Engagement Committee

Agenda

Meeting reference: Engagement 2019-20/04
Date: Thursday 07 May 2020 at 5.30pm
Location: Online
Purpose: Scheduled meeting

*Denotes items for discussion.
Members should contact the Clerk in advance of the meeting if they wish to request an item be starred.

	Agenda Items	Author	Led by	Paper
1	Welcome and Apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of Interest in any Agenda Item		Chair	
4	Minutes of the meeting held on 30 January 2020		Chair	Paper 1
5	Actions arising from previous minutes		Chair	
6	**Student Engagement**			
*6.1	HISA Perth College Update	Student President	Student President	Paper 2
*6.2	HISA Perth Plan of Work – progress update	Student President	Student President	Paper 3
7	**External Engagement**			
*7.1	External Engagement Update	Vice Principal External	Vice Principal External	Paper 4
8	**Staff Engagement**			
*8.1	HR Update	Head of HR & Organisational Development	Head of HR & Organisational Development	Paper 5
8.2	Consultation Update		Principal	Verbal

9	**Performance Monitoring & Compliance**			
9.1	Balanced Scorecard	Project & Planning Officer	Clerk	Paper 6
9.2	Risk Register – Engagement Committee	Clerk	Chair	Paper 7
10	**Board Development**			
10.1	Board Development Update		Principal/Clerk	Verbal
11	**Committee Minutes** (for noting by Committee)			
11.1	EDIT • 19 March 2020 **meeting cancelled**			
11.2	Staff Engagement Group • 10 January 2020 • 06 March 2020			Paper 8 Paper 9
11.3	Student Engagement Group • 03 February 2020 • 04 March 2020			Paper 10 Paper 11
12	**Date and time of next meeting:** • tbc		Clerk	
*13	Review of meeting (Committee to check against Terms of Reference to ensure all competent business has been covered)		Chair	Paper 12

University of the Highlands and Islands Perth College

Engagement Committee

DRAFT 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

University of the Highlands and Islands Perth College

Minutes:

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

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	**External Engagement Update**	
	Vice Principal presented Paper 6, noting in particular continuing work on marketing and UHI joint recruitment	
	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.	
	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.	
9	**Staff Engagement**	
9.1	**HR Update**	
	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,	
	Head of HR & Organisational Development also advised Committee that the Healthy Working Lives gold standard had been retained.	
	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.	
9.2	**Consultation Update**	
	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.	

10	**Compliance**	
10.1	**Review of Risk Register**	
	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.	
	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.	Clerk
	Committee agreed that future consideration would require to be given to reviewing actions on the full commencement of the International Strategy.	
	Clerk advised Committee of the process regarding Risk Register within the Board cycle and beyond.	
10.2	**Staff Governance Standard**	
	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.	
	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.	
	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.	
	Board Member noted that the review of compliance had a clear link to Audit reports, and should be absorbed within any Action Plans.	
	Committee **APPROVED** the Staff Governance paper.	
11	**Committee Minutes**	
	The minutes for the following meetings were received and noted: • EDIT, 28 November 2019 • Staff Engagement Group, 08 November 2019 • Student Engagement Group, 22 October 2019	

12	**Date of Next meeting** • 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 ☑

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 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 ☑**

Committee	Engagement Committee
Subject	HISA Perth update
Date of Committee meeting	07/05/20
Author	HISA Perth
Date paper prepared	29/04/2020
Executive summary of the paper	This paper provides an update on the current work being undertaken by HISA Perth
Consultation How has consultation with partners been carried out?	N/A
Action requested	☐ For information only ☒ For discussion ☐ For recommendation ☐ For approval
Resource implications (If yes, please provide details)	No
Risk implications (If yes, please provide details)	No Click or tap here to enter text.
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with:	Click or tap here to enter text.

Perth College UHI

• Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information	
Equality and diversity Yes/ No If yes, please give details:	No
Island communities Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?	**No** If yes, please give details: Click or tap here to enter text.
Data Protection Does this activity/ proposal require a Data Protection Impact Assessment?	No Click or tap here to enter text.
Status (e.g. confidential/non confidential)	Non-Confidential
Freedom of information Can this paper be included in "open" business?*	Yes

* If a paper should **not** be included within 'open' business, please highlight below the reason.

Perth College UHI

Its disclosure would substantially prejudice a programme of research	☐	Its disclosure would substantially prejudice the effective conduct of public affairs	☐
Its disclosure would substantially prejudice the commercial interests of any person or organisation	☐	Its disclosure would constitute a breach of confidence actionable in court	☐
Its disclosure would constitute a breach of the Data Protection Act	☐	Other [please give further details] Click or tap here to enter text.	☐

For how long must the paper be withheld? Click or tap here to enter text.

Further guidance on application of the exclusions from Freedom of Information legislation is available via:
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and
http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

HISA Perth Update 29.4.20

Operational

The HISA Perth team have been transitioning to working from home since campus closed. The HISA Perth Team are now fully operational online with working hours remaining the same. We are currently working on how to engage with our students online so we can continue to support them during this challenging time.

The new Students' Association Coordinator at HISA Perth came into post on 13th April. They will be a full-time member of staff there to support the student officers and to implement plans to make HISA Perth an even more effective partner to Perth College UHI.

Since being in post, the Students' Association Coordinator has met with members of the Senior Management Team and Corporate Management Team to discuss future plans for HISA Perth and Perth College UHI's effective partnership. The Students' Association Coordinator is also currently reviewing the existing and ongoing activities of HISA Perth that will contribute to the Annual Review of HISA Perth that will be sent to Board of Management's June meeting.

Class Reps/SRC

Since the college has closed, HISA Perth's Vice President Education and Engagement has maintained regular contact with class reps via email and social media, encouraging them to ask for support and to get feedback from the students they represent.

HISA Perth was able to host an online SRC meeting on 22nd April that saw around 30 representatives in attendance, despite initial technical issues. Class reps were encouraged to submit questions prior to and during the meeting. Questions from reps focusing around funding, SQA clarification, student residents, VLE software, printing credit and mental health support. These questions will be followed up by HISA Perth and feedback will be given to class reps.

An online Q&A with Perth College UHI's Senior Management Team will be taking place on 29th April were all class reps have been asked to provide questions from themselves or the wider student body for SMT to respond to. This meeting has yet to take place as this update is being written so a full update will be provided at the next meeting.

Clubs and Societies

Despite the logistical challenges of COVID-19, some clubs based at Perth College UHI are continuing to run meetings online with support from HISA Perth's Vice President Activities and Welfare. The Archaeology and History society, Book Club, ESOL Club and the LGBT Club are all meeting on a weekly basis and providing a great opportunity for students to socialise under lockdown.

HISA Perth is also offering a drop-in session on 7th May alongside HISA's Activities Team to offer further support guidance to clubs and societies in order for them to continue to run as well as making plans for academic year 2020/2021.

This year we had three HISA Perth teams playing in the Scottish Student Sport College National Finals. This was a fantastic opportunity for our sports clubs to excel in a sport they love, to play against other teams and to represent Perth college and HISA with pride. They did a great job and we

are very proud of all they have achieved. We are grateful to all staff at the ASW for their help with setting up equipment for matches.

Before lockdown commences, we were able to see some of our sports clubs compete in matches.

- Women's football (won: 3-2) club won against Edinburgh College & Basketball match (lost: 41-56) in Perth against Edinburgh College
- Perth mens football club lost against Fife college(16-1).
- Perth mens basketball team(Perth Blizzards) played and won a friendly match against Fife in January.

Student Support amid COVID-19

HISA Perth are an active participant in college COVID-19 meetings ensuring that we are all working together to provide support to students. We are working with Marketing to get important information out to students through college and HISA Perth channels and we are supporting students during these times by responding to any feedback and sharing this promptly with relevant staff to come to a solution.

Student Engagement

With the challenges presented around student engagement during lockdown, HISA Perth have come up with some ways to offer opportunities for our students to engage with us in a social and academic setting. We have been utilising our social media platforms to start discussions, gather feedback from and reach out to our students as well as using it as a platform for information and humour.

Tea and a Chat was an initiative launched in February that provides an opportunity for students to socialise, talk about issues and have fun with other students. These took place weekly on campus that we have now moved online and are facilitating via Webex Teams. Students continue to attend and enjoying the sessions, with the number of attendees increasing week on week.

We have also launched Accountability Study Sessions, taking place twice a week for students who are struggling with staying motivated and focused under lockdown. At the beginning of the meeting the group say three things they hope to achieve during the study session and then at the end we report back to the group to see if we have achieved our study goals. Numbers for these are steady at present and those who attend find the sessions highly beneficial.

Student Elections

The election for the next student officer team at HISA Perth took place on [dates] that coincided with the election of other HISA representatives across all UHI's academic partners. HISA Perth had 13 candidates standing for the 3 positions available and the following candidates were elected:

- Perth President - Alex Wilson
- Vice President Education and Engagement - Cameron Murray
- Vice President Activities and Wellbeing - Michaela Asisten (current Vice President Education and Engagement)

The total number of students who voted at Perth College UHI was 545 students (9.97% turnout) which was HISA Perth's largest turnout and the biggest turnout for elections from any of the Academic Partners within UHI and the HISA network.

OBI Awards

The OBI Awards closed on Friday 17th April and we were able to receive 180 nominations. Due to the limits placed on HISA Perth by COVID-19, we were unable to engage students face to face as the awards launched as the college closed, meaning that paper nominations were unable to be completed alongside the online form. Paper nominations have accounted for a significant number of nominations in the past so this attributes to the decrease in nomination numbers from academic year 2019/2020.

HISA Perth will now be sorting through the nominations and making plans on how to deliver the awards online.

Committee	Engagement Committee
Subject	HISA Perth - Plan of Work update
Date of Committee meeting	07/052020
Author	HISA Perth
Date paper prepared	29/04/2020
Executive summary of the paper	This paper provides an update on the Plan of Work being undertaken by HISA Perth for AY 2019/20, including key targets and achievements
Consultation How has consultation with partners been carried out?	N/A
Action requested	☐ For information only ☒ For discussion ☐ For recommendation ☐ For approval
Resource implications (If yes, please provide details)	No
Risk implications (If yes, please provide details)	No Click or tap here to enter text.
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with:	Click or tap here to enter text.

