

Engagement Committee

Draft Minutes

Meeting reference: Engagement 2016-17/04
Date and time: Thursday 11 May 2017 at 5.30pm
Location: Room 033

Members present: Sharon Hammell, David Littlejohn, Lindsey McLeod, John McDonald, Donald MacLean, Margaret Munckton, Holly Scrimgeour, Charlie Shentall,

Apologies: Ann Irvine, Ian Jackson

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

PCSA members Prince Honeysett, President
Rachel Daniel, Vice President, Welfare and Activities

By invitation:

Chief Executive Graeme Kilpatrick
Officer Highland
and Islands
Student
Association (HISA)

Chair: John McDonald
Minute Taker: Maureen Masson, Clerk to the Board of Management
Quorum: 3

Summary of Action Items			
Ref	Action	Responsibility	Time Line
Actions from 2 March :			
11.2	Individual Board members meetings Board Chair to offer 1:1s with Board members before the summer break.	BOM Chair and Clerk	By 31 May 2017
Actions From 11 May			
2	Note in minutes that Community, Equality and Diversity Engagement Update' was to be removed from the agenda	Clerk	Immediate
*6.3	PCSA/HISA Forward proposals The paper should be revised to take account of the items flagged by the Committee for a verbal update at the next F&CPC and a revised paper to the Board meeting on 14 June.	HS	5 June 2017 for presentation to the Board on 14 June 2017
7.2	Corporate Parenting Plan		

Summary of Action Items			
Ref	Action	Responsibility	Time Line
	Clarify position with replacement ELS funding and HE/FE differentiation	MM	By end 31 July
8.1	Partnership Engagement Presentations for the Board Development evening to be circulated	Clerk	Immediate
9.1	IIP Staff Report	SB	Ongoing into new session
9.2	Staff Conference Day Update – 21 June 2017 Keep under review the staff conference date in the light on ongoing industrial action	PW	Ongoing
10	Board Development Day A final agreed agenda for the Day would be circulated and Charlie Shentall's apologies noted.	Clerk	26 May 2017
12	Date of next meeting	Clerk	31 May 2107

Minutes

Item	Action
<p>1 Welcome and Apologies</p> <p>The Chair, John McDonald (JM), welcomed everyone to the meeting. The designate PCSA officers were welcomed to their first meeting alongside the current PCSA President and HISA CEO.</p> <p>The apologies were noted.</p>	
<p>2 Additions</p> <p>There were no additions to the Agenda. However the Item 8.1 'Community, Equality and Diversity Engagement Update' was removed from the agenda as it had been included in error.</p>	Clerk to note in minute
<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 17 March 2017</p> <p>The minutes were approved as a correct record.</p>	
<p>5 Actions Arising from Previous Minutes</p>	

11.2 CPD event had been rescheduled and took place on 3 May 2017.

Action Completed.

11.2 Individual Board members meetings

Action: Board Chair to offer 1:1s with Board members before the Summer break. Would include a discussion about Committee Memberships for the new session.

The Chair indicated that members were welcome to make their own arrangements with him, prior to the meetings with the Board Chair if they wished to do so. This would also hold for all other Committee Chairs.

8.1 Equalities Reports

Action complete: considered by the Board at its meeting on 22 March 2017.

10.1 Draft Revised Committee Terms of Reference.

Action Update: to be discussed at the Board Development day on 3 June 2017.

10.2 Board Dev Day – 3 June 2017

Action Update: On the agenda.

11.3 Response to consultation on the Draft Gender representation on Public Boards (Scotland) Bill

Action Completed: response submitted.

14 Review of meeting (to include check against Terms of Reference to ensure all competent business has been covered)

Action Completed

6 Student Engagement

***6.1 PCSA Update and Student Engagement**

Holly Scrimgeour (HS) provided an update on student activity since the last meeting. It has been a busy few weeks for the Students Association with conference attendance and elections taking up much time. The OBI awards were scheduled for Monday 15 May and preparation was for that ongoing.

Chair and Clerk

The Committee noted that Louis McNaught had resigned on 16 May.

PCSA elections had been held and new officers had been appointed for academic year 2017-18. The Committee noted the very positive turnout and offered congratulations to the new officers.

In terms of lessons learned, the use of facebook, a good advertising campaign and a reminder from lecturing staff about the elections had been positive in terms of promotion amongst students.

Congratulations were also extended to HS on her election to the role of HISA President.

***6.2 HISA Update**

HS reported that HISA had held a successful regional council in February and this was positive for engagement. The Committee noted that Luke Humberstone was elected as NUS President and Maria Roberts had been elected on to serve on the Woman's Committee. In her new role as HISA President, HS would continue to work alongside designate PCSA officers to support transition, although based in separate offices.

***6.3 PCSA/HISA Forward Proposals**

HS introduced the paper and updated the Committee on the changing landscape since the initial formation of HISA when PCSA had signed up to be regional members of HISA.

However, since then, the sabbatical officers had reviewed proposals and had further positive discussions with HISA colleagues. In the light of this, PCSA now wished to become a full member of HISA and the Committee noted that Inverness College Students' Association was now also planning to become a full member. One of the key drivers for the change in thinking was the administrative and staffing support that HISA would offer, longer term sustainability, and strategy and guidance experience. There were also a number of benefits to students which had been explained in the paper.

The Committee was broadly supportive of the proposals particularly if they were aligned with students' expectations and in the best interest of PC students.

