

# Engagement Committee

## Minutes

**Meeting reference:** Engagement 2017-18/02

**Date and time:** Thursday 9 November 2017 at 5.30pm

**Location:** Room 019

**Members present:** Margaret Cook, Sharon Hammell, Prince Honeysett, Ann Irvine (by video conference from 6.20pm), Donald Maclean, Lindsey McLeod, Charlie Shentall, Nurina Sharmin

**Apologies:** David Littlejohn

**In attendance:** David Gourley, Curriculum and Business Engagement Director  
Susan Hunter, Head of Human Resources and Organisational Development

**Chair:** Charlie Shentall (Acting Chair)

**Minute Taker:** Maureen Masson, Secretary to the Board of Management

**Quorum:** 3

Summary of Action Items			
Actions From 11 May			
Ref	Action	Responsibility	Time Line
5	<b>IIP Staff Report</b> Review opportunities for taking forward the issues identified in the report when new senior team is on place	Principal	By June 2018
10.1	<b>Board Development Day – 23 September 2017</b> Progress actions arising from the Board Development Day	Secretary	By 20 January 2018
10.2	<b>Board Development Day – 20 January 2018</b> Finalise agenda for next Board development day on 20 January 2018		By end of calendar year

## Minutes

### Item

#### 1 Welcome and Apologies

David Littlejohn had dialled in via audio call but the line was poor so David intimated his apologies. Charlie Shentall agreed to Chair the meeting in David's absence. Anne Irvine joined the meeting at 6.20 pm by video link – network problems led to a delay in Anne joining the meeting.

### Action

The Group noted that John McDonald had resigned from the Board at the end of October.

**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 31 August**

The minutes were approved as a correct record.

**5 Actions Arising from Minutes on 11 May 2017**

**IIP Staff Report**

The Principal reported that the new senior team, when appointed, would take forward the actions arising from the IIP Staff Report.

Principal

**PCSA/HISA Student Partnership Projects 2017-18**

Noted that the projects were progressing and were on the agenda for the meeting.

**Staff Conference**

On the agenda for the meeting.

**Board Development Day**

On the agenda for the meeting.

**6 Student Engagement**

**\*6.1 HISA Perth College Update**

The Student President introduced the paper and provided an update on recent activity. The Committee noted the report and in particular the following:

- the Committee noted that William Mohieddeen had started in the role of Student Association Co-ordinator;
- around 60 new student representatives had been appointed and meetings were ongoing to induct them into

their role;

- proposed changes to the way that activity grants were allocated to put greater emphasis on opportunities for student fundraising, and a cap on the level of bid funding that could be requested via HISA Perth. This was to encourage students to explore fundraising opportunities to support their bids and to lessen reliance on bid funding, potentially leading to HISA being able to support a wider type/number of bids.

## **6.2 PCSA/HISA Student Partnership Agreement Projects 2017-18**

The Committee noted the projects that formed part of the partnership agreement and progress against each and that the new bid process for activity grants may result in more money for a wider student programme. The Committee also noted work that was ongoing with Quality to engage student representatives. Plans were also being developed to appoint sector-level representatives.

## **7 Performance Monitoring**

### **7.1 Balanced Scorecard Update**

The Committee noted the Balanced Scorecard update and that individual actions arising from the positive and negative trends identified in the scorecard were taken forward as appropriate. The Committee noted that CPD had fallen, but this was thought to be down to a recording anomaly and staff failing to recognise the wide range of activities that could be considered as CPD.

It would also be helpful to identify percentages in the report rather than absolute numbers.

### **7.2 Student Surveys (National Student Survey and Student Satisfaction and Engagement Survey)**

The Committee noted the trends arising from the student surveys and the actions that were taken to address subjects with positive and negative results. The UHI Principal had recognised areas of excellent performance by personally writing to subject leaders in those areas. The Committee noted that the National Student Survey was a sector wide survey whose results were important for positioning especially in terms of international student recruitment. UHI had to work hard to increase its performance in the student surveys.

The Committee further noted a big rise in the numbers of students wishing to access services to support mental health and

that new ways of providing services were emerging.

Work would continue to analyse the feedback to try get to the root causes of areas of concern and ways to address them.

## **8 External Engagement**

### **8.1 Partnership Engagement and Draft Perth and Kinross and 8.2 Community Plan (Local Outcomes Improvement Plan)**

The Principal reported on ongoing engagement with the Council and the Committee noted the final version of the Community Plan. The Principal would attend a conference on the plan on 15 November 2017. The Board welcomed the final version of the plan, the positive working relationship with the Council that developed during the consultation process and the integrated approach taken to delivering outcomes.

## **9 Staff Engagement**

### **\*9.1 Staff Conference**

The Committee noted plans for the next Staff Conference on 17 November 2017. The Principal would address staff initially, followed by keynote address from Barbara Nelson of Education Scotland who would present on the actions arising Evaluative Report and Enhancement Plan. Three workshops were also planned and staff would sign up to attend two sessions from:

- An introduction to career management skills
- Principles of lean
- Supporting our students to be successful

## **10 Board Development**

### **10.1 Board Development Day – 23 September**

The Board Secretary circulated the note of the Board Development Day held on 23 September 2017. A number of actions were being taken forward and progress would be reported to the next Development Day on 20 January 2018.

Secretary

### **Proposed topics for the Board Development Day on 20 January 2018**

### **10.2**

The Committee noted the outline agenda for the Board Development Day and were positive about the proposed items. A final agenda and precise timing would be circulated in the early new year.

Secretary

## Draft

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11.1 EDIT 11 October 2017 - noted

11.2 Staff Consultation Forum – 12 October 2017 –noted

### 12 Date and Time of Next Meeting

- Thursday 1 February 2018

### \*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.

#### Any other business

The Chair wanted to record his thanks and those of the Committee to John McDonald who had recently resigned from the Board of Management and its Committees. John had been a member of the Engagement Committee for a number of years and his contributions had always been well considered and positive. Charlie thanked John for his enthusiasm and commitment over the years.

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**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.

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