

## BOARD OF MANAGEMENT

**Minutes of Meeting  
held on  
Tuesday, 14 April 2015  
at 1.30pm in the Board Room**

Present: Dr J Hutt (Chair)  
Mr A Major  
Mrs M Gilchrist  
Mr B Hope  
Mr A Campbell  
Mr J Bodman  
Mrs A Lindsay  
Mr N Taylor  
Mrs L Castle  
Mr P Egan

In attendance: Mrs F Croydon  
Mrs K Matthews (Minutes)

Dr Hutt welcomed everyone to the meeting.

		<b>ACTION</b>	<b>DATE</b>
<b>BM.15.1.01</b>	<b>Resignations &amp; Appointments</b>		
1.1	Mrs Lindsay and Mrs Croydon were welcomed to the Board in their interim roles of Acting Principal and Acting Clerk to the Board respectively.		
<b>BM.15.1.02</b>	<b>Apologies for Absence</b>		
2.1	Apologies were received from Prof Maher, Mr Milne, Mrs Palmer-Abbs, Mr Russell and Mr Sanders.		
<b>BM.15.1.03</b>	<b>Any Additional Declarations of Interest including Specific Items on this Agenda</b>		
3.1	All staff members declared an interest in Agenda Item 22, and Mrs Lindsay declared an interest in Agenda Item 18.		
<b>BM.15.1.04</b>	<b>Minute of Board of Management Meeting held on 16 December 2014</b>		
4.1	Mrs Gilchrist proposed and Mr Bodman seconded that the Minutes be accepted as a true record.		
<b>BM.15.1.05</b>	<b>Matters Arising/Action Sheet from Meeting held on 16 December 2015</b>		
5.1	<b>BM.14.5.05 Applications 2014/15: FE FT Rejected</b>		

		<b>ACTION</b>	<b>DATE</b>
	<u>Application Analysis</u> : Covered under Agenda Item BM15.1.14.		
5.2	All other matters arising have been actioned.		
<b>BM.15.1.06</b>	<b>Minutes and Matter Arising from Committee Meetings for Noting</b>		
6.1	(i) <u>Joint Chairs and Remuneration Committee – 16 December 2014</u> – Minutes noted		
6.2	(ii) <u>Building Committee – 13 January 2015</u> <u>Item 11.3</u> : Mrs Lindsay advised that Mr McGarry had visited and discussed matters with St Giles Church. <u>Item 13.1</u> : Mrs Lindsay advised that Mr McGarry had received a tour of Grant Lodge and discussed how College could potentially support the initiative. <u>Item AOCB</u> : Mrs Lindsay advised that The Glasgow School of Art are represented on The Alexander Graham Bell Centre Leadership Group by Ms Tara French.		
6.3	(iii) & (iv) <u>Research Committee – 16 January and 26 March 2015</u> Dr Hutt expressed her concern at the low level of attendance at the Inaugural Lecture presented by Professor Kamel Boulos and had passed on her concerns to UHI which had arranged the event. The suggestion was made that the College organise their own series of talks.	Mrs Lindsay	For noting
6.4	(v) <u>Chairs Committee – 3 February 2015</u> – Minutes noted		
6.5	(vi) <u>Audit Committee – 24 February 2015</u> Mrs Lindsay confirmed that College had provided all the information it could and there remained at least four outstanding points to be addressed.		
6.6	(vii) <u>Learning, Teaching and Quality Committee – 10 March 2015</u> : Mrs Croydon informed members that the Learner Survey would be presented at the next Board meeting. The timing of this survey in future sessions will be considered as the NSS survey was conducted over the same period. Mr Egan expressed his concern over the number of different surveys students were receiving.	Fran Croydon	23 Jun 15
6.7	(viii) <u>Remuneration Committee – 24 March 2015</u> – Minutes noted.		
6.8	(ix) <u>Finance &amp; General Purposes Committee – 24 March 2015</u> 7.3: Mr Campbell re-iterated that assurances had been received from the Scottish Funding Council (SFC) that the use of the net depreciation funds to reduce the balance of the College's loan with the Band of Scotland will not affect the deficit. 8.1 The forecast RAM results in a substantial decrease in		

