

# Board of Management

Enclosure 1

## Draft Minutes

**Meeting reference:** Board2016-17/02

**Date and time:** Wednesday 14 December 2016 at 5.30pm

**Location:** Room 107

**Members present:** Brian Crichton, Jim Crooks, Derek Forgan, Harold Gillespie, Sharon Hammell, Ann Irvine, David Littlejohn, John McDonald, Louis McNaught, Grant Myles, Holly Scrimgeour, Charlie Shentall,

**Apologies:** Mike Baxter, Mark Bell, Ian Jackson, Sharon McGuire, Lindsey McLeod, Margaret Munckton, Lorna Nicoll

**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
6.1	Overview Student Support Funding Policy paper to be presented to the Board	Pam Wilson	22 March 2017
9	Review how best to present an annual H&S update to the Board of Management from CEO	Audit Committee/ SMT	14 March 2017
12	An update paper to be presented to the Board in relation to the allocation of FE Funding across the Partnership.	Jackie Mackenzie	March or June 2017
12	A discussion paper to be presented to the Board in relation to the overall development requirements of the College Campus.	Jackie Mackenzie	June 2017

### Item

#### 1 Welcome and Apologies

Apologies were noted.

#### 2 Additions

There were no additions to the Agenda.

### Action

### 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 Thursday 27 October 2016**

The minutes were approved as a correct record.

### 5 **Actions arising**

There were no actions arising.

Susan Bald, Vice Principal HR and Communications, provided an update for members on the Staff Survey Results follow-up. Responses had been received from Board members and staff. The Action Plan is currently being developed and is a work in progress. The Action Plan will be presented to the SRC and then the Engagement Committee on 2 March 2017.

### 6 **6.1 PCSA Update**

Holly Scrimgeour presented the PCSA Update and highlighted the following points:

- i. PCSA Officers attended the NUS Zone Conference which had been very useful;
- ii. The NUS review of the Students' Association has been completed and a report will be presented to the PCSA in January;
- iii. John Gibson, has resigned from the post of Vice President Welfare and Activities. The SRC has agreed to hold an election in January. The election nominations will be open to all students with a shorter than normal time frame for voting returns;
- iv. All the Volunteer Officer posts have been filled.

Holly drew members' attention to concerns arising from the SFC policy that 100% attendance is required for students in receipt of SFC Bursary funding. Holly asked whether the Board had commented on these issues to the SFC.

It was suggested that the intention of this approach by the SFC was in part to demonstrate to students the importance of attending, however, the implementation and administrative requirement has meant some students being disadvantaged and potentially risked Bursaries being stopped.

It was noted that the Senior Management Team had commented that a 90% attendance rate requirement would have been more effective in terms of equality and social inclusion. The issue had not been raised at Board previously and the Board had not made any specific

representations.

**Action:** Overview Student Support Funding Policy paper to be presented to the next Board meeting

Pam  
Wilson

**Noted**

7 **Recognition and Procedure Agreement December 2016**

**Approved**

The Board approved the RPA's with EIS and Unison for the Chair to sign on behalf of the Board of Management.

8 **UHI Partnership Proposals**

The Chair updated members on the progress of the UHI Partnership proposals.

The Partnership Council has met once. There was slower progress than had been hoped on both the recruitment of the 3 AP Principals to be seconded out on a half time basis to the SMT and the Communications and Behavioural change programme.

A progress meeting with the Deputy First Minister will take place in late February.

**Noted**

9 **Audit Committee Annual Report to the Board of Management 2015-16**

Derek Forgan, Chair, Audit Committee presented the Audit Committee Annual Report to the Board of Management 2015-16.