However it was recognised that further work was needed before the June Board meeting. Several aspects needed greater clarification namely:

- work on the financial implications of the proposal for F&GPC. [It was noted that Inverness College has been noted twice erroneously on the 1.4 costing section.];
- the governance arrangements should be made more transparent, TUPE requirements and the mechanisms for change and final transition were needed;
- a time line for the transition should be set out to ensure that all aspects of governance have been properly considered and actioned; and
- the Committee noted that the PC President would be part of the HISA regional association whilst supporting the interests of PC students at a local level. It would, however, be helpful to be clear about the interactions of the newly elected sabbatical officers with HISA.

Action: The paper should be revised to take account of the items flagged by the Committee for a verbal update at the next F&CPC and a revised paper to the Board meeting on 14 June.

HS

7 Performance Monitoring

*7.1 Access and Inclusion Strategy

Pam Wilson introduced the Access and Inclusion Strategy 2017-22. This document, which had been requested by SFC in a prescribed format, set out the College's aspirations for accessible and inclusive services. It also sought to demonstrate how effectiveness and impact would be measured, College future priorities and outcomes and linkages to other related college documents.

The following key base measures noted by the Committee included:

- PC students attained above the sector average;
- Gender attainment differences that exist – these are important in helping shape the gender action plan.
- Care experienced admissions had risen but the proportion of applicants who carried that forward to become students had fallen. This was due to a significant rise in the number of students who had declared a care experienced background compared to previous years. Whilst this in itself was positive, it had led to a fall in the applicant to enrolment proportion. Greater support mechanisms were now in place to support students through admissions questions.

The Committee welcomed the work on the Access and Inclusion Strategy and endorsed its progression to the Board.

*7.2 Corporate Parenting Plan 2017-2021

Pam Wilson introduced the paper which sets out the key structures and provisions to ensure that the College meets its responsibilities as part of the Children and Young Persons Bill 2014.

The Committee noted that the College had been working closely with PKC through the Community Planning Partnership and with UHI. Four key areas which embraced the 'student journey' had been identified as important in Perth and across partner UHI Colleges.

The Committee welcomed the plan and noted that transition between different phases of the 'student journey' and support for student were critical. The Chair was keen to be assured that the level of resourcing committed to delivering key outcomes was appropriate.

Pam Wilson confirmed that staff may need greater support to better understand the legal obligations and to deliver the outcomes expected; that support had already started as corporate parenting had featured at the last staff conference. The corporate parenting agenda was one part of wider cross college access and inclusion strategy.

A 'joined up' approach was being taken to the development of key College Strategic and Operational plans.

Margaret Munckton confirmed that the original intention of the plan was to give comfort to the government around access and inclusion priorities and the use of grant. The Committee noted that £2.4 M had been spent during 2016-17 on these priorities, and that it was difficult to differentiate HE and FE within this. Given this fund is the replacement for ELS, H&I colleges would not receive consideration of HE student funding within this. MM to ask Neill McArthur at UHI to explain

MM

The Committee endorsed the plans and noted they would be considered by Academic Affairs at its next meeting and onto the Board for final agreement.

The Committee wished to thank to Richard Ogston, Student Services Manager, for leading this important area and his commitment and enthusiasm in developing the two key documents.

PW

External Engagement

8.1 Community, Equality and Diversity Engagement Update

Removed from the agenda.

8.2 Partnership Engagement

MM reported on the following engagement activities:

- that the Community Planning Partnership locality action plans were being drafted;
- there was a lot of activity on the 'City of Culture', and 'Developing Young Workforce (DYW) Perth and Kinross requiring input from the College.
- the Tay Cities Deal bid had been submitted. Outcomes from this were expected later in the year, delayed due the general election in June 2017; and
- the Principal had participated in HE/FE forum which was helpful to glean insights on the wider HE/FE challenges and opportunities with neighbouring institutions.

A Board Development evening had been held on 3 May with presentations from Helen Smout, Chief Executive of Culture Perth and Kinross and Tom Flanagan, Interim Head of Economic Development PKC on the Fairness Commission. The evening was interesting and informative and the presentations would be circulated to Board members, for information.

Clerk

The FE prize giving ceremony would be held on 8 June 2017. The Provost and new councillors had been invited together with Board members.

9 Staff Engagement

***9.1 IIP Report**

Susan Bald introduced the Investors in People Business Improvement Report, which with had been received following the assessment week in February. The College had been successfully re-accredited against the fifth generation framework, which marked the 23 year of IIP accreditation.

The Committee noted the report and was very positive about the outcome which was a significant achievement for staff and students. A number of actions for improvement had been identified and these were constituent with the themes that were identified in staff survey. Plans would be put in place the reinvigorate work led and prepare for the groundwork for the next iteration of the framework. Work had already been done to map the outcomes against the new framework.

SB

***9.2 Staff Conference Day Update – 21 June 2017**

The staff conference on 21 June would themed around 'Celebrating Success' and Eve Lewis of Sparqs had been lined up to present.

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The Committee noted that the conference may have to be rescheduled in the light of ongoing industrial action to ensure that student business was prioritised. This would be kept under review

PW

10 Board Development Day

The Clerk circulated an updated agenda for the Board Development Day on 3 June, for noting. Charlie Shentall intimated his apologies for the Development Day.

Clerk

A final agreed agenda for the Day would be circulated by 26 May 2017.

11 Committee Minutes

11.1 EDIT 6 April 2017 - noted

11.2 Student Representative Council – 6 March 2017 – noted

11.3 Staff Consultation Forum – 3 April 2017 -noted

12 Date and Time of Next Meeting

- To be agreed

*13 Review of meeting (to include check against Terms of Reference to ensure all competent business has been covered)

Agreed the meeting met the TOR.

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.

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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