

Board of Management

Minutes

Meeting reference: Board 2018-19/04
Date and time: Wednesday 12 June 2019 at 5.30pm
Location: Room 019

Members present: Andrew Comrie, Margaret Cook, Brian Crichton, Jim Crooks, John Dare, Sheena Devlin, Sharon Hammell (via teleconference), Prince Honeysett, Deborah Hutchison, Ann Irvine, Lynn Oswald, Charlie Shentall.

Apologies: Declan Gaughan, Harold Gillespie, David Littlejohn, Craig Ritchie, Anna Zvarikova

In attendance: Katrina Hodgson (co-opted Board Committee Member)
Catherine Etri,
Lorenz Cairns, Depute Principal (Academic)
Veronica Lynch, Vice Principal (External)
Penny Davis, Interim Board Secretary

Chair: Brian Crichton
Minute Taker: Penny Davis
Quorum: 6

Ref	Action	Responsibility	Time Line
Summary of ongoing Action Items for next Board meeting arising from previous meetings			
5	HISA Perth College Update Student Mental Health Agreement to be presented to next Engagement Committee	SMT/New Student President	Next Engagement Committee
5	Board Effectiveness The development evening should focus on developing an action plan. Invite a CDN representative and consider inviting the UHI Dean of Students and HISA President.	New Clerk to Board	Next development event
5	College Governance – Ministerial Letter Strengthen the section on conflict of interests and charity trustees responsibilities at Board induction	New Clerk to Board	Next round of inductions
Summary of ongoing Action Items for next Board meeting arising from this meeting			
7	College Governance – Union Nominees on College Boards Write to Unison with the Board's decision on	Chair	Post-meeting

Ref	Action	Responsibility	Time Line
	observers.		
8	Regional Outcome Agreement Circulate the full ROA document electronically to the Board for information.	Depute Principal (Academic)	Post-meeting
9	Evaluation of Regional Strategic Body Communicate to UHI the Board's concerns.	Principal	Post-meeting
10	Programme Board – Governance & Accountability Work Group Manage Principal/SMT engagement in work over summer period to ensure an appropriate level of engagement without detriment to the College and the student experience.	Principal	Summer 2019
11	Chair's Report Update Board on progress with Employers' Association consideration of national approach to Principal/SMT posts. Undertake individual Board evaluations over summer period.	Chair Chair	October Board 2019 Summer 2019
12	Principal's Report Convey Board's thanks to staff involved in College Expo event. Report on progress with community engagement with College opportunities post closure of learning centres.	Principal Principal	Post-meeting Second Academic Affairs meeting 2019-20
13	Indicative Budget Principal to provide Chair with short note once budget position is clear. Chair to notify Members/convene extraordinary meeting of Board as appropriate.	Principal/Chair/ Clerk	Summer 2019
14	Tay Cities Deal Update Provide progress reports to first cycle of Committee meetings. Submit application to UHI Executive Office for funding of professional fees. Sign PIA on Board's behalf as part of Moray	VP (External) VP (External)/ SMT VP (External)/	October 2019 Post-meeting Post-meeting

Ref	Action	Responsibility	Time Line
	Growth Deal. Bring risk assessment and plan for sustainable resource funding to Board.	SMT VP (External)/ SMT	October Board 2019
16	CITB – Subcontracting issue Implement contractual changes as approved by Board.	VP (External)	tbc
21	Audit Committee Meeting minutes of 14 May 2019 Check assessment arrangements are consistent with Board agreed position on red/green evaluation of compliance matters.	Audit Committee Chair	Next Audit Committee

Minutes

1 Welcome and Apologies

The Chair welcomed everyone present to the meeting. 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 20 March 2019

The minutes were approved as an accurate record of the meeting.

5 Matters Arising

14. Balanced Scorecard – Bring the revised Balanced Scorecard back through the Committee cycle.

Action Complete - The Principal reported that the draft revised Balanced Scorecard had been presented to the recent round of Committee meetings and good progress was being made.

15. HISA Perth College Update - Include the Student Mental Health Agreement on the agenda for Engagement Committee

Action update – The Student President had provided a verbal report to the Engagement Committee, and the agreement itself would be brought to the next meeting of the Committee.

