

Board of Management

Minutes

Meeting reference: Board2012-13/01

Date and time: Wednesday 24 October 2012 at 5.30pm

Location: Room 308

Members present: Mark Bell, Penny Brodie, Allan Clow, Derek Forgan, Ian Jackson, Ian Marr, Xander McDade, John McDonald, Dr Thomas Moore, Alistair Napier, June Wilson and Norman Wilson.

Co opted: Dr Harold Gillespie

Apologies: Ian Mathers and Dr James Urquhart

In attendance: Susan Bald, Director of Human Resources & Organisational Development
Kirstie Graham, Clerk to the Board
Margaret Munckton, Assistant Principal
Iain Neilson, Director of Finance
Pam Wilson, Learning and Teaching Director

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

Summary of Action Items			
Ref	Action	Responsibility	Time Line
7	Submit a Perth College UHI response to the UHI Working Group Report to Dr Michael Foxley.	Chair	31 October 2012

Item

1 Welcome and Apologies

Penny Brodie welcomed members to the first Board meeting of the new academic session and noted apologies.

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.

Action

4 **Minutes of Meeting Held on Wednesday 27 June 2012**

The minutes were approved as a correct record.

5 **Matters Arising from Previous Minutes**

5.1 Regional Outcome Agreement 2012/13

Dr Thomas Moore confirmed that the Regional Outcome Agreement for Further Education for 2012/13 had been approved by all the academic partner boards and submitted to the Scottish Funding Council.

6 **Students Association**

6.1 Revised Students' Association Constitution

The Chair reminded Board members that an interim position for the Students Association was approved at the June Board meeting. The Students' Association had worked with student representatives, college staff and Board members to produce a revised constitution, which was submitted for the Board's comments and approval.

Xander McDade, Chair of the Student Representative Council, spoke to the revised Constitution and explained the new structure of five paid convenors, each with their own portfolio. He informed members that the revised document had been endorsed by the Student Representative Council at a meeting today and if approved by the Board would be put forward for formal ratification at an Extraordinary General Meeting in November.

Members raised a number of minor points for clarification. The Chair commended the work put into producing the document.

Approved: Students' Association Constitution, October 2012

6.2 Bar Proposal Update

The Students' Association applying for a permanent bar licence was approved in principle at the June Board meeting, with more information requested prior to implementation.

Xander McDade updated the Board that the Students' Association had taken the decision to delay application for a permanent licence for 12 months and to use the next year as a trial period, applying for temporary licences and monitoring events. The aim was for an application to proceed for the start of 2014/15 session.

Further details will be forward to the Engagement Committee and

the Board for approval prior to application.

The Board commended and endorsed this phased approach

7 Report from UHI Working Group

The UHI Working Group, of which Penny Brodie was a member, reported to the Cabinet Secretary on the future structure and function of the University of the Highlands and Islands on 1 October 2012.

The Cabinet Secretary broadly endorsed the report in a letter to the Chair of the UHI Working Group Chair, Dr Michael Foxley.

The report will be considered by UHI Court at a special meeting on 31 October and Dr Foxley also requested that Academic Partner Boards of Management consider and forward views on the report.

Penny Brodie informed members that much of the report was consensual and unanimous but there were two areas that remained contentious: the reporting lines of the 'triumvirate' and the role of the Associate Principal - Research and Specialist.

Members discussed the report in detail, broadly endorsing it as a way forward whilst noting some issues of importance to the College and its local area. Concern was also expressed about the implementation process and the need for Court to be reconfigured as recommended in the report as an important first step to progressing the recommendations.

It was agreed to produce a response to the report, to be forwarded to Dr Foxley, outlining issues of importance to Perth College.

8 Chair's Report

Penny Brodie reported that the Audit Committee required an additional member. Board member John McDonald had been approached and had agreed to join Audit Committee, subject to Board approval.

Approved: John McDonald's appointment to Audit Committee.