		<b>ACTION</b>	<b>DATE</b>
	income. The Committee agreed that, in consideration of the current position the situation is better than could be expected. However there is uncertainty around SFC end-of-year processes.		
<b>BM.15.1.07</b>	<b>Minutes of FE Regional Board Meeting held on 13 February 2015</b>		
7.1	<u>11: College's Estates Needs</u> : SFC has requested a response form the Highlands and Islands region outlining the 10 Year Estate Strategy.		
7.2	<u>3.4: Update on Merger Discussions</u> : It was confirmed that the proposed merger between Inverness College and the UHI has been withdrawn.		
7.3	It was noted that the Student Accommodation project was a matter for UHI but it was unlikely that this would be progressed sufficiently for the College to be involved.		
7.4	Several Board members have indicated a willingness to extend their membership on the Moray College Board for a further year. However it is understood that an application for a formal extension should be submitted, with justification, to the Chair of the FERB Nominations Committee for approval. The extension will run from 1 August 2015 to 1 August 2016.		
7.5	Mrs Croydon to provide a list of those seeking an extension.	Mrs Croydon	Immediate
7.6	Mrs Castle's and Mr Taylor's third 4-year term has expired and elections will now be organised.	Mrs Croydon	Immediate
7.7	Mrs Castle requested that it is recorded that candidates should be informed that they will be full Board members, rather than staff representatives.	Mrs Croydon	For Noting
7.8	An advertisement seeking new Board members will now be promoted.	Dr Hutt	Immediate
7.9	Mr Hope expressed his concern that continuity should be maintained with, ideally, a phased succession of Board Members.	Mrs Croydon	For Noting
<b>BM.15.1.08</b>	<b>College Operational Plan 2014/2015 Update</b>		
8.1	Mrs Lindsay spoke to her paper and requested a decision on whether the Board wished the Strategic Plan to be developed prior to the appointment of the new Principal.		
8.2	The Committee requested that both the Strategic Plan and the HR Strategy are progressed.	Mrs Lindsay	Immediate
8.3	Mrs Lindsay advised that the post of Marketing Assistant is currently being evaluated by HR, and that recruitment will commence by the end of the month.		
<b>BM.15.1.09</b>	<b>Acting Principal's Report</b>		
9.1	<u>1. 2014/2015 Activity</u> : discussion took place about the		

		ACTION	DATE
	steps being taken to improve forecasting of continuing students.		
9.2	<u>3. SUMS v Credits</u> : Mrs Lindsay explained the forthcoming changes for 2015/16, and anticipated that 2015/2016 funding was likely to be similar to this session. The SFC funding arrangements are expected to be finalised in late April. Extended Learning Support funding is likely to remain constant for Session 2015/2016 but is subject to change thereafter.		
9.3	<u>4. Buttle UK Quality Mark</u> : the Board expressed its congratulations to the Student Services team for the work involved in achieving this Mark. Staff met with a wide range of agencies to improve access to College for looked after children or those in care, and it is anticipated that the work involved in gaining the Mark will benefit all students.		
9.4	<u>6. Moray Food and Drink Business Breakfast</u> . A Continual Personal Development (CPD) prospectus is being compiled for the Food and Drink industry and will be distributed to local employers. It will likely embrace other sectors, such as Administration and IT. CPD prospectuses are also planned for other sectors.		
<b>BM.15.1.10</b>	<b>Highlands and Islands Student Association</b>		
10.1	The new Association (HISA) replaces the previous UHISA and has both NUS and University Court approval.		
10.2	It is encouraging to note Moray College is the only partner to have candidates seeking election to all three posts – President; Vice-President (FE) and Vice-President (HE).		
<b>BM.15.1.11</b>	<b>ICT Shared Services: Proposed New Governance Model</b>		
11.1	The Committee discussed the changes proposed in comparison with the previous model.		
11.2	The Board agreed, in principle, to the proposed new Governance Model, with full approval being reserved until the annual cost of service is known.	Mrs Lindsay	For noting
	<i>The Board took a comfort break at 15.05 hrs and re-convened at 15.15 hrs</i>		
<b>BM.15.1.12</b>	<b>Financial Memorandum between Regional Strategic Body and Assigned Colleges</b>		
12.1	The UHI Executive Office has requested feedback on its proposed Financial Memorandum which would see them given additional entitlements. Key point of concern include: <u>Assurance</u> – the requirement for a letter of representation be provided twice a year (SFC annual);		

