

Board of Management

Minutes

Meeting reference: Board 2017-18/01
Date and time: Wednesday 11 October at 5.30pm
Location: Room 019

Members present: Margaret Cook, Brian Crichton, Jim Crooks, Harold Gillespie, Sharon Hammell, Prince Honeysett, David Littlejohn, John McDonald (from 5.50pm), Grant Myles, Donald MacLean, Sharon McGuire, Lindsey McLeod, Lorna Nicoll, Nurina Sharmin, Charlie Shentall

Apologies: Ann Irvine, Ian Jackson

In attendance: Jackie Mackenzie, Vice Principal, Finance and Estates
Pam Wilson, Vice Principal, Academic

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

Ref	Action	Responsibility	Time Line
Summary of Action Items from Board meeting on 11 October 2017			
4	Report back on possible changes to the Campaign Board and Development Trust terms of Reference and implications	Chair	Next Board meeting
4	Keep under review the timing of a visit by the VP international to meet Board.	Principal	
4	Complete the review of HE governance manual and consider any updated need to Perth College governance manual	Secretary	By December Board meeting
7	Perth College UHI: Evaluative Report and Enhancement Plan 2016 – 2017-18 Invite the Education Scotland inspector to a Board meeting	Principal	December or March Board meeting
9	Chair's Report Board members were to provide comments to the Chair on closer integration with partner Colleges before the meeting on 27 October.		
*11	Principal's Update Prepare infrastructure bids for submission to UHI	Principal	In accordance with bid timescales

Ref	Action	Responsibility	Time Line
*13	Estates Update <ul style="list-style-type: none"> An update on the UHI residences project would be provided to the next F&GP meeting; Progress Estate Strategy work 	VP Finance and Estates VP Finance and Estates	29 November 2017 ongoing
14	Policies for approval by the Board of Management and Committees during 2017/18 Prepare a whistleblowing policy.	Principal	asap
16.4	Annual Health and Safety Report Agree format for Health and safety reporting and level of detail	Principal and Chair of Audit Committee	By December meeting of the Board

Minutes

Item	Action
1 Welcome and Apologies Apologies were noted.	
2 Additions to the Agenda 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.	
4 Minutes of Meeting held on Wednesday 14 June 2017 The minutes were approved as accurate record.	
5 Actions arising 8. Equalities Report (from meeting on 22 March 2017) Action Update: The online training link would be circulated to Board members – complete. Items from meeting on 14 June 2017 9. Report back on Development Trust and Campaign Board revisions to Terms of Reference The Chair reported that the constitution for the Development Trust and	

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<p>Campaign Board were being re-drafted to make them more independent from the College. This may have implications for the support the College can provide to the Trust given the nature of the ONS regulations . A further meeting was planned during October to take this forward and an update would be brought forward to the next meeting of the Board in December 2017.</p>	Chair
<p>The VP International had visited the College recently to meet with the Principal and the timing for a meeting with the Board will be kept under review.</p>	
<p>10. HE Budget Allocations</p>	Principal
<p>An update would be provided in the Chair's report.</p>	
<p>10. HE Governance Manual</p>	
<p>The Secretary had undertaken an initial review of the HE governance manual. Broad themes for good governance were common to both HE and FE, but a further check would be done to identify any additions to strengthen the College's governance manual.</p>	Secretary and VP for Estates and Finance
<p>11. Balanced Scorecard</p>	
<p>The VP Academic assured the Board that the 'amber' balanced scorecard outcomes under ongoing review and that a Health and Safety indicator was included. The Board would expect to see red outcomes reported back by exception.</p>	
<p>16. Estates Update</p>	
<p>On the agenda for the meeting.</p>	
<p>17.5 AST Board</p>	
<p>Review of business against ToR – now done and action complete</p>	
<p>18. Schedule of meetings</p>	
<p>Complete and circulated to the Group.</p>	
<p>*6 AST Employment Tribunal Review Update</p>	
<p>The Chair reported that the Review Group had met earlier in the day to consider the final draft report prepared by the Alun Thomas the Independent Reviewer. A set of recommendations and actions were also in draft and these, together with the report, would require to be considered and endorsed by the Board of Management. The Board discussed the timing of the publication of the report and</p>	