Perth College UHI

• Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information	
Equality and diversity Yes/ No If yes, please give details:	No
Island communities Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?	**No** If yes, please give details: Click or tap here to enter text.
Data Protection Does this activity/ proposal require a Data Protection Impact Assessment?	No Click or tap here to enter text.
Status (e.g. confidential/non confidential)	Non-Confidential
Freedom of information Can this paper be included in "open" business?*	Yes

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1 Priority Plan of Work

Executive Team

Engaging our members through a programme of events

HISA Perth will increase how many and how often members engage with HISA through a programme of events. The student experience outside of the classroom at Perth College UHI must be improved. Furthermore, student activities are an important way of promoting awareness of HISA's work to its constituency.

The priorities for the HISA Perth executive are focused on increasing engagement of our members through events. It is noted that there was a significant drop-off rate in course representatives attending Student Representative Council (SRC), the OBI nominations marginally increased and, while election voting numbers also marginally increased, many of our members reported that they were unsure of the work of HISA Perth.

Activities and events are prioritised by the executive as there is significant potential for developing non-curricular aspects of the student experience. Work on the community aspect of Healthy Happy You in previous academic years highlighted that the students' association can contribute to development of key student skills (such as project management, finance management) and also social isolation through student-led events. A developed event programme is also used as a means to capture student interest in HISA and its role in engaging students and using student feedback to influence the learning experience of the college.

Indicators

Output	Date	Indicator	Target	Date	Implementation
Freshers	Aug 19	Promo material student students	1	1	Completed
	Aug 19	Briefing for college staff	1	1	
	Sept 19	HISA engagement day	1	1	Completed
	Sept 19	Freshers fayre	1	1	Takes place - completed
Green week	Oct 19	Event takes place	1	1	Completed
GYST	Sept 19	Programme of events agreed with HISA and key college staff	1	1	Completed
	Nov 19	Event takes place	1	1	Completed
Halloween event	Nov 19	Event takes place	1	1	Completed
Christmas event	Dec 19	Event takes place	1	1	Completed
Mental Health Awareness week	May 20	Event takes place	1	0	-
Diwali	Oct 19	Event takes place	1	0	-

Chinese New Year	Jan 20	Event takes place	1	1	Promotional and educational materials for students to celebrate and learn about Chinese New Year
Burns Day	Jan 20	Event takes place	1	0	
LGBTQ Month	Feb 20	Event takes place	1	1	Awareness board at Union, Brahan & Gooooodlyburn
Valentine's Day	Feb 20	Event takes place	1	0	
Strategic Alignment					
HISA Strategic Plan 2019-2022	3.4 - Equality, diversity and inclusiveness are embedded in all HISA activity 5.1 - Every student at UHI has the opportunity to take part in extracurricular opportunities 5.2 - To enhance the student social experience across the UHI Partnership 6.1 - For all UHI students to feel part of a wider community and for HISA to enhance the spirit and ethos of community				

	7.1 - All members know who HISA are, the opportunities, and services it offers and how HISA can help them 7.2 - Members know their role in HISA and feel like they have a stake in their community				
Perth College UHI Strategic Plan 2016-2021	1.4 - Increase opportunities for students to shape their own learning, the life and work of the University and College and to share in a diverse range of cultural activities.				
sparqs Student Engagement Framework for Scotland	**Elements of Student Engagement** 1 - Students feeling part of a supportive institution **Features of Effective Student Engagement** 1 - A culture of engagement				

2 Executive Plan of Work

Vice President Education and Engagement

HISA Perth Education and Engagement Plan of work aims to improve the delivery of education. Part of their work is to produce research and influence policy discussion at a Strategic Committee and Board of Management level to improve all aspects of education. We also work to improve education at a Regional and National level through partnerships, campaigns, and lobbying through HISA, NUS Scotland, and engaging MP's and MSP's. Our aim is to improve the quality of education through representation and engagement.

Indicators					
Output	**Date**	**Indicator**	**Target**	**Date**	**Implementation**

Class reps training	Jun 20	% of trained reps	63%	62%	Collaboration with sparqs and Perth College UHI
SRC's	Jun 20	Number of councils Attendance	4 50	2 75	SRC review carried out, and format changed following consultation with Education Scotland
Internationalisation Strategy	Jun 20	Strategy Setup buddy system	1 1		
Campaigns	Jun 20	Council tax exemptions for students transitioning between course levels	1		Negotiating with relevant city officials

Strategic Alignment

HISA Strategic Plan 2019-2022	2.1 - HISA, working in partnership with the academic partners and UHI, will run an effective, accessible and democratic representatives system region wide that takes into account all learning modes and demographics 2.3 - HISA will provide top level training, support and development for its representatives and officers at local and regional level to ensure a world class student academic experience 2.4 - HISA's officer structure will be innovative, effective and reflect the needs of its students, UHI and the Partners 3.3 - Throughout UHI, officers, volunteers and representatives will work in partnership with				

	academics and the wider staff community to solve problems and provide an evidence base to drive policy change 4.3 - To develop employability prospects for all students 5.1 - Every student at UHI has the opportunity to take part in extracurricular opportunities 7.2 - Members know their role in HISA and feel like they have a stake in their community 7.3 - Members are aware of the causes and consequences of student issues and problems 7.5 - Local, regional and national media see HISA as a vital contributor on education and political issues 8.3 - HISA will create employment opportunities for students who will gain valuable experience and skills 10.1 - HISA will operate with outstanding student led governance				
Perth College UHI Strategic Plan 2016-2021	1.1 - Give each student the best possible learning experience. 1.3 - Support and inspire our students to complete their chosen course and attain their qualification. 1.5 - Empower and support students to develop personal resilience, career management and entrepreneurial skills through building self-awareness. 1.6 - Continue to develop the appropriate interventions needed to support those furthest from the				

	employment market to access education and raise aspirations. 1.7 - Enhance student engagement by strengthening the student voice and supporting the further development of a thriving, effective and sustainable Students' Association. 3.1 - Provide a high quality, relevant curriculum which promotes skills for life, learning and work for a proficient and adaptable workforce in regional general and niche specialisms. 3.4 - Ensure that students gain career management and employability skills that are sought after by employers and have the skills to be successful in their career choices. 4.7 - Mainstream the values and practices of equality, diversity and inclusiveness.				
sparqs Student Engagement Framework for Scotland	**Elements of Student Engagement** 2. - Students engaging in their own learning 3. - Students working with their institution in shaping the direction of learning 4. - Formal mechanisms for quality and governance 5. - Influencing the student experience at national level **Features of Effective Student Engagement** 1. - A culture of engagement 2. - Students as partners 3. - Responding to diversity 4. - Valuing the student contribution				

5. - Focus on enhancement and change 6. - Appropriate resources and support					

3 Executive Plan of Work

Vice President Activities and Welfare

HISA aims to ensure that there are opportunities for our members to attend events, join a society, have access to services that ensures their welfare, and campaign for sustainability. We do this through partnerships across the student movement, departments within Perth College UHI, and local NGO's and Organisations within the City of Perth and beyond. We also work to ensure there are developmental opportunities for our members to enhance their transferable skills to increase their chances of getting a job in their career of choice.

Indicators

Output	Date	Indicator	Target	Date	Implementation
Sports Clubs and Student Societies	Jun 20	Number of affiliated societies	15	13	Promotional material to educate our members on the benefits and process of starting their own society
GYST – student essential information & advice month	Nov 19	Number of org. & events Average attendance	15 25	20 3	Completed. Lessons learnt for future events
Environmental impact	Jun 20	Ban single use and plastic cups on campus	1		Negotiate with the colleges' catering provider and provide alternative solutions
Members able to heat "pack lunches" on campus	Jun 20	Microwaves on campus	1	2 Yasss!!!	2 microwaves, - 1 Googlyburn, 1 Brahan.
'Tea & chat' wellbeing groups	Jan - Jun 20	Number of groups Average attendance	5 10	? 4	Current promotion and organisation of event

Strategic Alignment

HISA Strategic Plan 2019-2022	3.1 - HISA becomes the place that students and				

academics alike recognise as providing independent appropriate and quality support advice on academic and welfare issues 3.2 - HISA will be a vehicle for social change at a local, regional and national level 4.3 - To develop employability prospects for all students 5.1 - Every student at UHI has the opportunity to take part in extracurricular opportunities 5.2 - To enhance the student social experience across the UHI Partnership 5.3 - To develop clubs, societies and activities that are suitable for UHI students' unique circumstances 5.4 - To ensure any student wishing to set up a club or society can do so locally or regionally 8.3 - HISA will create employment				

	opportunities for students who will gain valuable experience and skills				
Perth College UHI Strategic Plan 2016-2021	1.1 - Give each student the best possible learning experience. 1.3 - Support and inspire our students to complete their chosen course and attain their qualification. 1.4 - Increase opportunities for students to shape their own learning, the life and work of the University and College and to share in a diverse range of cultural activities. 1.5 - Empower and support students to develop personal resilience, career management and entrepreneurial skills through building self-awareness. 1.6 - Continue to develop the appropriate interventions needed to support those furthest from the employment market to access				

	education and raise aspirations. 1.7 - Enhance student engagement by strengthening the student voice and supporting the further development of a thriving, effective and sustainable Students' Association. 3.1 - Provide a high quality, relevant curriculum which promotes skills for life, learning and work for a proficient and adaptable workforce in regional general and niche specialisms. 3.2 - Ensure our provision addresses stubborn inequalities in our communities. 3.4 - Ensure that students gain career management and employability skills that are sought after by employers and have the skills to be successful in their career choices. 4.1 - Work effectively and efficiently to ensure			

	the College and University thrives and prospers in environmentally, socially and financially sustainable ways. 4.2 - Increase our effectiveness and efficiency through shared processes and services across the College, University and region. 4.3 - Develop and increase commercial awareness and activity across the college to enable future investments in our facilities that improve the student experience. 4.7 - Mainstream the values and practices of equality, diversity and inclusiveness.				
sparqs Student Engagement Framework for Scotland	**Elements of Student Engagement** 1. - Students feeling part of a supportive institution 2. - Students engaging in their own learning **Features of Effective Student Engagement**				

					5. - Focus on enhancement and change

4 Executive Plan of Work

President - Ensuring that all of our members are aware off, and have timely access to mental health support and services when they require it.

