

Engagement Committee

Minutes

Meeting reference: Engagement2016-17/01

Date and time: Thursday 15 September 2016 at 5.30pm

Location: Room 033

Members present: Sharon Hammell, Ian Jackson, David Littlejohn, John Macdonald, Lindsey McLeod, Margaret Munckton, Holly Scrimgeour, Charlie Shentall

Apologies: John Gibson,
Susan Bald, Vice Principal, HR and Communications
Pam Wilson, Vice Principal, Academic

In attendance: David Gourley, Curriculum and Business Engagement Director
Jenny Simmonds, Clerk

Chair: John McDonald

Minute Taker: Jenny Simmonds

Quorum: 3

| Summary of Action Items | | | |
|---------------------------------------|---|------------------|------------------|
| Ref | Action | Responsibility | Time Line |
| 5 | Follow up on Project Bully with John Dare | John Gibson | November 2016 |
| 6.1 | Inform MM of arrangements for attendance of the military at Fresher's Week | Holly Scrimgeour | November 2016 |
| 8 | Discussion of Board Staff Survey results to be included on Board Development Day Agenda | Clerk | 5 November 2016 |
| Carry Forward from 12 May 2016 | | | |
| 6.4 | A Project Bully update to be presented to the Engagement Committee | PCSA | 24 November 2016 |
| Forward Agenda Items | | | |
| 8 | IIP award renewal discussion | Susan Bald | 24 November 2016 |
| 8 | Staff Survey Results Action Plan | Susan Bald | 24 November 2016 |
| 9.1 | Summary - Conducting Externally Facilitated Effectiveness Reviews | Clerk | 24 November 2016 |

Item

1 Welcome and Apologies

The Chair, John McDonald, welcomed everyone to the meeting and noted apologies.

The Chair welcomed the new Board members to their first Engagement Committee meeting.

Action

2 **Additions**

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 2 March 2016**

The minutes were approved as a correct record subject two amendments:

- i. In attendance: David Gourley's job title to be noted as **Curriculum** and Business Engagement Director;
- ii. 7.1: Holly Scrimgeour to be noted as "subject **network student officer**"

5 **Actions Arising from Previous Minutes**

Noted

6 Review and recruit external member to Advisory Committee

Action: Holly Scrimgeour reported that she had spoken to a few potential members who may be interested and would review how best to proceed. HS also noted that the recently scheduled Advisory Committee meeting had not taken place and would take place in the next couple of weeks.

7.1 Note Holly Scrimgeour's offer to input to sub groups with Margaret Munckton

Action: Noted. Margaret Munckton reported that there had not been any recent Theme 2 Project Group sub group meetings. The Project Group is reviewing its activity and will regroup once the Tay City Deal remit is confirmed and its relationship with Perth City Plan is clearer.

6.4 Student Partnership Agreement Projects 2015-16 to be presented to the Engagement Committee in September/October 2016.

Action: Project Themes have been chosen following discussion between Pam Wilson and Holly Scrimgeour and more detailed project proposals are being worked up.

6.4 A Project Bully update to be presented to the Engagement Committee.

Action: carry forward. John Gibson will follow this up with John Dare.

PCSA/John Gibson

9.2 More detailed proposal for the Board Development Day to be developed for circulation

Action: Completed

9.2 Consider Making Board and Committee meetings more accessible to students

Action: This can be considered during the Development Day in November as part of a wider consideration of Board and Committee engagement

9.2 Discuss further assisting the new PCSA office bearers with Board and Committee structure and input to meetings

Action: Ongoing. Holly Scrimgeour noted the H&S Committee papers are not being circulated to the PCSA.

10 MM to be invited to the first SRC meeting of AY 2016/17

Action: Holly Scrimgeour reported that the SRC had not yet been convened. A date had just been set for 11 November and MM would be invited.

