

Board of Management

Minutes

Meeting reference: Board2013-14/04

Date and time: Wednesday 25 June 2014 at 5.30pm

Location: Room 308

Members present: Mike Baxter, Penny Brodie, Derek Forgan, Dolores Garden, Harold Gillespie, Ian Jackson (to item 9), Ian Mathers, John McDonald, Grant Myles, Alistair Napier, Fiona Shepherd and Norman Wilson

Apologies: Mark Bell, David Littlejohn and Margaret Munckton

In attendance: Susan Bald, Vice Principal, Human Resources and Communications
Kirstie Graham, Clerk to the Board
Dawne Hodgkinson, Acting Director of Finance and Resources
Iain Neilson, Vice Principal, Finance and Estates

By invitation: Andrew Brawley (for item 2)
Xander McDade

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

Summary of Action Items			
Ref	Action	Responsibility	Time Line
5.1	Circulate further information regarding the ownership & management of the Cost Saving Group (Shared Services). Issue to return to next Board meeting	DH/KG	For Board meeting 29 October 14
9	To adopt the new Code of Conduct	Board	Immediately
12	Convene SLWG to take forward actions from Away Day	Board/KG	August 2014
12.1	Consider future role on Board at the end of the migration period and the appointment of Chair	Board/KG	August 2014
13.3	Chair to communicate the Board's position in relation to the Budget Challenge to Garry Coutts, Chair designate of Court and Professor Clive Mulholland	Chair/KG	July 2014
	Ball Hall to be appointed as project managers and to develop detailed costings for the planned Academy of Sport and Wellbeing, to return to the Board.	SMT	For Board meeting 29 October 14

Item	Action
1 Welcome and Apologies	
<p>Penny Brodie welcomed everyone to the meeting and noted that a starring system was being used with only starred items for discussion.</p>	
<p>Apologies were noted.</p>	
<p>Penny Brodie welcomed Andrew Brawley, Education Scotland and with the Board's approval it was agreed to take his presentation first.</p>	
2 Education Scotland Annual Engagement Visit Report	
<p>Andrew Brawley, Education Scotland, delivered a presentation on the main findings of the Annual Engagement visit on 15 April 2014. Members had received a copy of the report. For 2012-13, the College was performing above the national sector average for full time FE attainment, but slightly below for part time FE. Andrew Brawley concentrated his presentation on four programmes where there had been lower attainment in 2012/13. He informed members that this had been raised with staff, who were aware of the issues and had identified and were implementing a number of strategies that indicated improved attainment in 2013/14.</p>	
<p>During the discussion following the presentation, the recent publication of the Wood commission report was raised and the importance of focussing on work placements and work experience was recognised.</p>	
<p>The Chair thanked Andrew Brawley for his report and insights, which provided a useful snapshot for the Board of student progress and outcomes.</p>	
<p>Andrew Brawley left the meeting at 6pm.</p>	
<p>The Chair returned to the main agenda and took the opportunity to welcome Xander McDade, who had been newly elected as a student convenor and had been invited to attend as he would be one of the two student board members next session. She noted that this was Heather Greig's last board meeting as student member and thanked her for her work.</p>	
<p>The chair welcomed Dawne Hodgkinson, acting Director of Finance and Resources to the meeting.</p>	
2 Additions	
<p>There were no additions to the agenda.</p>	
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 March 2014

The minutes were approved as a correct record subject to a minor amendment of June to July in item 6, 4th bullet point.

5 Matters Arising from Previous Minutes

The actions taken following the last meeting were noted.

5.1 Update on ICT Shared Services

Dawne Hodgkinson spoke to her update and asked members to note that a Chief Executive Officer had now been appointed and a Director of ICT was currently being recruited. ICT was currently the only shared service to be run by the Shared Services company. The only substantive change to the Business Case that had previously been approved in principle by the Board was the establishment of a Commissioning Board, comprising all the Academic Partner Principals and a representative from Executive Office.

