

Engagement Committee

Draft Minutes

Meeting reference: Engagement 2017-18/04
Date and time: Thursday 10 May 2018 at 5.30pm
Location: Room 019

Members present: Margaret Cook, Lindsey McLeod, Charlie Shentall, Prince Honeysett
(Note Margaret Cook had to attend another meeting from 5.45pm and returned at 6.10pm)

Apologies: Sharon Hammell, Ann Irvine, David Littlejohn, Nurina Sharmin

In attendance: Lorenz Cairns Interim Depute Principal (Academic) Veronica Lynch,
Vice Principal (External Engagement)
Susan Hunter, Head of Human Resources and Organisational
Development

Acting Chair: Charlie Shentall (in place of Sharon Hammell)
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 |
| *6.2 | Include consideration of the Admissions Policies on the Board agenda for its next meeting | Board Secretary | For next Board meeting |
| *9.1 | liP options paper to be considered by the Board at its meeting on 13 June 2018. | Head of HR and OD | For next Board meeting |
| | Check on the number of other FE Colleges who are lip accredited | Head of HR and OD | |

Minutes

| Item | Action |
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| 1 | Welcome and Apologies |
| | The Chair welcomed everyone to the meeting, in particular Veronica Lynch and Lorenz Cairns who were attending their first meeting of the Committee. The Committee noted the apologies received and that a number of members were at delayed at another meeting in the College. |
| 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 1 February 2018

The minutes were approved as a correct record.

5 Actions Arising from Minutes on 1 February 2018

6.2 PCSA/HISA Student Partnership Agreement

Formal signing of partnership agreement required

Action - complete

10.1 Board Development

Inform the Secretary of possible topics for Board development

Action - complete

6 Student Engagement

***6.1 HISA Perth College Update**

The Committee noted the report and the outcomes from the student elections. The Committee noted that Prince Honeysett had been re-elected and that Lennox Francis-Campusano and Michaelangelo Philippides has also been elected to the posts of Vice President (Activity and Welfare) and Vice President (Education and Engagement) respectively. The Principal expressed concern that neither of the newly elected Vice Presidents could attend the next Board meeting on 13 June 2018.

The Committee also noted the election outcomes for the regional HISA positions.

6.2 Admission Policies: Further Education (FE) and Higher Education (HE)

The Principal introduced the paper which included the FE and HE policies. The FE Policy had been considered by the Board at its meeting on 13 March; whilst the Board had endorsed the approach to FE admissions it wanted the Engagement Committee to have sight of the FE and HE policies, so it could have full oversight of both policies.

The Committee noted that the FE policy had been developed as

part of the work ongoing to establish a single policy framework and that it would be implemented from academic year 2019-20. The Committee approved the approach to FE admissions and noted the HE policy, and recommended that the FE policy be approved by the Board at its meeting on 13 June 2018.

Secretary

7 Performance Monitoring

7.1 Corporate Parenting: progress report and update

The Principal introduced the Report which had been prepared by the Head of Student Services. The Committee noted the report and commented positively on the work that had been done in the area of Corporate Parenting. The Head of Student Services had presented to the Board at a recent development evening and this had been well received. There was a further opportunity for the Board to hear more about this subject at its forthcoming development day, with a session from 'Who Cares Scotland'. The Board wished to record its thanks to the Head of Student Services for the recent presentation and report.

8 Stakeholder Engagement

The Committee noted the following various engagement activities ongoing:

- The Principal had attended graduation events in China. The VP Academic had also recently visited China with a Sector Development Director with the aim of building relationships with potential partners and looking at opportunities for extending provision in key areas, including the development of micro campuses. A Chinese delegation was to visit the College in June. A full update would be provided to the Board at its next meeting;
- The Principal continued to attend meetings of Perth and Kinross Chief Officers' Group to build relationships, and continued to engage with Developing Young Workforce initiatives;
- The College had hosted a meeting of the Perth Development Board City of Knowledge and Learning Group which the Principal Chairs;
- The new Vice Principal was now in post and would lead on external facing work and commented that she was looking forward to taking this forward; and
- The Principal and Depute Principal (Academic) were to attend the degree show in the city museum which provided an opportunity for students to showcase their work.

9 Staff Engagement

9.1 HR Update

The Head of HR and OD provided an update on various HR matters. The Committee noted the paper, in particular, that considerable time had been given over to building the new HR team in terms of their induction and in reviewing existing business process. A new Equality and Diversity Adviser would start on 4 June. A number of focus groups had been held to help identify learning and development priorities and work to determine the values and behaviours was ongoing.

The Committee also discussed a paper on the College's Investors in People (IiP) accreditation and the approach to this going forward, particularly now the framework had changed. The Committee noted 3 options and the cost and risks associated with each.

The Committee discussed the pros and cons of each option and the messaging that would be required in each case. Some concern was expressed that pulling away from IiP altogether might be perceived negatively and that the rationale for this approach would have to be very clear. The Committee recommended that the paper be taken to the Board for consideration and that a check is done on the number of other FE Colleges who are IiP accredited.

Head of HR
and OD

10 Board Development

***10.1 Board development Update**

The Board noted a paper which outlined development events that had been held as a prompt for thinking about events that might be planned during academic year 2018-19. The Chair suggested that a session on 'innovation' would be useful given that the sector and the College had to find new ways of working, new markets, new teaching methods and the like.

The Committee was encouraged to think of any other topics it may wish to see on its development plan for next year.

11 Committee Minutes

11.1 EDIT 7 December 2017 – noted

12 Date and Time of Next Meeting

- To be confirmed

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