**Approved**

**Action:** The Audit Committee and SMT to review how best to present an annual H&S update to the Board of Management from CEO

Audit  
Committee/  
SMT

Holly Scrimgeour left the meeting at this point

10 **External Audit Report 2-15-16**

Derek Forgan, Chair, Audit Committee presented the External Audit Report 2015-16 to the Board of Management. Derek Forgan noted that this was the third Audit Report in a row from Wylie & Bisset which made no recommendations to be brought to the attention of the Board of Management. This is an extremely good result for the College and much credit is due to Jackie Mackenzie and her team for achieving this.

Grant Myles, Chair, recorded his thanks on behalf of the Board of Management for this excellent result.

**Approved**

11 **Financial Statements for the Year to 31 July 2016**

Derek Forgan, Chair, Audit Committee, presented the Financial Statements for the Year to 31 July 2016 noting that both the Audit Committee and the F&GP Committee had reviewed and discussed this document and the Management Accounts at previous meetings.

No questions were raised.

**Approved**

12 **Chair's Report**

The Chair updated the Board of Management on the following:

- i. **Draft Regional Outcome Agreement:** the deadline for the draft ROA has been extended in consultation with the SFC until the New Year;
- ii. **Strategic Dialogue Meetings:** the importance and value of direct dialogue meetings between the SFC and Academic Partners to discuss "local ROA's" is recognised. Perth College UHI will meet with the SFC in the Spring 2017.
- iii. **Budget/FE Funding:** The allocation of FE funding across the Partnership and the budget position of Moray College was noted:
- iv. **National Bargaining:** the Employers Association is concerned about the financial load of the settlement awarded on the cost base of Colleges.
- v. **Capital Funds:** Perth College UHI bids for additional Capital funding from the SFC are being progressed

AP: An update paper to be presented to the Board in relation to the allocation of FE Funding across the Partnership (March or June Board meeting).

AP: A discussion paper to be presented to the Board in relation to the overall development requirements of the College Campus (June Meeting).

Jackie  
Mackenzie

Jackie  
Mackenzie

## 13 **Principal's Update**

Pam Wilson, speaking on behalf of Margaret Munckton, informed Board members of the very sudden death of Professor Ian Bryden. Professor Bryden as Vice Principal, Research headed up the UHI Research Programme.

The Board of Management offered their condolences to Professor Bryden's family and to colleagues in UHI.

Other issues raised by Pam included:

**Academy of Sport and Well-being (ASW):** The ASW continues to develop. The Principal held her Winter Festival Christmas Reception at the ASW and the launch of the Climbing Centre would take place on 15 December 2016.

The Deputy First Minister will officially open the ASW in March 2017.

**Education Scotland:** Discussions around the Regional Outcome Agreement will be taking place between the ROA Manager, Education Scotland and Pam Wilson, Perth College UHI

**Curriculum:** Perth College UHI will deliver teacher education for the first time from 2017.

Louis McNaught left the meeting at this point

## 14 **Minutes of Standing Committees (unconfirmed)**

### 14.1 **Capital Projects Committee - 24 October 2016**

**Noted**

### 14.2 **AST Board – 22 November 2016**

**Noted**

### 14.3 **Academic Affairs Committee – 23 November 2016**

Pam Wilson advised that the Academic Affairs Committee had considered the review of the remit and membership of the Academic Affairs Committee. This will broaden the remit across the student experience, and will change the focus of the papers that come to the Committee.

**Noted**

### 14.4 **Engagement Committee – 24 November 2016**

**Noted**

#### 14.5 **Audit Committee – 30 November 2016**

Derek Forgan advised that the major business of the Committee had been the joint meeting with the F&GP. This meeting had been very productive.

The Committee approved the Procurement Strategy

**Noted**

#### 14.6 **Finance and General Purposes Committee – 30 November 2016**

**Noted**

#### 15 **Date and time of next meeting**

The next meeting will be **Wednesday 22 March 2017**

#### 18 **Review of Meeting**

The Chair thanked the Clerk to the Board for her commitment and work for the College and wished her well for the future.

Members agreed it had been quite a quiet meeting which reflected that the majority of the work is being undertaken at the Standing Committees.

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 ☒