

Board of Management

Minutes

Meeting reference: Board2013-14/01

Date and time: Wednesday 16 October 2013 at 5.30pm

Location: Room 308

Members present: Mark Bell, Penny Brodie, Derek Forgan (to item 16.3), Dolores Garden (to item 15), Dr Harold Gillespie, Heather Greig (to item 15), Ian Jackson, Ian Mathers, Margaret Munckton, Alistair Napier.

Apologies: John MacDonald and Norman Wilson

By invitation: Andrew Brawley, HMI (for item 6)

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

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

| Summary of Action Items | | | |
|-------------------------|---|----------------|-----------|
| Ref | Action | Responsibility | Time Line |
| 13 | Submit Annual Quality Report to SFC | Clerk | 31 Oct 13 |
| 16.3 | Submit expressions of interest in joining the short-life Sports Hall (including Multi-Sports Area) and Old Halls Repurposing Project Board. | Board members | 24 Oct 13 |
| 16.3 | Send joint letter of congratulations to AST from Board of Management and AST Board | Clerk | 24 Oct 13 |
| 16.5 | Send letter from Chair to UHI regarding updating the Academic Partnership Agreement. | Chair/Clerk | 31 Oct 13 |

Item

1 Welcome and Apologies

The Chair welcomed everyone to the first meeting of the new academic session and noted that a starring system is being used with only starred items for discussion.

She welcomed Margaret Munckton to her first meeting as Acting Principal and Pam Wilson as Acting Assistant Principal and extended congratulations on their appointments.

She also welcomed Andrew Brawley, HM Inspector, who was invited to the meeting to present on the findings of the Annual Engagement Visit on 14 May 2013.

Action

Apologies were noted.

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 26 June 2013

The minutes were approved as a correct record.

5 Matters Arising from Previous Minutes

The actions taken following the last meeting were noted.

Margaret Munckton updated members that the staff member who planned to go on secondment to Oxford University had now secured another Oak Foundation Project instead.

6 Education Scotland Annual Engagement Visit

Andrew Brawley, HMI presented an overview of the findings from the Annual Engagement Visit on 14 May 2013 which looked at FE provision.

This was a positive visit, with Perth College showing substantial recent improvement in successful outcome rates for FT FE learners to well above the sector norm. There was an improving three-year trend on successful outcomes for PT FE programmes, however this remained behind the sector norm.

It was also an improving picture in high quality learning and learner engagement in the College.

Three examples of excellent practice had been submitted by the College: Graffiti Crew and Tulloch Primary School collaboration; electronic CV produced through amended Personal Development Planning process; and The Food Court, Sodexo Partnership. All three were accepted and are now posted as Excellence examples on the Education Scotland website.

Penny Brodie commended all College staff for the culture of continuous

improvement. She thanked Andrew Brawley for his work and presenting the findings to the Board.

Andrew Brawley left the meeting at this point.

7 Students Association Update

The Chair invited Heather Greig to speak to this item. Heather explained that this report had previously been considered by the Engagement Committee. She drew members' attention to the student representative training, which was nearly completed.

Penny Brodie thanked Heather for the report.

8 Update on National Pay Bargaining Discussions

Susan Bald spoke to the key issues for Perth College in the FE sector move to national pay bargaining. Management were keen to move to a single table bargaining arrangement, however this was not EIS policy, so the paper circulated had a central table and side tables.

There was discussion of the need for a selection process for the ten proposed management representatives as these negotiations would have a major impact on the sector. It is hoped that there will be a clear rationale for the selection of management representation. There may be professional advisory groups to support the management table, drawn from within the sector.

The proposed harmonisation of lecturers pay would not have a major impact on Perth College, but would impact on the smaller academic partners in the highlands and islands region. In addition, the move to common terms and conditions could raise issues for UHI and the HE lecturing staff. As this was taking place in the context of decreasing FE funding and an emphasis on regionalisation, any negative impact across the UHI partnership was a risk to all partners. Local flexibility would be required to mitigate risks to all the UHI academic partners.

