

# Board of Management

## Minutes

**Meeting reference:** Board2016-17/01

**Date and time:** Thursday 27 October 2016 at 5.30pm

**Location:** Room 308

**Members present:** Mike Baxter, Brian Crichton, Jim Crooks, Derek Forgan, Harold Gillespie, Sharon Hammell, Ian Jackson, David Littlejohn, Sharon McGuire, Lindsey McLeod, Louis McNaught, Grant Myles, Lorna Nicoll, Holly Scrimgeour, Charlie Shentall,

**Apologies:** Mark Bell, Ann Irvine, John McDonald, Margaret Munckton

**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

### Item

### Action

1

#### Welcome and Apologies

Apologies were noted.

Grant Myles, (Chair) welcomed all the Board members to the first Board of Management meeting of 2016/17. The Chair also welcomed the new members to the Board again and commented that the dynamics and operation of the Board meetings may change now the Board is a bigger and more diverse group. The Chair noted that to ensure Board member have a fair and equal opportunity to contribute to Board meetings he proposed the following:

- i. The lead person for each Agenda item be invited to introduce and/or summarise the item and clarify what action is required by the Board;
- ii. The Chair will open the meeting up for Board members to ask questions of clarification of the item;
- iii. Once any points of clarification are given, the Chair will then open up the meeting for members to debate and discuss the item through the Chair.

This process was agreed as a helpful way to maintain a balance of support and constructive challenge to proposals and papers.

## 2 **Additions**

The Chair requested an additional item – the post of the Clerk to the Board.

## 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 15 June 2016**

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

### **Pg. 8 Agenda Item 16 Review of Meeting**

Add, “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”.

## 5 **Actions arising**

The actions taken following the last meeting were noted.

### **10 Code of Good Governance consultation Response.**

#### **Action Completed**

#### **Action Carried Forward from 15 June 2016**

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

**Action undertaken:** No further action has been taken on this. The Partnership Framework has been held awaiting the outcome of the SWG.A draft desk top published Governance Manual is awaiting review.

#### **12 HE Funding and FDPG - Grant Myles to report back after writing to Garry Coutts, Chair of Court, UHI**

#### **Action completed**

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

Holly Scrimgeour presented the PCSA Update noting it had been a very busy few months. The handover from the previous Committee had been very useful at the strategic level. Next year however the

PCSA would try to ensure there was more information during the handover about the running of the PCSA office and the day to day activities included in the role.

Holly also highlighted the training, meetings and conferences the officers had attended as well as the range of clubs and activities set up for students.

Holly reported that she had attended the Ministerial launch for the Gender Action Plan and has been asked to be the College wide student representative tasked with taking the plan forward through the NUS and SFC.

Members asked how the work was going between the PCSA and HISA. Holly reassured the Board that HISA and PCSA were working positively together for the benefit of the students.

**Noted**

## **7 Review of Strategic Plan 2013-16**

Pam Wilson presented the end of plan summary progress report which reviews the evidence of progress made by Perth College towards achieving the 5 Strategic Aims which support the Mission and Vision. Pam Wilson noted that the College had made very good progress against the strategic plan and aligned with national and local priorities at a time of great change in the College sector as a whole.

It was reported that the Erasmus Exchange is not popular with many FE students and it is difficult to get buy in to the scheme. The College is trying to increase opportunities to the scheme but it seems to be a lifestyle choice not to spend a semester abroad.

Members thanked Pam for the very positive report noting that the percentage of team objectives was very positive.

**Noted**

## **8 Scotland's Colleges 2016 – report by Audit Scotland**

Jackie Mackenzie spoke to this report and commented on the findings and recommendations. Jackie Mackenzie noted that Colleges are aware of the need to prepare longer term financial plans although this can be problematical in the context of National Bargaining and ONS.

The College does currently develop a 3 year financial plan. It is possible also to develop a 5 year plan which would give a broad direction of travel but this would be based on less robust assumptions.

The Colleges have fed back the issues around longer term financial planning to the SFC who are aware of the situation.

## **Noted**

### **9 Annual Report on Institution-led Review of Quality**

Pam Wilson introduced this report noting that overall it was a very positive report. The College has met and in some areas exceeded activity targets overall. The following areas of concern were noted.

- i. There has been a decline in achievement in the care leavers group; and
- ii. There is an increased challenge in the retention and attainment of students with chronic illness and mental health concerns. This is an area of national concern.

It was reported that the PCSA is looking to fill one of the SRC volunteer positions with someone from the care leaver group. This may assist in providing further support for this group.

The College is also offering Mental Health First Aid Training to staff so support is being given to staff to help students in this area.

The Board recorded their thanks to all staff and students for all their hard work and effort in delivering such positive results and achieving these outcomes in difficult times.

### **10 Staff Survey Results**

Susan Bald presented the 2016 Staff Survey and a summary of the 2016 results for Board discussion. She drew Board members attention particular to Section 5 Leadership and Management which included a section on the Board of Management.

The Board discussed the following points:

- i. The comparison and trends in the response rate with previous surveys - the timing of when the survey is sent out is important to help staff prioritise the survey; and
- ii. It is important to have regard to the comments and verbal feedback included as part of the survey.

## **Agreed**

It was agreed that a full discussion of the Staff Survey results would be included in the Board Development Day to be held on Saturday 5 November 2016

### **11 UHI Strategy Working Group**

#### **Proposed Revised Structure**

Grant Myles updated members on the UHI Strategy Working Group and the revised structure for the University's Senior Management Team proposed by the group appointed by the Deputy First Minister.