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<p>recommendations as it would not be possible to wait until the next Board meeting to finalise outcomes. A commitment had been given earlier in the year that the report and any outcomes arising from the independent review would be available during October. The Board discussed options for meeting the timescales, in particular, whether a special meeting was needed or whether authority could be delegated to the Principal and Chair to finalise the report and immediate actions arising. The Board agreed that a special meeting should be held and that the timeslot for a Board Development evening on 25 October should be used for the meeting as it was already in diaries.</p>	
<p>*7 Perth College UHI: Evaluative Report and Enhancement Plan (EREP) 2016 – 2017-18 (CLOSED)</p> <p>Closed</p>	
<p>8 HISA Perth College Update</p> <p>The Board noted the paper which provided an update on recent student activity. Of particular interest was STEM work the Vice President was taking forward with Equate Scotland. The student officers had also delivered class talks where they had stressed the importance of students becoming involved in the student representative process. Training for class representatives would be held during October and the first meeting of the Student Representative Council was scheduled for early November.</p> <p>The Chair commended the President and Vice President for the very positive report and their commitment and enthusiasm. The new arrangements following the merger with HISA appeared to be working well and the student officer were participative and involved in the process.</p>	
<p>9 Chair's Reports</p> <p>The Chair reported on a meeting on 9 and 10 October with Academic Partner Chairs and senior UHI officials facilitated by John Sturrock.</p> <p>The main item had been a discussion about further partnership integration. This matter had been discussed a couple of years ago and was back on the agenda as it had been raised by a number of incorporated colleges who were keen to explore closer integration. Overall, the discussion had been positive, but it was recognised that it was unlikely that one model would meet all partner College aspirations. A further meeting of the 5 incorporated Colleges would be held on 27 October to understand the differing perspectives and aspirations of each College.</p> <p>The Board expressed concern as the rationale and objectives for change had not been fully explained. In addition, in the absence of</p>	

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	<p>transparent Service Level Agreements between the various parties, there was little evidence to support informed decision making.</p> <p>The Board discussed the recent staff email from the Vice Chancellor about closer integration. Concern was expressed that the email had caused some concern for some staff who were unsure of the wider context. The Board recognised that it was important to understand the positive and negative impact of any proposed changes and be ready to respond on behalf of the College. Board members were invited to provide comments to the Chair before 27 October, so the Chair could feed back the view of Perth College Board.</p> <p>The meeting was to address the UHI HE top slice but was not discussed.</p>	All
10	<p>Board Member Recruitment and Committee membership</p> <p>The Board noted a paper which provided an update on Board recruitment and Committee membership. Formal appointments should be made by the date of the next meeting.</p>	
*11	<p>Principal's Update</p> <p>The Board noted the proposed senior team re-structure that the Principal had emailed. Meetings with Trade Unions and staff groups were ongoing as part of the consultation process and recruitment specialists had been engaged. It was hoped that the posts would be filled by Easter 2018. In the meantime, interim management arrangements were in place.</p> <p>The College was invited to bid for UHI capital infrastructure funding and was working to identify projects which would have impact and contribute to wider strategic goals.</p>	Principal
*12	<p>Tay Cities Deal Update</p> <p>The VP Finance and Estates introduced this paper which pulled together the various Tay Cities Deal initiatives where the College had input. The Board noted the initiatives and was keen to stress the importance of alignment and consistency between various high level College plans including the Regional Outcome Agreement. The Board noted the effort that had gone into developing the bids to this stage, led by the sector directors, and that further work would be undertaken as an announcement was made about the Tay Cities toward the end of year. The Board further noted that a care sector bid was being developed at a regional level as this was a major growth area.</p>	
*13	<p>Estates Update</p>	

