

# Board of Management

## Minutes

**Meeting reference:** Board2015-16/03

**Date and time:** Wednesday 23 March 2016 at 5.30pm

**Location:** Room 030

**Members present:** Mike Baxter, Mark Bell, David Gauld, Derek Forgan, Ian Jackson, Lindsey McLeod, Margaret Munckton, Grant Myles, Sam Finlayson

**Apologies:** David Littlejohn, Dolores Garden, Harold Gillespie, John Dare, John Macdonald

**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:** Grant Myles

**Minute Taker:** Jenny Simmonds

**Quorum:** 8

Summary of Action Items			
Ref	Action	Responsibility	Time Line
8	Draft Partnership Framework document to be circulated to Board members when received.	Margaret Munckton	When available
10	All Board members to receive PDF copy of approved Governance Manual when published	Clerk	When available
11	UHI Strategy Group papers to be circulated to Board members when readily available	Chair/Clerk	When available
11	FE Governance Report to be circulated to Board members	Clerk	April 2016
11	Proposal for electronic circulation of papers to be sent to Board members	Clerk	April 2016
12	HE Funding and FDPG - Grant Myles to write to Garry Coutts, Chair of Court, UHI.	Chair	April 2016
17	Approval to be sought from UHI Nominations Committee to appoint six new Board members and reappoint existing Board member.	Clerk	Asap

Prior to the meeting Janet Gardner, HMI presented a report of the external review of Perth College UHI to Board members. Members thanked Janet for a very interesting and encouraging presentation and congratulated staff and students on the very positive result of the review.

## Item

1 **Welcome and Apologies**

## Action



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

Apologies were noted.

## **2 Additions**

No additional items were requested.

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

David Gauld, Teaching staff member, declared an interest in Agenda Item 7 Pay Awards Update.

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

## **4 Minutes of Meeting held on Wednesday 16 December 2016**

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

Pg. 3 Item 6.2 point iii, first sentence: replace the second "Advisory" in the sentence with "Engagement" to read "The Advisory Committee is a sub committee of the **Engagement** Committee."

## **5 Actions arising**

The actions taken following the last meeting were noted.

### **6.1 Consider ways of bringing the students' volunteering and fundraising activities to the attention of the wider community.**

**Action completed:** Reported under Agenda Item 6.1. Sam Finlayson noted there had been a press release and Facebook posts to highlight the fundraising activities of Perth College students.

### **6.2 Further edits, if any, on the PCSA Constitution to be submitted.**

**Action completed:** PCSA Constitution presented at Agenda Item 6.2 for Board ratification.

### **6.2 Review comments discussed and revise the PCSA Constitution and Advisory Committee role and remit**

**Action completed:** PCSA Constitution presented at Agenda Item 6.2 for Board ratification.

### **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**

**Action Completed:** PCSA Constitution presented at Agenda Item 6.2 for Board ratification.

**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.**

**Action completed.** An update is presented at Agenda Item 8

**9 Request response on the UHI Working Group remit from Garry Coutts and Clive Mulholland**

**Action completed.** An update is presented in the Chair's Report.

## **6 6.1 Students' Association Update**

Sam Finlayson presented the PCSA Update and drew the following highlights to members' attention:

- i. The PCSA has posted on Facebook and issued a press release highlighting the amount of fundraising and volunteering activities students are involved in for good causes;
- ii. Nominations for the OBI awards have opened and over 200 nominations have been received to date;
- iii. Nominations for Perth College Students' Association elections opened on 11 March 2016 and nominations have been received for all elected posts;
- iv. The PCSA hosted a Holocaust Event where a survivor of the Holocaust told their story. This event was very well attended;

Pam Wilson and Margaret Munckton congratulated Sam Finlayson for receiving an outstanding number of votes in the HISA Elections this year and coming in a close second overall for the role of HISA Vice President HE.

Sam Finlayson also brought it to the attention of the Board that Gail Scott had been elected as HISA Vice President for FE.

