

Board of Management

Minutes

Meeting reference: Board2015-16/04

Date and time: Wednesday 15 June 2016 at 5.30pm

Location: Room 308

Members present: Mark Bell, Jim Crooks, John Dare, Derek Forgan, David Gauld, Dolores Garden, Harold Gillespie, Sharon Hammell, Ann Irvine, John McDonald, Margaret Munckton, Lorna Nicoll, Sam Finlayson, Holly Scrimgeour, Charlie Shentall,

Apologies: Mike Baxter, Brian Crichton, Ian Jackson, David Littlejohn, Lindsey McLeod, Grant Myles

In attendance: Jackie Mackenzie, Vice Principal, Finance and Estates
Pam Wilson, Vice Principal, Academic
Susan Bald, Vice Principal, HR and Communications
Jenny Simmonds, Clerk to the Board

Chair: Derek Forgan
Minute Taker: Jenny Simmonds
Quorum: 8

Summary of Action Items			
Ref	Action	Responsibility	Time Line
10	Code of Good Governance consultation response - comments to be sent to the Clerk	Board members	17 May 2016

Carried Forward From 15 June 2016			
Ref	Action	Responsibility	Time Line
8	Draft Partnership Framework document to be circulated to Board members when received.	Margaret Munckton	October 2016
12	HE Funding and FDPG - Grant Myles to report back after writing to Garry Coutts, Chair of Court, UHI	Grant Myles	October 2016

Prior to the meeting Gareth McKenna, Commercial Manager, Academy of Sport and Wellbeing gave a presentation about the ASW and its proposed management and operation. Members thanked Gareth for a very inspiring and informative presentation which demonstrated the quality and scale of the ASW. Members recognised that the ASW will be a very valuable asset for the whole of Perth College and a platform for students to shine. Discussion centred around the following points:

- i. The ASW will be run as part of the College and all current policies, procedures and systems will apply to its management and operation;
- ii. Students and staff will be using the facility for academic teaching and practicals, recreational and leisure purposes from 1 September 2016.

- iii. External use of the facility (commercial lets, gym membership) is being considered from January 2017;
- iv. Employment opportunities for Perth College students will be built into the business plan for the ASW;
- v. It is recognised that the operation of the ASW will have knock on additional effects on the campus as a whole, e.g., increased car parking and security requirements. An overall Campus plan is being developed.

Item	Action
<p>1 Welcome and Apologies</p> <p>Derek Forgan (Chair) welcomed everyone to the meeting and noted that a starring system was being used with only starred items for discussion.</p> <p>The Chair welcomed all the new Board members to their first Board of Management meeting. The Chair also welcomed Holly Scrimgeour, PCSA Student President elect to her first Board meeting and congratulated her on her election.</p> <p>The Chair noted this was John Dare, PCSA President, and Samantha Finlayson, PCSA Vice President, final Board meeting.</p> <p>Apologies were noted.</p>	
<p>2 Additions</p> <p>The Clerk requested an additional item – Board Ratification of Teaching staff member.</p> <p>The Clerk tabled Enclosure 6 – Revised Code of Good Governance for Scotland’s Colleges.</p>	
<p>3 Declaration of Interest in any Agenda Item</p> <p>There were no declarations of a conflict of interest in any agenda item.</p>	
<p>4 Minutes of Meeting held on Wednesday 16 December 2016</p> <p>The minutes were approved as a correct record subject to the following addition:</p> <p>Pg. 2 Item 3 Declaration of Interest in any Agenda Item.</p> <p>Add “David Gauld, Teaching staff member, declared a conflict of interest in Agenda Item 7 Pay Awards Update”.</p>	

5 Actions arising

The actions taken following the last meeting were noted.

8 Draft Partnership Framework document to be circulated to Board members when received.

Action carried forward: Margaret Munckton noted that no progress had been made with the Academic Partnership Agreement and Framework.

Margaret
Munckton

10 All Board members to receive PDF copy of approved Governance Manual when published

Action partially completed: A draft desk top published Governance Manual is awaiting review.

11 UHI Strategy Group papers to be circulated to Board members when readily available

Action completed

11 FE Governance Report to be circulated to Board members

Action completed

11 Proposal for electronic circulation of papers to be sent to Board members

Action completed

12 HE Funding and FDPG - Grant Myles to write to Garry Coutts, Chair of Court, UHI

Action ongoing. Grant Myles is taking this forward and will be requested to report at the next meeting

Grant
Myles

17 Approval to be sought from UHI Nominations Committee to appoint six new Board members and reappoint existing Board member.

Action completed

6 6.1 Students' Association Update

John Dare presented the PCSA Update and drew the following highlights to members' attention:

- i. John was very pleased to update members that the Basketball Team won the Scottish Student Sport national tournament. 11 of the team are returning next year so there are high hopes again for next year;

- ii. Holly Scrimgeour, Louis McNaught and John Gibson had been elected as Student President, Vice President (Education and Engagement) and Vice President (Welfare and Activities) respectively. John and Sam wished the new officers all the very best for their term of office;
- iii. 6 Nominations have been received for the Student Advisory Committee staff member. This is very encouraging and demonstrates the willingness and interest from staff in getting involved with the PCSA;
- iv. There have been various fundraising events including a charity raffle which raised £300;
- v. The PCSA office is staying where it is (by the library in Brahan building) for the moment. Its location will be looked at however once the ASW opens in relation where it may best be positioned for the students in relation to the ASW, Brahan and Goodlyburn;
- vi. There was a great turn out of both students and staff for the OBI Awards. Thank you to everyone involved.