9 Principal's Remarks

Dr Moore updated the Board on the following:

Chairs and Principals met with the Cabinet Secretary in Edinburgh on 1 October 2012. He attended this meeting along with Penny

Brodie. The messages from the Cabinet Secretary were: to maintain the pace of change; that the budget situation would continue to get tighter; there would be a reform of vocational and skills training. Subsequently he announced a Commission for Vocational Education and Training.

Scotland's Colleges had appointed a new Board – information on the membership is on the Board portal.

Audit Scotland has published a report (on the Board portal) which outlines the costs involved in the Edinburgh College merger and the cost pressures likely to be created in the sector by the structural reforms.

College reserves would not be subject to 'claw back' but would be expected to be used to fund mergers and other transitions.

Margaret Munckton had been working closely with Dundee and Angus Colleges to develop progression arrangements from the Tayside region onto Perth College HNs and this work should be commended.

Dr Michael Foxley, regional lead for the Highlands and Islands, has been appointed to be part of the team of 11 people responsible for setting up a single Scottish Fire and Rescue Service from eight fire and rescue services by April next year.

Graduation on 5 October 2012 was an inspirational event and thanks were recorded to all involved.

Perth College UHI had been successfully scrutinised by UKBA on 5 October and retained highly trusted status for Further Education and AST. The HE licence is held by UHI.

The Inverness College Principal had recently announced his retirement and a successor is currently being sought.

An Comman took place on 3 and 4 October. Dr Moore recommended UHI set up a 'portal' for the work of TIG and the University Secretary agreed to progress this.

Student recruitment targets for both FE and HE had been met. The additional 300 HE FTEs for Perth College had been recruited, however it was understood there would be a shortfall across the partnership in recruiting the extra 1000 FTEs awarded to the University. The demographic of some partners in terms of their future market required further consideration to ensure they had realistic recruitment targets.

A draft Research Strategy for UHI is to be circulated for consultation.

The Staff Survey was this year undertaken with 7 other academic partners. The findings were broadly positive, but continuous improvement was the aim and work was already ongoing in the light of the survey findings.

Professor Russel Griggs stood down as Regional Lead for Ayrshire with immediate effect and Stephen Brannagan, who is currently the Chair of the Board of Management of Kilmarnock College, has accepted the Cabinet Secretary's invitation to become the new Ayrshire Regional Lead.

The condition survey on the old student residences has been received and Board will be consulted in due course on any major estates development as a result of this.

Penny Brodie thanked Dr Moore for his comprehensive summary of recent events.

10 Minutes of Standing Committees

10.1 Academic Affairs Committee – 25 September 2012

Approved: Minutes of the meeting held on 25 September 2012

10.2 Audit Committee – 3 October 2012

Approved:

- Minutes of the meeting held on 3 October 2012
- Health and Safety Annual Report 2011-12

10.3 Finance and General Purposes Committee – 26 September 2012

Approved: Minutes of the meeting held on 26 September 2012

10.4 AST Board of Directors - 24 September 2012

Approved: Minutes of the meeting held on 24 September 2012

10.5 Strategy and Futures Committee – 20 September 2012

Approved: Minutes of the meeting held on 20 September 2012

11 Date and time of Next Meetings

- Saturday 3 November 2012 at 9am – Away day
- Wednesday 21 November 2012 at 5.30pm– Optional Training Evening
- Wednesday 19 December 2012 at 5.30pm

12 **Review of meeting**

It was agreed that the starring system was working successfully to increase the efficiency of meetings and effective use of time. In addition, the Board portal was reducing the volume of paperwork.

13 **Documents uploaded onto Board Portal**

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

- Commission for Ethical Standards for Public Life in Scotland – Annual Report 2011/12
- Reinvigorating College Governance: The Scottish Government Response to the Report of the Review of Further Education Governance in Scotland.
- Cabinet Secretary’s Statement to Parliament on post 16 Reform on 28 June 2012
- News Release June 2012 including the names of the regional leaders of the reforms
- Scotland’s Colleges Newsletter: Governing in a Regional Structure, Issues 3, 4 and 5

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 ☒