

Board of Management

Minutes

Meeting reference: Board2012-13/02

Date and time: Wednesday 19 December 2012 at 5.30pm

Location: Room 308

Members present: Mark Bell, Penny Brodie, Derek Forgan, Ian Marr, Ian Mathers, Xander McDade, John McDonald, Dr Thomas Moore, Alistair Napier, June Wilson and Norman Wilson (*to item 7*).

Co opted: Dr Harold Gillespie

Apologies: Allan Clow, Ian Jackson and Dr James Urquhart

In attendance: Susan Bald, Director of Human Resources and Communications
Kirstie Graham, Clerk to the Board
Margaret Munckton, Assistant Principal
Iain Neilson, Director of Finance and Resources

Chair: Penny Brodie
Minute Taker: Kirstie Graham
Quorum: 8

Summary of Action Items			
Ref	Action	Responsibility	Time Line
7	Inform Clerk if any Board member wishes to contribute to the review of Perth College Brand. Report on outcome to June Board meeting	Board/SMT	26 June 2013
8	To submit a response to the Call for Evidence for the Post 16 Education (Scotland) Bill	Principal/Clerk	18 January 2013
13	Submit Annual Report to SFC on the Institution Led Review for 2011-12	Clerk	31 December 2012
	Circulate Annual Report to SFC on the Institution Led Review for 2011-12 to local stakeholders, including CPP	Director of HR& Coms	Jan/Feb 2012
14.2	Submit year end returns to SFC	Director of Finance & Resources	31 December 2012

Item

1 Welcome and Apologies

Penny Brodie welcomed everyone to the meeting and noted apologies.

She noted it was June Wilson's, Support Staff Board member, last

Action

meeting of her initial 4 year term, which ends on 31 January 2013. The Chair thanked June for all her work as a support staff member, particularly in bringing health and safety to prominence. Nominations for a support staff member will be sought in the new year.

2 Additions

There were no additions to the agenda.

3 Declaration of Interest in any Agenda Item

There were no declarations of an outside interest in any agenda item.

4 Minutes of Meeting Held on Wednesday 24 October 2012

The minutes were approved as a correct record.

5 Matters Arising from Previous Minutes

5.1 Board Response to UHI Working Group

As agreed at the last meeting, a response to the UHI Working Group Report was sent to Dr Michael Foxley. The Board noted that Dr Foxley had responded to thank the Board for endorsing the report and to broadly agree with the issues raised, in particular Perth College's need to maintain close links and collaboration with Tayside and Dundee and the need to hear the voice of current FE students on the new FE Regional Committee.

6 Students Association

Xander McDade, Chair of the Student Representative Council, spoke to his report, which outlined the implementation of the new structure for the Students Association; work on developing a new logo; attendance at the NUS Scotland Conference; clubs, societies and events.

The Students Association had been actively participating in the regionalisation process and had provided input into a bid to the SFC for £180,500, prepared by Sparqs, to fund a project looking at future structures for student representation in the region.

The Principal updated members that at the shadow FE Committee meeting, which took place on 11 December 2012, the mechanisms

for appointing a current FE student to that body had not been agreed. This process was separate to the proposed research bid as the need to secure current FE student representation had to be resolved more timeously.

It was noted that at the last 'Unplugged' event, a bar had been operated in the Union, in line with the trial process agreed by the Board. This had been well organised and had proceeded smoothly.

The Chair commended the work of the Students' Association and thanked Xander for his report.

7 Perth College Branding

Susan Bald, Director of Human Resources and Communication, spoke to this item, which built on discussion at the Board away day on 3 November 2012.

The Senior Management Team wanted to undertake a wider consultation with stakeholders on the College vision and brand.

During discussion it was agreed that there needed to be a clearer understanding externally that Perth College is the local University in Perth and the range, depth and quality of the offer available.

It was anticipated that a report on this consultation, with recommendations, would come to the Board meeting on 26 June 2013.

SMT

If any Board members wished to be involved in this project, they should inform the Clerk in the first instance.

