



Board of Management

MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 08 October 2020

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

There were no declarations of interest noted.

1. MINUTES

The minute of the Meeting of the Committee held on 10 September 2020 was **ACCEPTED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

Board Member Evaluations

It was noted that evaluations have begun with some now complete. It was **AGREED** that this will remain on the list until all evaluations have been carried out.

FEC Costing

The Committee was advised that this is progressing. A new model is being developed by the SMT which will also facilitate SRP decisions and the Curriculum Plan. Although this model is not yet finalised it is proving a useful tool in highlighting sustainable courses. The Committee noted that the new model will enable us to help identify partnership courses which are not viable in their current format.

Innis Montgomery joined the meeting at this point.

The Committee acknowledged the work taking place on developing the FEC model and **AGREED** that this item can be removed from the outstanding actions list and will be further discussed within the F&GP Committee meetings.

3. FINANCIAL RECOVERY PLAN - CONFIDENTIAL

The Principal advised the Committee of confidential SMT matters that will require to be addressed in the future.:

The Committee requested that a PR&R meeting should be scheduled at an appropriate time to consider these within November. It was **AGREED** that the Board Secretary will schedule this meeting.

The Committee noted that the FRP will be reviewed by SMT this month and part of this review will look at whether reports are providing the information that is required by Committees with target forecasts and graphics being highlighted as particularly useful to ensure that reports circulated to Committees remain meaningful.

4. RECRUITMENT, CONVERSION AND FINANCIAL IMPACT

The Principal presented a confidential update to the Committee.

The Committee noted the successful marketing and communications campaign that supported an increase of 8% of students registered. Staff are continuing to enrol students virtually and it is hoped that conversion rates will remain high.

With regards FE the Committee noted that we are almost at the same position as last year - pre Covid-19.

The Principal advised the Committee that apprenticeships have continued to have a positive impact on our finances and, where apprentices can work off-site, we have continued to monitor and assess them virtually.

The Committee commended the flexibility that has been offered to students to ensure that their practical skills can continue and noted the use of learning bubbles within the College for students who have to be taught within the building.

5. STRATEGIC UPDATE

The Principal advised the Committee that we are 6-8 months behind in developing our strategic plan. Workshops have been held with staff with regards the vision for 20-25 and we require to begin to move forward with the next stage which would be to present a draft to the Board of Management for their critique and discussion. Following this, external stakeholders would be engaged in the process ahead of bringing the draft strategy back to the Board of Management for final approval.

The Committee discussed the merits of following a similar approach to the strategic documentation structure as per our previous strategy, with each Board Committee reviewing the strategic principles which underpin their committee's terms of reference.

The Committee **AGREED** to set a timescale for Board Workshops. The Principal **AGREED** to circulate the Oakley paper to all outwith this meeting.

Item 01

The Chair of the Board of Management, the Principal, the PA to the Principal and the Board Secretary will meet to discuss the structure of the Board contribution prior to the next Chairs Committee Meeting.

6. AOCB

ELCC- a confidential discussion with regards the ELCC took place.

7. DATE OF NEXT MEETING

Thursday 5th November 2020 - 8.30 a.m.

Sarah Burton

Signed by the Chair:

Date: 05.11.20