

Board of Management

MINUTES of the BOARD OF MANAGEMENT HYBRID MEETING held via Rooms 203/204, Inverness Campus and Webex on 28 March 2023

PRESENT:	Chris O'Neil, William Campbell, Donald MacKenzie, Mark Sheridan, Kelly MacKenzie, James Millar, Michael Beveridge, Dee Bird, Rojan Kumar Subramani, Arvinder Kainth, Matthew Millward and Innis Montgomery
CHAIR:	Mark Sheridan
APOLOGIES:	Russell Edwards. Amy Goodbrand, Tina Stones, Sally Blyth, Stephen Sheridan, Gillian Galloway, Interim Finance Director
IN ATTENDANCE:	Vice Principal – Student Experience and Quality Vice Principal – Operations and External Relations Information Systems Manager Governance Officer

The Chair welcomed everyone to the meeting and took this opportunity to thank Kelly MacKenzie for all her work over the past 4 years. The Board noted that Kelly would be stepping down from her role as Staff Representative in May 2023.

The Chair commended William Campbell on his successful election campaign as Regional President for HISA.

Declarations of Interests

No declarations of interest, statements of connections or transparency statements were noted.

Closed Session – Board Creative Space

A closed session took place, which provided the Board with an opportunity to discuss the UHI 2024 Revitalisation Programme (Note of Session: CSN-032023)

1. MINUTES

a.) Meeting of the Board of Management held on 07 February 2023

Decision: The minutes of the Board of Management Meeting held on 07 February 2023 were **AGREED** as a correct record and were **APPROVED**.

b.) Confidential Note of Discussion (CN-01-022023) held on 07 February 2023

Decision: The Confidential Note of Discussion (CN-01-022023) of the Board of Management Meeting held on 07 February 2023 was **AGREED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- **Partnership Agreement** – It was reiterated to the Board that updates to the Partnership Agreement have ceased whilst the work streams from UHI 24 are conducted.
- **Business Solutions Team Presentation** – The Board was advised that it has been agreed by the Chair and Principal that the Business Solutions Team will be asked to present to the Board of Management. The Board was advised that all closed sessions for the upcoming Academic Year will be agreed in advance.
- **Procurement Strategy** – The Board was advised that we have yet to receive a copy of the draft procurement strategy but that the Procurement Team have provided an update. The Board noted that the strategy was prepared in draft format in April 2022 but was then placed on hold for various reasons including that the Procurement Team were waiting for the Strategic Plan to be finalised and published and for the Financial Regulations to be updated.
- **Finance Training** – The Governance Officer advised that finance training for Board members would form part of the Board Development and Training Plan for the upcoming Academic Year.
- **Partnership Working** – The Board noted that this was discussed as part of the Creative Space Session.
- **External Effectiveness Review Action Plan** – The Board noted that a further review of the External Effectiveness Action Plan will be conducted in June 2023 by the Governance Officer.
- **UHI Inverness College Annual Audit Report by Ernst and Young** - The Board was advised that the Governance Officer and Principal had met and updated the Internal Recommendations Action List. The Board noted that an update report will be taken to the rescheduled Audit Committee Meeting in April. The Board was advised that from the list of 28 recommendations, there are 8 which have been approved by the Committee for removal, 6 which the Committee will be asked to recommend for removal and 14 recommendations that continue to require follow up. The Board was advised that the Audit Committee will be provided with an explanation as to why the remaining recommendations still require follow up and noted that many of the outstanding recommendations were closely related to each other. The Board welcomed the progress being made in respect of this.

3. POLICY FOR APPROVAL

UHI Criminal Offence Data Policy

The Vice Principal – Student Experience and Quality spoke to this policy advising the Board that it had been scrutinised by the Learning, Teaching and Research Committee on 21 March 2023 who recommended it to the Board for approval.

The Board was advised that this was a common UHI policy which sets out how we gather and use data and that the policy ties into our safeguarding procedures.

Decision: The Board **APPROVED** the UHI Criminal Offence Data Policy.

4. GOVERNANCE UPDATE

a.) Schedule of Meetings for Academic Year 2023/24

The Governance Officer spoke to this report which provided members with the draft schedule for the Academic Year 2023/24. The Board was advised that the dates have been altered to ensure that there is sufficient time for all committee minutes to be included within circulated Board papers.

Decision: The Board **APPROVED** the Schedule of Meetings for the Academic Year 2023/24

b.) Office of the Scottish Charity Regulator (OSCR) Return

The Governance Officer spoke to this report advising that we are legally required to submit a yearly return to OSCR. The Board noted that the return was in respect of the Financial Year 21/22 and that the information within our submission comes from our Annual Accounts which were approved by the Board during the meeting held on 07 February 2023.

