

**BOARD OF MANAGEMENT**

**Minutes of Meeting  
held on  
Tuesday 23<sup>rd</sup> June 2015  
At 1 pm in the Board Room**

**Present:**

Dr J Hutt (Chair)	Prof P Maher
Mr A Major	Mrs M Palmer-Abbs
Mrs M Gilchrist	Mr C Sanders
Mr B Hope	Mr N Taylor
Mr A Campbell	Mr G Milne
Mr J Bodman	Mr S Russell
Mrs A Lindsay	

**In attendance:** Mrs F Croydon  
Mrs E Kingham (minutes)

**Observing** Mrs A Templeton

Dr Hutt welcomed members to the meeting.

ITEM		ACTION	DATE
<b>BM.15.2.01</b>	<b>Resignations and Appointments</b>		
1.1	Dr Hutt welcomed Mrs Templeton, the newly elected support staff Board member who attended the meeting as an observer.		
1.2	The Board's thanks were extended to Ms Castle for her contribution over the last 12 years.		
<b>BM.15.2.02</b>	<b>Apologies for Absence</b>		
2.1	Ms Castle		
<b>BM.15.2.03</b>	<b>Any additional Declarations of Interest including specific items on the agenda</b>		
3.1	Mr Taylor declared an interest in Agenda item 21: National Recognition and Procedure Agreement. Mrs Gilchrist and Prof Maher also declared interests in relation to staffing issues and IT Shared Services.		
<b>BM.15.2.04</b>	<b>National Recognition and Procedures Agreement and National Bargaining: Presentation by John Gribben, Colleges Scotland Employment Relations Policy Lead</b>		
4.1	Dr Hutt welcomed Mr Gribben, who had been invited to provide the Board with an overview of progress with the NRPA and national bargaining. Mr Gribben stated that signing up to NRPA is the start of the negotiation process and there would be further work undertaken in terms of harmonising and modernising.		
4.2	Dr Hutt thanked Mr Gribben for his presentation and he left the meeting at 2pm. The Board then discussed the item under the Reserved agenda (BM.15.2.21).		

<b>BM.15.2.05</b>	<b>Minutes of Board of Management Meeting held on 14 April 2015</b>		
	Mrs Gilchrist proposed and Mr Major seconded that the Minutes be accepted as a true record		
<b>BM.15.2.06</b>	<b>Matters Arising/Action Sheet from Meeting held on 14 April 2015</b>		
6.2	Mrs Lindsay reported that the open community meeting to discuss the proposed sports centre in Elgin was well attended with significant local interest. Mrs Lindsay and Mr Russell are meeting with Mr Adam to discuss potential for College involvement.	<b>Mrs Lindsay/Mr Russell</b>	<b>For noting</b>
6.3	(6.3) <u>Research Committee (16 January/26 March 2015)</u> : a response from UHI regarding the scheduling of the inaugural lecture by Professor Kamel Boulos was awaited.	<b>Dr Hutt</b>	<b>For noting</b>
6.4	(6.6) <u>Learning, Teaching and Quality Committee (10 March 2015)</u> : a summary paper for the Learner Survey was included on the agenda for the meeting.		
6.5	(7.5/7.6/7.8) <u>Minutes of FE Regional Board meeting 13 February 2015</u> : arrangements for the extension and refresh of the Board members are in progress. Elections for new staff members have been organised and new members elected. An advert for new Board members had resulted in expressions of interest and applications were awaited.		
6.6	(8.2) <u>College Operational Plan 2014/15 Update</u> : an initial draft would be presented at the next Board meeting in October 2015.		
6.7	(11.2) <u>ICT Shared Services (Proposed New Governance Model)</u> : the proposed implementation date for the ICT Shared Service has been postponed from 1 <sup>st</sup> August to 1 <sup>st</sup> December. Dr Hutt expressed sympathy with the anxiety that this caused IT staff. In addition, Mrs Lindsay reported that there would be cost implications caused by the delay.		
6.8	(12.3) <u>Financial Memorandum between the Regional Strategic Body and Assigned Colleges</u> : a response to the Board's comments about the Financial Memorandum is awaited.	<b>Mrs Lindsay</b>	<b>For noting</b>
6.9	(17.2) <u>Board Surgery Volunteer</u> : responses have been provided to staff attending the recent Board surgery.		
<b>BM.15.2.07</b>	<b>Minutes from Committee Meetings</b>		
7.1	(i) <u>Building Committee (19 May 2015)</u> : The Campus Redevelopment is now considered by SFC as a priority and it has commissioned Graham and Theobald to support further development of the business.  Board members are to undertake training to raise awareness about their responsibilities in relation to the revised Health & Safety procedure manual.		
7.2	(ii) <u>Finance &amp; General Purposes Committee (9 June 2015)</u> : the paper on Income Generation should now be submitted to the Finance and General Purposes Committee prior to the full Board.	<b>Mrs Croydon</b>	<b>For noting</b>

