

Board of Management

Minutes

Meeting reference: Board2015-16/02

Date and time: Wednesday 16 December 2015 at 5.30pm

Location: Room 308

Members present: Mike Baxter, Mark Bell, John Dare, Sam Finlayson, Derek Forgan, Dolores Garden, David Gauld, Harold Gillespie, David Littlejohn, John McDonald, Lindsey Mcleod, Margaret Munckton, Grant Myles

Apologies: Ian Jackson, Susan Bald

In attendance: Jackie Mackenzie, Director of Finance
Pam Wilson, Vice Principal, Academic
Jenny Simmonds, Clerk to the Board

Chair: Grant Myles

Minute Taker: Jenny Simmonds

Quorum: 8

Summary of Action Items			
Ref	Action	Responsibility	Time Line
6.1	Consider ways of bringing the students' volunteering and fundraising activities to the attention of the wider community.	John Dare	3 March 2016
6.2	Further edits, if any, on the PCSA Constitution to be submitted.	Engagement Committee members	January 2016
6.2	Review comments discussed and revise the PCSA Constitution and Advisory Committee role and remit	John Dare/Jenny Simmonds	15 January 2016
6.2	Chair's action to be taken to approve both the revised PCSA Constitution and Advisory Committee role and remit if satisfied with the revisions	Grant Myles/John McDonald	31 January 2016
8	Chair to write to the Chairs of the Academic Partners noting Perth College UHI will engage Lawyers to review the APA and inviting them to join with Perth College UHI in this and share the cost.	Grant Myles	31 January 2016
9	Request response on the UHI Working Group remit from Garry Coutts and Clive Mulholland	Grant Myles	31 January 2016

Item

1 Welcome and Apologies

Grant Myles welcomed everyone to the meeting and noted that a

Action

starring system was being used with only starred items for discussion.

Apologies were noted.

2 **Additions**

Two additional items were requested.

Academy of Sport and Well-being: Derek Forgan reported that the ASW construction project was ongoing as planned. The project is currently approximately 3 weeks behind schedule due to the weather but the Contractors have given their assurance they can catch up. There are no quality or H&S issues to report.

Board appointment proposals: Grant Myles proposed the following appointments:

- David Littlejohn as Board Vice Chair; and
- Mark Bell as Independent Board member.

Approved

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 28 October 2015**

The minutes were approved as a correct record subject to the following amendments:

Pg. 1 9b: replace “Layers” with “Lawyers”; and

Pg. 6, Section 11iv, 2nd sentence to read: “Clive Mulholland with the Academic Partner Principals is charged with developing a remit.....”

5 **Actions arising**

The actions taken following the last meeting were noted.

9b Academic Partners to be contacted and asked if they wish to collectively engage layers to review the draft APA document;

Action: Discussed under Agenda Item 8

9b Fiona Larg, UHI EO, to be contacted and suggest the Academic Partners, through FERB, engage solicitors to review the draft APA.

Action: Discussed under Agenda Item 8

6 6.1 Students' Association Update

John Dare presented the PCSA Update noting the format of the update had changed to a more Newsletter style. This update will also be circulated to Students.

The PCSA intend to issue a press release in the new year highlighting the amount of fundraising and volunteering activities students are involved in for good causes. It was noted that there is a lot of good work going on and it would be very positive if this could also be communicated to the wider community.

Action: John Dare agreed that the PCSA will consider ways of bringing the students' volunteering and fundraising activities to the attention of the wider community.

Members welcomed the update and noted the range of activity the PCSA is involved in both directly and indirectly.

6.2 PCSA Constitution and Advisory Committee

Members welcomed the revised draft of the PCSA Constitution and the role and remit of the Advisory Committee. These documents have been reviewed by the Engagement Committee and were now being presented to the Board for discussion.

The following points were raised in discussion:

- i. Section 11: the wording, "PCSA **may** be dissolved" was agreed as it allows for the situation to be assessed and temporary measures put in places depending upon the situation;
- ii. Section 13: Finance – further clarity is required at Section 13 of the Constitution and associated schedules to ensure the financial responsibilities and accountability are clear;
- iii. The Advisory Committee is a sub committee of the Engagement Committee and can be described as such. It was agreed however that it should be named the Advisory Committee.

Action: Engagement Committee members to advise of any further edits to be considered following their individual feedback to date.

Action: John Dare and Jenny Simmonds to review comments and revise the PCSA Constitution and Advisory Committee role and remit.

Action: Grant Myles in consultation with John Macdonald to take Chair's action to approve both the revised PCSA Constitution and Advisory Committee role and remit if satisfied with the revisions before 31 January 2016.

7 National Bargaining Update

Margaret Munckton provided a further update to National Bargaining.

Unison are recommending acceptance of the 2015-16 offer to its members who will be formally balloted in January.

The implementation date for the pay claim is April 2015 and is budgeted for.

Noted

8 Academic Partner Agreement Update

Agreed

Perth College UHI will engage Lawyers to review the revised draft of the APA. The timing of this is dependent upon the timing of the progress of the APA but probably in February.

As agreed at the Chairs' Committee meeting, the Chair will write to the Chairs of the Academic Partners noting Perth College UHI will engage Lawyers to review the APA and inviting them to join with Perth College UHI in this and share the cost.

