

## Board of Management

### Minutes

<b>Meeting Reference</b>	Board2011-12/04
<b>Date and Time</b>	Wednesday 21 March 2012 at 5.30 pm
<b>Location</b>	Room 030, Brahan Building
<b>Purpose</b>	Scheduled meeting
<b>Board Members Present</b>	Mark Bell, Penny Brodie, Shravan Chama, Allan Clow, Bill Duncan , Derek Forgan, Ian Jackson, Ian Marr, Ian Mathers, Dr Thomas Moore (Principal), Alistair Napier, Dr James Urquhart and June Wilson
<b>Apologies</b>	James Rendall and Norman Wilson
<b>Co opted</b>	John McDonald
<b>In attendance</b>	Susan Bald, Director of Human Resources Margaret Munckton, Assistant Principal Duncan White, Director of Resources Sara Wood, Director of Communications and Corporate Development
<b>Chair</b>	Penny Brodie
<b>Minutes</b>	Kirstie Graham, Clerk to the Board
<b>Quorum</b>	8

Summary of Action Items			
Ref	Action	Responsibility	Time line
7.	Invite HMI Managing Inspector Sheila Page to the next Board meeting	Assistant Principal	27 June 2012
13	The Chair to congratulate the Provost on City status	Chair/Clerk	31 March 2012

#### 1. Welcome

The Chair, Penny Brodie welcomed everyone to the meeting. She noted that this was Bill Duncan's last Board meeting as he was standing down from the Board in June. Bill Duncan had contributed greatly to the Board over his six year membership, latterly in his role as Chair of the Engagement Committee. On behalf of the Board, she thanked Bill for all his work.

#### 2. Additions to the Agenda

There were no additions to the agenda.

3. **Declaration of Interest in any agenda item**

There were no declarations of interest.

4. **Minutes of the meeting of the Board of Management held on Wednesday 15 February 2012**

The minutes, circulated prior to the meeting, were **approved**.

5. **Actions arising from previous minutes**

**Noted:** The meeting on 15 February 2012 had focussed on developing responses to UHI Court on the Capita report and the Cabinet Secretary of Professor Griggs review of FE governance. These responses had been prepared and sent, as agreed at the meeting.

6. **Students Association Report**

Shravan Chama, Students Association President, updated the Board on the most recent activities of the Students Association as outlined in his report.

7. **HMI Review, week beginning 20 February 2012**

Margaret Munckton, Assistant Principal, updated the Board on the full College review by HMI which took place week beginning 20 February 2012.

The review panel had provided a verbal report which indicated four clear confidence statements, with no caveats. This was an excellent outcome and the Principal took the opportunity to record his thanks to all College staff for their hard work.

The final written report is anticipated in April and HMI Managing Inspector Sheila Page will attend the Board meeting on 27 June 2012 to speak to this.

8. **Principal's Remarks**

Dr Moore informed the Board that the Cabinet Secretary had recently announced that West Lothian would be a region, increasing the number of College regions from 12 to 13.

The FE budget cut for academic year 12/13 has been capped at 8.5%. There will be some additional funds to Perth College, through additional FE WSUMs and HE students through UHI. However, it must be noted that this was the first of three years of cuts, coming on top of a funding cut last year, where the College had to strip £1m out of its budget. The finances for the next three years will therefore be a significant challenge.

This financial challenge will take place and need to be managed against a backdrop of a radical restructure of the sector. The Cabinet Secretary had released the notes of the meeting on 31 January 2012 with UHI and academic partners board Chairs and Principals and SFC. These notes outlined a 'triumvirate' structure for the highlands and islands, with

a Regional Board as the fundable body for FE and with responsibility for governance, strategic planning and efficiencies across the region.

The Cabinet Secretary plans a follow on visit on 16 April 2012. In order to prepare for this meeting, the Board's Engagement Committee is hosting a meeting of academic partner board members in Aviemore on 31 March 2012.

The College have received a draft of a proposed Regional Outcome Agreement, which would be the strategic document providing a link between the SFC and the Regional Board. Future FE funding would be based on outputs/outcomes, quality and innovation, as agreed in the Regional Outcome Agreement. This Agreement is still in a draft stage and requires more work to ensure appropriate and realistic outcomes for the region.

The Board had fed its views on the Capita report, commissioned by UHI Court, to the meeting of Court on 22 February 2012. The Building Blocks ++ model was agreed by Court, although further clarity was required on the detail of this model.

A Transformation Implementation Group (TIG) was approved to progress this model and its membership structure agreed. A Transformation Director will be appointed to lead this change.

Therefore, there are two parallel reform processes taking place: the restructuring of UHI's operating model based on the Building Blocks ++ option outlined by Capita; and the post 16 reform based on College regionalisation.

The Chair thanked Dr Moore for this comprehensive update. To sum up, she noted that there are a number of external environmental factors impacting on Perth College and strong management and leadership is required to ensure continued first class delivery to the students and community through this change period. If the current Board of Management as presently constructed ceases to have a role in the future, it has an important role now in ensuring it leaves a strong legacy that protects the provision of further and higher education in Perth and Kinross.

