

MINUTES of the MEETING of the CHAIRS COMMITTEE held via Microsoft Teams on Thursday 02 March 2023

PRESENT:	Mark Sheridan, Dee Bird, Donald MacKenzie, Tina Stones and Innis Montgomery
APOLOGIES:	None
CHAIR:	Mark Sheridan
ATTENDING:	Principal Governance Officer

The Chair welcomed everyone to the meeting.

There was no declaration of interests, statements of connection or transparency statements noted.

1. MINUTES

a.) Minutes of the Meeting of the Committee held on 03 November 2022

The Committee thanked the Principal's PA for attending the meeting on 03 November 2022 and taking minutes.

The minute of the Meeting of the Committee held on 03 November 2022 was **ACCEPTED** as a correct record and was **APPROVED**.

b.) Confidential Note of the Ad Hoc Chairs Meeting held on 01 February 2023

The Confidential Note of the Ad Hoc Chairs Meeting held on 01 February 2023 was **ACCEPTED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- Audit Committee Training – The Governance Officer advised that this would form part of the Board Development Plan which will be taken to the Board of Management Meeting on 28 March 2023 for discussion. The Audit Chair highlighted the importance of ensuring that all on the Board understand audit.
- Efficiency Review – Chairs noted that a review of the Professional Services Costs now vs pre-financial recovery plan is to be conducted.
- F&GP Committee Members Evaluation Process – The Governance Officer advised that reminders had been sent out to all relevant Board Members in respect of the annual evaluation process.

Decision: It was **AGREED** that this item can be removed from the list as the Board Evaluation Process will begin again in June 2023.

- Review of Annual Strategic Plan – The Governance Officer reiterated to Chairs that the Board will continue to review the strategic plan and consider how this maps onto the UHI 2024 Revitalisation Programme.
- Update from Partnership Conference – Chairs noted that this will be discussed further at the June meeting and a decision on whether this will be arranged for the June Board of Management Meeting will be agreed then.

The Principal joined the meeting.

- LT&R Committee – The Governance Officer advised that there has been a change in management at HISA with an Interim CEO now in position. The Chair of the LT&R Committee advised that she has contacted the Interim CEO via LinkedIn. Chairs noted that it is hoped that HISA will present to the LT&R Committee in June 2023.
- Travel – The Principal advised that he had written to Stagecoach and that since then, the Council had become involved in the issue of buses. Chairs were advised that feedback from students is that the service has improved.
Decision: It was **AGREED** that this item can be removed from the list.

3. PRINCIPAL UPDATE

The Principal provided Chairs with an update in respect of:

Education Scotland

Chairs noted that we have received an excellent report from Education Scotland following their visit, which highlighted both the atmosphere of the campus and the engagement of all staff and students.

Shared Finance Service

Chairs held a confidential discussion around the Shared Finance Service (CN-01-032023).

Chairs noted that the Executive Team had started preparations for the upcoming BDO Internal Audits and that the Vice Principal – Student Experience and Quality would be joining the Audit Committee.

Action: Dates for the postponed March Audit and Finance and General Purposes Committees are to be arranged.

Student Application Process

The Principal advised that he had undertaken the process for enrolling on a course with us and two other institutions. Chairs were advised that this was

done to understand the differences between our current procedure and that of others as students have highlighted that our procedure is difficult and complex.

Chairs were advised that during the application process:

- our FE drop-out rate is 11%
- the partnership FE drop-out rate is 15%.
- our HE drop-out rate is 44%
- the partnership HE drop-out rate is 49%
- there is a further 5%, who delete their application completely.

Chairs noted that our procedures are complex and that the application process took around 35 minutes to complete. The Principal provided Chairs with comparison times for the other institutions and Chairs noted the procedure which others follow and how they differentiate between the application and enrolment process.

Chairs were advised that out of the 2,044 HE applications that begun last year, 1,000 of these ceased during the process and that most applications halted at the point where qualifications were required to be uploaded.

Chairs noted that as UHI must increase our recruitment by 5%, steps require to be taken to ensure that we are not hindering students from entering the application process.

Chairs noted that this issue has been raised by the Principal at Partnership Council.

Dee Bird left the meeting.

4. CHAIRS UPDATE

Board of Management

The Chair advised that a recruitment exercise was taking place. Chairs noted that we had received a good response to our advert and that an interview panel had been agreed. Chairs noted that we were looking to appoint 1 Non-Executive Member as well as additional Co-opted members.

HR Committee

The Chair of the HR Committee advised that the HR agenda for the meeting being held on 23 March had been set. Chairs noted that the meeting would include a Professional Development update, Talent Management update, National Bargaining, quarterly HR Report and an employment law update. Chairs noted that potential industrial action and the cost of living remain a concern for the Committee.

Audit Committee

The Chair of the Audit Committee advised that a date for the postponed Audit Committee is to be set. The experience and skills development across the

Committee will be helpful as we work with colleagues across the Committee to ensure succession planning is in place for Board Member Development.

Finance and General Purposes Committee

The Chair of the Finance and General Purposes Committee advised that a date for the postponed meeting is to be set and that the Finance Committee will work closely with the prospective new finance structure.

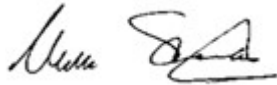
Learning, Teaching and Research Committee

The Governance Officer advised that the agenda for the LT&R Committee had been set and that as part of their creative space the Enhancement Leads, Professional Development Manager and the Vice Principal – Student Experience and Quality would provide the Committee with a presentation on Learning and Teaching Enhancement.

5. DATE OF NEXT MEETING

Thursday 01 June 2023 - 8.30 a.m.

Signed by Chair:



Date:

01 June 2023