

NOTE of the MEETING of the CHAIRS COMMITTEE held in the Board Room, 1 Inverness Campus on Thursday 13 September 2018

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

As only two members of the Committee were present, the meeting was inquorate.

1. MINUTES

The minutes of the Meeting of the Committee held on 23 May 2018 would be presented to the next meeting in November for approval.

2. OUTSTANDING ACTIONS

- **Ambassadorial Role** –The Principal had met with a number of board members prior to the summer recess and it had been agreed that a debate with businesses and local politicians would be organised for either before or after Christmas. In addition, as part of the strategic review, it was proposed that the PDM's would present a vision for their area to the SMT and Board Members. Both these actions would give the Board Members a greater insight into their ambassadorial role. Another meeting would be arranged for those Board Members who had not yet met with the Principal on this subject.
- **Board member induction** – The Board Secretary confirmed that the additional proposals previously agreed would be incorporated into the induction process for the next intake of new board members.
- **UHI Integration** – The Partnership Assembly was due to take place on Wednesday 26th September. The Assembly had been established following the meeting with the previous Minister for Further Education, Higher Education and Science in May.
- **Director of Finance** – The Principal advised that a timescale for the Director of Finance to take on her dual role with Moray Council had not yet been agreed.
- **New Depute Principal post** – The recruitment process was progressing well with around 280 approaches/enquiries having been made. Thirty-four applications had been received by the closing date. Interviews would be held on Wednesday 3 October. The Board Chair would be a member of the interview panel.
It was suggested that a board member should also be involved in the short listing stage. The Principal would discuss this with the Board Chair.

3. GOVERNANCE

The Board Secretary spoke briefly to her report, which referred to the Corporate Governance Statement, board members' evaluation, online training modules and

succession planning. She confirmed that she would send out a reminder to Board members on the need to complete the online training modules.

The item on succession planning would be carried forward to the next meeting. In the meantime, clarification would be sought on how stringent the timescale of 12 months was in relation to a co-opted member being appointed to the Board without the need for a further recruitment process.

4. RISK

It had been suggested that it would be useful to include risk as a standing item on Board of Management agendas. The Board Secretary would take this suggestion forward with the Chair of the Board and the Chair of the Audit Committee.

5. STANDING ITEM – ISSUES FROM CHAIRS

The Chair of the Learning, Teaching and Research Committee asked that consideration be given to co-opting an individual with current knowledge and experience to that committee. This matter would be taken forward as part of the succession planning process.

6. AOCB

Quality - The Principal advised that Charlie McDade had been engaged to carry out a quality conversation across the organisation. Initial feedback had been received and a written report would be available in the near future.

7. DATE OF NEXT MEETING

Thursday 22 November 2018- 8.30 a.m.

Signed by the Chair: <u>Sarah Burton</u>
Date: <u>22 Nov 18</u>