John Dare concluded by thanking everyone who had helped him during his term of office as Student President. He observed that the post was not just about the “fun stuff”. The PCSA Officers also deal with the realities of student life and helping students resolve any difficulties they may have. John considered he had built up a very good working relationship with the Senior Managers in the College which had been very beneficial to him in the role.

Mark Bell offered thanks to both John and Sam for all their tireless efforts. He considered they had taken the PCSA a very long way and it was in a far better position that it had been previously, largely due to their commitment and hard work.

Derek Forgan also thanked John and Sam on behalf of the Board for their very valuable contributions.

7 Balanced Scorecard 2014-15

Pam Wilson brought members attention to the measures relating to HE student's positive destination (further training or employment) and the overall contribution to the Highland and Islands Region Outcome Agreement. PW also let members know that from now on the way in which we report will be in line with the revised Education Scotland reporting process.

Noted

8 Vision 2020/21

Margaret Munckton (MM) introduced the most recent version of the Perth College Strategic Plan and asked the Board to approve.

MM highlighted further work is ongoing to develop the key measures in

more detail and noted that this information will come through the Committees during the coming year.

There was some discussion with regard to the Mission statement and a suggestion it could include the word “training” as this may apply to wider audiences.

MM replied that various wording options including “training” had been considered for the Mission Statement during the consultation process. The desire is to keep the Mission Statement as short and sharp as possible but for it to remain meaningful and informative. The current draft Mission is considered to meet this.

Approved

The Board of Management Approved the Perth College Strategic Plan for 2016-21.

9 Student Residencies Project – Closed paper

Jackie Mackenzie (JM) introduced this paper noting that this proposal had already been discussed in detail at the Finance and General Purposes Committee on 1 June 2016 who agreed to endorse the proposal.

Board of Management approval is sought to progress the project to completion, subject to agreeing prices and terms, at which point the proposal will return to the Board, via the Finance and General Purposes Committee, for final approval.

The Board discussed the proposal in detail.

Approved

The Board of Management approved the proposal as recommended by the Finance and General Purposes Committee

10 Revised Code of Good Governance for Scotland’s Colleges

The Clerk tabled Enclosure 6 - Code of Good Governance for Scotland’s Colleges May 2016 Consultation Survey response.

This paper proposed a response to the recent Code of Good Governance for Scotland’s Colleges May 2016 Consultation Survey for Board approval. The revised Code of Good Governance had been discussed at the recent Board Development Day and feedback from these discussions had informed the response.

Action: The Board agreed to send comments if they had any to Jenny Simmonds, Clerk, by Friday 17 May 2016.

Board/Clerk

11 **Chairs' Report**

Grant Myles had noted apologies for this meeting.

Derek Forgan advised members that Perth College had hosted a very successful visit of the UHI Court today, 15 June 2016. The Chair thanked Margaret Munckton and the Senior Management Team for their time and effort in planning and contributing to the day. The Chair also asked Margaret Munckton to pass on the Boards thanks to the leaders of the Campus tours which had been very successful.

12 **Principal's Update**

Margaret Munckton reported that the first meeting of the Employers Association had taken place. This body allows all Colleges (employers) within national bargaining to be represented.

Susan Bald remains on the National Joint Negotiations Committee.

Other issues raised by the Principal included:

UHI Strategy Working Group: The College Principals met with the UHI Strategy Group on 14 June 2016. Staff Focus Groups will be run across the Partnership in June and September 2016 to allow for additional staff comment/feedback to the working group.

The deadline for the final report of the Working Group has been extended until September/October.

FE Funding: the allocation of the FE funding grant and student support funding 2016/17 was discussed at the FERB meeting of 13 June 2016. This meeting was not quorate but it was agreed to proceed with allocation of funds across the partnership and for the proposed allocations to be ratified by FERB. It was agreed to continue to allocate funds based on historic data and provision provided there is a full review of the funding allocation methodology undertaken in Autumn 2016. The revised funding allocation methodology would be used in 2017-18.

FE Prize giving: The FE Prize giving on 2 June 2016 had been a very successful event. Mark Beaumont the guest speaker had given a very inspirational address. This will be the last FE Prize giving in the Marquee as from next year they will be held in the ASW. Mark Bell commented that it was excellent to hold the FE Prize giving on Campus.

Developing the Young Workforce: Pam Wilson had presented a funding bid for the Group which was well received.

13 **13.1 Capital Projects Committee – 28 April 2016**

Noted

Derek Forgan reported that everything was on target for completion by the proposed date in August 2016.

13.2 Chairs Committee – 10 May 2016

Noted

13.3 Engagement Committee – 12 May 2016

Noted

13.4 AST Board – 16 May 2016

Mark Bell reported that AST had performed very strongly this year. AST now comes under ONS and this is recognised as risk to performance and the ability to replace equipment in the coming year.

Noted

13.5 Academic Affairs Committee - 18 May 2016

Noted

13.6 Finance and General Purposes Committee – 9 March 2016

Noted

Ratified

- Financial Forecast Year to 31 July 2016
- Indicative Budget 2016 - 17

14.7 Audit Committee – 7 June 2016

Derek Forgan confirmed that there were no issues to report from the Audit Committee.

15 Date and time of next meeting

The next meeting will be **Wednesday 26 October 2016 at 5.30pm**

16 Review of Meeting

Derek Forgan thanked members for their input the meeting. Members agreed the meeting had been very well chaired.

David Gauld, retiring Teaching staff member, thanked the Board and

the Senior Management Team for the insight into the management and operation of the College he had received as a Board member. He had found it very interesting and valuable to have had this opportunity to serve on the Board.

The Board also recorded its thanks to David Gauld for his contribution to the work of the Board and passed on their very best wishes on his retirement.

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 ☒