Action: Chair to write to the Chairs of the Academic Partners noting Perth College UHI will engage Lawyers to review the APA and inviting them to join with Perth College UHI in this and share the cost.

9 UHI Working Group

Noted

Action: Grant Myles to request a response to our comments on the UHI Working Group remit from Garry Coutts and Clive Mulholland.

10 ICT Shared Services Update

Margaret Munckton reported that the transfer of College IT staff to the University subsidiary company USSL on 1 December 2015 had been postponed by the EO.

Perth College Senior Management had spent considerable time and resources in reviewing the agreement and supporting documents of the transfer and had reached a position where had clarified all outstanding points on the agreement prior to its signing. Indeed our Chair was scheduled to sign the agreement on Monday 23rd November 2015.

Perth College Senior Management and Board expressed concern at the last minute nature of the decision and remain committed to working positively towards the concept of IT shared service provision with UHI and other academic partners now and in the future.

SMT agreed to advise if they felt a communication from the Board to

staff would be helpful.

Any further ICT service discussions to include Academic Partners will be through the HEPPRC Committee at least in the short term.

11 **Draft Audit Committee Annual Report to the Board 2014-15**

Derek Forgan introduced this Annual Report to the Board which is required under the College's current Financial Memorandum with SFC.

This Report has been discussed by the Audit Committee and the Committee considers the College has an adequate and effective system of internal control. The Audit Committee recommended the Report to the Board of Management for approval.

Approved The Board approved the Audit Committee Annual Report to the Board and confirmed that it is satisfied with the points noted in Appendix 3, 1-7.

12 **External Audit Report 2014-15**

Derek Forgan introduced the External Audit report 2014-15 noting that this Report had been discussed by the Audit Committee who recommend it to the Board of Management for approval.

It is an excellent report noting that:

- i. The College has strong systems in place that comply with Corporate Governance requirements;
- ii. There are no significant issues to be drawn to the Board's attention;
- iii. An unqualified audit opinion was issued on the accounts of Perth College for the year ended 31 July 2015;
- iv. There have been no adjustments to the draft figures submitted arising from the audit; and
- v. No recommendations have been made in relation to the audit.

Approved The Board approved the External Audit Report 2014-15

The Board recorded their thanks to staff for achieving an excellent Audit report.

13 **Draft Financial Statements for the year to 31 July 2015**

Derek Forgan recorded that the Audit Committee approved the draft Financial Statements for the year end to 31 July 2015 at their meeting of 1 December 2015 and recommended them to the Board for signing

Approved The Board approved the Financial Statements for the year to 31 July 2015

12 **Chair's Report**

Grant Myles updated members on two main activities he had been engaged in on behalf of the Board.

He had met, along with Harold Gillespie, the HMI Inspectors as part of the Education Scotland Review.

He has also attended a Development Trust meeting and a Campaign Board meeting. Both groups aim to raise funds on behalf of the College, particularly for the ASW. The linkages and working relationship between the two groups are being reviewed.

13 **Principal's Update**

Margaret Munckton reported that there has been no real change in position since the Board wrote to the SFC noting its position in relation to the Financial Memorandum and requesting Perth College maintains its Fundable Body Status until the necessary agreements are agreed and in place. The SFC has been tasked with finding a solution and Perth College expects to be involved in further discussions with the SFC and Executive Office, UHI.

In the meantime we are adhering fully to the FM apart from the proposals relating to the Arms Length Foundations.

She congratulated AST on being awarded Gold IIP Status after their recent re-assessment.

The Graduation Ceremony in China, the first overseas graduation event for the University, had been a very well run, welcoming occasion with 32 students and their families attending.

The highlight of this session however has been the excellent result of the Education Scotland review. Although this still requires to be moderated, the provisional statement is one of a judgement of effectiveness which is the highest statement a College can receive.

In summary, Education Scotland found a strong College where things are working well with excellent staff and happy students reflecting the team work that goes on every day.

The Board of Management expressed their thanks to all students and staff at the College for their efforts throughout the year and congratulated them for the very successful Education Scotland Review. The Board recognised this excellent result had been achieved through a lot of hard work and commitment throughout the College.

Margaret Munckton and the Board also expressly thanked Pam Wilson, Vice Principal, Academic for her excellent leadership and commitment as the College nominee for the Review.

16 **Board Development Day 7 November 2015**

Noted

17 17.1 Engagement Committee – 26 November 2015

Noted

17.2 Audit Committee – 1 December 2015

Noted

17.3 F&GP Committee – 1 December 2015

Noted

17.4 Chairs' Committee - 22 October 2015

Noted

17.4 Chairs' Committee 8 December 2015

i) Approved – Alan Innes as Trustee on the Development Trust

ii) Approved - Dolores Garden as Health and Safety Champion. This is subject to there being a review of all Committee positions at the beginning of AY 2016/17 and the upcoming Board recruitment exercise

14. AST Board of Directors – 5 October 2015

Noted

18 Date and time of next meeting

The next meeting will be **Wednesday 23 March 2016 at 5.30pm**

15 Review of Meeting

Members agreed the meeting had been very informative.

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 ☒