## **9. Chair's Report**

The Chair reported on a meeting that had taken place that day with board members and the principal from West Highland College. West Highland College is a UHI academic partner, formed by a merger of Lochaber College and Skye and Wester Ross College. It is Perth College's nearest geographical neighbour in UHI. There had been informal discussions about closer working between the Colleges and the meeting today was the first step in exploring the opportunities for this.

## **10. Balanced Scorecard**

Sara Wood, Director of Communications and Corporate Development spoke to the Balanced Scorecard, which provided a summary of the actual performance of the College with respect to the Key Performance Indicators in academic year 2010/11. Members were asked to note that all measures have been presented to and accepted by the relevant Board of Management Committees (Engagement Committee 27 October 2011, Academic Affairs Committee 30 November 2011, Finance and General Purposes Committee 29 February 2012).

Sara Wood noted that the College had recently received a draft of a proposed Regional Outcome Agreement between the Scottish Funding Council and the nine Colleges that comprise the highlands and islands region, as referred to by Dr Moore earlier in the meeting. This document and the regional developments discussed earlier will impact on the College's future strategic planning and how plans were measured and monitored. For academic year 2011/12, the existing Balanced Scorecard measures will continue to be used.

Members noted the increase in staff absence to slightly above the sector average and Susan Bald, Director of Human Resources and Organisational Development assured the Board this was being investigated to understand the reasons underpinning this. It was noted that a specific number of long term staff absences meant that the figures as presented needed drilled down further for a clearer analysis of the situation.

Retention and attainment were also discussed, particularly in relation to the age of the student, to see whether the Post 16 focus on the 16-19 year old age group was likely to affect this. It was noted that UHI had commissioned a survey to look at retention and attainment for online tuition against that for face-to-face delivery. At the recent review, HMI had been impressed by the College's improved retention rate.

Overall, the Board agreed that the College had made good progress against the Key Performance Indicators for 2010/11 and staff were commended for their work in all areas to achieve this.

**Agreed:** To approve the Balanced Scorecard 2010/11.

## **11. Minutes of Standing Committees (unconfirmed)**

### **11.1 Academic Affairs Committee – 7 March 2012**

**Approved:** Minutes of the meeting held on 7 March 2012

### **11.2 Audit Committee – 6 March 2012**

**Approved:**

- Minutes of the meeting held on 6 March 2012
- Risk Management Policy
- Fraud Prevention Policy and Response Plan

### **11.3 Chair's Committee – Email circulation 2-10 February 2012**

**Approved:** Committee membership for the recently appointed Board members with effect from February 2012 as follows:

Academic Affairs Committee – John McDonald  
Audit Committee– Ian Jackson and James Rendall  
Finance and General Purposes Committee - Allan Clow

### **11.4 Engagement Committee – 7 March 2012**

**Approved:**

- Minutes of the meeting held on 7 March 2012
- Board-College Links 2012-14
- Meeting with UHI academic partner Board members, 31 March 2012

**11.5 Finance and General Purposes Committee – 29 February 2012**

**Approved:**

- Minutes of the meeting held on 29 February 2012
- Procurement Strategy 2011-14
- Whistleblowing Policy

**11.6 Strategy and Futures Committee – 28 February 2012**

**Approved:**

- Minutes of the meeting held on 28 February 2012
- Staffing administration costs of the Development Trust with effect from year to 31 July 2012.
- Review of the Development Trust.

**11.7 AST Board of Directors - 13 February 2012**

**Approved:** Minutes of the meeting held on 13 February 2012

**12. Date and time of next meetings**

Wednesday 2 May 2012 at 5.30pm	Training evening (optional)
Saturday 9 June 2012 at 9.30am	Away Day
Wednesday 27 June 2012 at 5.30pm	Board meeting

**13. Review of Meeting**

Members agreed the meeting had been satisfactory. It was noted that the Board would need to consider its future in the light of sector changes. Following the Cabinet Secretary's meeting on 16 April 2012, the new structural arrangements that would be implemented for academic year 2013/14 should be clearer. The Board would then need to consider how it would ensure an orderly transition to this new structure throughout 2012/13.

The Principal noted that Perth had been awarded City status to mark the Queen's Diamond Jubilee. It was agreed that the Chair would write to the Provost to congratulate him, on behalf of the Board.

#### 14. **Documents uploaded on Board Portal**

**Noted:** The documents uploaded onto the portal since the last Board meeting, as follows:

- Perth College's response to Consultations on Post 16 Reform: College Regionalisation and Putting Learners at the Centre
- UHI Court's response to Consultation: Post 16 Reform: Putting Learners at the Centre
- Griggs Review of Further Education Governance in Scotland
- Cabinet Secretary's Parliamentary Statement on College Regionalisation – 1 February 2012
- Cabinet Secretary's Parliamentary Statement on Post 16 Reform – 29 February 2012
- Capita Review of UHI Operating Model – Communications Plan
- Academic partner responses to UHI Court on the Capita Report
- Perth College's response to UHI Court on the Capita Report
- Extract from UHI Court minute of 19 January 2012
- Note of Cabinet Secretary's meeting, 31 January 2012