Action

Student
President

7. Board Effectiveness - The development evening should focus on developing an action plan. Invite a CDN representative and consider inviting the UHI Dean of Students and HISA President.

Action update – To be carried forward once new Clerk to Board is in post.

Chair/Clerk

8. College Governance – Ministerial Letter - Strengthen the section on conflict of interests and charity trustees responsibilities at Board induction

Action update – To be progressed by new Clerk to Board once in post.

Clerk

13. Tay Cities Deal - Provide updates to the Chairs Committee and Board as required

Action Complete – On agenda.

6 HISA Perth College Update

The Student President provided an update on several areas of activity.

Work had been ongoing with the Quality Department to improve the student representation structure next year. This would include further development of the class rep role to improve communications and efficiency.

The first OBI event had been held in May and had been a success, with more than 120 people attending.

The Students Association had relocated to the Webster Building.

7 College Governance – Union Nominees on College Boards

The Chair reported that a request had been received from Unison to have an observer at Board meetings and that he had agreed to raise the matter with the Board. He had requested a joint proposal from both teaching and non-teaching unions but had not received this.

It was noted that guidance was still awaited on the implementation of the Scottish Government's decision to introduce trade union board members, and that it was anticipated that the new members would be introduced during 2020.

The Board agreed that, while it welcomed the future inclusion of trade union members as full Board Members, it did not support an interim arrangement whereby trade union members would attend meetings without being bound by the terms of appointment that applied to full members, including the Code of Conduct. Member felt this was in the

interests of both the Board and the proposed observers.

It was noted that Board agendas and papers were published online except where exemptions applied under the Freedom of Information (Scotland) Act 2002, and that all staff should be reminded of this arrangement.

The Chair agreed to write to Unison with the Board's decision.

Chair

8 **Regional Outcome Agreement**

The Depute Principal (Academic) presented for information a spreadsheet showing approximately 128 national measures from the ROA against which colleges could assess their ambition.

He agreed to circulate the full ROA document electronically to the Board for information.

Depute
Principal
(Academic)

It was noted that the Regional Strategic Body was accountable for delivery of the ROA, but that the objective of current discussions with the FERB was to identify targets that could be disaggregated to support more effective planning and performance monitoring at college level. For Perth College, this process was complicated by its being located outwith the region to which many of the overall targets applied.

It was noted that the intention for future years was to consider targets and potential disaggregation prior to submission. Members agreed that this would be a step forward, and discussed the possibility of determining regional targets in the first place on the basis of colleges' own assessments of their ambitions.

In that context, Members discussed the complexities of the allocation model and the need to ensure the sustainability of smaller colleges in the network.

It was agreed that greater transparency would be welcome, to enable college boards to see the income received from the SFC and the logic behind its distribution.

9 **Evaluation of Regional Strategic Body**

The Principal introduced an evaluation report that had been prepared by the UHI VP for FE. She noted that it gave a positive account of the work of the RSB but expressed frustration at the degree of reference to the Highlands & Islands region exclusively and lack of reference to Perth & Kinross.

Numerous Members expressed the view that the evaluation was written from a highly favourable perspective and lacked objectivity and evidence to back up the statements made.

The reference in the report to a 'transformational FE role' was discussed and the extent to which an individual appointment could impact on fundamental sustainability issues and drive a programme of change.

It was agreed that the Board's concerns, and its request for data to evidence statements in the report, should be communicated to UHI.

Principal

10 **Programme Board: Governance and Accountability Work Group**

The Chair reported that some progress was being made with the work of the Governance and Accountability Work Group but not as much as had been expected. Principals and staff had been asked to consider federated models, with a view to taking a report to college boards and the UHI Court in October.

To that end, Academic Partners had been asked to allow for Principals and SMT to engage in a series of meetings over the summer. The Board supported the Chair's proposal that this should be managed by the Principal to ensure an appropriate level of engagement without detriment to the College and the student experience.