It was noted that SFC had indicated there may be additional conditions attached to the transitional funding and this was currently being challenged as securing this funding was essential to the implementation of the Shared Services company and the ICT shared service.

Members requested further clarification on the ownership and management of the company in terms of decision making and responsibility. It was noted that the Memorandum and Articles were currently being developed, with legal advice, and these would require Board approval.

It was agreed that Dawne Hodgkinson would provide further information to the Board, to be circulated electronically over the summer and that this issue would return to the Board at its first meeting of the next session in October.

7 Students Association Update

Heather Grieg spoke to a paper on the recent student convenor elections. It was noted that Alison Clark and Carol Saunders from the Quality Unit had overseen the elections. They had done an excellent job and thanks to them was noted.

The revised processes had seen student participation increase from 16

votes cast last session to 394 votes cast this session.

It was noted that one of the elected convenors had to resign prior to taking up post as he would not be continuing with his studies and discussions were taking place to address this.

8 Update from Regional Lead

The Board received a paper prepared by Michael Foxley, Regional Lead, in May, updating on developments from his perspective.

9 Model Code of Conduct for Members of Incorporated College Boards

Under the Ethical Standards in Public Life etc (Scotland) Act 2000, members of the Board are bound by a Code of Conduct. The Code of Conduct for board members of incorporated college boards had recently been revised and updated and this had been approved by the Scottish Parliament on 4 December 2014. Members were asked to approve the adoption of the new Code of Conduct.

Alistair Napier, as Chair of AST, informed members that he would take the Model Code to the next meeting of the AST Board and that AST Board members would be asked to adopt the Model Code, as a member of a wholly owned subsidiary of the College.

Agreed: to adopt the Code of Conduct for Members of the Board of Management of Perth College with immediate effect. The new Code would be incorporated into the College's constitutional documents, which would be revised prior to the next board meeting.

Ian Jackson left the meeting at 6.30pm.

10 Chairs Report

Penny Brodie updated members on the Short Life Working Group that had been established to identify how to implement the Further Education Regional Board's Terms of Reference. The Chair of the group, Drew Ratter, was no longer the Chair of Shetland College Board as the local authority had undertaken a reorganisation. Peter Campbell had taken over as Chair of Shetland College and would be the academic partner chair member of the new Court.

The Short Life Working Group had met last Friday. Penny Brodie and Kirstie Graham had attended by VC. It was a challenging meeting. The issue of appointments to local College Boards had been addressed at the previous meeting, where it was agreed this should be carried out by the local board, as in the past, submitting names to FERB for approval. At the meeting of Court on 18 June, Court had

established a Nominations Committee, which did not appear to be in line with the 'light touch' previously agreed.

There may be one more meeting of the SLWG, before a report goes to FERB for approval.

Penny Brodie reported on the Court meeting she attended in person on 18 June 2014. The process remained unsatisfactory, due to the volume of paperwork and its late circulation, which meant issues such as the establishment of a Nominations Committee were approved without any notification to members of what they were approving.

Professor Clive Mulholland had expressed his unhappiness at the recent budget challenge so soon after he had taken up post. He had called a 2 day away day for Court, Academic Partner Principals and Chairs and some Executive Office staff on 26/27 August to redevelop the University's strategic plan. This was in recognition of the fact that the strategic plan should underpin the UHI budget and this was a welcome development.

It was noted that Executive Office now had 214 staff. Clive Mulholland is committed to reviewing the staffing of Executive Office and may disperse staff away from Executive Office. He indicated that the achievement of research degree awarding powers was a priority and there were five key research areas he had identified as central to this.

11 Principal's Update

Susan Bald provided the Board with an update on information provided by Margaret Munckton. This included formal confirmation that the college would be assigned to UHI on 1 August 2014.