The College has been asked to feedback on the proposals and consult with local trades union representatives. The papers will therefore be considered at the next Joint Negotiating Committee meetings, scheduled for 24 October 2013, to enable feedback before the end of October deadline.

Penny thanked Susan Bald for the update and expressed the Board's appreciation of her involvement in the National Pay Bargaining Group.

9 Perth and Kinross Community Plan/Single Outcome Agreement 2013-23

Members noted the recently approved Perth and Kinross Community Plan/Single Outcome Agreement 2013-23 and the Perth College representation on the new Action Groups.

10 **Strategic Plan 2013-2016**

Margaret Munckton reported that following the Board meeting on 26 June 2013, there had been strong feedback from the College Management Team and staff that they had not felt included in the development of the Strategic Plan. It was important to have staff buy in, so there were two, well attended, sessions held, one for the College Management Team and one for staff and the student convenors. These positive sessions had removed some repetition and duplication and more sharply focussed the Aims.

Members received a copy of the new Strategic Plan, which they were asked to retain for future reference.

The Board commended the Strategic Plan 2013-2016.

11 **Regional Outcome Agreement 2013/14**

Members received a paper informing them of their accountabilities under the Regional Outcome Agreement for FE for 2013-14. There was also a Regional Outcome Agreement for HE for 2013-14.

Margaret Munckton informed members that she was confident that Perth College would achieve the targets assigned to it for FE for 2013-14. The only area of concern was the achievement of the school-college activity agreed with local secondary schools, as this was outwith the College's control.

Perth College has volunteered to be a pilot College for the development of a national Leaver Destination Survey and this has been accepted.

12 **College Operational Plan 2013-14**

Members' were informed of the current College-wide operational plan, a copy of which had been uploaded onto the Board portal. Margaret Munckton informed members that there was not a separate operational plan for the Centre for Rural Childhood and the Centre for Culture, Heritage and Tourism, as these centres only have a small number of staff who have been set personal targets.

There was discussion of the future plans for these small centres and Margaret updated Board members that the focus was now on using

research to improve teaching. These centres were a good fit with the College curriculum and were aligned with curriculum areas. The only standalone centre was the Centre for Mountain Studies.

Ian Bryden was joining UHI and there was a proposal at UHI level that research should move into the faculty structure, so further developments around research within UHI are awaited.

13 **SFC Annual Quality Report**

Pam Wilson informed members that this annual report was normally considered and approved at the December Board meeting. SFC had asked Colleges to submit by the end of October, if possible, to fit into a planned ROA self-evaluation exercise in November.

Next session it will be mandatory to report by October, so the College decided it was appropriate to move to the new reporting timescale this year.

Members commended the positive report.

Approved: SFC Annual Report on Institution-led Review of Quality for Academic Year 2012-13

14 **Chair's Report**

Penny Brodie reported that she had attended the first National Strategic Forum for FE on 18 September 2013 along with Margaret Munckton, at which there were three speakers: the Cabinet Secretary for Education and Lifelong Learning Michael Russell; Sir Ian Wood, Chair of the Commission for Developing Scotland's Workforce; and Sue Bruce, CEO of Edinburgh City Council.

The Cabinet Secretary's address emphasised the diverse nature of the FE sector. He reported that it was planned that there would be a National Strategic Forum for FE meeting at least twice per year at which a topic would be debated and actions agreed.

The only highlands and islands Colleges with representation at the forum were Argyll, West Highland and Perth College.

Subsequently, she attended the first National Strategic Forum for Adult Learning. This was a smaller group. The need for a link between HE, FE and Adult Learning was discussed.

15 **Principal's Remarks**

Margaret Munckton updated the Board on a Colleges Scotland Leading

and Learning Conference she attended with Susan Bald, at which the Regional Leads presented on the workstreams they were leading on. Margaret Munckton sits on the Curriculum and Quality Workstream.

