

# Board of Management

## Draft Minutes

**Meeting reference:** Board 2017-18/03  
**Date and time:** Wednesday 21 March 2018 at 5.30pm  
**Location:** Room 019

**Members present:** Brian Crichton, Harold Gillespie, Sharon Hammell, Deborah Hutchison, Ann Irvine, David Littlejohn, Grant Myles, Lindsey McLeod, Lynn Oswald, Nurina Sharmin, Anna Zvarikova

**Apologies:** Margaret Cook, Jim Crooks, Prince Honeysett, Donald MacLean, Sharon McGuire, Charlie Shentall

**In attendance:** Jackie Mackenzie, Chief Operating Officer (COO)  
Maureen Masson (Secretary to the Board of Management)

**Chair:** Grant Myles  
**Minute Taker:** Maureen Masson  
**Quorum:** 6

Ref	Action	Responsibility	Time Line
<b>Summary of ongoing Action Items from previous meetings</b>			
4	Update the Board at the next meeting regarding the ongoing work with the Development Trust	Chair	Next Board meeting
14	Bring the whistleblowing policy back to the Board when the drafting process is complete	Principal/ Secretary	In due course
8	Fair use wi-fi policy – report back when review of UHI policy and other work is complete	COO	In due course
15	Conclude the Terms of Reference for Engagement and Academic Affairs Committees	Principal/ COO/ Secretary	For next Board meeting

Ref	Action	Responsibility	Time Line
<b>Summary of ongoing Action Items from meeting on 21 March 2018</b>			
*6	ASTET Review Group – write to the Review Group	Chair	asap
*7	Incorporated Colleges' Integration Discussions – invite Chairs of other FE delivery partners and non-integrating Colleges for a high level discussion about future thinking	Chair	ongoing
*8	HISA Perth College to discuss with Engagement Committee Chair the format and nature of a presentation to the Board at its meeting on 13 June 2018	VP Education and Engagement	Engagement Committee on 10 May 2018

Ref	Action	Responsibility	Time Line
9	Board Secretary to write to the Head of Governance and Records Management at UHI to notify the regional strategic body of the extension of the Terms of Office for two Board members	Board Secretary	asap
*11	Admissions Policy to be considered by the Engagement Committee at its next meeting together with the UHI HE Admissions Policy	Principal	Engagement Committee on 10 May 2018
*12	GDPR Update – prepare a paper for the next Chairs meeting on 21 May (to be issued on 11 May)	Freedom of Information and Data Protection Officer	By 11 May 2018
13.2	AST Business Plan update to come to June meeting of the Board	COO	By 5 June 2018 for Board meeting on 13 June 2018
13.3	Agree a date for the College's HMI to attend a Board meeting/development event.	Principal/Chair	asap

## Minutes

Item	Action
1 <b>Welcome and Apologies</b>	
	The Chair welcomed everyone to the meeting. Apologies were noted.
2 <b>Additions to the Agenda</b>	
	An update on the recent Strategy Working Group meeting would be provided under item *9 Chair's Report.
3 <b>Declaration of Interest in any Agenda Item</b>	
	There were no declarations of a conflict of interest in any agenda item.
*4 <b>Minutes of Meeting held on Wednesday 13 December 2017</b>	
	The minutes were approved as accurate record.
5 <b>Actions arising</b> <b>Summary of Action Items from Board meeting on 11 October 2017</b>	
	4. Report back on possible changes to the Campaign Board and Development Trust Terms of Reference and implications