Principal

11 **Chair's Report**

The Chair reported on his activity since the last meeting, including:

- a) A FERB meeting had been held in May at which the following items had been discussed:
 - the ROA 2019-20, which had now been submitted to the SFC;
 - STEM developments and the Science Skills Academy;
 - Progress with the Shetland College merger project, which was due to commence in January 2020;
 - ongoing challenges at Lews Castle College, and the curriculum review;
 - continued work on the branding project.
- b) The Employers Association had held a residential meeting at which the development of a national approach to principals and senior managers was considered. Progress was expected by October 2019 and a further report would be brought to the Board.
- c) A meeting of the Perth College Development Trust, including new trustees, had been held on 11 June.
- d) A Sodexo dinner had been held at which the Chair had had an opportunity for discussion with the Cabinet Secretary for Education and Skills.
- e) FE Prizegiving had been another successful event.

Chair

- f) Interviews had been held earlier in the week to recruit a new Clerk to the Board and an offer of appointment had now been accepted.
- g) The Chair's individual evaluation meetings with Board Members would be held over the summer.

Chair

(J Cairns left the meeting at this point.)

12 **Principal's Report**

The Principal presented her report to the Board, highlighting three items:

- a) College Expo was currently being hosted by Perth College and was going very well. The Minister and SFC Chief Executive had attended that day and the SFC Chair was expected the following day. Around 500 attendees were anticipated overall, and CDN had been very complimentary about the support received from College staff.

The Board requested that its thanks be conveyed to staff involved in the event for their good work.

Principal

- b) EIS members had voted to accept the financial aspect of the pay deal. There remained issues to resolve around terms and conditions. An NJNC was scheduled for 20 June.

In response to a Member's question about the potential impact of further strike action on students, it was confirmed by senior management that no major issues were expected at this stage.

The Principal had written to UHI leaders for assurance that students progressing to university would not be disadvantaged.

- c) A community programme had been created further to the closure of the learning centres, to continue leisure provision and increase education provision.

No redundancies were expected among tutors but SFC permission had been sought for some compulsory redundancies among administrative staff.

With respect to Kinross Learning Centre, one community bid was expected. The Board had delegated authority to the Chair and Principal to conclude the process.

Members agreed that they would favour a community bid for the learning centre, and the Chair thanked the Principal and all who had been involved in achieving what would be a positive outcome.

	<p>The importance of community engagement and learning centre users being aware of the new offer was discussed. It was agreed that a review of progress would be brought to the second meeting of the Academic Affairs Committee in 2019-20.</p> <p>With reference to other activities in the Principal's report, one Member commended the work of students exhibited at the BA (Hons) Visual Communications degree show, particularly the work on real life projects involving local organisations.</p> <p>Members also noted the success of the recent open day, which had drawn 230 visitors, resulting in 77 applications.</p> <p>The Chair emphasised the need for a proactive approach to promoting the College's successes.</p>	Principal
13	<p>Indicative Budget 2019-20</p> <p>The Principal reported that the College had shared figures with UHI and was awaiting a response, which would be received before the first cycle of 2019-20 meetings.</p> <p>She highlighted the underlying problems identified in the recent Audit Scotland report, and the challenge of achieving a break-even position.</p> <p>The Chair requested that the Principal provide him with a short note once the position became clear. If appropriate, an extraordinary meeting of the Board would be convened to consider any action that may be necessary. Otherwise, the note would be circulated to Members for information.</p>	Principal/ Chair
14	<p>Tay Cities Deal Update – Aviation Academy for Scotland</p> <p>The Vice Principal (External) provided an update on progress, reporting that the outline business case in full had been provided to both the Finance & General Purposes Committee and the AST Board and would be shared with others on request.</p> <p>The case had been submitted at the end of April. The full business case was due for completion in November and an update would be provided at the first cycle of meetings in 2019-20.</p> <p>The Board discussed the proposal and the need for a thorough assessment of risks, taking full account of the external framework in which the academy would be operating, prior to approval of a full business case. The need for a longer term perspective on revenue income and sustainability was also stressed.</p> <p>In terms of staffing resource implications of developing the proposals, it was confirmed that most of this work was complete.</p>	VP (External)

The Board:

- noted submission of the outline business case;
- endorsed the proposed AAS locations as part of the consultation process;
- endorsed the submission by the College of a formal application to the UHI Executive Office for funding of up to £600k for professional fees associated with scoping the project in the form of a grant or loan;
- agreed to delegate authority to the SMT to sign the Proprietary Information Agreement on the Board's behalf for the Advanced Technologies Academy as part of the Moray Growth Deal, on the basis that this was a reciprocal, multi-party, agreement;
- requested that a risk assessment and plan for sustainable resource funding be brought to the first Board meeting of 2019-20.

