

# Board of Management

## Minutes

**Meeting reference:** Board2014-15/02

**Date and time:** Wednesday 17 December 2014 at 5.30pm

**Location:** Room 308

**Members present:** Mike Baxter, Mark Bell, Sam Finlayson, Derek Forgan, Dolores Garden, Harold Gillespie, David Littlejohn, Ian Mathers, Margaret Munckton, Grant Myles, Alistair Napier, Fiona Shepherd and Norman Wilson

**Apologies:** Ian Jackson, Xander McDade, John McDonald,

**In attendance:** Susan Bald, Vice Principal, Human Resources and Communications  
Kirstie Graham, Clerk to the Board  
Jenny Simmonds, Clerk to the Board  
Dawne Hodgkinson, Acting Director of Finance and Resources  
Jackie Mackenzie, Director of Finance

**Chair:** Grant Myles  
**Minute Taker:** Jenny Simmonds  
**Quorum:** 8

| Summary of Action Items |  |                |                  |
|-------------------------|--|----------------|------------------|
| Ref                     | Action   | Responsibility | Time Line        |
| 7                       | Convene Board discussion re UHI Court and FERB   | Board/JS       | March 2015 Board |
| 7                       | Reconvene SLWG to review and take forward actions arising from the Away Day and first meeting. | Board/JS       | January 2015     |
| 7                       | Convene Chair-Board member meetings  | JS             | January 2015     |
| 8                       | To express Board concern over current position of UHI Student Representation Project.          | MM             | January 2015     |
| 10                      | To review Board health and safety role and responsibilities through SLWG                       | Board/JS       | January 2015     |

## Item

### 1 Welcome and Apologies

Grant Myles welcomed everyone to the meeting and noted that a starring system was being used with only starred items for discussion.

On behalf of the Board, Grant Myles thanked Ian Mathers for stepping up as Acting Chair following Penny Brodie's resignation. He welcomed Jenny Simmonds to the meeting as new Clerk to the Board. Kirstie Graham, outgoing Clerk to the Board, was thanked for all her hard work over the last eight years.

Apologies were noted.

## Action

## 2 **Additions**

There were no additions to the agenda.

## 3 **Declaration of Interest in any Agenda Item**

There were no declarations of a conflict of interest in any agenda item.

## 4 **Minutes of Meeting held on Wednesday 29 October 2014**

The minutes were approved as a correct record.

## 5 **Matters Arising from Previous Minutes**

The actions taken following the last meeting were noted.

### **5.1 UHI Consultation on Strategic Themes**

Margaret Munckton reported on the UHI consultation on strategic themes. Perth College has sent in a response and staff had also attended workshops on the strategic themes with the opportunity to feedback further. Consultation is now finished. It is unclear at present how responses submitted will be reflected in the final document. The final Strategic Vision document will be presented to UHI Court for endorsement. Following Court approval, a final workshop will be held on February 4 2015 to look at pulling together the underlying strategic theme strategies.

### **5.2 AST Board**

Alistair Napier, Chair of AST Board, reported that, as agreed at the last Board meeting, expressions of interest had invited to join the AST Board. Mike Baxter had stepped forward and it was proposed he replace Ian Mathers as Vice Chair of the AST Board from its next meeting on 29 January 2015. This appointment requires ratification by the AST Board at its next meeting.

**Approved:** appointment of Mike Baxter as Vice-Chair of the AST Board.

## 6 **Student's Association Update**

Sam Finlayson spoke to the SA paper, updating members on, among others things, the UHI Student Representation Consultation and the very positive increased level of engagement by students in the

Student's Association.

There was discussion of items raised in the paper including the nature and level of use of the Student's Union facility. The management of the Webster Building facility has been separated from the Student's Association, however there is a process for the SA to give their views on its use.

The UHI Student Representation Consultation is discussed further under **Item 8 Principal's Update**.

## 7 **Chair's Report**

Grant Myles noted that since the last meeting he had been appointed Chair as of 1 December 2014.

Grant updated the Board on the FERB meeting he attended on 4 December 2014 with Ian Mathers. It is clear the structure, relationships between the different elements and lines of reporting and communication within and between UHI Court, FERB and the partners are still evolving. Members' views are invited on how the Board can best position itself and engage with UHI and the partners to help shape and resolve some of the issues arising.