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<p>The VP Finance and Estates provided an update on estates matters. The Board noted the following:</p> <ul style="list-style-type: none"> Plans had been developed for maintenance priorities for the current academic year; The UHI residences project was still ongoing and a update would be provided to the next F&GP meeting; It was agreed at the Board Development day that two strands of work would be progressed; i. to maintain a fit-for-purpose estate for business continuity and ii. a strategic in focus to identify longer term academic strategy and options for delivering that, including estates valuations. The Board noted that the Head of Estates had recently attended the autumn meeting of the Scottish Association of the University Directors of Estates (SAUDE). 	VP Finance and Estates VP Finance and Estates
14 College Policies	
14.1 Policies for approval by the Board of Management and Committees during 2017/18	Principal
<p>The Board noted the schedule of policies that would be reviewed during the course of the year. The Principal noted that other policies including whistleblowing would come forward in the course of the year.</p>	
14.2 Revised Health and Safety Policy	
<p>The Board approved the revised Health and Safety Policy.</p>	
15 Equality and Diversity	
<p>The Board noted the following two reports published recently by the Equality Challenge Unit:</p> <ul style="list-style-type: none"> Equality in College in Scotland: statistical report 2017 Governing Bodies' Equality and Diversity: A handbook for Board Members in Scotland's Colleges. 	
16 Minutes of Standing Committees (unconfirmed)	
16.1 Engagement Committee– 31 August 2017	
<p>Noted.</p>	
16.2 Chairs Committee – 11 September 2017	
<p>Noted subject to the amendment of a typographical error on page 3.</p>	

Item		Action
16.3	<p>AST Board – 19 September 2017</p> <p>Noted – the new Chair of AST informed the Board that the pipeline of work for AST was in discussion, and an update would be provided to the Board via the minutes of the next AST Board meeting.</p>	
16.4	<p>Audit Committee – 20 September 2017</p> <p>Minutes - Noted</p> <ul style="list-style-type: none"> • The Annual Health and Safety Report was noted. The Chair informed the Board that the format of the report would be reviewed in future to address action planning and improved reporting. It had been agreed not to re-work the report for 2016-17. • The Board discussed the report and some of the statistics contained within in. The Board agreed that it would be helpful to show RIDDOR accidents separately as well as actions taken as a result and recording the number of near misses. • The Board discussed whether the annual reporting process was sufficient to discharge its responsibilities for health and safety. The Board discussed the reporting lines between the Health and Safety Committee to the Audit Committee and the level of detail that should flow from one Committee to the other. This had been an ongoing matter that had not been finally resolved and the Chair asked the Principal and senior team to work with the Audit Committee Chair to map out the reporting framework including level of detail that allows the Board to discharge its Health and Safety duties properly. Any overlap to College policies including Freedom of Information and data protection should be considered and, ideally, the reporting framework should be lean in approach possibly reporting to the Board by exception. A framework would be prepared and come forward for discussion at the next meeting. 	Principal and Audit Chair
5	<p>Finance and General Purposes Committee Board – 29 September 2017</p> <p>Noted. The Chair extended a vote of thanks to the Finance Team for a positive outturn.</p> <p>The Chair of the Audit Committee commented that the Audit Committee discussed the risk to the College of the current funding environment and was reassured to see that Finance and General Purposes Committee was active in managing this.</p>	
*17	<p>Date of Next Meeting</p> <p>13 December 2017</p>	

Item	Action
*18 Review of Meeting	
<p>Members agreed it had been an interesting meeting covering the range of Board business.</p>	
<p>A gift and flowers were presented to the Vice Principal Academic as this was her last Board meeting. The Chair thanked the Vice Principal for her significant contribution to the life and work of the College and commented that the Board would miss her enthusiasm and wished her all the very best for the future.</p>	

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 ☒ with redaction of item 7 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? No, but item 7 would be redacted