# Engagement Committee
**Minutes**

**Meeting reference:**     Engagement 2018-19/04
**Date and time:**          Thursday 2 May 2019 at 5.30pm
**Location:**                   Room 19, Brahan

| **Present:** | David Littlejohn Non-Executive Board Member |
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| Sharon Hammell (Chair) Non-Executive Board Member | Lynn Oswald Non-Executive Board Member |
| Margaret Cook Principal and Chief Executive | **In Attendance:** |
| John Dare Support Staff Board Member | Lorenz Cairns Depute Principal (Academic) |
| Prince Honeysett President HISA Perth | Catherine Etri Associate Principal (Academic) |
| Debbie Hutchison Non-Executive Board Member | Veronica Lynch Vice Principal (External) |
| Ann Irvine Non-Executive Board Member (by teleconference) | Penny Davis Interim Board Secretary |

**Quorum:**  3 Members

## Minutes

| Item | | Action |
|---|---|---|
| **1** | **Welcome and Apologies** | |
| | There were no apologies. | |
| | The Chair welcomed Iain Morrison (Dean of Students, UHI), Alan Simpson (HISA President) and William Mohieddeen (Senior Student Association Co-ordinator) who had been invited to give a presentation to the Committee on Student Engagement. | |
| **2** | **Additions to the Agenda** | |
| | There were no additions to the agenda. | |
| **3** | **Declaration of Conflict of Interest in any Agenda Item** | |
| | There were no declarations of a conflict of interest. | |

**4          Minutes of Meeting Held on 31 January 2019**

The minutes were approved as an accurate record.

**5          Actions Arising from Previous Minutes**

There were no actions arising.

**6          Student Engagement**
**6.1        Presentation on the Future of HISA and Student Engagement
Priorities**

The UHI Dean of Students gave an introduction, highlighting the role
of HISA and student engagement, the significant progress to date
and areas for future development. Relationship-building was
identified as an ongoing focus.

The HISA President outlined a regional structure comprising 21
student officers and 16 staff and highlighted positive outcomes
including:

-   over 70 clubs with 100s of volunteers
-   engagement in local communities
-   mentoring of student officers
-   the increasing number of women standing for office and
    being elected
-   working with external bodies to influence national policy

He described an organisation that is student-directed, in which
students make decisions through the class rep system and hold
HISA officers to account.

The Senior Student Association Co-ordinator outlined the structure
and history of HISA Perth and highlighted successes including the
increased number of nominations for student offices and the highest
election turnout to date.

HISA Perth was working closely with the College's Quality
Department and pursuing a wide range of activities.  The focus in
future would be on ensuring sustainability of services to meet
student expectations and the increased importance of welfare.

The Committee discussed the presentation.

Assurance was given on the adequacy of handover, induction and
mentoring arrangements for student officers, both regionally through
HISA, and through NUS and SPARQS at a national level.  It was
also noted that staff provided continuity and support.

The Committee recognised the benefits of a symbiotic relationship
between the regional structure and HISA Perth but would be keen to

have clearer evidence of the reach into the student body, diversity and the impact of HISA.

It was noted, in that context, that the results of the student survey would be published on 3 July 2019 and would be reviewed at the next meeting of the Committee.

HISA Perth/SMT

Members agreed that a review of the Student Engagement Framework and further discussion of opportunities with HISA at a future meeting would also be beneficial.

HISA/HISA Perth/SMT

The comparatively low number of societies at Perth College was discussed, although it was noted that this had increased to 9, from 5 last year. The Committee was advised that planning was in train and a new member of staff had been taken on to support development in that area. It was also noted that club and society engagement tended to reduce over the course of the academic year. The Committee suggested HISA Perth might look elsewhere in the region for examples of good practice.

**6.2 HISA Perth College Update including Student Elections**

The Student President presented a report providing further information on HISA Perth activities and the recent elections.

Students had voted to take action towards resolving current strike action through a 'fund our future' campaign to lobby Ministers.