Grant Myles proposed to refresh the Short Life Working Group which has met once previously. Board Members not on the SLWG will be offered the opportunity to make comment.

The Chair noted that the Board will need to begin a Board appointment /re-appointment process in line with the new College Sector Guidelines prior to July 2015. It was agreed that the Clerk would set up 1 to 1 meetings for Members and the Chair in January. Members to let the Clerk know of their availability/preference for these meetings.

## 8 **Principal's Update**

Margaret Munckton opened her update by expanding upon the current concerns of both staff and the Student's Association to the Highlands and Islands Student Representation Project Consultation. Issues include the lack of progress and detail coming from the Project together with the lack of engagement and the cost.

The Board agreed that Margaret Munckton would register the Board's concerns over the time, cost and lack of clarity and way forward of the Project with Mike Devenny, Chair of the Project Board.

Margaret Munckton will request the current position of the Project.

UHI and Perth College have achieved excellent results in the Research Excellence Framework gaining the top two grades, internationally

excellent and world leading, for over 65% of research submitted for review. Staff are to be congratulated on this achievement.

There is a substantial short fall overall in the FE Student Support Funding allocations which may have implications for other areas of budget spend if there is no increase in allocation or redistribution of underspend from elsewhere.

The Scottish Government has requested monthly updates on the evolving progress of UHI, the regional strategic body and academic partnership.

The College has submitted its future Capital funding request. The Chair requested sight of this prior to the next FERB meeting in February.

Shared services continues to be addressed, with another Cost Savings Group model proposed by UHI Executive Office, with the existing Shared Services Ltd company repurposed with UHI Court as the majority shareholder.

**9 Board Development Day – 8 November 2014**

Ian Mathers noted the Board Development Day.

**10 Board CPD evening – 19 November 2014**

Ian Mathers noted that the CPD event which covered STEM subjects and the Curriculum and the College's approach to leading Health and Safety had been a very successful positive evening. It gave the Board members present a clearer understanding of what we are achieving in these areas.

The Board agreed to review its responsibilities and actions for health and safety. This will be taken forward through SLWG.

**11 Capital Project Committee – 1 December 2014**

Derek Forgan spoke to this paper requesting Board approval for two capital projects; full approval for the Perth College Academy of Sport and Wellbeing and; interim approval to proceed with the Old Halls repurposing and to reconfirm approval in March 2015 following the half year financial forecast.

During discussion it was noted that if work went ahead on the Old Halls repurposing (refurbishment), some of the costs would still benefit the building even if final approval was not forthcoming in March. Other costs would not be recoverable. Sunk costs were estimated to be £50k maximum.

**Approved:**

- Full approval for the Perth College Academy of Sport and Wellbeing to proceed.
- Interim approval for the Old Halls repurposing (refurbishment) to proceed with planning and tendering processes up to the selection of a main contractor.
- To reconfirm approval at the March 2015 Board meeting for the Old Halls repurposing project dependent on the funding aspects.

**12 Minutes of Standing Committees**

**12.1 Academic Affairs Committee – 17 November 2014**

**Approved:** Minutes of the meetings held on 17 November 2014

**12.2 Audit Committee – 2 December 2014**

**Approved:**

- Minutes of the meeting held on 2 December
- Financial Statements for the year to 31 July 2014
- Audit Committee Annual report to the Board

**12.3 Finance and General Purposes Committee – 26 November 2014**

**Approved:** Minutes of the meeting held on 26 November 2014

**12.4 Chairs Committee – 12 November 2014**

**Approved:** Minutes of the meeting on 12 November 2014

**12.5 AST Board of Directors - 16 October 2014**

**Approved:** Minutes of the meeting on 16 October 2014

**13 Date and time of next meeting**

Wednesday 25 March 2015 at 5.30pm

14 **Review of Meeting**

Members agreed it was an interesting meeting covering a range of very topical important issues. It would be helpful for the suggested timings for each agenda item be included on the Agenda in future.

15 **Documents uploaded onto Board Portal**

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

- Code of Good Governance for Scotland's Colleges
- FERB Papers – 4 December 2014
- Health and Safety reference materials
- International Centre Promotional Video

16 Following the meeting, the Chair of the Board and Principal signed the accounts and related returns for the year to 31 July 2014, 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 ☒