

# Engagement Committee

## Draft Minutes

**Meeting reference:** Engagement 2018-19/01  
**Date and time:** Thursday 30 August 2018 at 5.30pm  
**Location:** Room 019

**Members present:** Margaret Cook, John Dare, Sharon Hammell, Prince Honeysett, Ann Irvine, David Littlejohn, Michaelangelo Philippides, Charlie Shentall

**Apologies:** None

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

**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
*7.2	<b>Enhanced Student Engagement by HISA</b>  Prepare an action plan to address challenges identified in student survey outcomes and to improve engagement in terms of academic business	HISA president and Vice President and College Management Team	Immediately but with a view to presenting the plan and recommendations at next EC meeting
8.1	<b>Balanced Scorecard Update</b>  Further analysis of sickness absence figures presented to Committee and H&S Committee	Head of HR and OD	ASAP
*9.1	<b>External Engagement Update</b>  Include a flavour of the work of City Development Board in the report	Vice Principal - External	For next meeting
*9.2	<b>Development Trust</b>  Paper to go forward to the Board	Secretary	Next Board meeting
*10.1	<b>Board Development</b>  Invite Principal of Forth Valley College, Ken Thomson, to a future Board development evening (possibly May 2019).	Board Secretary	ASAP

## Minutes

Item		Action
1	<b>Welcome and Apologies</b>  The Chair welcomed everyone to the meeting, in particular John Dare, Support Staff Member and Michaelangelo Philippides, HISA Vice President (Education and Engagement) who were attending their first Engagement Committee meeting.	
2	<b>Additions</b>  There were no additions to the agenda.	
3	<b>Declaration of Interest in any Agenda Item</b>  There were no declarations of a conflict of interest in any agenda item.	
4	<b>Minutes of Meeting held on 10 May 2018</b>  The minutes were approved as a correct record.	
5	<b>Actions Arising from Minutes on 10 May 2018</b>  *6.2 Include consideration of the Admissions Policies on the Board agenda for its next meeting  <b>Action update:</b> Considered by the Board at its meeting on 13 June 2018 – <b>action complete</b>  *9.1 Investors in People (IIP) options paper to be considered by the Board at its meeting on 13 June 2018.  Check on the number of other FE Colleges who are IIP accredited  <b>Action update:</b> Considered by the Board at its meeting on 13 June 2018 – <b>actions complete</b>	
6	<b>Final Terms of Reference for the Engagement Committee</b>  The Committee noted that it was working to the revised terms of Reference that had been approved by the Board at its meeting on 13 June 2018.	
7	<b>Student Engagement</b>  *7.1 <b>HISA Perth College Update</b>	

The Committee noted the HISA Perth College update and the activity that was ongoing leading up to Freshers' Week. The Committee further noted that a part-time intern was to be recruited and that the postholder would work closely with the Marketing Department to ensure quality and consistency in output.

## \*7.2 **Enhanced Student Engagement by HISA**

The Committee noted that HISA would start work on how best to engage the student body on academic business after Freshers Week. The class representative approach provided the best opportunity to engage students to seek feedback on courses and areas of concern, and it was vital that the momentum gathered at the start of the year was carried throughout the year.

The Committee noted the relatively low ratings for HISA in the National Student Survey and discussed what factors may have contributed to that. The HISA President expressed disappointment with the ratings and the wording of the question and felt that it did not accurately reflect of the work undertaken by HISA. The Committee noted that it was not possible to change the question as it was set at a national level.

The College Management Team would support HISA representatives in taking forward an action plan to address the challenges identified, with a view to improving the HISA ratings for next year. The Partnership Agreement would also provide an opportunity for joint working.

The Committee agreed that the action plan and recommendations should be brought to the next Engagement Committee.