7.3	(iii) <u>Learning, Teaching &amp; Quality Committee (16 June 2015)</u> : the Board passed its congratulations to College staff on the implementation of the revised approach to student recruitment, which appeared to be going well.		
<b>BM.15.2.09</b>	<b>Highlands and Islands Regional Outcome</b>		
8.1	The Board requested that the SFC Funding paper presented to the FERB should be distributed to our Board Members.		
8.2	<b>ACTION: FERB paper titled Distribution of SFC Funding 2015/16 to be circulated to the Board.</b>	<b>Mrs Croydon</b>	<b>Immediate</b>
<b>BM.15.2.09</b>	<b>Highlands and Islands Regional Outcome</b>		
9.1	Members agreed the Regional Outcome agreement provided a good summary which would inform operational planning.		
9.2	Mr Hope requested early distribution of larger documents where available before the normal distribution of the meeting pack to allow members sufficient time to digest the information.	<b>Mrs Croydon</b>	<b>For noting</b>
<b>BM.15.2.10</b>	<b>Dual Role – University and Partner College Representation</b>		
10.1	Dr Hutt indicated that the paper had been well received by the Principals at the HE Partnership Planning and Resources Committee. Members suggested that College Boards should be involved in endorsing any applications for secondments from their Principal.		
<b>BM.15.2.11</b>	<b>Analysis of HE Recruitment in Session 2014/15 and Action Plan for Session 2015/16</b>		
11.1	Tom McGarry joined the meeting at 3.30 pm and presented his paper. He highlighted that the target setting process largely defined aspirational figures, and that the reality was impacted by various aspects. One of these related to the emphasis that College-based students often placed on the importance of gaining employment rather than continuing their studies, which resulted in a fairly short-term perspective. The introduction of some twenty-one new L1 programmes across the network also creates some uncertainty in identifying targets. Mr McGarry left the meeting at 4 pm.		
<b>BM.15.2.12</b>	<b>Learner Survey 2014/15</b>		
12.1	Responses to the Learner Survey had highlighted comments about the facilities at the Technology Centre. Mrs Lindsay confirmed that new IT equipment was to be installed over the summer period and the cascade of existing PCs would benefit the Technology Centre.		
12.2	The Board requested that future meetings are held at venues across the College campus.		
12.3	<b>ACTION: Review schedule for Board/Committee meetings to include a range of venues.</b>	<b>Mrs Croydon</b>	<b>For noting</b>