VP
(External)/
SMT

VP
(External)/
SMT

VP
(External)/
SMT

15 **AST Business Plan**

The Chair of the AST Board presented the plan. The AST Board had been pleased with the detail and clarity of the plan, but noted the challenging financial position and the scale of the task ahead. The new General Manager had conducted a thorough and transparent review of the business, which provided a firmer basis on which to proceed.

The AST Board would be reconvening on 24 June to consider the plan alongside the Aviation Academy outline business case.

Members discussed the robustness of the plan and agreed that having a clear understanding of the market and segmentation, developing a pricing model, and effective target-setting and performance monitoring would all be key to future success and were all areas where further work was needed.

Other aspects were considered including the risk arising from the high level of dependence on one senior member of staff, and the need to recognise this as a change management process and consider the implications for staff. It was confirmed that the College would continue to provide support in that regard.

(S Devlin left the meeting at this point.)

16 **Construction Industry Training Board – Subcontracting issue**

The VP (External) outlined the contractual position between the College and CITB for the delivery of the MA Construction – Carpentry and Joinery, explaining an increase in costs to the College that were not funded through the contract.

The Board discussed the proposal to change current arrangements

and noted that other Colleges were pursuing the same course of action.

The Board agreed that the College:

- should absorb additional costs for candidates covered by the contract for 2017-18 and 2018-19 intakes;
- for students starting in 2019-20, should maintain framework contact with CITB and transition to a college contract over 1-2 years;
- should sign the 3-year CITB framework agreement and the associated annual call-off contract for 2018-19 on the basis of the options presented.

VP
(External)

17 **Policies: Display Screen Equipment (DSE) Policy**

The Principal presented the policy, reporting that it had been rigorously reviewed.

It was confirmed that a new Health & Safety Officer had been appointed, which should result in an improvement in uptake and monitoring of online training and self-assessment.

It was noted that policy relating to students using their own devices would also need to be developed.

The Board approved the DSE Policy.

18 **Graduation Fees – Care Experienced Students**

The Principal presented a UHI paper outlining a package of measures for care experienced students graduating. It was confirmed that costs would be covered for all care experienced students, irrespective of age.

Members were supportive of the proposal as an example of good practice.

19 **Calendar of Meetings 2019-20**

Members noted the Calendar of Meetings for 2019-20.

20 **Minutes of Board Standing Committees**

Engagement Committee meeting of 2 May 2019

The Committee Chair presented the Minutes, highlighting the update received on the Student Mental Health Agreement and a presentation to the Committee by HISA.

The Minutes were noted by the Board.

Academic Affairs Committee of 8 May 2019

The Depute Principal presented the Minutes, having chaired the meeting in the Principal's absence.

The minutes were noted by the Board.

21

Audit Committee meeting of 14 May 2019

A Comrie presented the minutes, the Committee Chair having left the Board meeting earlier, and highlighted the Committee's concerns about compliance with Equalities reporting requirements.

The principal advised Members that the new Equality & Diversity manager would be in post by the end of June, and would address compliance concerns as a priority.

The Chair raised a point about assessing compliance risks as either red or green, not amber, which had been discussed and agreed at an earlier Board meeting. He asked that the Committee ensure that the agreed arrangements were in place.

Audit
Committee
Chair

The minutes were noted by the Board.

Finance & General Purposes Committee meeting of 22 May 2019

The Chair presented the minutes in the Committee Chair's absence.

The minutes were noted by the Board.

AST Board of Directors' meeting of 23 May 2019

The AST Board Chair presented the minutes, noting that key matters had been discussed earlier on the College Board agenda.

The minutes were noted by the Board.

Date of Next Meeting

9 October 2019

22

Review of Meeting

Members agreed that the meeting had covered Board business.

A gift was presented and a vote of thanks given to the Student President who was leaving post at the end of June. His good work throughout the year including liaison with UHI was recognised.

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 items 14, 15, and 16.

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 General Data Protection Act 2018. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the General Data Protection Act 2018? No ☒ ☐