Decision: The Board **APPROVED** the submission of the return to OSCR.

c.) Short Life Working Group

The Vice Principal – Student Experience and Quality spoke to her report which set out the final update in respect of the UHI Halls of Residence Short Life Working Group and the related action plan. The Board was provided with a confidential update in relation to the creation of the Short Life Working Group and was advised that all actions from the plan had been completed.

The Board noted that the Learning, Teaching and Research Committee had discussed the Halls of Residence and were content that there has been a change of ethos around the Halls with greater partnership working. The Board noted that the Learning, Teaching and Research Committee were content to recommend to the Board that the Short Life Working Group be dissolved.

Decision: The Board **APPROVED** the dissolution of the Short Life Working Group.

The Board gave their thanks to both the EMT, members of UHI Inverness Staff, Members of UHI Executive Office and to both Chairs of the Short Life Working Group for the work which they undertook to ensure that all actions were carried out.

Dee Bird left the meeting.

5. STUDENT ACTIVITY 2022/23

The Information Systems Manager joined the meeting.

The Information Systems Manager spoke to her report and advised:

- That the core FE credits are currently at 29,383.5 with some additional late enrolments still expected.
- That we expect to hit around 90.1% of our target in respect of FTE.
- That in respect of withdrawals HE Early Withdrawals are at 5.2% which is a slight increase on last years figure of 5.1%.
- That recruitment for September 2023 continues. The Board noted that FE applications continue to increase with senior phase applications now accounting for 42% of all applications.
- That our total offers made at FE is higher than previous years.

The Board noted that no further increases to our Early or Further Withdrawals statistics are anticipated.

The Board thanked both the Information Systems Manager, the Marketing Team and members of the Academic Professional Services staff for the work which they have undertaken in respect of student recruitment and conversion with the data in the report highlighting the results of this collective effort.

The Information Systems Manager left the meeting.

6. PRINCIPAL'S REPORT

The Principal spoke to his confidential report and advised on:

- Organisational Development – Level 1 Lecturers and the introduction of our Collaborative Leadership Programme.
- Education Scotland Visit – the Board noted that Education Scotland would attend the June meeting to provide detailed feedback from this visit. The Principal highlighted that we received positive comments during the review and highlighted that we continue to be sector leaders.
- Stakeholder Event and Open Evening - the Board noted that this event provided an opportunity to liaise with employers over how we can further develop our offering. The Board was advised that more than 320 attendees came to the Open Evening.

7. KPI MATRIX

The Vice Principal – Operations and External Relations provided the Board with an extract of the KPI Matrix.

The Board discussed:

- HE Enrolment
- The success of our Modern Apprenticeship offering.
- Occupancy of the Campus. The Board discussed the possibility of leasing out rooms within the Campus and noted that any potential for this would require a business case. The Board also discussed the Campus being available for an increase in evening classes and noted that this had been reduced as part of costs savings implemented during the Financial Recovery Plan. The Board noted that bids have been submitted to the Arm's Length Foundation (ALF) for funds to adapt the Estate and that we are currently awaiting the outcome of these bids.

8. FINANCE SERVICE

A confidential discussion took place which provided the Board with space to discuss the Shared Finance Service (Note of Session: CN-01-032023).

9. HEALTH AND SAFETY REPORT

The Vice Principal – Operations and External Relations spoke to her report which provided a quarterly update to 28 February 2023 in respect of Health and Safety.

The Board noted that the Health and Safety and Sustainability Manager will commence their role from 17 April 2023.

The Board noted that there had been one RIDDOR reportable incident, 28 incidents and 6 Near Miss Incidents for the previous quarter. The Board was advised that areas for improvement around recording near misses has been highlighted and work will be undertaken to ensure that these are appropriately captured.

The Board noted that there has been an increase in low level behaviours such as smoking out with the smoking area and aggressive driving within the car parks. The Board was advised that there is zero tolerance for these behaviours.

10. BOARD DEVELOPMENT PLAN

The Governance Officer spoke to her report which provided the Board with the draft development cycle of activities which are being implemented to maintain and ensure the effectiveness of the Board. The Board noted that in addition to what we are currently doing there are several actions which will assist in the development of the Board.

The Board welcomed this structured plan and noted that the Governance Officer will bring to the Board in June the finalised Development Plan, an Annual Programme for Stakeholder Engagement, and the Annual Training Plan.

11. DRAFT MINUTES OF MEETINGS OF BOARD COMMITTEES

The Board noted the contents of the confidential notes of meetings of the:

- Search and Nomination Committee held on 19 January 2023
- Chairs Committee held on 02 March 2023

- PR&R Committee held on 02 March 2023

The Board noted that due to technical difficulties the minutes from the Learning, Teaching and Research Committee and the HR Committee from the previous week were not yet available.

The Chair of the HR Committee provided an update as to the discussions held by the Committee on 23 March.

12. DATE AND TIME OF NEXT MEETING

Tuesday 27 June 2023 at 4.30 p.m.

Signed by the Chair:



Date: 27 June 2023