HISA  
President and  
VP working  
with the  
College's  
Management  
Team

## **8 Performance Monitoring**

### **8.1 Balanced Scorecard Update**

The Committee noted the Balanced Scorecard update. A query was raised in relation to the apparent difference in the trends shown for sickness absence between those in the update and those presented at an earlier Health and Safety Committee meeting. It was agreed that further analysis would be undertaken to clarify the apparent differences and to understand the context for absences related to the impact of change management processes and absence due to work related stress.

Head of HR  
and OD

### **8.2 and 8.3 National Student Survey 2017-18: Key Outcomes and Student Satisfaction and Engagement Survey 2017-18: Key Outcomes**

The Committee noted the very positive outcomes for the

University and College in the National Student Survey against an increasing response rate. UHI secured fifth place for satisfaction in Scotland and overall satisfaction for Perth College rose to 88% with a number of questions scoring a rate of 90% or above. The Committee also noted the areas where improvement could be made.

The Engagement Committee discussed some of the outcomes in detail and that, in overall terms, that the College's core business was strong and that this presented positive opportunities in terms of advertising for recruitment and working with partners and stakeholders. The Committee was pleased that an all staff email had been sent by the Principal and that the outcomes had been discussed at a recent staff conference. The Committee wished to note formally that it was very encouraged by the outcomes.

In terms of HISA ratings, it was agreed earlier in the meeting that an action plan would be prepared to take forward some of the challenges identified.

In terms of the Student Satisfaction and Engagement Survey, the survey had a wide reach to include responses from students studying via different modes. The detailed responses were available for the Committee to review, and these would target areas for improvement and open up a dialogue via the draft action plan.

## **9 External Engagement**

### **9.1 External Engagement Update**

The Committee noted a paper prepared by the Vice Principal – External outlining key external engagement activities.

- Two key posts were being recruited to and those appointments would complete the restructuring process for External Engagement;
- A campaign approach to marketing had been adopted and a new approach to 'nurture' marketing had provided a new dimension to campaign based activity. As a result, recruitment numbers had remained on track;
- work on the international portfolio, business engagement activity, stakeholder engagement and the academy for Sport and Wellbeing (ASW).

In terms of business engagement it was noted that it might be worthwhile expanding the report to include the work of the City Development Board and recruitment of ambassadors. In addition, it was considered to be a pertinent time for the Board to consider BREXIT implications and risks associated with that.

Vice Principal -  
External

BREXIT would be something that would feature in the Board's development day agenda in early October.

The Committee was pleased to hear that ASW continued to look for new opportunities and was planning to exploit further the climbing wall and push for public membership. In addition, it was hoped that a number of other sports governing bodies would be encouraged to use the Academy for events, building on the netball and volleyball events that had taken place.

## **9.2 Development Trust – Revised Structure**

The Committee considered a paper that set out a revised structure for the College's Development Trust and Campaign Board to enable a strategic approach towards fundraising and alumni development. The Committee noted that feedback had been received from staff and Campaign Board Members in drawing up the revised structure, that it would meet GDPR guidelines in terms of alumni relations and that there would be a relatively small financial cost to updating the current trust deed.

The Committee welcomed and approved the revised new structure to the Board and the opportunity to widen membership.

Secretary

## **10.1 HR Update**

The Head of HR and OD provided an update on various HR matters including work being taken forward to the health and safety and equality and diversity agendas. Work on HR systems continued underpinned by business process reviews.

A suite of training and development activities to support career long professional development would be launched in early September and the Value and Behaviours statement would be launched at the next Staff Conference.

The Committee noted that staff turnover was lower than last year, despite a perception that it was high.

## **11 Board Development**

### **\*11.1 Board Development**

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

A session on innovation and connectivity would be useful and the Principal of Forth Valley College would be invited to provide some insight to the innovative work being undertaken there.

Board  
Secretary

## **12 Committee Minutes**

12.1 EDIT 12 June 2018 – noted

**13 Date and Time of Next Meeting**

- 8 November 2018

**14 Review against Terms of Reference**

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

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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