

Engagement Committee

Draft Minutes

Meeting reference: Engagement2016-17/02

Date and time: Thursday 24 November 2016 at 5.30pm

Location: Room 033

Members present: Ian Jackson, David Littlejohn, Ann Irvine, Lindsey McLeod, Margaret Munckton, Charlie Shentall

Apologies: John Gibson, Sharon Hammell, John McDonald, Louis McNaught, Holly Scrimgeour

In attendance: David Gourley, Curriculum and Business Engagement Director
Pam Wilson, Vice Principal, Academic
Susan Bald, Vice Principal, HR and Communications
Jenny Simmonds, Clerk

Chair: David Littlejohn

Minute Taker: Jenny Simmonds

Quorum: 3

Summary of Action Items			
Ref	Action	Responsibility	Time Line
6.2	Process of appointing Advisory Committee Chair and PCSA President Line Manager be discussed	HS/LMcL/JM	January 2017
6.3	Revise the Student Partnership Agreement as noted	PCSA/College	January 2017
10.1	Draft revised Committee Terms of Reference	Clerk	2 March 2017
10.1	Include short session in the Board Development Day programme for Board members to report on their networking and influencing opportunities in previous period.	Clerk	June 2017
10.1	Board members to be asked to suggest potential invitees as appropriate to major external College events	Clerk/Exec Support team	Ongoing
11.1	Revise wording of the first self –evaluation question and include a sliding scale 1-5 for scoring purposes.	Clerk	December 2016
11.1	Pre-circulate a revised pro-forma/questionnaire to Board members and convene a Board workshop in January 2017 to agree a summary of views	Clerk	January 2017
11.1	Draft Brief to procure services of an external facilitator for the College Procurement team to progress	Clerk	December 2016
11.2	Reconvene cancelled November Induction/CPD event for January/February	Clerk	Jan/Feb 2017

Draft

	2017.		
11.2	Board Chair to arrange 1-1 discussions with Board Members during January and February 2017	Chair of BoM	Jan/Feb 2017
11.2	Individual Board members to be offered further discussions/briefings from Committee Chairs and key College staff during January/February 2017	Committee Chairs	Jan/Feb 2017
11.2	Programme in externally facilitated self-evaluation workshop Jan-Feb 2017	Clerk	Jan/Feb 2017
11.2	March CPD event to include session on the external operating environment of the College, i.e., the economic, social and cultural context.	Clerk	March 2017

Item

1 Welcome and Apologies

The Chair, David Littlejohn, welcomed everyone to the meeting and noted apologies.

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 15 September 2016

The minutes were approved as a correct record.

5 Actions Arising from Previous Minutes

Noted

5/6.4 Follow up on Project Bully with John Dare and A Project Bully update to be presented to the Engagement Committee

Action lapsed. This was a voluntary student led initiative. The student is no longer with the College and his research and presentation is no longer accessible.

6.1 Inform MM of arrangements for attendance of the military at Fresher's Week

Action Update: This action will be taken forward during the

Action

organisation of Fresher's Week September 2017

Forward Agenda Items noted are all considered on the Agenda.

6 Student Engagement

6.1 PCSA Update

Holly Scrimgeour and Louis McNaught had both sent their apologies for the meeting. In their absence Margaret Munckton (MM) commended the PCSA for their very good start and noted their very positive engagement with the students. 95 students had attended the first Student Representative Council which is the highest number of class reps attending on record.

During discussion of the PCSA update it was noted that the PCSA officers have attended a variety of external training events and are representing the College at a number of external events and national initiatives. The Committee commended the positive external engagement and the benefits an increased national profile could bring to the PCSA and the College.

It was acknowledged that it is important there is a balance between national and local activity to ensure delivery of the breadth of the PCSA remit at all levels. The Committee suggested the Advisory Committee Chair and PCSA President Line Manager discuss this balance of activity to support the PCSA if required to achieve this balance.

6.2 PCSA Advisory Committee Update

The Committee discussed the PCSA Advisory Committee Update.

With regards to Advisory Committee meetings it was noted that an unfortunate combination of circumstances meant recent meetings had not taken place or not been quorate. The original intention had been for the meetings to take place immediately prior to the Engagement Committee meetings to make effective use of staff and Board member time. However it has not worked out like this for a variety of reasons.

The Advisory Committee update proposes potential changes to the structure and consequently the Constitution of the PCSA. It was agreed that constitutionally the Committee could not discuss this matter without the Student Representatives present.

The Committee is aware that in the wider context there is a NUS review of the PCSA being undertaken. It was agreed that it would be reasonable to await the outcome and any recommendations of this review before discussing the restructure of the Advisory

Committee in isolation.

The Committee acknowledged the process of appointing a new PCSA Advisory Committee Chair and PCSA President Line Manager could have been clearer and suggested this be discussed with between Holly Scrimgeour (PCSA President), Lindsey McLeod (Chair, Advisory Committee) and John MacDonald (Chair Engagement Committee).

AP: Process of appointing Advisory Committee Chair and PCSA President Line Manager be discussed.

HS/LM/JM

6.3 **Student Partnership Agreement Projects 2016/17 Proposals**

Pam Wilson spoke to the SPA detailed project proposals. These proposals have been endorsed by the SRC.

The Committee considered the projects were very appropriate and focused on important priority topics.

Agreed

The Committee agreed the Projects subject to:

- i. a sense check of the language of the document to ensure “we” represents the agreed College/PCSA joint partnership views and action undertaken as part of these projects (Paras 3&4 refer); and
- ii. the PCSA return to the Engagement Committee with progress updates against outcomes.