Indicators

Output	Date	Indicator	Target	Date	Implementation
Mental Health agreement	Jun 20	Agreement signed	1		Passed on to and being lobbied at a regional level
Mental Health First Aid	Jun 20	Number of First Aiders on campus	18	14	Training carried out, and in the process of securing more training sessions for PATs and Reps
Counselling support	Jun 20	Number of counsellors	4.5 FTE	1.5FTE	Working with college and external organisations to find the best solution for our members
Mental Health Awareness Events	Jun 20	Number of events Average attendance	4 25	2 20	Thereapets - done, Tea & Chat - pending, Partnership event with external organisations - , Partnership event with college - done.

Strategic Alignment

HISA Strategic Plan 2019-2022	3.2 - HISA will be a vehicle for social change at a local, regional and national level 4.3 - To develop employability				

	prospects for all students 6.2 - For every UHI students to be able access to the mental health support services when they need to 6.3 - Support the UHI Partnership in creating a whole community that is committed to supporting students and communicating well about mental health				
Perth College UHI Strategic Plan 2016-2021	1.1 - Give each student the best possible learning experience. 1.3 - Support and inspire our students to complete their chosen course and attain their qualification. 1.5 - Empower and support students to develop personal resilience, career management and entrepreneurial skills through building self-awareness. 1.7 - Enhance student engagement by strengthening the student voice and supporting the				

further development of a thriving, effective and sustainable Students' Association. 3.1 - Provide a high quality, relevant curriculum which promotes skills for life, learning and work for a proficient and adaptable workforce in regional general and niche specialisms. 3.2 - Ensure our provision addresses stubborn inequalities in our communities. 3.4 - Ensure that students gain career management and employability skills that are sought after by employers and have the skills to be successful in their career choices. 4.2 - Increase our effectiveness and efficiency through shared processes and services across the College, University and region. 5.1 - Continue to develop skilful,				

	motivated and adaptable diverse staff. 5.5 - Support all staff to develop appropriate skills and qualifications through opportunities for training, scholarship and research.				
sparqs Student Engagement Framework for Scotland	**Elements of Student Engagement** 1. - Students feeling part of a supportive institution 2. - Students engaging in their own learning **Features of Effective Student Engagement** 5. - Focus on enhancement and change 6. - Appropriate resources and support				

5 Continual Plan of Work

HISA Perth - The continual plan of work details activities that HISA Perth undertakes every year alongside the executive officers' priorities.

Indicators

Output	Dates	Indicator	Target	Date	Implementation
OBI Nominations	May 20	Improve on 2019 nomination levels	500	58	
Elections Candidates	Mar 20	All officer positions are contested	15	13	

Elections Turnout	Mar 20	Improve turnout on 2019 elections	15%	9.97%	Highest ever, AND beat Inverness. #1 in HISA, Vote TeamHISAPerth
SPA 2019-20	Oct 19	Student Partnership Agreement for 2019-20 signed	1	1	Completed
SPA 2020-21 consultation	Apr 20	Consultation takes place with students and elected officers for themes in SPA	1		
SPA 2020-21	Jun 20	Agreement with Perth College on 2020-21 SPA themes and action plan	1		
Strategic Alignment					
Perth College UHI Strategic Plan 2016-2021	1.4 Increase opportunities for students to shape their own learning, the life and work of the University and College and to share in a diverse range of cultural activities. 1.7 Enhance student engagement by strengthening the student voice and supporting the further development of a thriving, effective and sustainable Students' Association. 5.3 Continue to foster a culture of				

	personal leadership and empowerment, enterprise, innovation and ownership among all staff and students. 5.4 Ensure that all staff are valued and informed.				
sparqs Student Engagement Framework for Scotland	**Elements of Student Engagement** 1. Students feeling part of a supportive institution 4. Formal mechanisms for quality and governance **Features of Effective Student Engagement** 2. Students as partners 3. Responding to diversity 4. Valuing the student contribution				

References

19. Education Act 1994, Section 22 Available at: http://www.legislation.gov.uk/ukpga/1994/30/section/22 (*Accessed: 24 January 2020*).
20. HISA Strategic Plan 2019-2022, Available at: https://cutt.ly/DrQ7H1q (Accessed: 24 January 2020).
21. Perth College UHI Strategic Plan 2016-2021, Available at: https://www.perth.uhi.ac.uk/t4-media/one-web/perth/about-us/strategic-plan/perth-college-uhi-strategic-plan.pdf (Accessed: 24th January 2020).
22. sparqs Student Engagement Framework for Scotland, Available at: https://www.sparqs.ac.uk/upfiles/SEFScotland.pdf (Accessed: 24th January 2020).

Committee	Engagement Committee
Subject	External Engagement Update
Date of Committee meeting	07/05/2020
Author	Veronica Lynch, Vice Principal External
Date paper prepared	30/04/2020
Executive summary of the paper	This paper provides an overview of the External Engagement activities for the period from February to April 2020. Members are asked to note the contents of this paper.
Consultation How has consultation with partners been carried out?	Perth College Senior Management Team
Action requested	☒ For information only ☐ For discussion ☐ For recommendation ☐ For approval
Resource implications (If yes, please provide details)	Yes/ **No**
Risk implications (If yes, please provide details)	Yes/ **No** Click or tap here to enter text.
Link with strategy	Provide a summary of the how the paper links to key College priorities and what they are

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Please highlight how the paper links to the Strategic Plan, or assist with: • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information	External Engagement Financial Sustainability
Equality and diversity Yes/ No If yes, please give details:	There are no Equality and Diversity Implications arising from this paper.
Island communities Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?	Yes/ **No** If yes, please give details: Click or tap here to enter text.
Data Protection Does this activity/ proposal require a Data Protection Impact Assessment?	Yes/ **No** Click or tap here to enter text.
Status (e.g. confidential/non confidential)	Non Confidential
Freedom of information Can this paper be included in "open" business?*	Yes

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* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	☐	Its disclosure would substantially prejudice the effective conduct of public affairs	☐
Its disclosure would substantially prejudice the commercial interests of any person or organisation	☐	Its disclosure would constitute a breach of confidence actionable in court	☐
Its disclosure would constitute a breach of the Data Protection Act	☐	Other [please give further details] Click or tap here to enter text.	☐

For how long must the paper be withheld? Click or tap here to enter text.

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http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp
and
http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

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ENGAGEMENT COMMITTEE   **PAPER FOR INFORMATION**

EXTERNAL ENGAGEMENT UPDATE   **7 MAY 2020**

INTRODUCTION

This paper provides an overview of the External Engagement activities for the period from February to April 2020. Activities during this period have been significantly impacted by COVID-19 and this report predominantly reflects the early impacts emerging from this pandemic.

MARKETING

The College Open Recruitment Event took place on 14 March 2020 just ahead of the Scottish Government announcement that events were no longer permitted. Attendance was impacted, however around 100 attendees including potential students from RUK, resulting in direct applications for September 2020 programmes. Applications for HE are broadly in line with the same period in 2019 with FE applications around 170 behind for the equivalent period.

A Marketing campaign developed to support the recruitment for an additional range of programmes for 2019/20 delivery which had been targeted to address the projected shortfall in ESIF credits had to be cancelled as a result of COVID-19. This offer had focussed primarily on part time delivery to support in-work progression. This can be re-introduced at the appropriate time during 2020/21 academic year as indications are that greater levels of demand for short programmes to support upskilling and reskilling will be required to support economic recovery.

The College obtained a range of press coverage during the period including:

- College supporting Vulnerable Children Review
- Students raising funds for Guidedogs Scotland
- College hosting visit of Maree Todd, Minister for Children and Young People
- ASW hosting First Lego League Scottish Championships
- A range of COVID-19 related press coverage. Early coverage was largely non-factual speculation when the College SMT was complying with GDPR and Public Health Advice. This progressed towards decisions to suspend face to face teaching and subsequently to close College buildings, again in line with Government advice. The COVID-19 Regional Testing Facility has received mixed coverage and extremely positive social media engagement and support from the majority of staff.

Weekly staff communications have been received positively by staff, particularly where progress on SQA assessment guidelines and SFC student hardship decisions have been able to be clarified.

Perth College UHI

INTERNATIONAL

Relationship management of existing international partnerships continue during this challenging period which saw the College's Chinese partners impacted by COVID-19 prior to this emerging in Europe. As a result, notable activities during the quarter have included:

- The First UHI/ Hunan Institute of Engineering (HIE) Research Conference is scheduled for April 2020 needed to be cancelled.
- The teaching of UHI degree students at HIE had progressed where possible through online approaches.
- COVID-19 has impacted recruitment of the HIE group to start year 1 in 2020 but it is too early to say by how much.
- A total of 14 HIE students have indicated it remains their preference to study their Honours year in Perth, however, it is unclear when the new academic year can start and whether all 14 will choose to travel even if that option becomes available again. Numbers have grown from 2 in 2017 to 5 in 2018 and 8 in 2019. Graduating Honours students from HIE have a good track record of success with one First Class Honours, 2 students obtaining a 2:1 and a further 2 obtaining a 2:2 and all have progressed to good universities for Masters.
- Delivery of year 3 of the UHI programme BEng Electrical & Electronic Engineering Systems is due to start at Henan University of Urban Construction in September 2020. Students were progressing from a guest lecturing model to a full degree delivery model. Alternative approaches have been created to ensure some form of delivery and where possible progression onto the degree programme is still provided with the agreement of HUUC and UHI. These models are scenario planned based on either staff's ability to travel or otherwise, delivery of aspects online. This situation will be monitored to ensure the optimum solution is delivered to meet Health and Safety needs of our staff and students, as well as maximising the student experience.
- Chinese Ministry of Education approval discussions have stalled due to COVID for its newest Transnational Education partnership with Sichuan University of Arts and Science. An imminent decision had been expected.
- Zhengzhou University of Aeronautics (ZUA) and Chengdu Aeronautics Polytechnic staff and 3 student study visits to Perth in February were cancelled based on FCO advice.
- HUUC staff had already travelled to the UK to undertake training to support the introduction of the UHI degree in 2020/21, however due to the timing of the fast changing health environment, had to return to China without ever having the opportunity to visit our campus.
- International recruitment for September 2020 continues with the proposed start date potentially later this year. It is unclear at this stage whether any of the students who have been offered a place will take this up. To date, we have received 49 applications compared to 21 at the same time the previous year.
- Summer Schools scheduled for July 2020 were cancelled. Candidates from Japan offered a place in the Language School for October remain interested, however it is too early to know if this will be able to proceed.
- International revenue projections for 2019/20 have been reduced due to elements of the activity being cancelled or delayed into 2020/21.

