

Board of Management

MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 10 September 2020

PRESENT:	Sarah Burton, John Wilson, Donald MacKenzie
APOLOGIES:	Innis Montgomery
CHAIR:	Sarah Burton
ATTENDING:	Principal Secretary to the Board of Management

There were no declarations of interest noted.

1. MINUTES

It was noted that the minute of the Meeting of the Committee held on 30 July 2020 required one addition; the date of the next meeting was to be entered on page 5. Pending this addition, the minute was **ACCEPTED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- Board Member Evaluations – It was noted that the evaluations which the former LT&R Chair had begun have now been divided out amongst the remaining Chairs.
- FRP – The Principal advised that the figures highlighted in red were done so as part of a code for the Finance Team to assist them whilst they were working on them. It was **AGREED** that this item can therefore be removed from the list.
- FEC Costing – The Committee was advised that this is being carried out with reference to ongoing work on the Curriculum Plan. The Principal advised that it is essential to ensure FEC costing and the associated data is correctly tied-in to curriculum planning.

The Committee discussed temporary staffing requests (TSR) in terms of managing this resource whilst ensuring that we maximise student outcomes and experience. The Principal emphasised that TSRs are part of the FRP and have been tested by both the Finance Director and the Finance Team.

The Committee noted this and requested clear sight of the developing picture as regards managing TSRs within the monitoring of the FRP.

- ELCC Phasing – it was noted that agreement for the extension of the deadline to December was given offline. It was **AGREED** that this item can therefore be removed from the list.

3. FINANCIAL RECOVERY PLAN - CONFIDENTIAL

The Principal presented his confidential report to the Committee.

The Committee were advised that all TSR requests are now coming to the Staffing Resource Panel to ensure that these requests are considered in conjunction with the Workload Allocation Plan, Student Numbers and the Curriculum Plan. A further confidential in-depth discussion with regards TSRs took place.

The Principal confirmed that we are continuing to review our register of students to ensure that we maintain flexibility, efficiency and effectiveness with respect to student outcomes and experience. Any impact on students will be highlighted via a) the early student survey which is due to be circulated within the next couple of weeks, b) discussions with HISA and c) the student & staff meetings.

Review

The Committee was advised that a full review of the FRP will take place in October. This will ensure that we have sufficient data with regards student numbers following the start of the academic year.

A confidential discussion regarding the ELCC took place.

4. RECRUITMENT, CONVERSION AND FINANCIAL IMPACT

The Principal took the Committee through his confidential report.

The Committee was advised that we also expect an improvement in our cash position thanks in part to the work of the Interim Finance Director, the shared Finance Director and the new finance system.

Student Numbers

The Committee was advised that work is continuing within the Marketing and Communications Team with online events and activities being generated for students. Applications have increased by 11%.

5. DATE OF NEXT MEETING

Thursday 8th October 2020 - 8.30 a.m.

Sarah Burton

Signed by the Chair:

Date: 08.10.20