

Board of Management

Draft Minutes

Meeting reference: Board 2018-19/01
Date and time: Wednesday 10 October 2018 at 5.30pm
Location: Room 019

Members present: Andrew Comrie, Margaret Cook, Brian Crichton, Jim Crooks, John Dare, Declan Gaughan, Harold Gillespie, Sharon Hammell, Prince Honeysett, Deborah Hutchison, Ann Irvine, Craig Ritchie, Charlie Shentall

Apologies: David Littlejohn, Lynn Oswald, Anna Zvarikova, Michelangelo Philippides, Jackie Mackenzie

In attendance: Lorenz Cairns, Interim Depute Principal (Academic)
Veronica Lynch, Vice Principal (External)
Maureen Masson, Secretary to the Board of Management

Chair: Brian Crichton
Minute Taker: Maureen Masson
Quorum: 6

Ref	Action	Responsibility	Time Line
Summary of ongoing Action Items for next Board meeting arising from previous meetings			
6.	Fair use Wi-Fi policy – report back when review of UHI policy and other work is complete.	COO	When work complete
8.	ASTET Review Group – check with former Chair as to whether this action was undertaken	Chair	ASAP
8.	HISA Perth College – prepare an action plan on student engagement priorities for the next Engagement Committee meeting	HISA President	18 October 2018
7.	Evaluation Report and Enhancement Plan Invite the College's HMle to the December meeting	Secretary	ASAP
14.	Balanced Scorecard - provide an update at the next meeting	COO	For next meeting

Ref	Action	Responsibility	Time Line
Summary of ongoing Action Items for next Board meeting arising from this meeting			
8	UHI Assembly Meeting Update Keep Board informed of developments	Chair	Next Board meeting
10	Relocation of Pathways (Closed item) Develop a communication plan	Interim Depute Principal (Academic)	ASAP

Ref	Action	Responsibility	Time Line
14.2	Health and Safety Policy 2018 Invite the Health and Safety Adviser to the next Audit Committee meeting	Secretary	ASAP
15.2	Chairs' Committee Discuss the format/frequency of Chairs' meetings	Chair/Secretary	Meeting on 14 November 2018

Minutes

Item	Action
<p>1 Welcome and Apologies</p> <p>The Chair welcomed Andrew Comrie, Craig Ritchie and Declan Gaughan to their first Board of Management meeting. Apologies were noted.</p>	
<p>2 Additions to the Agenda</p> <p>There were two additions to the Agenda.</p> <p>The Board Secretary had circulated the UHI quarterly status report from the recent Court meeting. This would be added to the agenda for each Board meeting going forward as requested by UHI. The Board noted the Report.</p> <p>The Chair notified he would raise an item regarding Chairs' Committee under item 15.2.</p>	
<p>3 Declaration of Interest in any Agenda Item</p> <p>There were no declarations of a conflict of interest in any agenda item.</p>	
<p>*4 Minutes of Meeting held on Wednesday 13 June 2018</p> <p>The minutes were approved as accurate record subject to the correction of a typographical error on page 6.</p>	
<p>5 Matters Arising From previous Board meetings</p> <p>6. Fair use Wi-Fi policy – report back when review of UHI policy and other work is complete.</p> <p>Action Update: No further update at the present time. An update will be provided when available.</p>	COO

8. ASTET Review Group – write to the Review Group

Action Update: The Chair reported that he would check with the former Chair to see if this action was complete

Chair

8. HISA Perth College – prepare a paper on a possible presentation for the Engagement Committee in the Autumn

Action Update: prepare an action plan on student engagement priorities for the next Engagement Committee meeting

HISA Perth
College
President

Actions from June 2018 meeting

7. HMle - College HMle to be invited to the October Board meeting

Action Update: The College HMle would be invited to the December 2018 meeting instead.

Secretary

10. Development Trust – complete a strategic overview of development activity

Action Update: On the agenda for the meeting.

14. Balanced Scorecard- New framework to be finalised

Action Update: An update on progress would be provided at the next meeting

COO

16.2 Organisational Change Procedure –Finalise subject to some amendments

Action Update: Action complete

17. Remit and membership of Academic Affairs - Finalise the membership to ensure the quorum requires attendance of a Board Member

Action Update: Action Complete

18. Investors in People (IIP) – ensure appropriate messaging around the decision not to seek IIP re-accreditation and use the budget for staff activity

Action Update: Action Complete

21. Schedule of meetings - Finalise outstanding dates to complete the schedule

Action Update: Action Complete

***6 Evaluative Report and Enhancement Plan (EREP) (Closed)**

The Interim Depute Principal (Academic) introduced the Enhancement Plan Summary 2017-18 and the Evaluative Report and Enhancement Plan 2019-21 and explained the background and approach taken to preparing the final drafts. The reports and gradings had been agreed at a pre-endorsement meeting held with the College's Senior Management Team and the College's HMle and Outcome Agreement Manager and the Reports were now presented to the Board for approval.

The Board discussed the reports and commended the EREP 2019-2020. The Board discussed whether some of the individual gradings should be higher but, on balance, agreed that the gradings were fair and that report was positive and provided a platform for improvement during a time of change for the College. The Board noted particular areas of strength and challenges that faced the College. The Board particularly commented on the challenges that a diverse student body brought in terms of their support requirements and the funding that was needed for supporting students through their studies. The Board was also keen to recognise that the College's measure for learner satisfaction against a Scottish average was very high and that was a positive outcome.

A paper was tabled on project governance which outlined the approach to managing and overseeing the delivery of the three year Plan and the Board welcomed the approach. The Chair emphasised that delivery of the Plan was crucial and must be properly resourced. The proposed approach would ensure that the methodology would be transparent to all involved in delivering the plan. The Planning and Project Manager was thanked for his work on developing the governance approach.