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The UHI EO 'International Student Recruitment Phase 2 project' is progressing slowly, primarily due to reduced resources. This involves an International Steering Group supported by 6 workstreams with a target of achieving £4.3m (an additional £2.2m revenue) by 2022/23. There projections will require to be reviewed. Perth College are part of the Steering Group and a number of the workstreams to support the development of this activity. Progress updates will be provided once available.

BUSINESS ENGAGEMENT

The College had been delivering the remainder of the £146k of short course and bespoke training for Levy Paying businesses funded through the Flexible Workforce Development Fund, approved from 2018/19. Around £31k has been unable to be completed due to COVID-19.

The 2019/20 FWDF continues to be promoted to Perth and Kinross businesses and around £200k was in process of being committed through signed applications, however many employers have furloughed staff and are unable to progress their applications at this time. This fund had been enabling greater strategic engagement with the larger companies in Perth and Kinross which should support a longer term partnership with those businesses.

Employers who are hosting Modern Apprentices are in a similar situation with an estimated 90% of the MA's being furloughed at this time with the exception of Care employers and some engineering businesses.

Negotiations with SECCT and SNIPEF in a similar way to the successful Scotland's Colleges wide Construction Industry Training Board (CITB) negotiation will be slower as many of the staff within these Managing Agents are also furloughed. Once this work can recommence, this will enable the sector to work as a collective body in renegotiating the contracts for a more favourable position to achieve greater viability.

A Development Trust meeting took place in February to sign off the 2018/19 Accounts. Trustees also heard from one of the scholarship students which was very well received. Future funding priorities for the Trust and Development Committee were reviewed. A key focus will be to raise £1.2m to support the equipment costs of the Aviation Academy for Scotland   This will extend the work undertaken to date to seek donations and sponsorships from businesses and local trusts complementing the College's current Scholarship Programme which offers 50 students annually a funded scholarship and work experience with regional businesses. It is not clear at this time how these projects will be impacted by COVED-19.

ACADEMY FOR SPORT AND WELLBEING

ASW has suspended gym membership of 1600 members. With the exception of 50 cancellations, all members are comfortable with that offer and this should provide a strong membership base to begin the new session following exit from lockdown. Online classes being delivered for members and the community at no charge are well supported with 500-600 views of each class.

Online Sports Injury Clinic sessions are scheduled to continue engagement with this customer base with a good level of interest

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STAKEHOLDER ENGAGEMENT

Relationships with regional Tay Cities Deal partners continue alongside the continued development of the Aviation Academy for Scotland business case. Discussions continue with UHI in relation to potential investment within the project to support the development ahead of grant payment. The scale of the impact of COVID-19 on the aviation industry poses a potential risk to the project but this is too early to say to what extent this will impact.

BREXIT UPDATE

The College continues to keep abreast of the potential implications of BREXIT which has been superceded by COVID-19. Recruitment will be continued to be monitored. The College had targeted increased marketing to non EU markets to counter any potential reduction in EU student numbers, however the pandemic will have a projected impact of between 50-90% reduction in international student numbers.

The College actively participated in the consultation of the replacement funding post EU withdrawal consultation exercise. No outcome has yet been published and with COVID-19 could see further negative funding impacts resulting from increased public borrowing to create economic recovery.

Perth College UHI

Paper No. 5

Committee	Engagement Committee
Subject	HR Update
Date of Committee meeting	07/05/2020
Author	Katy Lees
Date paper prepared	29/04/2020
Executive summary of the paper	This paper provides an update on current HR activities and statistics.
Consultation How has consultation with partners been carried out?	N/A
Action requested	☐ For information only ☒ For discussion ☐ For recommendation ☐ For approval
Resource implications (If yes, please provide details)	No
Risk implications (If yes, please provide details)	No Click or tap here to enter text.
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with:	Click or tap here to enter text.

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• Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information	
Equality and diversity Yes/ No If yes, please give details:	No
Island communities Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?	**No** If yes, please give details: Click or tap here to enter text.
Data Protection Does this activity/ proposal require a Data Protection Impact Assessment?	No Click or tap here to enter text.
Status (e.g. confidential/non confidential)	Non-Confidential
Freedom of information Can this paper be included in "open" business?*	Yes

* If a paper should **not** be included within 'open' business, please highlight below the reason.

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Its disclosure would substantially prejudice a programme of research	☐	Its disclosure would substantially prejudice the effective conduct of public affairs	☐
Its disclosure would substantially prejudice the commercial interests of any person or organisation	☐	Its disclosure would constitute a breach of confidence actionable in court	☐
Its disclosure would constitute a breach of the Data Protection Act	☐	Other [please give further details] Click or tap here to enter text.	☐

For how long must the paper be withheld? Permanently

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http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp
and
http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Engagement Committee HR&OD Update

Prepared by: Katy Lees, Head of HR & Organisational Development

Date: 28 April 2020

National Job Evaluation Scheme

The College is currently having its roles analysed by the National Job evaluation team analysts. To date the queries come from this team have been manageable. No results are expected until all Colleges have been evaluated.

UNISON consultations

Consultation 1: The proposal put forward by management on changes within the Student Experience team following the departure of the Student Support Manager and the Team Leader Student Support and Counsellor are progressing. This sees a number of changes of line management within this department, and looks to ensure a more effective experience for the students.

Consultation 2: An initial consultation meeting has taken place with UNISON about a potential use of the UK governments furlough scheme. This would be for a small group of staff (31) within the College whose salaries are commercially funded. This would be subject to the 5 conditions set by the UK government being met, these being:

- the employee works in an area of business where services are temporarily not required and where their salary is not covered by public funding
- the employee would otherwise be made redundant or laid off
- the employee is not involved in delivering provision that has already been funded
- (where appropriate) the employee is not required to deliver provision for a child of a critical worker and/or vulnerable child
- the grant from the Coronavirus Job Retention Scheme would not lead to financial reserves being created

This was a positive consultation meeting and we are now awaiting further feedback from UNISON.

If progressed this would commence from the 1 May 2020 or as soon as possible thereafter until the end of the current scheme which is currently 30 June 2020.

If implemented this would support a number of hourly paid staff who currently do not have any income, and also would reduce the cost of the salaries for the ASW staff during this time.

COVID-19

The current working experience of working from home is having an impact on staff well-being and the College is continually looking at ways to support staff. The College has subscribed to the Big White Wall initiative and has reminded all staff of the available support mechanisms through Rowan Counselling. Line managers continue to have constructive conversations with staff to provide the level of support required.

10 members of staff have identified that they have caring responsibilities and so are not working during this time of which 8 are academic members of staff and 2 are support staff.

One member of staff has been formally mobilised for a period of three months as he is a member of the United Kingdom's Reserve Force.

The SMT are giving a weekly update to staff and this includes a number of apps or services that are available to staff.

A new NJNC guidance was issued in relation to staff pay during the Coronavirus situation which the College has adhered too.

The College has not made any adjustments in relation to annual leave and carry forward, despite the change in legislation and have confirmed to staff that only the current 1 week can be carried forward into the next leave year. Current 2 meetings have taken place between the employers representatives and the trade unions at a national level on this issue as it is a matter of national dialogue.

Health, Safety and Wellbeing

Sickness Absence Statistics

Please find below college sickness absence information for the academic year 2019/20

CIPHR	2018/2019 (full year)		2019/2020 (year to date 01/08/19 – 30/04/20)	
	Total Sick Days	Average Sick Days per Head	Expected if trend follows 18/19*	Actual Total Total Sick Days
Management	15	0.6	10	15
Support	1908	5.9	1272	2653.5
Academic	1011	4.5	674	836
Total	2934	5.19	1956	3504.5

For March 2020 when reviewing the split between short term and long-term sickness absence there are more support staff on long term sickness than short term, this is a change from previous months where academic staff had the dominance. New long-term sickness absence cases are not due to work related stress.

In March 2020 we had 3 members of staff off long term with stress as their absence reason, 4 were off due to other mental health issues and 6 other members of staff off long term for various reasons. At the time of writing this report this number of staff on long term sickness absence (13), has reduced by 5 to 8.

The Heath and Safety Committee is looking to create a short life working group which will have a focus on Stress.

The amount of short term and long-term absence for Support staff has significantly increased since December 2019. In March 2020 over half of the short-term absences were due to cold/flu/fever, whereas new long-term sickness absence was attributed to fractures and Coronavirus related.

	Cumulative (Aug – Mar 2020) Short Term - Total Sick Days	Cumulative (Aug – Mar 2020) Long Term - Total Sick Days
Management	15	0
Support	1576.5	1077
Academic	323	513
Total	1914.5	1590

As highlighted in the last report our cumulative sickness absence levels are more in line with those seen in 2017/18 and this trend is expected to continue for the rest of this academic year.

To note absence due to COVID-19 is treated as special leave and not offset against an employee's sickness entitlement (agreed as part of National Bargaining), however the sickness absence due to COVID-19 have been included here as sickness absence figures. The College has 4 members of staff who are off sick due to COVID-19, however this is based on self-declarations and medical notifications are not required for the first 2 weeks.

Organisational Development

Staff were asked to complete a number of mandatory trainings and completion rates are as set out below. Work still needs to be done to improve these rates and line managers have been tasked to support their staff to achieve this, however timing is challenging with the additional burden put on teaching staff to deliver from home. In all cases it is presumed that 550 staff are enrolled.

Course name	Completed at			
	29/01/2020	17/02/2020	25/02/2020	29/04/2020
Bribery Act v.1	28%	56%	58%	68%
Bullying and Harassment Part 1 v.1	20%	50%	53%	64%
Data Protection (GDPR) v.1	32%	58%	61%	71%
Diversity in the Workplace v.1	18%	48%	51%	62%
Health and Safety Part 1 v.1	17%	40%	43%	55%
Health and Safety Part 2 v.1	18%	47%	50%	62%
Safeguarding in FE Colleges v.1	21%	49%	52%	64%
Stress Management for All Staff v.1	23%	51%	53%	64%

In addition, a number of additional programmes and support mechanisms have been opened up to staff to support who are delivering online learnings including using programmes such as Bongo (within Brightspace) and this work has been developed by the Learning and Teaching team.