	<p><b>Action update</b> – The Chair reported that discussions were ongoing on a proposed new Development Trust Deed. The Chair had written to the Chair of the Development Trust with feedback on the draft including the timing for finalising the Trust Deed related to membership. The Chair would report at the next meeting.</p>	Chair
	<p><b>4. Visit by the Vice Principal (VP) international</b></p> <p><b>Action update</b> – The VP International was to present the internationalisation strategy to the Board at its development evening on 3 May 2018.</p> <p><b>4 HE Governance Manual</b></p> <p><b>Action Update</b> - the Secretary had completed a check and had shared that with the Chair and Chief Operating Officer. No work was needed to the College's Governance Manual currently.</p> <p><b>14 Whistleblowing Policy</b></p> <p><b>7 Action Update</b> – a whistleblowing policy had been drafted and it would be presented to the Board in due course.</p> <p><b>16.4 Health and Safety Reporting</b></p> <p><b>Action Update</b> – the Chair of Audit Committee had met with the COO to discuss the format of the report, which was a work in progress. It was important to avoid duplication and set out a framework that engaged the Board at a strategic level.</p> <p><b>8. Fair use wi-fi policy</b></p> <p><b>Action Update</b> – discussions were ongoing with UHI who already had a fair use policy. Wi-Fi provision, eduroam and guest access use at the College were also being considered. The Board was keen to hear of the outcomes from these reviews as the matter had been raised via HISA Perth College.</p> <p><b>15 Terms of Reference for Engagement and Academic Affairs</b></p> <p><b>Action Update</b> – a final remit for a re-constituted Engagement and Academic Affairs Committee would be prepared for the 13 June 2018 Board meeting.</p>	Principal
	<p><b>*6 AST Employment Tribunal Review Update</b></p> <p>The Board noted the final report. The Chair would write to those involved in the Review Group to thank them for their input now that all recommendations had been addressed.</p> <p>A query was raised in relation to the training and advice available to</p>	COO  Principal/ COO/ Secretary  Chair

Board members who were asked to deal with HR matters. The Board noted that guidance had been sought from CDN but that nothing 'off the shelf' existed. The College had appointed a new employment lawyer and any Board Members involved in HR disciplinary/grievance matters would be provided with advice and training at the point they needed it, working with the College's HR team and legal advisers.

**\*7 Incorporated Colleges' Integration Discussions**

The Chair had circulated a confidential note to the Board following the last Integration Board (IB) meeting. This was to update members on recent discussions and to engage the Board to think about future relationships, strategy and resource matters. The Board agreed that future thinking was important and that early consideration should be given to the appropriate formal arrangements to regulatory agreements and relationships between the College and any new organisation.

A number of topics for discussion were identified and the Board endorsed the Chair's view that other FE delivery partners and non-integrating partners should be asked to participate in that process if Chairs in those institutions felt that would be useful. The Chair of the Board of Management would follow this up and extend an invitation to the Chair of Court.

Chair

The Board noted an update from the recent Strategy Working Group meeting where it was confirmed that an appointment to the post of IB Programme Director had been made. In addition, ministers had shown a willingness to meet to discuss the IB's proposal although no agenda or date had been fixed. The IB had been open to extending an invitation to a College which was outside the IB discussions.

**\*8 HISA Perth College Update**

The Board noted the report and that the outcomes from the elections would be known week commencing 25 March 2018.

The VP Education and Engagement asked if the HISA team could make a presentation to the Board at its next meeting, about the vision for next year. The Board was happy for this to be scheduled at the start of the agenda for the next meeting, and the newly elected student officers would be invited along to meet the Board. This was seen to be a positive step and would help the process of transition between student officers as well as informing the Board about key student priorities.

VP Education  
and  
Engagement

It was agreed that the Engagement Committee at its next meeting first considers an outline proposal.

**\*9 Chair's Report**

The Board received an update on the recent discussions at the third Strategy Working Group session and the UHI residences project. In terms of the Strategy Working Group's aims and objectives, the Board was concerned that resources were now being directed to the IB Integration discussions rather than to the work agreed following the work of the Strategy Working Group. This point and ongoing concerns with the residences project had been raised with the FERB Chair for discussion at the next Court meeting.

Regarding Board membership, the Board noted that Lorna Nicoll had resigned and that David Littlejohn and Harold Gillespie had agreed to stay on the Board for a further four years. The Chair thanked Lorna for her contribution. The Secretary would notify the Regional Strategy Body in line with the Governance Manual.

Secretary

**\*10 Principal's Report**

The Board noted the Principal's report.

