

Extraordinary Board of Management

Minutes

Meeting reference: Board 2025-26/E03

Date and time: Thursday 18 December 2025 at 4.00pm

Location: Online

Members present: Alistair Wylie, Interim Chair, Board of Management
Sarah Cordwell, Board Member
Mary Fraser, Board Member
Rosie Howie, Board Member
Deirdre Joy, Board Member
Chris Lusk, Board Member
Debbie McIlwraith-Cameron, Board Member
Ian Robotham, Board Member
Catherine Etri, Interim Principal & Chief Executive
Andi Garrity, Student Board Member
Millie Foster, Student Board Member
Patrick O'Donnell, Staff Board Member
Ronnie Dewar, Trade Union Board Member

In attendance: Jill Elder, Depute Principal
Lynn Murray, Depute Principal (Operations)
Gail Dunn, Chief Financial Officer
Fiona Cameron, Interim Director of Finance
Ian McCartney, Clerk to the Board
Liz Stewart, UHI Court

Apologies: David Macluskey, Board Member
Chris Whatley, Board Member
Richard Fyfe, Staff Board Member

Chair: **Alastair Wylie**

Minute Taker: Ian McCartney

Quorum: 10

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MINUTES

Item		Action
1.	<p>Welcome and Apologies</p> <p>Interim Chair thanked all present for being attending at short notice</p>	
2.	<p>Additions to the Agenda</p> <p>Interim Chair noted that a discussion around the 2024/25 audited accounts would be taken as Item 5.</p>	
3.	<p>Declaration of Interest in any Agenda Item</p> <p>There were no Declarations of Interest noted.</p>	
4.	<p>UHI Perth Budget 2025/26 - Final</p> <p>Interim Chair noted that the Budget required formal Board sign-off, and advised that the paper reflected adjustments as a result of Board's approval of the Financial Recovery Plan (FRP). Interim Chair further noted that the amendments had been tabled at Finance & Resources Committee for scrutiny, and were endorsed by Finance & Resources Committee for approval by Board.</p> <p>Depute Principal (Operations) noted that a belts and braces approach had been adopted for formal approval of Paper 1, and clarified that the reason that the Final Budget had not been tabled for Board approval before now was due to the assumption that the FRP would require approval from the Regional Strategic Body and SFC, however it had recently been clarified that this was not the case; this meeting presented the first opportunity for formal Board approval to be sought.</p> <p>Depute Principal (Operations) noted that the Paper had been adapted from the figures presented within FRP and presented in the normal Budget format. Depute Principal (Operations) further noted that no new information had been presented within the final version.</p> <p>Interim Chair expressed thanks to the Finance Team in pulling the Budget together given other pressing priorities.</p> <p>Chair of Finance & Resources Committee reassured Board that the Budget had received robust scrutiny at the most recent Committee meeting, and echoed Interim Chair's thanks to the Finance Team. Chair of Finance & Resources Committee advised that Committee were content to endorse the Budget for Board's approval.</p> <p>Board APPROVED Paper 1.</p>	

<p>5</p>	<p>2024/25 Audit Processes</p> <p>Interim Chair noted the amount of changes to meetings around the 2024/25 Audited Accounts, and apologised for the short-term cancellations and reschedulings, however it was important that proper scrutiny is able to be undertaken. Interim Chair further noted that the matter had been formally raised with UHI, and that as soon as the finalised Financial Statements and External Audit Reports were available, they would be issued to the Board.</p> <p>Depute Principal (Operations) informed Board that the additional work caused by the consolidation of the AST accounts, and delays around receiving information from Tayside Pension Fund, had resulted in delays to the reports being finalised.</p> <p>Depute Principal (Operations) advised that the External Auditors had been working hard on preparation of the accounts, and it was known that these accounts will likely be under a high level of scrutiny, which had resulted in additional information being requested from the Finance Team to ensure that the accounts were as accurate as possible.</p> <p>Interim Chair advised Board that confirmation had been received that SFC had been informed of the delays, and that this notification had been acknowledged by SFC.</p> <p>Interim Chair informed Board that, although it would have been preferable to have the accounts signed off before the end of the calendar year, it was important that Board members did not feel to be under pressure to sign off without ample time for scrutiny.</p> <p>Board Member sought reassurance that Board will end up with a very thorough report, and that Board can expect this level of thoroughness as a matter of course in the future. Depute Principal (Operations) advised that the wording of the disclosure has been the main area of back-and-forth as everything has been questioned; this is not normally an area of such intense focus as these sections are unaudited.</p> <p>Board Member suggested it would be prudent to think about a lessons learned review from this process to allow a checklist for future processes. Depute Principal (Operations) acknowledged the continuous improvement nature of auditing processes, and that this had been a very unusual year, however both parties had learned from the current experiences, and this would be taken forward by both parties.</p>	
<p>6.</p>	<p>Date & Time of Next Meeting</p> <ul style="list-style-type: none"> Monday 19 January, 5:00pm (rescheduled date for Ordinary meeting of Board) 	

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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 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 Data Protection Act 2018? **Yes** **No**