All staff also have been given the opportunity to access free training on Microsoft Office products

- Microsoft Office Specialist Outlook
- Microsoft Office Specialist Powerpoint
- Microsoft Office Specialist Word
- Microsoft Office Specialist Excel
- Microsoft Office Specialist Access

Perth College UHI

Paper No.6

Committee	Engagement Committee
Subject	Balanced Scorecard
Date of Committee meeting	07/05/2020
Author	Kirsty Campbell, Project & Planning Officer
Date paper prepared	29/04/2020
Executive summary of the paper	The attached paper is the Balanced Scorecard, aligned with the aims and measures for the strategic plan Vision 2021, outlining where possible, the final measures for AY 2018-19.
	The data is presented in 2 parts:
	Part One - is a summary of the measures in a simple table layout with measures of current performance categorised as Red (worsening), Amber (stable) and Green (improving)
	Part 2 – Provide more detailed analysis and insight with a trendline giving a pictorial representation of data over the past 3 years.
	The following points on the layout are to be noted:
	Further work on improving the quality of data, including the provision of metrics has been identified as an action in the college Audit Action Plan.
Consultation How has consultation with partners been carried out?	Click or tap here to enter text. The Head of Student Experience provided the data and any commentary for measures 2 and 9
Action requested	☒ For information only ☐ For discussion ☐ For recommendation

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	☐ For approval
Resource implications (If yes, please provide details)	No
Risk implications (If yes, please provide details)	No Click or tap here to enter text.
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information	The Balanced Scorecard KPI's stems directly from the Perth College UHI Strategic Plan 2016-21.
Equality and diversity Yes/ No If yes, please give details:	No
Island communities Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?	No If yes, please give details: Click or tap here to enter text.

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[Data Protection](#) Does this activity/ proposal require a Data Protection Impact Assessment?	No Click or tap here to enter text.
Status (e.g. confidential/non confidential)	Non-Confidential
Freedom of information Can this paper be included in "open" business?*	Open business

* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	☐	Its disclosure would substantially prejudice the effective conduct of public affairs	☐
Its disclosure would substantially prejudice the commercial interests of any person or organisation	☐	Its disclosure would constitute a breach of confidence actionable in court	☐
Its disclosure would constitute a breach of the Data Protection Act	☒	Other [please give further details] Click or tap here to enter text.	☐

For how long must the paper be withheld? Click or tap here to enter text.

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and
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Strategic Plan Targets and KPIs: Progress Report 2018-19

1. Summary of Performance Status (Red, Amber, Green)

Key: KPI performance status

Improving	↑
Maintaining	↔
Worsening	↓

Key: Target performance status

Target achieved	(green)
Target progress maintained	(amber)
Target missed	(red)

Measure	Key Performance Indicator or Target	Performance
	Students and Staff Achieving their Potential	

2	Students moving onto positive destinations (including progressors)
	  i. HE
	  ii. FE
		↑ (green)
		↓ (red)
		↑ (green)
		↑ (green)

	Number of courses with a gender ratio >3:1	↔ (amber)

9	FE Retention
	a) Students in courses over 160hours (inc. FT)
	     i. Overall
	     ii. SIMD20
	     iii. Care experienced
	     iv. Minority Ethnicity
	     v. Disability
	     vi. Gender
		↓ (red)
		↑ (green)
		↑ (green)
		↓ (red)
		↓ (red)
		↓ (red)

	b) FT FE students	↔ (amber)

	FE Attainment
	a) Proportion of students attained for courses over 160 hours (inc. FT)
	     i. Overall
	     ii. SIMD20
	     iii. Care experienced
	     iv. Minority Ethnicity
	     v. Disability
	     vi. Gender
		↔ (amber)
		↔ (amber)
		↑ (green)
		↓ (red)
		↔ (amber)

		↔
	b) Proportion of students attained for FT FE courses	↓

Section 2:   Detail of Performance by Measure

Detail of Performance: Measure 2

Students and Staff Achieving their Potential			
Measure	**Key Performance Indicator or Target**	**Performance**	**Trend**
2	Students moving onto positive destinations (including progressors)		
	I. HE II. FE		

Baseline: 84.4%

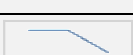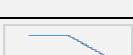**Target:**   Improve on previous year's performance
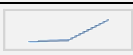
Trend: Maintaining with slight overall improvement year on year
        16-17: 84%   **17-18:** 84.4% **18-19**: 85.5%

Tolerance: **tbc**
(+/-)

Sector
Average: **tbc**
(+/-)

Note on performance

Detail of performance: Measure 9

Measure	Key Performance Indicator or Target	Performance	Trend
	Track retention and attainment of all full and part-time funded college programmes		
9	**FE Retention** a) Proportion of students retained in courses over 160hours (inc. FT) i. Overall ii. SIMD20 iii. Care experienced iv. Minority Ethnicity v. Disability vi. Gender (F) (M)	↓ (red) ↑ (green) ↑ (green) ↓ (red) ↓ (red) ↓ (red)	
	b) Proportion of FT FE students attained for courses over 160 hours (inc. FT)	↓ (red)	

Baseline: a) i. 83.6%   ii. 84.7%   iii. 47.9%   iv. 62.5%   v. 89.9%
vi. F 80.3% M 86.6%

b) 80.1%

Target: a) Improve on previous year's performance
b) Improve on previous year's performance

Trend: Slight decrease year on year overall with improvement in 2 key areas: SIMD20 and care experienced

Tolerance: **tbc**

Sector Average: **(+/-) tbc**

Detail of performance: Measure 9

Measure	Key Performance Indicator or Target	Performance	Trend
	Track retention and attainment of all full and part-time funded college programmes		

9	FE Attainment
	  c) Proportion of students attained in courses over 160hours (inc. FT)
	  i. Overall
	  ii. SIMD20
	  iii. Care experienced
	  iv. Minority Ethnicity
	  v. Disability
	  vi. Gender
		↔ ↔ ↑ ↓ ↔ ↔	

	d) Proportion of FT FE students attained for courses over 160 hours (inc. FT)	↓	

Baseline: a) i. 72.5%   ii. 71.4%   iii. 47.9%   iv. 86.5%   v. 69.2%
vi. F 67.8% M 76.8%

b) 72.7%

Target: a) Improve on previous year's performance
b) Improve on previous year's performance

Trend: Maintaining overall with marked improvement in key area: care experienced however year on year decrease in performance in figures for day 1 attainment for FT FE courses

Tolerance: **tbc**

Sector Average: (+/-) **tbc**

Perth College UHI

Committee	Engagement Committee
Subject	Risk Review – Engagement Committee
Date of Committee meeting	07/05/2020
Author	Ian McCartney, Clerk to the Board of Management
Date paper prepared	30/04/2020
Executive summary of the paper	Board of Management agreed at the meeting of 18/12/19 to Risk being discussed at each sub-Committee meeting to ensure risks were owned and discussed at the appropriate level. This paper provides Engagement Committee with an opportunity to scrutinise and assess those Strategic Risks determined to be within the Committee's purview. Committee members are asked to: i) Discuss the appropriateness of each Risk for the Committee; ii) Review the currency of the Action Plan; iii) Consider any additional areas of Risk not identified within the current Register, in particular any considerations related to COVID-19 impacting on areas related to the remit of Engagement Committee
Consultation How has consultation with partners been carried out?	Members of SMT have ownership of the risks within the register and have been consulted on Committee allocation.
Action requested	☐ For information only ☒ For discussion ☐ For recommendation ☐ For approval

Perth College UHI

Resource implications (If yes, please provide details)	No
Risk implications (If yes, please provide details)	Without continual review of the risk register there are potential implications that strategic objectives are not met.
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: - Compliance - National Student Survey - partnership services - risk management - other activity [e.g. new opportunity] – please provide further information	The Strategic risk register is the core risk management tool used within Perth College UHI.
Equality and diversity Yes/ No If yes, please give details:	No
Data Protection Does this activity/ proposal require a Data Protection Impact Assessment?	No
Status (e.g. confidential/non confidential)	Non-Confidential
Freedom of information Can this paper be included in "open" business?*	Open Business

Perth College UHI

* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	☐	Its disclosure would substantially prejudice the effective conduct of public affairs	☐
Its disclosure would substantially prejudice the commercial interests of any person or organisation	☐	Its disclosure would constitute a breach of confidence actionable in court	☐
Its disclosure would constitute a breach of the Data Protection Act	☐	Other [please give further details] Click or tap here to enter text.	☐

For how long must the paper be withheld? Click or tap here to enter text.

