

Board of Management

Minutes

Meeting reference: Board2015-16/01

Date and time: Wednesday 28 October 2015 at 5.30pm

Location: Room 308

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

Apologies: Mark Bell

In attendance: Susan Bald, Vice Principal, HR and Communications
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
9b	Academic Partners to be contacted and asked if they wish to collectively engage lawyers to review the draft APA document;	Chair	November 2015
9b	Fiona Larg, UHI EO, to be contacted and suggest the Academic Partners, through FERB, engage solicitors to review the draft APA.	Chair	November 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.

He welcomed Lindsey Farquharson and David Gauld to their first Board meeting.

Apologies were noted.

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.

Action

4 **Minutes of Meeting held on Wednesday 17 June 2015**

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

Action Items Ref 8 should read National **Recognition** and Procedures Agreement; and

15 ii) insert the word “potential” to read, “The College has concerns at the **potential** loss of.....”

5 **Actions arising**

The actions taken following the last meeting were noted.

5 PCSA paper and revised Constitution to be presented to October 2015 Board

Action: Ongoing. A paper will be presented to the December Board. An update is presented at Agenda item 7.2.

5 Chair to write to members of SLWG

Action: Completed. The Chair had spoken to members of the SLWG

5 Student Support Funding paper to be presented to F&GP and October

Action: Ongoing. Student Support Funding was discussed at the F&GP Committee of 14 October 2015. A paper will be developed once student numbers are finalised.

8 Sign up to the voluntary National Recognition and Procedures Agreement 2015-16.

Action: Completed

9 The Board to write to UHI Court re the Financial Memorandum

Action: Completed. Letters of April 2015, 11 June 2015 and 22 June 2015 refer.

9 The Board to write to the SFC noting its position in relation to the FM, presenting its alternative FM and requesting Perth College maintains its Fundable Body Status.

Action: Completed. Letter of 22 June 2015 refers.

9 Perth College Senior Management Team to write to UHI Executive Office noting the Board position and offer to engage in discussions to further develop the APA and FM

Action: Completed. Letter of 22 June 2015 refers.

12 ICT Shared Services update to be presented to October Board

Action: Completed. ICT Shared Services update is discussed at Agenda Item 11.

6 6.1 Students' Association Update

John Dare reported that the work of the PCSA was receiving very positive feedback from both staff and students and gaining support and recognition. Highlights included Fresher's week, which had gone extremely well; a programme of class visits; financial and budgeting booklets and workshops; and the establishment of new clubs and societies.

The Board were very encouraged by the PCSA update and commended them for their hard work.

6.2 PCSA Constitution update and Student Framework

John Dare spoke to this paper noting that the PCSA Constitution was still under consideration. The PCSA are working with the National Union of Students to revise the Constitution in light of the comments received at the Engagement Committee. A final version will be presented to the Engagement Committee in November and to the December Board for approval.

Members noted that during this period the PCSA is operating constitutionally under a governance framework approved by the Board.

7 Strategic Plan Review Timeline

Noted

8 SFC Quality Report

Pam Wilson spoke to this report noting that it is a statutory report. All funded Colleges are reported on and the Report is considered by the SFC when assessing the Colleges links with the outcome agreements and risk management.

Overall the Report is very positive for Perth College UHI. Some key issues highlighted include:

- i. Males now out perform females across all full time provision;
- ii. There are more admissions of students reporting mental health disability; and
- iii. There is increased pressure on the estate and physical resources (e.g., physical space (teaching and non-teaching), IT/VC equipment etc.).

Pam Wilson noted that although there is an increase in admissions where students admit mental health problems, this has not translated into an according increase of requests for additional support for the student. This is a national trend and the sector as a whole is looking into this. In the meantime, students are made aware of the help and support the College offers and mental health issues are covered in staff training.

Approved:

The Board of Management agreed to endorse College SFC Annual report on Institution-led review of Quality.

9 Financial Memorandum between UHI and Perth College and Academic Partnership Agreement

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.

Academic Partnership Agreement

Margaret Munckton reported that the UHI Academic Partners had been presented with a first draft of the proposed Academic Partnership Agreement (APA) at a meeting with the UHI Executive.