11 Revise proposed schedule of meetings

Action: Completed

6 Student Engagement

6.1 PCSA Update

HS noted that there had been handover meetings with the previous PCSA team and college management. However, the new team felt that they would have liked more time to consider the day to day running of the PCSA and the office and more details about accessing information and how the office worked. Holly is developing a handover checklist for future reference.

Margaret Munckton (MM) noted that it could be quite difficult to run an effective handover programme over the summer due to the College holidays and individual leave. One way of ensuring a more detailed handover may be to overlap the PCSA Executives and extend the existing executive contracts to run until the end of July

so on the job training can be given to the new executive.

HS said that Fresher's week had seemed to be successful. The PCSA did however query why the military attended the event to recruit students.

Action: HS to let MM know who had organised for the military to attend Fresher's Week and on what basis. MM's understanding was that the military were not attending for recruitment purposes.

Holly
Scrimgeour

PCSA also considered some of the attendees at Fresher's Week forgot, or had not been properly briefed, that there were young and vulnerable students on campus. HS noted she had had to remind some attendees of this and to ask them to watch their behaviour.

Members asked who organised and co-ordinated Fresher's Week. HS noted that next year there will be a Students' Fresher's Committee which will draw up a detailed plan noting expectations of behaviour and key lines of communication.

MM congratulated the new PCSA Executive Committee for the good start to their new roles.

6.2 HISA Update

Holly Scrimgeour introduced this item by informing new members about HISA, its remit and role and structure and the relationship between HISA and PCSA.

In addition to items mentioned in the written report, HS noted that the National Union of Students has offered to review the Constitution and Standing Orders of the PCSA to help the PCSA check the current practices and procedures in place. The review will take place in November and December and the PCSA will feedback to the Spring Engagement Committee.

6.3 Student Partnership Agreement Projects 2016/17 Proposals

Holly Scrimgeour noted the Project Themes have been chosen following discussion between Pam Wilson and Holly Scrimgeour and more detailed project proposals are being worked up

7 External Engagement

7.1 Community, Equality and Diversity Engagement Update

The Committee noted the volume and breadth of activity being undertaken. It was reported that the LEAD Conference in particular was very well received.

8 Staff Engagement

8.1 Staff Survey Results

Margaret Munckton introduced the Staff Survey Results 2016 on behalf of Susan bald and highlighted the main points of interest for Committee members. It was noted that the response rate was down from 55% to 45%. This may have been due to technical difficulties as some responses submitted but were not subsequently registered and there was not error message to alert the responder to this.

The Committee found the report overall very informative. Members discussed Section 5 - Leadership and Management which reported on staff awareness and understanding of the Board and its activities. It was agreed that the results from the staff survey which related to the Board and Board business would be discussed at the Board Development Day in November.

Action: Clerk to include item on the Staff Survey Results in Development Day Agenda

Clerk

Agreed

It was noted that the Perth College UHI IIP accreditation award is due for renewal. It was agreed that the Committee will discuss taking forward the IIP renewal at the next Engagement Committee.

It was also agreed that the Action Plan developed to respond to some of the issues raised in the Staff Survey would be presented to the next Engagement Committee.

9 Board Development Progress with Code of Good Governance Actions

9.1 Progress with Code of Good Governance Actions

Noted

Agreed

It was agreed that a summary of the Guidance Notice – Conducting Externally Facilitated Effectiveness Reviews be presented to the Engagement Committee in November

10 Committee minutes

The Committee received the following minutes:

10.1 EDIT

Draft

- 12 May 2016

Noted

10.2 Staff Consultation Forum

- 9 June 2016

Noted

10.3 UHI Information Sharing Forum

- 21 June 2016

Noted

11 Date and Time of Next Meeting

Action: Thursday 24 November 2016

12 Review of meeting

The Committee agreed it had been a very informative meeting. The next meeting will include a detailed update on the range of External Stakeholder engagement activity.

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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** **Closed**

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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.

Draft

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1988? Yes No