Further guidance on application of the exclusions from Freedom of Information legislation is available via:
http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp
and
http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

All items in red are where updates were made during the last edition of the risk register

													CURRENT ACTION PLAN		
Ref	Risk Status	Strategic Category	Risk Description & Primary Sub-Committee	Causes	Impacts/ Evidence	Owner	Likeli-hood	Impact	Gross Risk	Actions to minimise risk IN PLACE	Residual Risk	Trend	Actions to minimise risk TO DO	Action Owner	Completion Date
1 *	Active	Working in partnership to meet the needs of our local economy and beyond. Providing a progressive curriculum which meets economic and social needs and aspirations.	Operations limited due to outcome of central or remote decision making reducing local impact and focus. Lack of understanding or clarity of the academic partnership within our external operating environment. **Engagement**	• Collective reporting • Dilution of local need within decision making • Changes to Partnership structures/ organisation.	• Reduced student numbers. •Declining performance. • Loss of commercial potential.	Principal	4	4	16	• College Board of Management and Chair kept informed of arising issues. • UHI Vice Principal Further Education and Chair of Further Education Regional Board made aware of issues. • SMT proactive in decision making forums. • Perth & Kinross CPP single outcome agreement embedded in ROA. • Create positive working relationships with Colleges Scotland and Scottish Government.	16 (4,4)	↔	• Continue to highlight as appropriate. • Continue to work on and implement recommendations of current Programme Board • Work proactively within partnership and beyond. • Be proactive in discussions re. future integration	Principal Principal Principal Chair	Ongoing Ongoing Ongoing Ongoing
3 *	Active	Developing a successful and sustainable organisation.	Lack of International student recruitment. Lack of RUK student recruitment. Sustaining International Partnerships **Engagement**	• UK Regulation Registration (UKVI) • In country adverse political environment • Availability of suitable product • Marketing and attraction strategy	• Loss of income. • Bad publicity. •Lack of student diversification	Vice Principal External	5	4	20	• Student Testimonials. • Closer links with the curriculum areas. • Working with UHI World/UHI VP International and External Engagement • Explore combined product offering between College and AST. • Delivery of Trans National Education • Protection of Tier 4 UKVI Licence • Review opportunities for employing staff in market	16 (4,4)	↔	• Wider product range to be developed. • International strategic approach for 2018/19 to be reviewed and revised. • Use strengths of AST market intelligence. • Develop International Partner Network • Rolling sales and marketing plan re. target markets and potential customers. • Influence UHI to create bespoke marketing and presentation materials. • Create Chinese website	Vice Principal External	July 2019

Ref	Risk Status	Strategic Category	Risk Description & Primary Sub-Committee	Causes	Impacts/ Evidence	Owner	Likeli-hood	Impact	Gross Risk	Actions to minimise risk IN PLACE	Residual Risk	Trend	CURRENT ACTION PLAN		
													Actions to minimise risk TO DO	Action Owner	Completion Date
23	Active	UHI Common Risk	Poor Student Experience Engagement	Poor college estate. Dispersed campus with limited facilities for social interaction. Technology failures. Limited teaching/library resources.	Poor performance in national student satisfaction surveys. Reputational damage. Impact on ability to recruit future cohorts. Risk to core income streams.	Depute Principal Academic	3	3	9	•Partnership approach with HISA •Continuous student engagement, feedback and dialogue. •Ongoing Estate Maintenance and minor Refurbishments	6 (2,3)	↔	• Goodlyburn Boilerhouse refurbishment • CCTV installation around Perth Campus • Various minor building works during summer recess 2019	Head of Estates	September 2019

Note: Risks 4, 5, 7, 8, 10, 12, 15, 19-24 are UHI Common Risks.

LIKELIHOOD CRITERIA   TIMESCALE 3 YEARS

Score	Descriptor	Probability
5 - Almost Certain	More than likely – the event is anticipated to occur	>80%
4- Likely	Fairly likely – the event will probably occur	61-80%
3 - Possible	Possible – the event is expected to occur at some time	31-60%
2 - Unlikely	Unlikely – the event could occur at some time	10-30%
1 - Very Rare	Remote – the event may only occur in exceptional circumstances	<10%

IMPACT CRITERIA   TIMESCALE 3 YEARS

Score	Descriptor	Financial	Operational	Reputational (need to link to communications process for incident management)
5 - Catastrophic	A **disaster** with the potential to lead to: • loss of a major UHI partner • loss of major funding stream	> £500,000 or lead to likely loss of key partner	• Likely loss of key partner, curriculum area or department • Litigation in progress • Severe student dissatisfaction • Serious quality issues/high failure rates/major delivery problems	• Incident or event that could result in potentially long term damage to UHI's reputation. Strategy needed to manage the incident. • Adverse national media coverage • Credibility in marketplace and with stakeholders significantly undermined.
4 - Major	A **critical** event which threatens to lead to: • **major** reduction in funding • **major** reduction in teaching/research capacity	£250,000 - £500,000 or lead to possible loss of partner	• Possible loss of partner and litigation threatened • Major deterioration in quality/pass rates/delivery • Student dissatisfaction	• Incident/event that could result in limited medium – short term damage to UHI's reputation at local/regional level. • Adverse local media coverage • Credibility in marketplace/with stakeholders is affected.
3 - Significant	A **Significant** event, such as financial/ operational difficulty in a department or academic partner which requires additional management effort to resolve.	£50,000 - £250,000	• General deterioration in quality/delivery but not persistent • Persistence of issue could lead to litigation • Students expressing concern	• An incident/event that could result in limited short term damage to UHI's reputation and limited to a local level. • Criticism in sector or local press • Credibility noted in sector only
2 - Minor	An **adverse** event that can be accommodated with some management effort.	£10,000 - £50,000	• Some quality/delivery issues occurring regularly • Raised by students but not considered major	• Low media profile • Problem commented upon but credibility unaffected
1 - Insignificant	An **adverse** event that can be accommodated through normal operating procedures.	<£10,000	• Quality/delivery issue considered one-off • Raised by students but action in hand	• No adverse publicity • Credibility unaffected and goes un noticed

Note: Select criteria most appropriate. Use highest score if more than one criterion applies.

RISK MAP (for Gross risk & residual risk)   **TIMESCALE 3 YEARS**

IMPACT					
5 - Catastrophic	5	10	15	20	25
4 - Major	4	8	12	16	20
3 - Significant	3	6	9	12	15
2 - Minor	2	4	6	8	10
1 - Insignificant	1	2	3	4	5
	1 -Very Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
	LIKELIHOOD				

Attention should also be paid to risks that are very rare or unlikely that could cause a catastrophic impact.

Staff Engagement Group

Minutes

Date and time:	Friday 10 January 2020, 09.30
Location:	Room 019, Brahan
Members present:	Lorenz Cairns, Craig Lindsay, Lynne Taylor, Mandy MacDonald, Katy Lees, Richard Fyfe, Kathleen Connor, Lesley Sutherland, Emma Davie, Lee Dunn,
Apologies:	Jacqui Allison, Claire Vekic, Kirsty Cassells, Sharon McGuire, Victoria Rice, Anna Kaczmarek
In Attendance:	
Chair:	Aida Grier
Note Taker:	Trudy Guthrie

Summary of Actions

Ref	Action	Responsibility	Time Line
	Meeting 08 November 2019		
3.2.1	**Professional Fees** – KL advised there is tax relief available for this which can be backdated 6 years. AG/KL to disseminate this information to all staff	AG/KL	Asap
3.2.4	**Intranet Proposal** - AG to speak with Ray Crabb about this and report back to next meeting	AG	For next meeting
3.2.5	**Peer Review Process** – to discuss Group suggestions with David Gourley and report to next meeting.	Lorenz Cairns	For next meeting
6	**Staff Engagement Group ToR** – AG/KL to meet to discuss and bring back to next meeting	AG/KL	For next meeting
7	**Gaelic Language Plan** – KC to arrange for Gaelic sessions led by D J McIntyre to be added to the Staff Conference Agenda	KC	Asap

Minutes

Item		Action
1.	**Welcome and Apologies**	
	Lorenz Cairns welcomed everyone to the meeting. Apologies were noted. Lorenz introduced Aida Grier as the new Chair.	
2.	**Additions to the Agenda for AOCB**	

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Perth College

Item		Action
	AG commented that this Group appeared to be unsuccessful and not flourishing so wished to discuss its purpose.	

3. **Minutes of Meeting held on 08 November 2019**

The minutes were approved.

Matters Arising

3.2.1	**Professional membership fees** LC advised that no decision has been agreed on this and it is unlikely that one will be made. KL advised there is tax relief available for this which can be backdated 6 years. AG/KL to disseminate this information to all staff.	**AG/KL**
3.2.2	**Policies & Procedures** No need to come back to this meeting	
3.2.3	**Central Events Calendar** Complete	
3.2.4	**Intranet Proposal** AG to speak with Ray Crabb about this and report back to next meeting	**AG**
3.2.5	**Peer review process** LC suggested there should be a meeting with DG and HR to discuss whether this is worth taking forward. KL to speak with DG	**KL**
6	**Staff Engagement Group ToR** AG and KL to meet to discuss ToR and bring back to next meeting to discuss	**AG/KL**
7	**Gaelic Language Plan** KC to arrange to get Gaelic sessions added to the next Staff Conference day	**KC**
9	**AOCB** ○ Lift, Brahan Building – KC to take to SEG meeting to discuss	**KC**
	○ Holidays – LC to discuss at next SMT and bring back to next meeting	**LC**

4. **New Chair**

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Addressed in Item No. 1

5.   **CMT Update**

The last meeting of the CMT was cancelled so no update available

6.   **Staff Engagement Group Terms of Reference Review**

AG and KL to meet to discuss ToR and bring back to next meeting to discuss

AG/KL

7.   **Gaelic Language Plan**

KC advised that UHI are trying to promote the use of the Gaelic language. There was a Gaelic Awareness Day recently which was well received. KC asked the Group for their approval for DJ McIntyre from the Inverness campus to come to the next Staff Conference day to offer short sessions to help promote the Gaelic language including a lesson in basic greetings in the language. All approved to go ahead with this.

KC

8.   **Curriculum Review**

LC advised that this is underway. Self Evaluation and Student Survey results are being analysed to help with this review. This is to enable us to see what skills the industry are looking for which means we can improve our courses. HMI will visit in April to review the new Curriculum which means it should be completed and available by May

9.   **AOCB**

- AG commented that this Group appeared to be unsuccessful and not flourishing so wished to discuss its purpose - It was agreed that the group needs a more diverse selection of attendees. After AG/KL meet to discuss the ToR, they will email the reviewed document to the current list of attendees and ask for comment/approval. After this all current group members will be asked if they wish to continue attending then AG/KL will send a college wide email to ask if any other colleagues would be interested in joining. It was also discussed that it should be looked into if this group should in some way be combined with the Professional Service Group

AG/KL

- Lift, Brahan Building - There was a long discussion about the lift in the Brahan building. It is currently out of use. The group discussed options for usage of the lift and possibilities of policing the usage. It was suggested contacting HISA and/or the Student Engagement Group to discuss this further. KC to discuss at SE Group

KC

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- Holidays – LT asked if there is any consideration for college to align with Perth school holidays. LC said he would brief SMT on this however, also stated that we are aligned with the joint UHI calendar. LC to bring back to next meeting

LC

10. **Date of Next Meeting**

    6 March 2020
    All meetings are on Fridays, 0930-11.00, Rm 019

11. **Date of Next CMT Meeting**
    22nd January 2020

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Staff Engagement Group

Minutes

Date and time: Friday 5 March 2020, 09.30
Location: Room 019, Brahan

Members present: Jacqui Allison, Craig Lindsay, Lynne Taylor, Josie Burton, Richard Fyfe, Kathleen Connor, Sara O'Hagan

Apologies: Lorenz Cairns, Claire Vekic, Kirsty Cassells, Mandy MacDonald, Lesley Sutherland, Aida Grier

In Attendance:

Chair: Katy Lees

Note Taker: Trudy Guthrie

Summary of Actions

Ref	Action	Responsibility	Time Line
	Meeting 10 January 2020		
3.2.4	**Intranet Proposal** - AG to speak with Ray Crabb about this and report back to next meeting (outstanding from last minute)	AG	For next meeting
3.2.5	**Peer Review Process** – to discuss Group suggestions with David Gourley and report to next meeting (outstanding from last minute)	LC	For next meeting
3.2.5	**Brahan Lift** – KL to discuss concerns with SMT and to look into motivational posters for the stairwell	KL	For next meeting
5	**Staff Engagement Group ToR** – AG/KL to meet to discuss and bring back to next meeting	AG	For next meeting
8	**AOCB** – KL to liaise with DL re Admissions policy.	KL	
	Coronavirus – KL to raise concerns with SMT	KL	For next meeting
	Estate Issues – TG to contact Les Hutchison with concerns	TG	

Minutes

Item	Action
1. **Welcome and Apologies**	
Katy Lees welcomed everyone to the meeting. Apologies were noted.	