Board

8 Post 16 Education (Scotland) Bill

The Post 16 Education (Scotland) Bill was introduced to the Scottish Parliament on 27 November 2012.

The Scottish Parliament's Education and Culture Committee is seeking written evidence on the general principles of the Post-16 Education (Scotland) Bill by 18 January 2013.

UHI Executive Office intended to submit a response and academic partner Colleges had been invited to feed into that.

There was detailed discussion of the proposed bill and it was agreed that while some parts were positive, in retaining the potential for institutional autonomy, there were other areas that were a concern.

The Board noted that for Colleges in the highlands and islands region, the 'Regional Strategic Body' will be UHI and the Regional Strategic Board will be an FE Committee of Court.

The introduction of a 'Regional Strategic Body' as a separate entity to the Regional Strategic Board raised a number of issues in relation to the accountability and functionality of the College. This was a change to the position agreed at by the UHI Working Group, and broadly endorsed by all parties within UHI.

All Regional Board Chairs would be appointed through a public appointments process and it had been anticipated this would apply to the FE Committee Chair. The position now appeared to be that this would be a Court appointment.

In addition, there were areas of concern in relation to the appointment of the College Principal and the size of the College Boards.

Norman Wilson left the meeting at this point

It was agreed that it would be useful to explore whether other academic partner Boards were responding to the Bill and what their position was.

It was further agreed that Perth College should submit its own response, to be a constructive response based on the agreement reached by the UHI Working Group.

Agreed: to submit a response to the Scottish Government, to be drafted by the Principal and Clerk in the first instance and circulated to the Board for comments and approval prior to submission.

Principal/Clerk

9 Chair's Report

Penny Brodie reported that she had attended a Court meeting by VC yesterday (18 December 2012). There was no clear indication of the timescale to restructure Court. This would require a revised UHI Constitution which was currently being drafted and would need to go through UHI Foundation in the first instance. It was anticipated that there would be new Partnership Agreements as a result of this.

The UHI Research Hub (EOLAS) at Beechwood campus was on hold for the time being.

A Research Working Group had been convened following the UHI Working Group, which had not managed to reach a final landing on the management structure for research in UHI. A report by the Research Working Group was considered and approved by Court.

The Chair did not have sight of the paper prior to the meeting, so was unable to comment. The paper would be uploaded onto the Board portal information.

Perth College's term of rotation as a voting member of Court had now ended.

The Chair of the Development Trust, Michael Bullough, was stepping down after 17 years with the Trust. The Development Trust Board had met on Monday 17 December 2012 and agreed the process for appointing a new Chair to the Development Trust and the Campaign Board. It had been suggested that it may be beneficial to have a Board member as a member of the Campaign Board, to strengthen the relationship and communication between the two bodies and members were invited to consider whether this might interest them.

The Chairs' Committee had met before the Board meeting to discuss Board operation in the change period prior to implementation of the Post 16 Education (Scotland) Bill and agreed it was essential to retain all the current Board experience to ensure that Board processes continue under the existing legislation until the Act is implemented and a new Board is constituted, probably around August 2014.

Current Board practice was to permit two terms of office of four years each. However, under the current statute, it was permissible to reappoint for a third term and it would be pragmatic to re appoint any Board appointments that are due to come to an end before the implementation of the new Bill. The Chair thanked all Board members for their continuing commitment and support to ensure the College and the University is the best it can be.

10 **Principal's Remarks**

Dr Moore reported that as a consequence of the report by the Research Working Group, referred to by the Chair, there would be changes in job titles and uplifts for a number of UHI Executive Office staff. There continued to be new appointments made to Executive Office, despite the Capita Report recommendations that it should be slimmed down and streamlined.

He had attended the Shadow FE Committee meeting, chaired by Dr Michael Foxley, on 11 December 2012. This body was still in its early days, with operational processes to be established.

Margaret Munckton was leading on the implementation of the current Regional Outcome Agreement and the development of the Regional Outcome Agreement for 2013/14.