Members welcomed the update and added their congratulations to Sam and Gail.

## **6.2 PCSA Constitution and Advisory Committee**

Grant Myles introduced the PCSA Constitution and the role and remit of the Advisory Committee. He noted that following the last Board meeting on 16 December, the documents had been reviewed and revised to reflect comments offered.

Grant Myles, in consultation with John McDonald, were satisfied with

the revisions and, as agreed by the Board, had taken Chair's action to approve both the revised PCSA Constitution and Advisory Committee role and remit. Although the PCSA Constitution was now approved through Chairs' Action, the Chair presented the PCSA Constitution to the Board for ratification.

**Approved:**

The Board of Management ratified the PCSA Constitution and the role and remit of the Advisory Committee.

**7 Pay Awards Update**

Margaret Munckton provided a pay awards update for the Board

**Agreed**

After careful consideration, the Board agreed to the proposal to implement the 1% or £300 (pro rata) for lecturers on a consolidated basis for 2015/2016 as an interim payment, while the draft pay agreement reached at the NJNC side table for lecturers is taken forward.

The Board understood that the draft pay agreement was to be discussed at the EIS-FELA Executive meeting on Thursday, 24 March and EIS-FELA members are being balloted on the draft agreement with the recommendation to accept.

**8 Academic Partner Agreement Update**

Margaret Munckton introduced the Academic Partner Agreement update and provided a further verbal report from the Principals' meeting of 22 March 2016.

The Academic Partners have not yet received either a revised draft of the Academic Partnership Agreement or a copy of the draft Partnership Framework document.

There is no forward schedule of meetings with EO on this matter and we await feedback once Anderson Strathearn has made progress on our behalf.

**Action:** Margaret Munckton will circulate a copy of the draft Partnership Framework document to Board members when received.

Margaret  
Munckton

**9 Perth College Strategic Plan 2016-21**

Margaret Munckton presented an early draft of the revised Strategic Plan for members to consider. Staff revising the Strategy have met with a wide range of students, staff and other stakeholders to develop

this current version. SMT will now revise this version and a final draft will be presented to the Board of Management in June 2016.

The Board considered that the content of the draft plan was good and the aims were going in the right direction to drive action and connect together the Strategic Plan, the Operational Plan and the Balanced Scorecard. It was recognised that some of the wording could be tightened up and the specific wording of the Mission still needs to be discussed further.

The Board thanked all the staff involved in taking forward this big piece of strategic work within schedule and looked forward to receiving the final draft in June.

## 10 **Governance Manual**

### **Approved**

Subject to two minor editorial revisions the Board approved the following as the Perth College UHI Governance Manual :

- Constitution and Proceedings;
- Standing Orders;
- Scheme of Delegation;

The Board also approved the following sectoral wide reference documents be appended to the Governance Manual:

- Code of Conduct for Members: and
- Code of Good Governance for Scotland's Colleges.

Members were asked to note that our College Financial Regulations as approved by the F&GP Committee and the current Financial Memorandum will also be included within this overall Governance Manual.

The Governance Manual will be lodged on the College website and intranet and a hard copy kept in the Executive Support office and College library. It will also form part of the Board member induction pack.

**Action:** All Board members to receive PDF copy of the approved Governance Manual when published.

Clerk

## 11 **Chairs' Report**

Grant Myles updated members on the following:

**UHI Strategy Group:** This group has now held two meetings which concentrated on operational issues around structure, decision making and financial forecasting. The Group is to report by 30 June 2016.

**Action:** UHI Strategy Group papers to be circulated to Board members

Chair/Clerk

when readily available.

**FE Governance Report:** Good College Governance – The Report of the Education Secretaries Task Group. The Chair drew members' attention to this Report and the increased importance of Induction training for new Board members and on-going training and CPD for existing Board members. These issues will be considered at future Committee and Board meetings.

