

# Board of Management

## Minutes

**Meeting reference:** Board2014-15/01

**Date and time:** Wednesday 29 October 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, Xander McDade, John McDonald, Margaret Munckton, Grant Myles, Alistair Napier, Fiona Shepherd and Norman Wilson

**Apologies:** Grant Myles and Ian Jackson

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

**Chair:** Ian Mathers

**Minute Taker:** Kirstie Graham

**Quorum:** 8

| Summary of Action Items |  |                |               |
|-------------------------|--|----------------|---------------|
| Ref                     | Action   | Responsibility | Time Line     |
| 10                      | Draft response to UHI consultation on strategic themes | MM/KG          | November 2014 |
| 16.5                    | To invite expressions of interest in joining AST Board | KG             | November 2014 |

## Item

## Action

### 1 Welcome and Apologies

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

Jackie Mackenzie, new Finance Director appointed 1 September 2014, was introduced and welcomed.

Apologies were noted.

### 2 Additions

The AST minutes from 16 October 2014 had not been circulated with the papers but it was agreed that the Chair would provide a verbal update on the meeting as item 16.5.

### **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 25 June 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 Board Short Life Working Group**

Ian Mathers reported on the Short Life Working Group that had been convened following the Board's away day to look at Board structure and processes. It had met once, but due to unexpected developments - the resignation of Perth College chair and the announcement of merger discussions between Inverness College and UHI - any further meetings had been postponed.

### **6 Students Association Update**

Sam Finlayson and Xander McDade spoke to their paper, updating members that there were now five convenors in post, who had been in receipt of training and were now training class representatives.

There was discussion of the items raised in the paper, including the new model of student representation, which would be considered further at the Board Strategic Away day.

### **7 Chair's Report**

Ian Mathers noted that since the last Board meeting, Penny Brodie had made the decision to resign as Chair on 18 August 2014, with immediate effect. He had stepped up as Acting Chair until a replacement could be appointed.

Ian reported that he had written to Penny Brodie on behalf of the Board to thank her for ten years service. The Board's appreciation for all Penny's work on behalf of the College was noted. Penny Brodie would join the Board for lunch at the next Strategy Away day and there would be a small presentation.

### **8 Appointment of Board Chair**

Following Penny Brodie's resignation, appointment to Perth College's

Board is the responsibility of UHI as the Regional Strategic Body and must be made following the Ministerial Guidance on Board Appointments.

The process for appointments had now been agreed by UHI Appointments Committee and this had been circulated with the Board papers. Dr Michael Foxley, Chair of UHI's FE Regional Board will chair the Appointments Panel which will have representation from the FE Regional Board and Perth College Board.

## **9 Shared Services**

The Board had received recent correspondence between Fiona Larg, University Secretary and Margaret Munckton. This was following a meeting of the Chairs' Committee on 15 October 2014, when the matter was fully discussed.

The Board endorsed the Chairs' Committees approach to the issue.

## **10 UHI Strategic Planning Framework**

UHI's draft Strategic Vision and Strategic Planning Framework had been widely circulated for consultation.

Professor Clive Mulholland had visited Perth College on Thursday 23 October 2014 and met Board members and College staff as part of the consultation.

The Board agreed it would respond positively to the proposed strategy document, noting that many aspirations were already integrated into Perth College's operations and highlighting the importance of the College continuing to be rooted in its local community, meeting the needs of its communities and employers.

## **11 Principal's Update**

Margaret Munckton opened her update by formally thanking Ian Mathers for stepping up as Acting Chair and acknowledging all the additional work he had undertaken in this role.

There was good recruitment of students with the ambitious HE target nearly reached and FE recruitment on target to deliver allocated numbers. It should be noted that in 2013/14, Perth College had supplied the shortfall that Inverness had made on FE numbers. Attainment Performance Indicators had increased, a 4% increase to 73%

The physical estate had been greatly improved over the summer, with

the Students Union repurposed and attracting more diverse users and the Food Court at Goodlyburn transformed.

## **12 SFC Annual Review of Quality**

Members had received the annual report for approval prior to submission to SFC by 31 October.

Members commended the positive report and the evidence of improved partnership working. It was noted that progress on the Shared Services Outcome as expressed in the Regional Outcome Agreement had not been achieved and that this should be noted as part of the sign off.

## **13 College Wide Operational Plan 2014-15**

An operational plan for 2014-15 had been completed by each College team, aligning with the College Strategic Plan and a copy of the Perth College UHI College-wide Operational Plan 2014-15 had been uploaded onto the Board Portal.

## **14 Chairs Committee – 15 October 2014**

### **Approved:**

- Minutes of the meeting held on 15 October 2014
- To stand down Strategy & Futures Committee
- That Michael Foxley or a representative from FE Regional Board is invited to attend Board meetings

## **15 Project Board Meeting – 23 October 2014**

### **Approved:**

- Note of the meeting held on 23 October 2014
- To rename the Project Board the Capital Projects Committee
- To approve the Terms of Reference, with the addition of a student to the membership

## **16 Minutes of Standing Committees**

### **16.1 Academic Affairs Committee – 23 September 2014**

**Approved:** Minutes of the meetings held on 23 September 2014

## **16.2 Audit Committee – 7 October 2014**

**Approved:** Minutes of the meeting held on 7 October 2014

## **16.3 Finance and General Purposes Committee – 1 October 2014**

**Approved:** Minutes of the meeting held on 1 October 2014

## **16.4 Engagement Committee – 25 September 2014**

**Approved:** Minutes of the meeting on 25 September 2014

## **16.5 AST Board of Directors - 16 October 2014**

Alastair Napier updated members that Iain Neilson, retired Vice Principal, Finance and Resources, had been appointed to the AST Board.

The turnover for AST was over £2.5m and profit for the year was £286k, which was ahead of budget and slightly ahead of last year.

As both he and Ian Mathers would stand down from the Board on 31 July 2015 expressions of interest in joining the AST Board would shortly be invited.

## **17 Date and time of next meetings**

- Saturday 8 November 2014 at 9am – Strategy day
- Wednesday 19 November 2014 at 5.30pm – Training Evening (Optional)
- Wednesday 17 December 2014 at 5.30pm – Board meeting

## **18 Review of Meeting**

Members commended Ian Mathers on his first meeting as Acting Chair.

## **19 Documents uploaded onto Board Portal**

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

- College-wide Operational Plan 2014-15
- Presentation to Perth & Kinross Community Planning Partnership
- File note on Strategic Dialogue Meeting with SFC – 23 April 2014
- Commission for Developing Scotland's Young Workforce - Final Report
- College Development Network Governance Newsletter Issues 27 & 28

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 ☒