		ACTION	DATE
	<p><u>Audit</u> – an extension on current scrutiny and review, without any reciprocal rights for APs to scrutinise the UHI’s books or records. Members were concerned about the lack of consultation by Executive Office regarding future audit principles and processes. While members were supportive of sharing information they would prefer to be consulted on a cohesive audit plan which would reduce complexity, effort and cost while providing all organisations with the assurances required. Members were particularly concerned that there was no explicit involvement of the FE Regional Board.</p> <p><u>Transfer of Funds to Arms-Length Foundations (ALF)</u> – would now require ‘prior written consent from the Regional Strategic Body’. The statement “UHI ... responsible for sustainable provision across the region ... have the ability to deliver on and prioritise regional requirements” does not provide clarity or transparency regarding this proposal.</p>		
12.2	Members also considered that the Academic Partnership Agreements should be updated and agreed prior to the Financial Memorandum which would support and enable the agreements to be implemented.		
12.3	<b>Mrs Lindsay was requested to prepare and circulate to all members a draft response to UHI Executive Office.</b>	Mrs Lindsay	Immediate
<b>BM.15.1.13</b>	<b>Scottish Funding Council Action Plan : Update</b>		
13.1	The Board noted progress against the plan.		
<b>BM.15.1.14</b>	<b>Applications 2015/2015: FE FT Rejected Applications Analysis: Update</b>		
14.1	The Board noted the contents of the paper.		
14.2	Mrs Lindsay stated that the pre-start visits should reduce the number of rejected applications and that withdrawn and rejected applications are monitored weekly.		
<b>BM.15.1.15</b>	<b>The Alexander Graham Bell Centre: Update</b>		
15.1	Progress on the outstanding work has been slow, and was compounded by the contractor not taking full advantage of the Easter break as originally intimated.		
15.2	Subject to receipt of a detailed schedule for the completion of the works from the contractor, no further money will be released.		
15.3	The cost consultants are currently preparing the final account.		
15.4	The outcome of the Alternative Dispute Resolution (ADR) application is awaited.		

15.5	The Scottish Government Auditor for ERDF funding will visit the College in May to discuss the possible outcomes and potential financial impact arising from the recent audit.		
15.6	The AGBC Leadership Group continues to progress possible links and projects.		
15.7	Issues around room utilisation appear to be compounded by difficulty in identifying a single point of contact at the AGBC partner.		
<b>BM.15.1.16</b>	<b>Agreement on Joint Working on Community Planning and Resourcing</b>		
16.1	The paper was provided for information and the Board was informed that the College already supports the funding of several Community Planning Partnership projects. However, further work is necessary within the Partnership to better understand how to take this forward.		
16.2	Members discussed the potential impact of the forthcoming Community Empowerment Bill.		
<b>BM.15.1.17</b>	<b>Board Surgery Volunteer</b>		
17.1	Mrs Gilchrist volunteered to take the surgery.		
17.2	Mrs Croydon was requested to email staff advising them of the surgery, but provide more detailed information on the purpose of these surgeries.	Mrs Croydon	Immediate
	<i>Mrs Lindsay left the room at 16.15 hrs</i>		
<b>BM.15.1.18</b>	<b>Principal Appointment</b>		
18.1	The contents of the paper were noted.		
18.2	Dr Hutt advised that Professor Mulholland had requested informally that the new appointment has a slightly wider remit to include work on behalf of the UHI. Whilst the Board was open to the suggestion, all agreed that the first priority must be to recruit a suitable Principal for Moray College.		
18.3	Mrs Castle and Mr Taylor expressed concern in having been excluded from meetings to discuss the future of Mr Hughes. They were reminded that the Standing Orders required staff and student members to withdraw from meetings where matters relating to the Principal were under consideration.		
18.4	Mrs Croydon and Mrs Matthews were requested to leave the room to allow the discussion to continue in confidence.		
	<i>Mrs Croydon &amp; Mrs Matthews left the room at 16.30 hrs and they and Mrs Lindsay rejoined the meeting at 16.45 hrs</i>		

		<b>ACTION</b>	<b>DATE</b>
<b>BM.15.1.19</b>	<b>Long Term Agenda Planning</b>		
19.1	Members requested a presentation from the Glasgow School of Art.		
	<i>Mr Egan left the meeting at 16.47 hrs.</i>		
<b>BM.15.1.20</b>	<b>Reserved Minute of Board of Management Meeting held on 16 December 2014</b>		
20.1	This item is reserved and the minute is held in confidence.		
<b>BM.15.1.21</b>	<b>Reserved Minutes from Committee Meetings</b>		
21.1	This item is reserved and the minute is held in confidence.		
<b>BM.15.1.22</b>	<b>National Bargaining and Draft Recognition and Procedure Agreement</b>		
22.1	This item is reserved and the minute is held in confidence.		
<b>BM.15.1.23</b>	<b>Date of Next Meeting</b>		
23.1	The next meeting is scheduled for 23 June 2015 at 13.30 hrs in the Boardroom.		
	<u>(The meeting closed at 17.10 hrs)</u>		