AP: Revise the Student Partnership Agreement as noted

PCSA/College

7 **Performance Monitoring**

7.1 **Balanced Scorecard**

Pam Wilson spoke to the Balanced Scorecard and discussion centred around the following areas:

- i. Work experience: The Scottish Government standard does not record voluntary work or work not dealing directly with customers so the report does not fully represent the breadth of student work experience;
- ii. CPD: Staff CPD statistics are improving although the issues of recording CPD activity on the staff database and judging what counts as CPD means not all activity is likely being recorded;
- iii. ROA: the current ROA is still being agreed and will be presented to Committee and Board when ready.

Noted

8 External Engagement

8.1 Community, Equality and Diversity Engagement Update

The Committee agreed it was very positive to see such a range of activity being undertaken.

8.2 CPP/Perth Cities Development Board

Margaret Munckton presented a verbal update on the CPP and Perth Cities Development Board (PCDB).

CPP

Pam Wilson, David Gourley and Dawne Hodgkinson are involved in Outcome Delivery Groups.

PCDB

The last two meetings of the PCDB have focused on governance issues. Margaret Munckton has been re-elected as Theme Lead for the City of Knowledge and Learning theme.

The two big “moves” for this Theme are:

- i. for Perth to be known as a University City. The KPI's for measuring this outcome are being developed.
- ii. The Creative Exchange. Pam Wilson is involved on the Project Board of this project which aims to bring creative artists together and encourage small independent business enterprise.

Noted

8.3 Tay Cities Region

Margaret Munckton noted that Perth College UHI has submitted a joint bid with Abertay University and Perth and Kinross Council among others. This bid focusses on the hospitality industry and food engineering and encouraging innovation by SME's. A Food and Drink Park is part of this proposal. A Business case is to be developed by Christmas 2016. We are awaiting details of further potential involvement in other relevant bids.

Noted

8.4 Commercial Engagement

Draft

Margaret Munckton reported that the Balanced Scorecard demonstrates there has been an uplift in Modern Apprenticeships so there is ongoing good engagement with employers.

A group is being brought together to develop a College Campus Plan. This will look at business tourism opportunities and the commercial development opportunities of the Campus, particularly the Academy of Sport and Well-being.

9 Staff Engagement

9.1 Staff Survey Results Action Plan

Susan Bald provided the Engagement Committee with an update on the Staff Survey Action Plan.

Noted

The Committee agreed the Plan contained good positive actions to address the issues raised. It was noted that some of the delivery dates were challenging.

9.2 IIP Award Renewal Update

Susan Bald provided the Committee with an update on the Colleges IIP assessment which will take place week commencing 27 February 2017.

Noted

9.3 Staff Conference Day Update

Susan Bald advised the Committee that the recent Staff Conference day had been a very successful event. Grant Myles, Chair of the Board of Management, had delivered a presentation on the role of the Board and the way forward for Perth College and UHI. The session had been used to ask staff for their views on increasing Board engagement with staff and comments have been included in the Staff Survey Action Plan.

This was the first time the Staff Conference had taken place in the Academy of Staff and Wellbeing and therefore it was the first time the event had had been delivered to all staff at the same time as the space was big enough.

It was excellent to have all the staff together. It was also a good opportunity to run a large event in the ASW and learn from this experience for future events.

10 Remit and Role of Committees

Draft

10.1 **Proposals for Change – revised Education Scotland Framework**

The Committee discussed the proposals presented in the paper and agreed that the Terms of Reference captured the breadth of the work of the Committee subject to:

- i. More focus being given to support services engagement with stakeholders to ensure all College activity is included; and
- ii. Capturing information about Board member networking and influencing opportunities.

AP: Draft revised Committee Terms of Reference

Clerk

AP: Include short session in the Board Development Day programme for Board members to report on their networking and influencing opportunities in previous period.

Clerk

AP: Board members to be asked to suggest potential invitees as appropriate to major external College events

Clerk/Exec
Support Team

11 **Board Development**

11.1 **Conducting Externally Facilitated Effectiveness Review**

The Committee considered the process for conducting the Externally Facilitated Effectiveness Review and agreed the following.

The Board undertakes self-evaluation against all sections of the Code as attached at annexe A of the paper:

AP: revise wording of the first self –evaluation question to read, “***To what extent do you think the Board has*** performed over the last 12 months?” and include a sliding scale 1-5 for scoring purposes.

Clerk

AP: Pre-circulate a revised pro-forma/questionnaire to Board members and convene a Board workshop in January 2017 to agree a summary of views.

Clerk

AP: Draft Brief to procure services of an external facilitator for the College Procurement team to progress.

Clerk

11.2 **Board Induction and CPD**

The Committee considered the Board Member Induction and CPD Programme and agreed the programme subject to identifying deadlines for delivery.

AP: reconvene cancelled November Induction/CPD event which concentrated in the role of a Board member January/February 2017.

Clerk

AP: Board Chair to arrange 1-1 discussions with Board Members during January and February 2017;

Chair of BOM

AP: Individual Board members to be offered further discussions/briefings from Committee Chairs and key College staff during January/February 2017

Committee Chairs

AP: Programme in externally facilitated self-evaluation workshop Jan-March 2017

Clerk

AP: March CPD event to include session on the external operating environment of the College, i.e., the economic, social and cultural context.

Clerk

12 **Committee Minutes**

12.1 PCSA Advisory Committee

- **13 October 2016**

Noted

12.2 EDIT

- No recent Minutes for noting

12.3 Student Representative Council

- 7 November 2016

Noted

12.4 Staff Consultation Forum

- No recent Minutes for noting

13 **Date and Time of Next Meeting**

- Thursday 2 March 2017

14 **Review of meeting**

The Committee agreed it had been a very good meeting.

Draft

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** **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? Yes No