A note from SFC of the Strategic Dialogue Meeting on 21 April had been received and this would be uploaded onto the Board Portal. There had already been positive outcomes from this engagement in terms of Perth's ability to access European funding through HIE, with a variation clause agreed in relation to the geography of Perth.

The Wood report has now been published and this would be uploaded onto the Board Portal. The college will take this forward through refreshing its employer engagement and schools liaison strategies.

The National Pay Bargaining group has now been set up and had its first meeting. Susan Bald is part of the management side as one of two HR practitioners.

The name of UHI has now been resolved with the Chinese government and a trip to China is planned.

Pam Wilson had delivered a presentation to the Community Planning Partnership Board on the links between the Regional Outcome Agreement and the Single Outcome agreement and the slides would

be uploaded onto the Board portal. The Perth City Development Board has held its third meeting in the College and in August Margaret Munckton will lead a workshop on the University for the Board.

12 Board Away Day – 31 May 2014

Members received a file note from the Board away day. It was noted that it had been agreed to convene a Short Life Working group in August to take forward the actions and members were invited to express an interest in joining this group.

12.1 Board Self-Evaluation

Members received the outcome of the Board self-evaluation exercise. It was agreed that any outstanding actions could also be addressed by the SLWG in August.

It was noted that current Board members would migrate to the new board on 1 August 2014. It was agreed that the Clerk should contact members to establish whether they would consider putting themselves forward for membership of the board at the end of the migration period.

The Chair noted that she had been appointed by the Board to December 2016. She indicated that she was prepared to put herself forward to extend her appointment to August 2016, or to stand down at 1 August 2015 for appointment of a new chair and asked members to consider this over the summer.

12.2 Chair of the Board Evaluation

Noted: the outcome of the Chair's evaluation by the Board.

13 Minutes of Standing Committees

13.1 Academic Affairs Committee – 3 June 2014

Approved:

- Minutes of the meetings held on 3 June 2014
- Revised Terms of Reference

13.2 Audit Committee – 3 June 2014

Approved: Minutes of the meeting held on 3 June 2014

13.3 Finance and General Purposes Committee – 18 June 2014

Approved:

- Minutes of the meeting held on 18 June 2014

- To endorse the position taken by Penny Brodie in relation to the UHI Budget Challenge and to communicate this to Garry Coutts, Chair designate of Court
- To communicate to Clive Mulholland, UHI Principal, the reason for the UHI Budget Challenge
- To approve the appointment of Ball Hall as project managers to develop detailed proposals and costings for the planned Academy of Sport and Wellbeing.

13.4 Engagement Committee – 15 May 2014

Approved: Minutes of the meeting on 15 May 2014

13.5 AST Board of Directors - 24 April 2014

Approved: Minutes of the meetings held on 24 April 2014

14 Annual Reports to the Board

14.1 Attendance at Meetings 2013/14

Received: Members' Record of Attendance at Meetings of Board and Standing Committees for the period including the Board meeting on 26 June 2013; up to, but not including the Board meeting on 25 June 2014.

14.2 Schedule of meetings 2014/15

Received: The schedule of Board of Committee meetings for 2014/15

14.3 FOI/Data Protection Requests

Received: a summary of Freedom of Information/Data Protection and Environmental Impact Requests received by the College in the period June 2013-14, with the outcome

Prior to the review of the meeting, Penny Brodie noted that this was Iain Neilson's last meeting before his retirement. On behalf of the Board, she thanked him for all his work for the College and wished him a long and happy retirement. He was an exemplary Finance and Estates Director and his knowledge and wisdom would be greatly missed.

15 Review of Meeting

Members agreed it was a good, well run meeting that had covered a number of important issues.

16 Documents uploaded onto Board Portal

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

- Slides from the Board CPD evening – 14 May 2014
- Papers for FE Regional Board – 12 March 2014 & 5 June 2014
- Colleges Scotland Governance Newsletter Issues 24 -26
- Management Monthly Bulletin – March& April and May 2014

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 ☒