The Board noted consultants had provided a presentation on service re-design which had provided 'food for thought'. A Planning and Project Manager with Prince 2 practitioner experience had been recruited and there was an opportunity to review service activity starting first with student facing areas.

A query was raised about the makeup and significance of the BSc (Hons) Aircraft Maintenance. The Board noted the opportunity for the College Group to benefit as the course married the AST part 66 qualification with a degree framework thus having international and local appeal.

In terms of the Depute Principal role, the Board noted the reasons for the role remaining vacant.

**\*11 Admissions Policy**

The Board noted the Further Education Admissions Policy, which had been developed by a short-life working group as part of a drive for a single UHI policy framework for FE.

The Board endorsed the policy as an approach to admissions, but was keen to set it in context and have sight of the UHI HE Admissions Policy. It was recommended that both policies be brought back to the Board via the Engagement Committee.

Principal

**\*12 GDPR Update**

The Board noted the GDPR update that followed a presentation on this topic at a recent Board development event. The presentation by

the Freedom of Information and Data Protection Officer had indicated that it would not be possible to be complaint in all aspects of GDPR by the 25 May implementation deadline, and a paper was to be prepared for the Board to highlight key issues.

The Board noted that the paper did not identify any areas of potential non-compliance. Given the next meeting of the Board was after the GDPR implementation deadline, the Board agreed that the Chairs Committee should receive a paper at its next meeting on 21 May, before the enforcement date to:

- identify areas where there may be potential non-compliance at the enforcement date;
- against each area, the mitigating action or set of actions to be put in place to ensure compliance; and
- estimated date for compliance being achieved with mitigation measures.

This approach would identify risks, mitigation measures and whether any additional resource was needed to ensure compliance.

The Board would also welcome, through the Freedom of Information and Data Protection Officer, any insight/feedback from the Information Commissioner's Office about their approach to enforcement monitoring after 25<sup>th</sup> May. This may be helpful in terms of identifying the significance of any areas that are non-compliant at the enforcement date.

Freedom of  
Information  
and Data  
Protection  
Officer

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

#### 13.1 **Engagement Committee– 1 February 2018** Noted.

The Chair commented positively on the HR work that was being taken forward and was looking forward to meeting the new Vice Principal.

#### 13.2 **AST Board – 6 February 2018**

The Chair of the Board of Management expressed disappointment that the AST Business Plan was not ready for consideration by the Board. The COO explained that the Business Plan had been considered by the AST Board at its recent meeting, but that it was not yet ready to be taken to the College Board as there was further work to do. The reasons for the delay were noted and that all was being done to finalise the plan.

The Chair asked that an update on the Business Plan come forward to the June meeting of the Board.

COO/Chair  
AST

#### 13.3 **Academic Affairs– 20 February 2018** Noted

The Vice-Chair informed the Board that the College's HMI was keen to attend a Board meeting or development event to improve engagement at Board level. The timing would be considered by the Board Chair and Principal.

Board Chair/  
Principal

13.4 **Chairs Committee – 21 February 2018**  
Noted

13.5 **Audit Committee – 27 February 2018**  
Noted

The Chair commented on an addition to the Risk Register and the steps taken to ensure business continuity during the short period of a vacancy in the role of H&S Officer.

The Chair also informed the Board that he was attending the Academic Partners' Audit Committee Chairs' meeting and had provided feedback on topics of interest.

13.6 **Finance and General Purposes Committee Board – 7 March 2018**  
Noted

The Chair commented that the College was forecast to break even at six monthly stage.

\*14 **Date of Next Meeting**

13 June 2018

\*15 **Review of Meeting**

Members agreed the meeting covered Board business.

As this was the Nurina's last Board meeting, the Chair extended a vote of thanks for her hard work and dedication to the role of VP Education and Engagement and wished her all the very best for the future.

The Board also wished to note the positive work ongoing at various levels within in the College, much of which was about change management, and that this was being taken forward while maintaining business as usual.

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 ☒ ☐

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? No ☒ ☐