The Chair noted there was broad agreement from the Academic Partners for the structure proposed although there were still concerns about how it may work in practice. There will be a Communications and Behavioural change programme developed to support the senior teams and staff to work within the new structure. It is recognised the proposed structure concentrates at this stage on the executive structure and the governance/non-executive structure is still under discussion.

Work is going on to define specific roles and responsibilities and produce more detail to underpin the structure and its implementation. The proposed SMT structure does however provide a balance between central and academic partner membership

The main points discussed by the Board were:

- i. The role and terms of employment of the 3 AP Principals seconded out on a half time basis to the SMT was queried. It was questioned how this will work in practical terms as it is understood these secondments would be on a permanent basis to ensure equality of esteem and status on the group.

Chair commented that back fill arrangements for academic partner principals recruited to the SMT would be put in place locally and salary costs for the time that the seconded member of staff spend on SMT business would be met by the University. Academic Partner Boards would need to consider the implications if their Principal wished to be considered for any of the SMT roles.

- ii. The Partnership Council would agree the budget and distribution of funding and recommend

The Chair said that he was not at this stage asking the Board to formally endorse this proposal. Both he and the Principal supported the broad structure proposed as a way forward and are involved in the more detailed work being taken forward to underpin the proposal. This will return to the Board once there are more detailed Terms of Reference and SMT post roles and responsibilities are more clearly defined.

It was reported that the paper had been circulated by UHI to all staff. Perth College UHI and the Union had provided Perth College staff accompanying context and background explanation to the UHI communication.

## **Chair's Report**

The Chair reported a matter that had been raised at FERB. It was being forecast that 3 Colleges within the Partnership were predicting a budget shortfall and the other Partners within the Region were being asked if they could assist the Region achieve a break even position overall. The Chair has raised his concern that Perth College has already made robust and prudent financial decisions to achieve a break-even position and over-delivered on its FE targets with no additional resource allocation. Concern was expressed that any further savings could impact upon the quality of what the College delivers and the Board would not be tasking the College to make any further savings.

It was queried why other Colleges had not achieved the break-even budget position and what was being done about.

Holly Scrimgeour, PCSA President, left the meeting at this point

### 13 **Principal's Update**

Pam Wilson reported that Education Scotland has changed its review process which will have implications for the Board and staff. This will be discussed in more detail at the Board Development Day on 5 November 2016.

Other issues raised by the acting Principal included:

**National Bargaining:** Negotiations are ongoing

**Brexit:** The uncertainties raised by Brexit and European funding is affecting many areas and projects within the College – Halls of Residence, Language School, the European student community, recruitment of students etc.;

**Vision 20/20:** the new Strategic Plan has been published and is now being circulated;

**Curriculum Management:** The curriculum management team has been restructured around sectors of industry and skills;

**Branding:** elements of the re-branding project have been implemented, e.g., a new strapline and refreshed graphics and design layouts are being used. Other more outward facing elements are awaiting the outcome of the SWG.

Louis McNaught left the meeting at this point

### 14 **AST Board of Directors – Proposal of a new Director**

**Approved**

The Board ratified the appointment of Sean McGovern to the AST Board of Directors.

The Board approved the appointment of Sharon Hammell, Perth College Board of Management to the AST Board of Directors.

- 15 Minutes of Executive Committees (unconfirmed)
- 15.1 Research, Scholarship and Knowledge Exchange Committee (RSKE) Minutes – 19 September 2016

**Noted**

- 15.2 Quality Enhancement Committee Minutes – 22 September

**Noted**

- 16 Minutes of Standing Committee (Unconfirmed)
- 16.1 **Capital Projects Committee – Wednesday 22 June 2016 and Thursday 11 August 2016 – Minutes**

**Monday 24 October – Verbal**

Derek Forgan was very pleased to report that the ASW was now up and running and operational. The project had been delivered on time and under budget. The Committee wished to congratulate and thank Jackie Mackenzie and her team, particularly Gilbert Valentine, for an excellent job.

The Capital Projects Committee had met on 24 October 2016 and after undertaking a post completion review of the project and role of the Committee, the Committee had agreed to disband the Committee as it had achieved its task of overseeing the build of the ASW.

**Noted**

- 16.2 **Engagement Committee Wednesday 15 September 2016**

**Noted**

- 16.3 **Audit Committee Tuesday 20 September 2016**

**Noted**

- 16.4 **AST Board – Thursday 22 September 2016**

Mark Bell reported that AST had purchased a helicopter as planned. AST had performed very strongly this year although it should be noted that this includes a gain dependent on the exchange rate.

**Noted**

16.5 **Chairs' Committee – Wednesday 28 September 2016**

**Noted**

16.6 **Finance and General Purposes Committee – 12 October 2016**

The Committee noted with the Board concerns with the forward budget position going forward into 2016-17. There are pressures on both income generation and on increasing costs and the College will need to be clear what can be delivered within its budget as there is less and less room to manoeuvre.

**Noted**

**Additional Item**

The Chair noted with the Board that the Clerk to the Board had resigned. A recruitment process will be taken forward.

17 **Date and time of next meeting**

The next meeting will be **Wednesday 14 December 2016**

18 **Review of Meeting**

Members agreed it had been a very interesting meeting covering the range of Board business.

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 ☒