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Item		Action
2.	**Additions to the Agenda for AOCB**	

No additions

3.	**Minutes of Meeting held on 10 January 2020**

The minutes were approved.

Matters Arising

3.2.1 Professional membership fees
KL advised there is tax relief available for this which can be backdated 4 years plus current not 6 years as previously minuted.

3.2.5 Brahan Lift
Lift, Brahan Building – Discussed at length. Numerous concerns were voiced included pupils with disabilities struggling to get to classes, students in general not getting to classes on time, visitors to restaurant who have walking issues not able to get to 3rd floor, staff being asked to carry people upstairs. High level of discontent which KL will take to SMT to discuss alternatives. KC stated that students had stated the reason for using the lift was 'because we can'. All discussed ways to change this mentality. It was suggested that motivational quotes should be put on stairwells to encourage all to take the stairs, KL to look into this.

KL

KL

4.	**CMT Update**

KL gave an overview of the most recent meeting and advised that the main topic of discussion was regarding policies. A SLWG has been set up to discuss printers and paper usage which will go back to CMT in May.

5.	**Staff Engagement Group Terms of Reference Review**

This remains outstanding, AG and KL had meet to discuss ToR and AG would send round for the group to discuss. KL asked all to think about what agenda items are relevant to this group and send thoughts to AG/KL/TG.

AG/KL

ALL

6.	**Curriculum Review**

KC advised that UHI are trying to promote the use of the Gaelic language. There was a Gaelic Awareness Day recently which was well received. KC asked the Group for their approval for DJ McIntyre from the Inverness campus to come to the next Staff Conference day to offer short sessions to help promote the Gaelic

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Item		Action
	language including a lesson in basic greetings in the language. All approved to go ahead with this.	

7. **Curriculum Review**

SO'H advised that 70% of the curriculum review has been completed and the remainder will be completed within the next month/

8. **AOCB**

- CL asked if the Admissions policy has been updated. KL said it would be on PerthNet when approved. KL to discuss with DL **KL**
- SO'H voiced concerns re the brief of this group and questioned it's purpose, stating it was not a positive encouraging environment. All discussed at length
- Cornonavirus – KL advised the College Business Continuity Plan has been updated and a tactical team is in place to view overall plans as an organisation. KL is part of the team and will keep group updated. SO'H said that staff have been asked to put a 4 week plan in place without guidance and they would have liked a standardised template. KL to feedback to SMT. **KL** LT said non-teaching areas are left in the dark and queried what happens if the college closes, how payments will be made to students etc. KL to feedback concerns to SMT. KL asked that concerns should be raised with Line Managers. S'OH said there are problems with Outlook working from home and in the event that the college closes this will prove problematic. KL advised all to contact Ray Crabb with their IT concerns. KL said to follow the advice sent out in emails if staff/pupils are worried about their health/symptoms, which is to call 111 in the first instance and let HR know of their concerns.
- Pay Awards – KL advised that the pay award for support staff is going through in April followed by another in September once agreed. Thereafter it will run from September to September
- Car Parking – An email will be sent later today regarding car parking issues. All discussed problems to do with flooded spaces, pot holes etc. It was also questioned why the back car park now closes at 7pm rather than 9pm. Students have been asking for the closing time to be reinstated to 9pm. TG to contact Les Hutchison in Estates with these concerns and feedback to SEG **TG**
- National Job Evaluation – KL advised this process has started however we will not hear until all the colleges have been evaluated which could take 1 – 3 years. There is a meeting next week and we should have a clearer picture, KL will update thereafter **KL**

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Item	**Action**
• Strategic Plan – Current plan is in place until 2021 so SMT are now looking at writing the next one. LC will be starting this in August and will be discussing with all nearer the time	

9.   **Date of Next Meeting**

8 May 2020
All meetings are on Fridays, 0930-11.00, Rm 019

10.   **Date of Next CMT Meeting**
18th March 2020

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Student Engagement Group - Minutes of Meeting held on 3 February 2020 Room 019

Present: Jessica Borley, Kathleen Connor, Ray Crabb, Lisa Findlay, Maureen Paris, Lesley Sutherland

Apologies: Lesley Connaghan, Jane Edwards, Ian Gibb, Nick Green, Les Hutchison, Anna Kaczmarek, Gareth McKenna, Awa Ba Niang, Sharon Porter, David Stewart, Amy Studders, Susanne Thomson

In Attendance:

Chair: Deborah Lally

Minutes: Lorna Matheson

Agenda Items		Action
1. **Welcome and Apologies**	Deborah welcomed the group and apologies noted as above. Richard Ogston has departed the College and DL thanked him for the updates and input he provided. Sam Monie should now be attending meetings. LM to check he is added to the attendees list for future meetings/invites. DL stressed the importance of representation from sector areas and students and if unable to attend, where possible, a representative must be asked to attend.	
2. **Additions to the Agenda for AOCB**	• Student Satisfaction and Engagement Survey – JB • Peer Mentoring - DL	
3. **Minutes of Previous Meetings**	The minutes were agreed as being an accurate account.	

Agenda Items		Action
4. **Matters arising not included elsewhere on the agenda / review of actions from previous meeting**	4.1 ASW Usage of Study Room – no further updates. 4.2 Book Sharing Scheme – KC informed of emails distributed, also spoke to HISA about the need for them to be more involved in the running of the scheme. 4.3 Food and Drink in the Library – staff receiving cheek from students and it was decided to relax slightly on the rules regarding this. i.e. re-sealable cups etc. but students seem to be getting the message with regards to eating food. 4.4 Update on paper usage – RC taken reports from Konica Minolta and UHI seem to be equal in printing amounts. DL suggested comparing reems of paper bought against printer outputs. Look at encouraging digital papers for meetings. KC informed staff are jamming both printers in the study centre printing reems of paper and stopping students from printing their work. LS to take forward to staff engagement group. 4.5 National Outdoor Classroom Day – as LC absent no feedback was available. DL heard people who could take part did so. All items closed down.	**LS**
5. **Safeguarding**	DL tasked with being interim Safeguarding Officer in RO's absence. DL gave update on the fact we have Chinese students who returned to the College last week and are now under quarantine although showing no signs of illness. DL informed that the College is following World Health Organisation advice and guidance. LF suggested putting statement out for press as they will pick up on it. Also suggested adding Guidance from Health Protection Scotland to my day web page, facebook and website. It was suggested an all staff/student email be sent also. Still for people who have been to Wuhan in last 14 days **ACTION**: DL to send LF update from Fiona Larg.	**LF** **DL**

	Agenda Items		Action
6.	Student Services webpage and developments - update	LF informed Sam Monie (SM) has created a prototype of what the web page would look like. LF built the structure for him but needs further clarification on what to include as well as approving pictures to be shown on the page. Web page for care experienced – this will be situated in the Student Services area of web page with information of what young people are entitled to etc. Care experienced, care, veterans, information specifically to them etc.	
7.	St John's Kirk Carillon - update	No further updates – Item Closed.	
8.	Early Student Experience Survey – update	No update as this went out in December. Agenda item to be updated to SSES for future meetings. **Student Satisfaction and Engagement Survey** JB handed round paper containing information given out to all students other than the sample informed of in paper. This contains a set of questions looking at 3 year trends. The Scottish Funding Council questions should have been changed but PC has not been informed as yet. Questionnaires will go out week beginning 17 March after HISA elections. The format has been changed to electronic with a poor return last year, 48% which is significantly down on the previous year. DL informed Academic Affairs Board were concerned with the response rate. JB responded she sends guides to PATS and they are aware of the importance of promoting the Survey to their students but new PATS need to be given the information. Enrolment team should know who the new PATs are. JB added there is an opportunity to add questions that are specific to Perth only. Question 40 regarding student engagement team based in Webster Building needs changed. DL commented on the question regarding drop – ins with student funding and good to see feedback on that.	**JB**

Agenda Items		Action
8. Cont	DL stressed it was good to get feedback on examinations. It would also be beneficial to gain feedback on VC timetabling i.e. "tell us about your experience with VC?" How do you attend VC ie. Onsite or offsite, recording or live VC	
	Should we be asking about Connectivity? Brightspace Question – keep as free text but also add a satisfaction level. DL gave DG comments with regards to Brightspace but these have not been taken forward as yet. JB informed of an Academic Appeal where a student thought they'd submitted their assignment through Brightspace but nothing there.	
	DL highlighted the question regarding Digital Skills as a lot of students don't know what that is. JB changing to inform what is meant by that.	**JB**
	JB putting survey to CASE this week.	
	The Post Graduate Taught Experience Survey will be distributed w/b 6 April 2020.	
	SM working with the team to promote. DL asked if it was possible for SM to walk around with a laptop along with HISA team?	
	It was suggested having a laptop available that a week before HISA elections for students to complete survey and also have a starter page questioning if they've completed the survey when voting in elections. RC to look into the possibility of this.	**RC**
	DL suggested a screened off area with marketing boards to promoting the Survey. JB to discuss with LF. JB also to discuss with DG with regards to promoting on Brightspace.	**JB/LF**
	KC suggested adding information to the screens in library as well as the privacy screens.	
	RC suggested leaflets be put on keyboards in Library. Emphasis was placed on the importance of ensuring students are aware of the difference of each survey.	
9. Community Education Provision – update	DL informed 2 courses started last week with no great uptake, noticed same sort of classes being popular ie. stained glass, sewing, bread making. PC will not hit credit target. DL will know more details and sector areas have been asked to come up with suggestions.	
	Door to door leafleting is currently being discussed for term 3 with a very tight deadline.	