The Cabinet Secretary had announced there would be a

Commission for Vocational Education and Training and the announcement of a 'lead' for that body was still awaited.

The draft UHI Research Strategy had been circulated.

In terms of the issue of SAAS and student funding, which the Board were aware of, he had spoken to the Cabinet Secretary's office and been assured it would be addressed. Subsequently, SAAS had contacted the College and had been supplied with a list of students with individual updates requested in order that this could be communicated to the students affected before Christmas.

11 Board Strategic Away Day – 3 November 2012

Noted: The file note from the Board Strategic Away Day on 3 November 2012.

11.1 Board Follow Up Meeting - 15 November 2012

Approved: the minutes from the follow up meeting on 15 November 2012

Noted: the Principal had responded to the UHI Secretary regarding the local HE Outcome Agreement requesting corrections to the letter he had been asked to sign on behalf of the College. A response was still awaited.

12 Board Training evening – Wednesday 21 November 2012

The Board received a file note from the optional training evening. This had been a worthwhile evening covering a broad range of college activities and Pam Wilson and her team were commended for all their work.

13 Annual Report to SFC on Institution Led Review

The Annual Report to SFC on the Institution Led Review is an annual requirement for submission to SFC's Quality Committee by 30 December. This report requires formal approval by the Board.

Margaret Munckton explained that this was intended to be a wholly FE report, which was challenging in the context of the College's tertiary nature.

Dr Moore wished to place on record his thanks to all the staff, support and academic, whose hard work throughout the year underpinned this report.

Members were impressed by the report and it was agreed that it would be useful to send this report to local stakeholders such as Community Planning Partners to raise awareness of the range and depth of the College offer.

SB

Approved: Annual Report to SFC on the Institution Led Review for 2011-12 for submission to SFC.

14 Minutes of Standing Committees

14.1 Academic Affairs Committee – 4 December 2012

Approved: Minutes of the meeting held on 4 December 2012

14.2 Audit Committee – 4 December 2012

Approved:

- Minutes of the meeting held on 4 December 2012
- Financial Statements for the year to 31 July 2012
- Audit Committee Annual Report to the Board
- Audit Committee Terms of Reference

14.3 Finance and General Purposes Committee – 28 November 2012

Approved:

- Minutes of the meeting held on 28 November 2012
- Five Potential Building Projects in principle, subject to approval of fully costed building options.
- End to Sale of Land strategy

14.4 Engagement Committee – 25 October 2012

Approved: Minutes of the meeting held on 25 October 2012

14.5 AST Board of Directors - 6 December 2012

Approved: Minutes of the meeting held on 6 December 2012

15 Date and time of Next Meeting

Wednesday 20 March 2013 at 5.30pm

16 **Review of meeting**

The Chair raised the issue of the circulation of papers. She informed members that Audit and Finance & General Purposes Committees had agreed to receive paper only copies of meeting papers. It would assist the administration if all Committees and Board followed the same format. It is therefore proposed to send all meeting papers by hard copy only.

17 **Documents uploaded onto Board Portal**

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

- Standards Commission for Scotland – Annual Report 2011/12
- David Hume Institute – Report on FE & the Scottish Labour Market and Wider Economy
- UHI Outcome Agreement 2012/13
- Briefing paper on the Scottish Government's Letter of Strategic Guidance
- Audit Scotland Report – Scotland's Colleges: current finances, future challenges
- Update on Scotland's Colleges Board Membership
- Knowledge Exchange presentation by Dr Joe Irvine, Head of Knowledge Exchange at UHI
- College Outcome Agreements 2012-13
- Scotland's Colleges Newsletter: Governing in a Regional Structure, Issues 6, 7 and

18 Following the meeting, the Chair and Principal signed the accounts and related returns for the year to 31 July 2012, for submission to the Scottish Funding Council

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

Status of Minutes **Open** ☒ **Closed** ☐

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 1988. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1988? Yes ☐ No ☒