

Engagement Committee

Minutes

Meeting reference: Engagement 2018-19/03

Date and time: Thursday 31 January 2019 at 5.30pm

Location: Room 019

Members present: Sharon Hammell, Prince Honeysett (by vc for items 6.1 and 6.2 only), Ann Irvine (by teleconference), Margaret Cook, Lynn Oswald

Apologies: David Littlejohn, Deborah Hutchison, John Dare

In attendance: Lorenz Cairns, Depute Principal (Academic)
Veronica Lynch, Vice Principal (External)
Susan Hunter, Head of HR and OD

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
6.2	Bring the HISA KPIs back to the Engagement Committee when these have been agreed	HISA President	Next meeting
6.2	Bring the HISA implementation plan back to the Engagement Committee	Student President	Next meeting

Minutes

Item

1 Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were noted.

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 8 November 2018

Action

The minutes were approved as a correct record.

5 Actions Arising from Minutes on 8 November 2018

6.1 HISA Perth College Update

Check protocols around provision of strips in terms of sponsorship

Action update: The strips were the same as those used by sports ambassadors in ASW so there were no issues.

6.2 Enhanced Student Engagement

Develop an Implementation Plan with milestones and targets

Action update: on the agenda for the meeting.

***7.1 External Engagement Update**

Balanced Scorecard Update

Provide a breakdown on sickness absence and turnover for academic staff and support staff

Action update: on the agenda for the meeting

8.1 External Engagement

Discuss opportunities for the building links with local independent schools

Action update: Action complete – the VP (External) had been in touch with local independent schools to discuss opportunities.

6 Student Engagement

***6.1 HISA Perth College Update**

The Committee noted the update on HISA activities.

***6.2 Enhanced Student Engagement**

The HISA President introduced the paper setting out activities that had taken place since the last meeting in terms of HISA's plans for Student Engagement. Following meetings with some of the College's Senior Management Team, a number of work streams were identified and those were being planned and taken forward working with the College's Project & Planning Manager. The Committee noted the update, but was keen to see an implementation plan for work areas with key milestones and timelines identified. It was agreed this would come to the next meeting.

Student
President

The Committee noted that HISA's KPIs were currently being reviewed. These would be agreed at a regional level and would come back to a future meeting of the Committee.

HISA
President/

***6.3 Student Engagement Group**

The Committee noted the membership, purpose and Terms of Reference for the new Student Engagement Group and that it would formally report to the College's Management Team. The Committee further noted that the Group was one of a number of Committees/Groups that were being established or reviewed to align with a re-shaped College Management Team.

The Committee welcomed the new Committee as a positive step forward in taking forward student learning priorities, gathering feedback and making recommendations on key student engagement activity.

7 Student Surveys

7.1 Early Induction and Experience Surveys

The Depute Principal (Academic) introduced the paper, which summarised the results from the Early Induction and Experience Surveys. The Committee noted the paper, in particular that the survey had been conducted online and that a participation rate of 64% had been achieved. The Committee commended the overall student satisfaction outcome at 96.85%, which was marginally higher than last year.

The Committee discussed the retention rates and the correlation with the survey outcomes and the Committee noted that the sector managers were carefully monitoring this. The Committee queried why the outcomes from the questions about student funding were a little lower than others. Timing was thought to be an issue, particularly when students did not complete application forms correctly. The College was active in advertising the timescales, a new appointments process was introduced this year, and students were encouraged to apply early.

8 External Engagement

8.2 The Vice Principal (External) introduced the paper. The Committee noted the wide range of activity that was ongoing and that a revised structure for the International and Marketing team would soon be in place to support business activity going forward.

A new Curriculum and Business Planning Group had been established following the re-organisation of the College's meeting structure, and that Group would consider aspects of external engagement. Representation on these groups had been carefully

considered so as not to over burden staff.

In terms of Academy for Sport and Wellbeing (ASW) and income generation, the Committee noted that the facility remained open during the Christmas period but that did incur additional costs. However, a number of new gym memberships and climbing registrations were secured and that was positive. The Committee noted that the income for the year to date for ASW was ahead of target at this stage, and that the overall position was monitored carefully by F&GPC. The cost base was likely to rise for ASW due to the impact of national bargaining.

The Principal reported that the Terms of Heads for the Tay Cities deal were being revised, as the initial costings that were submitted were out of date. Discussions were ongoing with UHI and a paper would be prepared for the March Board meeting.

The Committee welcomed the work on the schools prospectus and noted that digital and printed versions were available; the printed version was especially important for schools. The target audience was all the high schools in Perth and Kinross and the College was now working more closely with local independent schools.

9 Staff Engagement

9.1 Staff Engagement Forum

The Depute Principal (External) updated the Committee on the establishment of a new Staff Engagement Forum.

9.2 HR and OD Update

The Committee noted the paper introduced by Head of HR and OD. The Principal updated the Committee in terms of national bargaining and ongoing discussions with Colleges Scotland. A number of further strike days were planned and, similar to other Colleges, Perth College UHI had remained open during strike days, but not for scheduled classes.

In terms of the Health and Safety statistics, the Committee noted that they differed from previous reports but this was down to the data issues that had been discovered in the College's Ciphre system. The Head of HR and OD reassured that Committee that the system errors had been fixed and explained the basis of reporting. The Committee noted the revised absence statistics and the context for these.

11 Board Development

***11.1 Board Development**

The Secretary reminded members that the 8 May development event had been cancelled due to a clash of meetings involving the Chair and Principal. A new date would be sought. In addition, the Secretary reminded members that the questionnaire on Board Effectiveness was due for return and that should help inform the development events programme for next Academic Year.

12 Committee Minutes

12.1 EDIT 6 December 2018 – noted

13 Date and Time of Next Meeting

2 May 2019

14 Review against Terms of Reference

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

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