Agenda Items		Action
10. Student Volunteering	AK not present – take off agenda for future meetings.	
11. AOCB	Peer Mentoring Diane Weldon (DW) enquired if Perth College UHI had a student mentoring service but there is nothing in place at present. SM to pilot with DW and develop a paper to go to CMT or CASE. Student Services will not be managing this service; various areas have to manage themselves. JB contacted other Quality staff around the partnership and found Moray College is the only partner at present offering this facility. JB to forward information to SM. Possibly look into resources at UHI for students / training etc. Also look at Nicholas Oakley based on Leeds University scheme. They are currently employing a counsellor with money funded from the Government. LF informed the group that HISA sent out a press release the previous Thursday asking UHI to advocate administration departments etc. with no prior warning. Allison Lochead working with Crighton Lang about a response. HISA are asking UHI to integrate certain areas to create a shared services as they believe there is vast duplication in some areas. LF to circulate to group.	**JB** **LF**
12. Date of Next Meeting	Wednesday 4 March 2020, 11.00am, in Room 019	
13. Date of Next CMT Meeting	19 February 2020	

Student Engagement Group - Minutes of Meeting held on 4 March 2020 Room 019

Present: Michaela Asisten, Jessica Borley, Lesley Connaghan, Kathleen Connor, Ray Crabb, Ian Gibb, Sam Monie, Lesley Sutherland, Susanne Thomson, Josie Warburton,

Apologies: Debbie Das Chaudhury, Jane Edwards, Lisa Findlay, Nick Green, Les Hutchison, Anna Kaczmarek, Mandy MacDonald, Gareth McKenna, Maureen Paris, Sharon Porter, David Stewart, Amy Studders

In Attendance:

Chair: Deborah Lally

Minutes: Lorna Matheson

Agenda Items		Action
1. **Welcome and Apologies**	DL welcomed everyone to the meeting and informed of apologies.	
2. **Additions to the Agenda for AOCB**	**SPARQS** Simon Varwell from SPARQS was in College and gave a presentation on the partnership and how they can work in partnership with the College. Simon will be returning to the College on Wednesday 18 March to see Amy Studders and if anyone would like to see him then to make arrangements by either emailing Simon directly or email Jess who will pass on. KC informed she had something to discuss under AOCB. JB – Queried whether it had been agreed that members update from various committees they attend and though it had been agreed this should be a standing item on the Agenda. It was agreed information should be shared within the Folder on the shared drive. DL informed as a point to note for all members and to clarify meeting arrangements. Although LM is present at meetings to take the minutes it is the responsibility of CSW to send out requests for Agenda items along with sending documents to attendees.	
3. **Minutes of Previous Meetings**	DL now formally the lead for Safeguarding and PREVENT at the College.	

Agenda Items		Action
4. Matters arising not included elsewhere on the agenda / review of actions from previous meeting	LC updated on National Outdoor classroom Day being scheduled for 21 May 2020.	
5. Safeguarding	DL is now formally the lead for Safeguarding and PREVENT at the College. Education Scotland visited the College on 25 February to carry out a Safeguarding Review. They confirmed that there is no formal report produced from this visit. They acknowledged the change in staff member now leading Safeguarding at the College and welcomed the suggested developments on how the College will be taking safeguarding forward, it was reassuring. A training module is available but it is unclear if staff actually understand what safeguarding is? This applies to students also. PC staff and students need to be encouraged to work together with this. LC has found students don't use the same language staff experienced in safeguarding expect to hear.	
6. Student Services webpage and developments – update	See below.	
7. Student Engagement Team – Update	Sam Monie gave a presentation on what the team are doing and how they are engaging with students. The team have interacted with 616 students, which is a great result. They have found the lack of interaction from students is mainly a historical problem. Student feedback has been very positive. More bullying happens face to face than online. Presentation on hate crime, 147 students engaged. Again feedback was very positive.	

Agenda Items		Action
7. Cont	Sexual assault – 75 students engaged where again they received positive feedback. JB suggested NG should be presenting this to music students that are sent out to festivals etc.	
	Public Speaking workshop also went really well.	
	SM to send powerpoints to PATs.	**SM**
	DL – SM to go to sector managers meeting to roll out the information available.	**DL/SM**
	JB asked if there was a possibility for podcast on My Day?	
	DL also suggested SRC meetings?	
	IG suggested informing students when creating their PDP?	
8. Student Satisfaction and Engagement Survey	Survey opens 16th March and closes 26th April. These dates are governed by funding council and were strictly open for 4 weeks but they are now more flexible.	
	The Board very keen to get an improved response rate. JB will remind staff of target rates in folder. Still to do SSES for last year.	**JB**
	UHI has a figure 60% college is 68%	
8. Community Education Provision – update	DL provided an update on the uptake of community education provision. Similar to that of Term 1, the uptake has been poor, with exception to one Spanish class running, all other classes are of a practical nature (e.g. stained glass, sewing, bread making). There is risk that PC will not hit credit target. DL will know more details and sector areas have been asked to come up with suggestions for Term 3 (April).	
	Door to door leafleting is currently being discussed for term 3 with a very tight deadline.	

Agenda Items		Action
9. Transgender Guide for Web Page	SM – update webpage re various areas, care, care experienced, veterans etc. Perth College UHI is currently governed by UHI with regards to how the website looks and we aren't allowed to use bright colours etc. JB informed of case of student experiencing co-students saying certain things he felt uncomfortable with. LC stressed the importance of staff CPD on this subject also. DL informed of the creation of a short life working group for induction process etc. The college had moved away from presentations on Induction Day but have since found this hasn't really worked. SM informed it was very dry and DL has tasked SM to make it more inviting. RC suggested although the front image of the Website would be kept corporate – link to powerpoints etc could be more funky. Going forward SLWG to discuss further and give information and suggestions. JB informed SM has been working with Quality department with regards to student rep training and has been invaluable.	**SM**
10. Use of College Lifts	KC informed this had been discussed at the Staff Engagement Group. The lift being out of order is greatly disadvantaging students. More information needs to be available when the lift will be fixed and fully operational. Clear alternatives for those who need it should also be visible. This has been discussed at EDIT group re equality and invisible disability. DL suggested promoting the use of stairs instead of using the lift at induction. KC informed she has found a lot of students muck around in the lift. DL – Poster at side of every lift where it is for the use of people who really need it. LS suggested posters with slogans on stairwell with regards to calories burned etc.	

Agenda Items		Action
10. Cont	IG informed how the hospitality students are suffering and customers for training restaurant has decreased significantly. DL – To take forward to CMT	**DL**
11. AOCB	MA informed the group of the AST student's survey results. Results to be distributed to group JB informed there is an opportunity still to get questions added to the SSES survey. KC informed of the problems they have experienced getting information out with regards to the student weekend study space due to lack of social media possibly. KC informed the group she had visited Kings College University and picked up one of their Wellbeing maps. JB suggested possibly adding a standing agenda item with regards to initiatives? i.e. Map to your course etc. MA suggested creating survival guide ie stress, etc. JB enquired about the free breakfast the College offers to struggling students and asked if we also offer free soup and sandwich? The College doesn't offer a free lunch to students. Comment was also made on the timing of the free breakfast as it stops at 8.30 am which is found most students haven't made it in to College by then. SM suggested a community fridge, however, the question of who would man the fridge was raised. Microwaves have been purchased for both Brahan and Goodlyburn refectories for students to use at their convenience. SMT needs to have this information.	**MA**
12. Date of Next Meeting	Thursday 21 April 2020, 11.00 am, Room 019	
13. Date of Next CMT Meeting	18 March 2020	

Engagement Committee Terms of Reference

Membership

Chair of Academic Affairs Committee (ex officio)
No fewer than 3 other Board of Management members, to include one staff member.
2 student members nominated by HISA/Perth College

In attendance
Depute Principal (Academic)
Vice Principal (External)
Head of Human Resources and Organisation Development

Quorum
The quorum shall be 3 members

Frequency of Meetings
The Committee shall meet no less than three times per year.

Terms of Reference

This Committee is responsible for four main aspects of College business: Student Experience and Engagement, External Stakeholder Engagement, Human Resources and Staff Engagement and Board of Management development.

Student Experience and Engagement

1. To ensure the Board is working proactively to ensure effective Board level engagement with the student experience.

2. To ensure the Board engages proactively and work collaboratively with HISA having oversight of key HISA developments and governance arrangements.

3. To receive regular reports from Management and Students on progress with student engagement in the operation of the College.

External Stakeholder Engagement

4. To provide direction on strategic external engagement priorities for the College.

5. To contribute to the College awareness of its market position in Perth and Kinross through dialogue with the Board of Management members' own external, government and private and third sector contacts.

6. To review the College's external environment and interpretation of relevant information with the purpose of providing leadership on the currency of strategic direction

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7. To work with and influence a range of key external stakeholders (e.g., the Perth and Kinross Young Work Force Group, the Perth and Kinross Community Planning Partnership, Perth City Development Trust, the Outcome Delivery Group).

8. To represent the College with peers across the UHI Academic Partners.

Human Resources and Staff Engagement

9. To oversee the development and auditing of organisational engagement strategies including monitoring staff survey outcomes.

10. To monitor progress of our general and specific duties under the Equalities Act through review of reports and action plans.

11. To ensure the Board is taking an active and planned approach in its responsibility to staff.

12. To receive reports from the Equality, Diversity and Inclusion Team (EDIT) Committee.

Board of Management Development

13. To develop procedures for the induction and ongoing training and development of Board members

14. To ensure Board Members are able to operate effectively and to develop into the roles of Chair of Committee and Vice Chair as appropriate.

15. To ensure effective self evaluation of the Board and its Standing Committees

16. To develop an annual programme for Board Development activities.

Approved by the Board of Management on 13 June 2018