<b>BM.15.2.13</b>	<b>Equalities Mainstreaming Report and Equality Outcomes</b>		
13.1	Mrs Lindsay indicated that an Equalities Mainstreaming Group has been formed to progress the actions defined within the Equality Outcomes plan. Equalities Monitoring will feature as a standing item at future LTQC meetings.	<b>Mrs Croydon</b>	<b>For noting</b>
13.2	The Board approved the work so far but agreed that certain points need to be taken forward.		
<b>BM.15.2.14</b>	<b>Prevent Duty Guidance for Scotland</b>		
14.1	Mrs Lindsay indicated that the College have been closely involved in this agenda and have participated in the local CONTEST group for many years. Over this time staff, as appropriate, have undertaken training and recently updated WRAP training was offered to both staff and students. Prevent has however recently become a statutory duty for both the universities and college sector and the impact of this is yet to fully emerge.		
14.2	The Board requested that responsibility for duties defined within the Prevent duty is included within the remit of the Building Committee.	<b>Mrs Croydon</b>	<b>For noting</b>
14.3	<i>Mr Bodman left the meeting and Mr Eckford joined at 4.35 pm.</i>		
<b>BM.15.2.15</b>	<b>Health and Safety Procedures Manual</b>		
15.1	Mr Eckford advised the Board that the Building Committee had reviewed the Health & Safety Procedure manual and policy in detail. The new procedures require a Steering Committee to be set up and the Building Committee agreed that this role should be embedded into its terms of reference. The Health & Safety Officer will therefore attend Building Committee meeting in an <i>ex officio</i> capacity.	<b>Mrs Croydon</b>	<b>For noting</b>
15.2	An amendment to the Organisation Chart within the Procedures was proposed and Mr Eckford was also requested to review sections where the wording could be construed as passive so as to emphasise the need for those with responsibilities to enforce particular actions.	<b>Mr Eckford</b>	<b>Immediate</b>
<b>BM.15.2.16</b>	<b>Governance Arrangements</b>		
16.1	The Standing Orders and Scheme of Delegation have been revised to reflect the new Code of Governance for College Boards. The documents were also mapped against actions stemming from the internal audit Corporate Governance report, and a number of new sections had been incorporated, including responsibility for risk management, which it was agreed would be within the remit of the Finance and General Purposes Committee.		
16.2	A final version of the Standing Orders and Scheme of Delegation would be presented at the next meeting for approval.	<b>Mrs Croydon</b>	<b>For noting</b>
16.3	<b>The revised version of the Constitution and Proceedings was approved by the Board.</b>	<b>Mrs Croydon</b>	<b>For noting</b>
16.4	It was recommended that induction packs for new Board members should include information outlining key events		

	during the academic cycle. Mr Hope requested that the August schedule for staff CPD is sent to Board members.		
16.5	<b>ACTION: Staff CPD schedule to be forwarded to the Board.</b>	<b>Mrs Croydon</b>	<b>Immediate</b>
<b>BM.15.2.17</b>	<b>Board/Committee Meeting Schedule 2015/16</b>		
17.1	Mr Russell advised that the date of the first Building Committee will need to be rescheduled due to his unavailability.	<b>Mr Russell/ Mrs Croydon</b>	<b>Immediate</b>
17.2	Mr Campbell remarked that the gap between the November and March meetings of F&GP was fairly long and he undertook to look at scheduling an additional meeting in the early part of the calendar year.	<b>Mr Campbell/ Mrs Croydon</b>	<b>Immediate</b>
<b>BM.15.2.18</b>	<b>Long-Term Agenda Planning</b>		
18.1	Another invitation would be extended to a representative from the Glasgow School of Art Institute of Design Innovation in Forres to attend a future Board meeting.	<b>Mrs Croydon</b>	<b>Immediate</b>
<b>BM15.2.19</b>	<b>Reserved Minutes of Board of Management Meeting held on 14 April 2015</b>		
19.1	Mr Campbell proposed and Mrs Gilchrist seconded that the minutes be accepted as an accurate record of the meeting. There were no matters arising.		
<b>BM.15.2.20</b>	<b>Reserved Minutes from Committee Meetings</b>		
20.1	(i) Building Committee (19 May 2015): this item is reserved and the minute is held in confidence.		
20.2	(i) Finance and General Purposes Committee (9 June 2015): this item is reserved and the minute is held in confidence.		
<b>BM.15.2.21</b>	<b>National Recognition and Procedure Agreement</b>		
21.1	This item is reserved and the minute is held in confidence.		
<b>BM.15.2.22</b>	<b>Draft Financial Forecast Return (FFR) 2015/16</b>		
22.1	This item is reserved and the minute is held in confidence.		
<b>BM.15.2.23</b>	<b>Board Surgeries</b>		
23.1	This item is reserved and the minute is held in confidence.		
<b>BM.15.2.24</b>	<b>Date of Next Meeting</b>		
24.1	The date of the next meeting will be confirmed once the 2015/16 meeting schedule has been finalised.		
	The meeting closed at 5.55 pm		