

Engagement Committee

Minutes

Meeting reference: Engagement 2019-20/02

Date and time: Thursday 30 January 2020 at 5.30pm

Location: Room 019

Members present: Sharon Hammell, Board Member (Chair, by Video Conference)
Debbie Hutchison, Board Member
David Littlejohn, Board Member
Lynn Oswald, Board Member
John Dare, Board Member (Staff)
Margaret Cook, Principal

In attendance: Lorenz Cairns, Depute Principal (Academic)
Catherine Etri, Associate Principal (Curriculum)
Veronica Lynch, Vice Principal (External)
Katy Lees, Head of HR & Organisational Development
Ian McCartney, Clerk to the Board of Management

Apologies: Amy Studders, President HISA Perth
Michaela Asisten, VP Education & Engagement HISA Perth

Chair: Sharon Hammell

Minute Taker: Ian McCartney

Quorum: 3

Summary of Action Items			
Ref	Action	Responsibility	Time Line
7.1	Balanced Scorecard Clerk to consider feedback for future development of Balanced Scorecard	Clerk	ASAP
10.1	Review of Risk Register Consideration should be given to splitting Risk 3 into 2 areas – domestic and international	Clerk	Next Board meeting

Minutes:

Item		Action
1.	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting. Apologies were noted.</p> <p>Chair advised Committee that should there be issues with the VC link, Debbie Hutchison (Vice Chair) would deputise.</p> <p>Chair noted that later papers had again been received and reminded members to ensure that papers were submitted on time.</p>	
2.	<p>Additions to the Agenda</p> <p>There were no additions to the agenda.</p>	
3.	<p>Declaration of Interest in any Agenda Item</p> <p>There were no declarations of a conflict of interest.</p>	
4.	<p>Minutes of Meeting held on 29 August 2019</p> <p>Subject to correction of minor typographical errors on page 2, the minutes were approved as a correct record.</p>	
5.	<p>Matters Arising from Previous Minutes</p>	
	<p><u>6.2 Student Partnership Agreement</u></p> <p>Action: Clerk to liaise with Principal, HISA Perth and Marketing to arrange for official signing of Agreement</p> <p>Action Update: Completed</p> <p><u>8.3 International Strategy</u></p> <p>Action 1: Further clarity required on income and surplus levels</p> <p>Action Update: Completed. Updated Strategy to be tabled at future Board meeting</p> <p>Action 2: Publish final paper following redaction of Appendix 3</p> <p>Action Update: Full approval process not yet complete.</p>	

6	Student Engagement	
*6.1	HISA Perth Update Committee received Paper 2, however as no HISA Perth representatives were present, no scrutiny was possible. Notes were made on issues to be raised on this paper at to next meeting.	
*6.2	HISA Perth Plan of Work Committee received Paper 3, however as no HISA Perth representatives were present, no scrutiny was possible. Notes were made on issues to be raised on this paper at to next meeting.	
7	Performance Monitoring	
7.1	Balanced Scorecard Clerk presented Paper 4, which detailed progress against Measures 1 and 13. Board Member highlighted difference in quality between narratives. Principal advised that Balanced Scorecard was meant to be about impact, not numbers. Associate Principal noted that information is available, measurements are there, but a way needs to be found to feed this into process. Clerk to consider feedback for future development of Balanced Scorecard	Clerk
7.2	Student Surveys – Induction Early Experience Survey Depute Principal introduced Paper 5, which provided results and analysis of the Induction Early Experience Survey conducted in October 2019, and highlighted the key points. Depute Principal noted awareness of reduced response rates (which was deemed partly to be caused by the migration to an online feedback system) and that actions were in place to promote earlier applications for funding as this would go some way to alleviating some of the issues around students' early experiences at College. Board Member noted that lecturers historically handed surveys out during classes, and queried how best to promote the Survey using less personalised online methods.	

8	External Engagement	
8.1	<p>External Engagement Update</p> <p>Vice Principal presented Paper 6, noting in particular continuing work on marketing and UHI joint recruitment</p> <p>Vice Principal outlined potential effects of coronavirus on International Development work, in particular increased risks regarding post-study work visa opportunities that had recently been presented, and staff/student visas being postponed.</p> <p>Board Member asked about impacts of UHI rankings on visas. Vice Principal noted that higher-ranked Universities are prioritised by potential Masters students, which has a knock-on effect for students at UHI in terms of progression. Numbers are not huge but could have a significant effect on future numbers if students choose not to undertake Honours at Perth College as progression to Masters cannot be guaranteed.</p>	
9	Staff Engagement	
9.1	<p>HR Update</p> <p>Head of HR & Organisational Development provided update on staffing issues, per Paper 7, noting that sickness absence was higher than expected but less than 2% of working days, and that no new work-related stress cases had been reported since start of Consultation process,</p> <p>Head of HR & Organisational Development also advised Committee that the Healthy Working Lives gold standard had been retained.</p> <p>Board Member queried compliance levels re mandatory training. It was noted that some computers were having issues linking to the online training provision, and that emails were being sent to individuals who hadn't completed the courses. For the future, induction processes were being reviews and automatic reminders were being established.</p>	
9.2	<p>Consultation Update</p> <p>Head of HR & Organisational Development provided a brief verbal update on the Consultation process, noting that permission had yet to be received form SFC re VS scheme, which is starting to become a cause for concern.</p>	

10	Compliance	
10.1	<p>Review of Risk Register</p> <p>Clerk introduced Paper 8, which prompted Committee to examine and review Risks within the specific control of the Committee, and asked Committee to consider additional Risks.</p> <p>Committee advised consideration should be given to splitting Risk 3 into 2 areas – domestic and international – to take account of inherent differences between recruitment for International and RUK students.</p> <p>Committee agreed that future consideration would require to be given to reviewing actions on the full commencement of the International Strategy.</p> <p>Clerk advised Committee of the process regarding Risk Register within the Board cycle and beyond.</p>	Clerk
10.2	<p>Staff Governance Standard</p> <p>Head of HR & Organisational Development introduced Paper 9, indicating that it had been identified that the College had not conducted an exercise specifically reviewing compliance against the Staff Governance Standard, as laid out within the Code of Good Governance.</p> <p>Head of HR & Organisational Development noted that the paper laid out the Staff Governance Standard and the College's current level of compliance, before advising on future developments to ensure best practice.</p> <p>Board Member queried whether figures against training had been applied against all staff. It was confirmed that the data used was aggregated based on FTEs.</p> <p>Board Member noted that the review of compliance had a clear link to Audit reports, and should be absorbed within any Action Plans.</p> <p>Committee APPROVED the Staff Governance paper.</p>	
11	<p>Committee Minutes</p> <p>The minutes for the following meetings were received and noted:</p> <ul style="list-style-type: none"> • EDIT, 28 November 2019 • Staff Engagement Group, 08 November 2019 • Student Engagement Group, 22 October 2019 	

12	Date of Next meeting <ul style="list-style-type: none"> 07 May 2020 at 5.30pm 	
13	Review of Meeting The Committee agreed the meeting had covered 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 (Except Item 8.3)

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 1998. 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**