At the event, Michael Foxley intimated that he may have political agreement that academic partners in UHI would not need to change their accounting year in the light of the ONS reclassification. This requires confirmation, but does not, in any case, address the major issue of protecting current and future reserves. Aberdeenshire College has a pathfinder project in setting up its own Trust in response to ONS. Iain Neilson and Ian Mathers are visiting the College to find out more information.

Crichton Lang will be acting Principal of UHI from 1 January 2014. A new Chair of UHI Court has been appointed, Steve Thomson lives in Tiree and his background is a Board member of Highlands and Islands Enterprise.

The Principals' Group in the highlands and islands region is planning to meet before the next An Comman to identify how they see the partnership moving forward.

The College has not, to date, signed up to the separate limited company for the delivery of shared services. Fort Augustus 3 has now been called for 30-31 October 2013. A business plan had been produced for ICT and this will be uploaded onto the Board portal.

Dolores Garden left the meeting at this point

The Development Trust is seeking a new Chair.

Heather Greig left the meeting at this point

Margaret had met Ian Miller, leader of Perth and Kinross Council and was exploring how the College could give a presentation to the Council on the role of the University and the implications of the Wood Commission report.

The College open day on 2 October 2013 had been very well attended. The graduation ceremony on 4 October 2013 had been a success.

Penny Brodie thanked Margaret Munckton for her update.

16 Minutes of Standing Committees

16.1 Academic Affairs Committee – 26 September 2013

Approved: Minutes of the meetings held on 26 September 2013

16.2 Audit Committee – 1 October 2013

Approved:

- Minutes of the meeting held on 1 October 2013
- Health & Safety Annual Report 2013-14
- Fraud Prevention Policy

16.3 Finance and General Purposes Committee – 2 October 2013

Approved:

- Minutes of the meeting held on 2 October 2013
- Terms of Reference and Membership of the Sports Hall (including Multi-Sports Area) and Old Halls Repurposing Project Board. Expressions of interest in joining this short life Project Board were invited.
- A letter of congratulations will be sent to AST for performance in 2012/13, to be a joint letter from the Board of Management and AST Board.
- Whistleblowing Policy

Derek Forgan left the meeting at this point and the meeting therefore became inquorate. Prior to leaving, he noted his approval of the subsequent items.

16.4 Engagement Committee – 24 September 2013

Approved: Minutes of the meeting held on 24 September 2013

16.5 Strategy & Futures Committee – 26 September 2013

Approved:

- Minutes of the meeting held on 25 September 2013.
- A letter from the Chair regarding the Academic Partnership Agreement with UHI

16.6 Chairs' Committee – 2 September 2013

Approved:

- Minutes of the meeting held on 2 September 2013
- Recommendations of the Search and Nominations Committee meeting on 10 July 2013, as follows:

- Following the resignation of Dr Moore, the Assistant Principal to step up to Acting Principal and Chief Executive;
- Mark Bell to Chair the Engagement Committee;
- John McDonald to move from Vice-Chair of Academic Affairs Committee to Vice-Chair of Engagement Committee;
- Harold Gillespie to join Academic Affairs Committee and Finance & General Purposes Committee;
- the reappointment of Alistair Napier for a third and final term to August 2015.

Ian Mathers took the Chair to approve the following item:

- the reappointment Penny Brodie as Chair of the Board for a final term to August 2016.

16.7 AST Board of Directors - 7 October 2013

Approved: Minutes of the meetings held on 7 October 2013

17 Date and time of next meetings:

- Saturday 2 November 2013 at 9am – Strategy away day
- Wednesday 20 November 2013 at 5.30pm – Training Evening (Optional)
- Wednesday 18 December 2013 at 5.30pm – Board meeting

18 Review of meeting

There were no substantive issues raised.

19 Documents uploaded onto Board Portal

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

- College Operational Plan 2013-14
- Board/SMT/CMT Bulletin – September 2013
- Colleges Scotland Governance Newsletter Issues 17 & 18
- Comments on Revised UHI Articles of Association
- Communication from Development Trust
- ONS Reclassification of Incorporated Colleges – Briefing Documents
- Summary of ONS Briefings

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 ☒