Engagement Committee

Minutes

Meeting reference: Engagement 2018-19/02
Date and time: Thursday 8 November 2018 at 5.30pm
Location: Room 019

Members present: John Dare, Sharon Hammell, Prince Honeysett, Ann Irvine (by teleconference), Lynn Oswald, Deborah Hutchison

Apologies: Margaret Cook, David Littlejohn, Veronica Lynch, Susan Hunter

In attendance: Lorenz Cairns, Depute Principal (Academic)

Chair: Sharon Hammell
Minute Taker: Maureen Masson, Secretary to the Board of Management
Quorum: 3

Summary of Action Items			
Actions from meeting			
Ref	**Action**	**Responsibility**	**Time Line**
6.1	**HISA Perth College Update** Check protocols around provision of strips in terms of sponsorship	HISA President	ASAP
6.2	**Enhanced Student Engagement** Develop an Implementation Plan with milestones and targets	HISA President working with the Depute Principal (Academic)	ASAP
7.1	**Balanced Scorecard Update** Provide a breakdown of sickness absence and turnover for academic staff and support staff	Head of HR and OD	For next meeting
8.1	**External Engagement** Discuss opportunities for the building links with local independent schools	Depute Principal (Academic)	ASAP
9.1	**HR Update** Provide feedback to Head of HR and OD about style of report	Secretary	For next meeting

Minutes

Item	Action
1 **Welcome and Apologies** The Chair welcomed everyone to the meeting, in particular Lynn Oswald and Deborah Hutchison who were attending their first Engagement Committee meeting. The Committee noted that Michaelangelo Philippides, HISA Vice President (Education and	

University of the Highlands and Islands
Perth College

Engagement) had resigned from post to concentrate on his studies. Chelsea Ross, who has come second in the election for Vice President had agreed to take on the role for the rest of the year.

Apologies were noted.

The Committee wished to record its thanks to Charlie Shentall for his commitment and contributions to the Engagement Committee while he was a member. Charlie stepped down from Engagement Committee following the last meeting.

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 30 August 2018

The minutes were approved as a correct record.

5   Actions Arising from Minutes on 30 August 2018

*7.2 Enhanced Student Engagement by HISA

Prepare an action plan to address challenges identified in student survey outcomes and to improve engagement in terms of academic business

Action update: on the agenda for the meeting

*8.1 Balanced Scorecard Update

Further analysis of sickness absence figures presented to Committee and H&S Committee.

Action update: the Balanced Scorecard contained the updated sickness absence figures and was the agenda for the meeting.

*9.1 External Engagement Update

Include a flavour of the work of City Development Board in the report

Action update: on the agenda for the meeting

*9.2 Development Trust

Paper to go forward to the Board

Action update: Action complete – considered by the Board at its last meeting.

10.1 Board Development

Invite Principal of Forth Valley College, Ken Thomson, to a future Board development evening (possibly May 2019).

Action update: Action complete – Ken Thomson to attend in May.

6	**Student Engagement**	

*6.1 HISA Perth College Update

The Committee noted the HISA Perth College report and ongoing activity. The Committee welcomed the work of the focus groups including the relatively high number of class representatives undergoing training and the development of sports initiatives working with ASW staff. It was agreed to check the protocols regarding the provision of strips, particularly if they carried sponsorship.

HISA President

*6.2 Enhanced Student Engagement

The HISA President introduced the paper which set out HISA's plans for Student Engagement. The Committee noted the paper and welcomed the detailed plans for the different aspects of work, and the emphasis to given to improving engagement in academic areas and representation.

The Depute Principal (Academic) suggested that an implementation plan be developed to sit alongside the bigger plan and the Committee endorsed this proposed approach. An implementation plan should set out key milestones at various intervals to demonstrate impact. It was agreed that the Depute Principal and HISA President would review existing examples of implementation plans to prevent something being developed from scratch.

HISA President/ Depute Principal (Academic)

Whilst the Committee did not need to see the full document going forward, it would be keen to see an implementation plan at its next meeting.

*6.3 Student Partnership Agreement 2018-19

The Committee noted the student partnership agreement proposals. The Committee welcomed the work to increase

visibility of HISA around the campus and representation and engagement activities. It was hoped that this work would contribute to an upward trend for HISA in the Student Surveys.

7   Balanced Scorecard Update

7.1   The Depute Principal (Academic) introduced the paper and the Committee noted the position for key indicators taking account of the commentary provided. The Committee noted the particular circumstances that contributed to change in trends, positively or negatively. In terms of sickness absence, the Committee commented on the rising trend and asked to see a breakdown of figures for support and academic staff. The Committee further noted staff turnover was lower than last year, despite perceptions, but also asked for that to be broken down by support staff and academic staff member.

Head of HR and OD

8   External Engagement

8.1   The Depute Principal (Academic) introduced a paper prepared by the Vice Principal (External) which set out key external engagement activities since the last meeting.

The Committee noted the report and was pleased to hear that the number attending the Open Day was high and that the event was successful. The Committee wished to record its thanks, adding to those already expressed by the Principal, to all staff who participated.

The Committee noted ongoing international work and that the Principal was in China for graduation and the opening of the micro campus amongst other business.

The Committee discussed the Tay Cities Deal and the recent announcement of the closure of the Michelin factory in Dundee, and whether that may have an impact.

The Committee also discussed the recent announcement of moves of media companies to Scotland and whether there were any opportunities for Creative Industries in terms of film and/or TV. The sector would closely monitor emerging proposals to ensure it was alert to any new development/possible opportunities.

It was agreed that a member of the Senior Management Team, through the Depute Principal (Academic), would discuss the possibility of building links with local independent schools as this was recognised as an area that could be developed.

Depute Principal (Academic)

9   Staff Engagement

9.1   HR Update

The Committee noted the paper introduced by the Depute Principal (Academic). The Committee recommended that the drafts should avoid being written in the first person for future papers. The Committee noted the timing for professional reviews had altered to align with the operational planning cycle.

Secretary

11   Board Development
*11.1   Board Development

The Board noted a paper outlining the planned development events planned for 2018-19.

12   Committee Minutes

12.1   EDIT 6 September 2018 – noted

13   Date and Time of Next Meeting

- 31 January 2019

14   Review against Terms of Reference

The Committee agreed it had discussed business in line with its terms of Reference.

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 ☒