The draft APA was considered to be very detailed and drafted as a contract to be agreed between the Executive Office and the Academic Partners rather than a partnership agreement.

Lawyers acting on behalf of the Executive Office have reviewed this draft document.

The Chairs' Committee at their meeting of 22 October 2015 had discussed that it would be useful if the Academic Partners collectively engaged their own legal advice to assist them in further discussions with the EO and their Lawyers.

Approved:

Board of Management approval was agreed for:

- i. The Chair to contact the Academic Partners to discuss if they wish to collectively engage lawyers to review the draft APA document;
- ii. The Chair to contact Fiona Larg, UHI EO, and suggest that to help the process move forward, the Academic Partners, through FERB, engage solicitors to review the draft APA from their

perspective and enter into discussion with the UHI Lawyers if necessary.

If this way forward was not supported by UHI EO or other Academic Partners the Board approval was agreed for Perth College UHI to seek legal advice independently.

At this point Andrew Brawley, HMI gave a presentation to the Board of the findings of the Annual Engagement Visit by Education Scotland in April 2015. The presentation was very interesting and added to the information in the College SFC Annual Report on Institution-Led Review of Quality endorsed by the Board at Agenda item 9.

10 **ICT Shared Services Update**

Grant Myles, Chair, reaffirmed with Board members that Perth College Board and senior management remain committed to moving forward with the Shared Services agenda.

The College Board is required to sign the Contract for Service and authorise the transfer of our ICT staff to USSL as their new employer.

A revised Contract for Services and revised financial model was received by Perth College SMT on 21 October and is currently being considered by them.

Approved

The Board approved Chair's action be taken to sign the Contract for Services and authorise the transfer of Perth College staff to USSL **subject to** Margaret Munckton, Principal, and the College Senior Management Team being satisfied that the Contract for Services and revised financial schedule are acceptable.

In considering Chair's action, the Chair will consult with at least two other Committee Chairs to confirm Board approval.

Margaret Munckton, Principal, and the College Senior Management Team are charged by the Board to ensure that, as a baseline, the level of service Perth College will receive under the Contract of Service will be as good as, or better than, the current level of service for the same resource.

11 **Chair's Report**

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

- i. Individual meetings with Board members;
- ii. Chairs' Committee meetings. The Chairs' Committee has agreed that the Committee Chair will ask other members of the Committee to attend the Chairs' Committee if the Committee Chair is unable to attend;
- iii. Recruitment. Another round of recruitment will take place in

January/February 2016. In the meantime an informal Board Information evening will be held for potentially interested candidate. Board members are requested to nominate potential new Board members from their networks;

- iv. FERB Strategy Day. This will be considered in more detail at the Board Development Day. Clive Mulholland, with the Academic Partner Principals is charged with developing a remit for a Working Group to review options for taking UHI forward within the funding challenges ahead;
- v. A very positive meeting was held with the Chief Executive and Council Leader of Perth and Kinross Council.

12 **Principal's Update**

Margaret Munckton reported to the Board that the Graduation Ceremony and procession had been a wonderful occasion and thanked everyone involved in making it such a memorable day.

She also congratulated Professor Martin Price and all his team of volunteers and helpers for the success of the Mountains Conference held in October.

Currently she is involved with others across UHI looking at actions and initiatives to manage and address full time student recruitment numbers.

One other highlight is that Perth College UHI has made its way onto the new Monopoly Board.

13 **13.1 Audit Committee – 27 October 2015**

Derek Forgan reported verbally on the Audit Committee as it had taken place the evening before. He confirmed to the Board that there were no issues of concern.

13.2 Academic Affairs Committee 7 October 2015

Approved: Minutes of the meeting held on 7 October 2015

13.3 Engagement Committee – 23 September 2015

Approved: Minutes of the meeting held on 23 September 2015

13.4 The Capital Projects Committee – 28 October 2015

Derek Forgan reported verbally that the ASW project was proceeding as planned within budget and timescale

13.5 Finance and General Purposes Committee – 14 October 2015

Approved: Minutes of the meeting on 14 October 2015

13.6 **AST Board of Directors – 5 October 2015**

Approved: Minutes of the meeting on 5 October 2015

14 **Date and time of next meeting**

The next meeting will be **Wednesday 16 December 2015 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 ☒