Members suggested that HISA Perth might benefit from advice and support when engaging in political lobbying activity, being mindful of external agendas and potential reputational risks to the College.

The Committee received reassurance that any students experiencing issues relating to universal credit were referred to Student Support and that information on the impact on students was being monitored through College systems.

The Senior Student Association Co-ordinator reaffirmed the positive results in terms of engagement in student elections, including the appointment of 3 female officers for the coming year.

**6.3 Enhanced Student Engagement: Implementation Plan and Report**

The Student President presented an implementation plan, summarising progress with the Lit Activity Fund, course representation review, work to increase engagement in clubs and societies, and the OBI awards and elections.

Members discussed the plan, and suggested targeting the Lit AF funding to support current priorities, and improving guidance and support for prospective applicants.

In the context of increasing engagement in clubs and societies, it was noted that external resources such as the community sports hub and voluntary organisations could also be helpful.

Members were advised that the Student Partnership Agreement would be brought to the next meeting of the Committee.

HISA Perth

The Student President was commended on the quality of his report to the Committee.

**6.4     Student Mental Health Agreement**

The Student President provided a verbal report on the Agreement, which had been signed in March 2019.  Priorities had been to tackle stigma, improve well-being, increase clubs and societies, and increase events in collaboration with the College.  A written report would be brought to a future meeting of the Committee.

HISA Perth

**7        Performance Monitoring**
**7.1     Revised Balanced Scorecard**

The Principal reported that the planning team had been asked to look at options for revising the College's Balanced Scorecard and had produced a comprehensive report which had been provided to the Committee.

This was the first stage of the review and the Committee would be asked to consider, going forward, how the approach taken to performance monitoring would impact on the student experience.

**8        External Engagement**
**8.1     External Engagement Update**

The Vice Principal (External) presented a paper updating the Committee on external engagement activity, including Marketing, International, Business Engagement, the Academy for Sport and Well-being, Stakeholder Engagement and Brexit implications.

Highlights included:

- positive press coverage of a successful test flight for a new ultra-endurance air vehicle
- the generation of £146k worth of applications from the Flexible Workforce Development Fund
- the Academy for Sport and Well-being hosting the CDN College Expo event in June 2019.

The Vice Principal confirmed that progress was being made in engagement with independent schools.

The Committee recognised the good work being done to strengthen

external engagement.

## 9 Staff Engagement

### 9.1 HR and OD Update

The Depute Principal presented the report in the absence of the Interim HR Team Lead, outlining progress including:

- arrangements for the Staff Conference to be held on 21 June 2019
- national bargaining and support staff evaluation
- consultation on learning centre closures.

The Support Staff Board Member commented that the conference programme had been well received.

The Committee went on to review sickness absence statistics for Qs 1 and 2 of 2018-19, and received an update on progress with Equality, Diversity and Inclusion activity, including the development of a menopause policy and the extension of current provisions to tackle period poverty.

## 10 Board Development

### 10.1 Board Development Update

The Principal provided a verbal update, advising the Committee on Board Member attendance at the CDN Leadership and Governance Summit earlier that day, and constructive discussions about 'the college of the future'.

15 June 2019 had been identified as the date of the Board Development Day, and the Principal invited suggestions for the programme.

One member suggested a session on Mental Health First Aid.

## 11 Committee Minutes

The Committee had received minutes from the first meetings of three engagement groups, for information:

- EDIT (Equality, Diversity and Inclusion Team)
- Staff Engagement
- Student Engagement

The Committee noted the good progress with establishing the groups and the range of activities already underway.

It was noted also that SMT attendance at college team meetings would promote engagement as well as openness and transparency.

**12      Date and Time of Next Meeting**

The meeting schedule for 2019-20 would be brought to the June Board meeting.

**15      Review of Meeting (to include check against ToR)**

Members agreed the meeting had covered its Terms of Reference.

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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 General Data Protection Act 2018.  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 1998?

Yes ☐     No ⊠

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