After discussion, the Board approved both Reports and the summary gradings. The Board noted that some final editing was required and figures added which were not available at the time the Reports were circulated. A list of acronyms would be developed to sit alongside the report.

The Principal thanked the Interim Depute Principal (Academic) for leading the work and the Board also wished to record its thanks. The Board noted that the College's HMle would attend the next meeting of the Board meeting on 12 December 2018.

***7 AST Business Plan**

The Board noted that a part-time Interim General Manager had been appointed and that he would be involved in developing the Business Plan. However, his immediate priority was dealing with 'Business

As Usual' matters, contracts and existing systems and processes.

***8 UHI Assembly Meeting Update**

The Chair reported on the discussions that were held at the first Assembly meeting on 23 September. The Chair, Principal and staff representatives had attended. Those attending had been split into groups to consider the key challenges and areas of success and discussion followed in a plenary. Proposals for a Programme Board were also discussed and it was agreed that further refinement of the initial proposal was needed. Subsequent to the Assembly meeting the Chair of Court had come forward with a new proposal on the purpose, working principles and membership on the Board.

The Chair tabled a paper which provided a summary of the working principles of the Programme Board, the likely key themes and the possible composition to provide for the best representation across the partners. The Chair of Perth College would join the Programme Board and it was likely that it would meet before the end of October.

The Board discussed the approach now proposed, the purpose of the Programme Board and its stakeholders, some of the legal and structural aspects in the governance model and the culture and behaviours which were seen to be key areas to address going forward. There was broad agreement that culture change was needed in delivery of a successful organisation in the future.

The Chair would keep the Board informed of developments.

Chair

***9 Development Trust Revised Structure**

The Vice Principal (External) introduced the paper which set out a new structure for the Development Trust. The Board noted that it had been endorsed by the Engagement Committee. Following discussion about some aspects of the funding model the Board approved the revised structure.

10 Relocation of Pathways (Closed)

The Interim Depute Principal (Academic) introduced the paper which set out the case for and against a proposed relocation of activities based in 'Pathways' in South Street, to the main College campus. The Board noted that F&GPC had endorsed the relocation following consideration of the merits and demerits. The Board discussed the proposal and the demographics of the user base. The College had capacity to accommodate the relocation of classes to a more fit-for-purpose environment. The Board noted that the Principal had met staff working in Pathways, prior to the Board meeting, to explain the potential outcome.

The Board approved the proposal to relocate Pathways but

recommended that a communication plan be developed to manage the public relations aspects and to aid users with signposting of classes and activity when the transition is made.

Interim
Depute
Principal
(Academic)

The Board discussed the College's other learning centres in the light of various factors that separately impacted them. The Board agreed that there should be a review of these including potential models for partnership. This further aspect should also form part of a co-ordinated communication plan.

***11 HISA Perth College Update**

The Board noted the report prepared by the Student President. The President reported that HISA was currently deciding which Student Representatives should sit on the Assembly Programme Board.

***12 Chair's Report**

The Chair reported on the following:

- A further round of Board recruitment was planned to fill the vacancy for one further Independent Member;
- A meeting of FERB had been held on 12 September. Ruralness funding and the criteria for its allocation was discussed and it was noted that Perth College and Inverness College did not agree with the framework;
- Work that Ayr College had undertaken to support students was discussed and it was noted that this was similar to the College's BRAG system;
- An HE FERB equivalent was being considered and will be part of the Programme Board discussions; and
- The Chair and Principal had attended the recent Employers Association meeting and the Principal would again represent the College sector on the negotiating team.

***13 Principal's Report**

The Board noted the Principal's Report.

The guest speaker at graduation had been favourably received and he and the Principal had spoken following graduation with a view to exploring wider engagement activities.

The Board noted that the Deputy First Minister had been in College earlier in the day to promote a new initiative to support vulnerable students following the launch of a national campaign. SMT would ensure appropriate roll out across College.

The Support Staff Member commented positively on the communications and messaging around the One Stop Shop

following the last meeting.

***14 Policies and Procedures**

14.1 Fee Waiver Policy & Student Support Funds Policy

The Board approved the Fee Waiver Policy and the Student Support Funds Policy that were developed as part of the single policy framework, noting it had been recommended for approval by F&GPC. The Board noted that other policies would come forward for approval and that each individual policy developed would have to be separately approved by College Boards.

14.2 Health and Safety Policy 2018

The Board approved the Health and Safety Policy 2018. There was discussion about the mechanism for Board engagement with health and safety matters. It was agreed that the Health and Safety Adviser would attend the next Audit Committee to present on health and safety. The Chair of the Board and Audit Committee Chair would also revisit a possible mechanism which would remove duplication but also ensure proper consideration of health and safety matters at Board level.

Secretary

15 Minutes of Standing Committees (unconfirmed)

15.1 Engagement Committee – 30 August 2018

Noted. A paper on student engagement would be provided at the next Engagement Committee meeting.

15.2 Chairs Committee – 3 September 2018

Noted. The Chair indicated he would like to discuss and evaluate the format/content of agendas at the next Chairs' meeting so as to eliminate duplication.

Chair

15.3 AST Board – 11 September 2018 (CLOSED)

Noted. The Chair raised the governance concerns that had been noted at Board sub committees related to the award of a contract. The Board noted a risk about this matter had been added to the College's Risk Register and would be carefully monitored going forward.

15.4 Audit Committee – 18 September 2018

Noted.

15.5 Finance and General Purposes Committee Board – 25 September 2018

Noted.

16 Date of Next Meeting

12 December 2018

*17 **Review of Meeting**

Members agreed the meeting covered 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 ☒ ☐ but items 6 and 10 to remain 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 ☒ ☐