**Action:** FE Governance Report to be circulated to Board members.

Clerk

**Electronic Board papers:** The Chairs' Committee agreed that Board and Committee papers should be sent out electronically from the next cycle of Board and Committee meetings. There may occasionally be very large or complex papers which may require paper copies, e.g. Strategic Risk Register or other large spreadsheets or Reports.

**Action:** Clerk to write to Board members with proposals for the electronic circulation of papers.

Clerk

## 12 **Principal's Update**

Margaret Munckton reported that the Financial Memorandum is now in place. The version accepted does not take on board all the comments made by the College. The transfer of commercial surpluses generated by Colleges to ALF must initially be discussed with UHI.

Other issues raised by the Principal included:

**Strike action:** There was a day of strike action on 19 March 2016. However, 455 students and 30% of Lecturers came into College on that day. Negotiations have re-started so further planned strike days have been postponed at present.

**FE Funding:** There is still no indication of the FE grant for 2016/17 for the sector.

**HE funding:** Concern has been raised with the Principals' Group that financial decision making proposals in relation to the HE teaching grant were discussed for approval at the UHI Finance Directors Practitioners Group (FDPG). The FDPG was asked to report directly to the EO Finance Director on this matter by-passing the College Principals and other governance mechanisms with responsibility for HE provision, spend and accountability. The distribution of HE funding has been called into question and the Principals as a collective are pursuing this.

**Action:** Grant Myles to write Garry Coutts, Chair of Court, UHI on this matter.

Chair

**International Strategy Workshop:** Margaret Munckton has been asked to facilitate a UHI International Strategy Workshop in May.

**13 Community Empowerment (Scotland) Act 2015**

**Noted**

The Board noted that SMT will consider a response to the consultation.

**14 14.1 Capital Projects Committee – 27 January**

**Noted**

**Capital Projects Committee – 16 March 2016**

**Verbal**

Derek Forgan reported that everything was on target for completion by the proposed date in August 2016. There have been a few complaints with the noise level but the contractors have responded responsibly and are compliant within the terms of the planning permission. The main noise making activities are now completed.

**14.2 Academic Affairs Committee – 25 February 2016**

**Noted**

**47.3 AST Board – 2 March 2016**

**Noted**

**14.5 Engagement Committee – 3 March 2016**

**Noted**

**Ratified**

- PCSA Constitution

**14.6 Finance and General Purposes Committee – 9 March 2016**

**Noted**

**Ratified**

- Financial Regulations
- Procurement Strategy 2016-17

**14.7 Audit Committee – 15 March 2016**

**Noted**

**Ratified**

- Procurement Strategy 2016-17
- Governance Manual 2016

15 **Date and time of next meeting**

The next meeting will be **Wednesday 15 June 2016 at 5.30pm**

UHI Court will be visiting Perth College on that day. More information will be circulated.

16 **Review of Meeting**

Members agreed the meeting had been very informative.

Those non Board members in attendance left the meeting at this point.



17 **1 Search and Nominations Committee Update – Appointment of Board members**

Grant Myles presented the recommendations from the recruitment Search and Nominations Committee. Fifteen applications were received in response to our recruitment advert and open evening. Nine candidates were shortlisted for interview.

All nine candidates attended and six are recommended for appointment to the Board.

**Approved**

The Board approved the recommendations of the Search and Nominations Committee

**Action:** Clerk to seek approval from UHI Nominations Committee to appoint the six new Board members.

Clerk

**2 Proposal to Continue Board Membership – Mr D Forgan**

**Approved**

The Board approved the reappointment of Mr D Forgan to continue his membership of the Board to the end of his allowable period of membership.

**Action:** Clerk to seek approval from UHI Nominations Committee to continue Mr D Forgan's membership of the Board.

Clerk

**3 Development Trust Appointment**

**Approved**

The Board approved the appointment of Mr Howard Pearce to the Perth College UHI Development Trust.

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 ☒