL UPDATE REPORT

It was noted that there have been changes made to the Partnership Council, which has moved from having an advisory role to a clear decision making role and that their relationship to the Regional Strategic Committee needs to be properly defined to ensure that all decisions can be held to scrutiny. As a result their terms of reference are currently being reviewed.

7. AOCB

ITEM 01

It was noted that the Internal Audit Programme has not previously involved the Chairs Committee when agreeing the scope of the programme for the forthcoming year. However, it was felt that the Committee's input across all areas could provide a collective assurance over issues. Items discussed were:

- Financial Reporting – this will be subject to Internal Audit in January 2021. The FES will be returned to the SFC.
- Planning & Controls – looking back over previous Academic Year, reflecting on impact of Covid 19, Health and Safety and best practice.
- Curriculum Planning 2021.
- Cyber Security – including training staff and system issues/upgrades.
- Data Protection/GDPR – how well this is implemented within the organisation.
- Workforce Planning

8. Thursday 25 June 2020 - 8.30 a.m.

Signed by the Chair: _____

Date: _____

Outstanding Actions - Chairs Committee

12 March 2019				
Item	Action	Responsibility	Time line	Actioned
Board member evaluation	Evaluations to be completed	All Chairs	By end June 2019	To be completed June 2020.
Finance Strategy	Targets to be set for each of the KPI's to enable F&GP to scrutinise progress at its quarterly meetings	Finance & General Purposes Chair	For June F&GP meeting Revised Timeline - ongoing	Review issue with new F&GP Chair
5 March 2020				
	Strategic review in terms of international students to be undertaken with monitoring taking place. Committee to be given regular updates.			
28 May 2020				
External Effectiveness Review	Costs to be ascertained with regards the CDN carrying out the EER. Information on how the process will work and the time involved to be found out as well.	Board Secretary	Report back to June 2020 meeting.	
Financial Recovery Plan	The Principal and Chair of BOM to meet to discuss what information the Committee expects to see each month.			

Board of Management

Subject/Title:	External Effectiveness Review
Author: [Name and Job title]	Lisa Ross, Board Secretary
Meeting:	Chairs Committee
Meeting Date:	Thursday 25 June 2020
Date Paper prepared:	Tuesday 16 June 2020
Brief Summary of the paper:	CDN proposal for the provision of an External Facilitator with regards our External Effectiveness Review.
Action requested: [Approval, recommendation, discussion, noting]	Discussion and approval of proposal.
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	Compliance with the Code of Good Conduct for Scotland's Colleges.
Resource implications:	Yes If yes, please specify: Cost of carrying out the review
Risk implications:	No If yes, please specify: Operational: Organisational:
Equality and Diversity implications:	No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Item 03

Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

Further guidance on application of the exclusions from Freedom of Information legislation is available via

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Equality and Diversity implications:	No		
Consultation: [staff, students, UHI & Partners, External] and provide detail			
Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a		Its disclosure would substantially	
Its disclosure would substantially prejudice the		Its disclosure would constitute a breach of	
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and

[http://www.itspublicknowledge.info/web/FILES/Public Interest Test.pdf](http://www.itspublicknowledge.info/web/FILES/Public%20Interest%20Test.pdf)