

**BOARD OF MANAGEMENT****Roles and Responsibilities**

**Minutes of Meeting  
held on  
Tuesday, 1 September 2015  
at 1.30pm in the Board Room**

Present: Dr J Hutt (Chair)  
Mr A Major  
Mr B Hope  
Mr J Bodman  
Mrs M Gilchrist  
Mr S Russell  
Mrs A Lindsay  
Mrs A Templeton

In attendance: Mr A Brawley (Education Scotland)  
Mr T McGarry  
Mrs F Croydon  
Mrs K Matthews (Minutes)

Dr Hutt welcomed everyone to the meeting, especially Mr Brawley

		<b>ACTION</b>	<b>DATE</b>
<b>BM.15.3.04</b>	<b>Andrew Brawley, Education Scotland: Annual Engagement Visit Report</b>		
4.1	Mr Brawley provided a presentation on the Annual Engagement Visit of 26/26 February 2015.		
4.2	It was noted that the impact of changes to the student recruitment and selection process will not be known until next year. However, initial feedback from students has been very positive.		
4.3	Dr Hutt thanked Mr Brawley for his time and presentation.		
	<i>Mr Brawley and Mr McGarry left the meeting at 14.10 hrs.</i>		
<b>BM.15.3.01</b>	<b>Resignations &amp; Appointments</b>		
1.1	Dr Hutt welcomed Mrs Templeton to her first full Board meeting.		
1.2	Mrs Lindsay advised the Committee that student representatives should be available from October 2015 following the UHI Student Association Depute President elections in September 2015.		
<b>BM.15.3.02</b>	<b>Apologies for Absence</b>		
2.1	Apologies were received from Messrs Campbell, Sanders, Milne and Taylor; Prof Maher and Mrs Palmer-Abbs.		

		ACTION	DATE
<b>BM.15.3.03</b>	<b>Any Additional Declarations of Interest including Specific Items on this Agenda</b>		
3.1	There were no additional declarations of interest		
<b>BM.15.3.05</b>	<b>Minute of Board of Management Meeting held on 23 June 2015</b>		
5.1	Mrs Gilchrist proposed and Mr Major seconded that the Minutes be accepted as a true record.		
<b>BM.15.3.06</b>	<b>Matters Arising/Action Sheet from Meeting held on 23 June 2015</b>		
6.1	All actions have been undertaken.		
6.2	Mrs Lindsay intimated that Police Scotland are keen to provide the Board with a short presentation about the 'Prevent' strategy. This to be scheduled for the October or December meeting, subject to Police availability.	Mrs Croydon	For Noting
<b>BM.15.3.07</b>	<b>Highlands &amp; Islands Student Association</b>		
7.1	The Board was invited to approve the Memorandum and Articles of Association for the Highlands & Islands Student Association, which will become a Company Limited by guarantee.		
7.2	Moray will be required to contribute approx. £19k to the cost of the Association, over and above the current student support already provided. Due to the number of student enrolments, two Depute Presidents would be elected from Moray College.		
7.3	<b>The Committee approved the Memorandum and Articles of Association.</b>	Mrs Lindsay	For Noting
<b>BM.15.3.08</b>	<b>Governance Arrangements</b>		
8.1	(i) <u>Code of Conduct</u> : Mrs Croydon confirmed that this is now available on the College website.		
8.2	(ii) <u>Standing Orders</u> : Mrs Croydon drew the Committee's attention to the changes to the paper since the draft presented at the previous meeting. It was agreed that the Risk Register will be presented to both the Audit Committee and the Full Board annually.	Mrs Croydon	For Noting
8.3	A Board policy review group will meet on an 'as and when required' basis to consider revisions to HR policies and procedures.		
8.4	<b>The Committee agreed the Board policy review group should be headed by Mrs Gilchrist, and that a paragraph be added to Section 6 (Special Meetings) regarding the creation of specialist groups as required.</b>	<b>Mrs Croydon</b>	<b>Immediate</b>

		<b>ACTION</b>	<b>DATE</b>
8.5	It was suggested that the Registration of Interest form should be amended to include spouses/dependents and that a copy be attached as an appendix to the Orders.	Mrs Croydon	Immediate
8.6	<b>Subject to the amendment in 8.2.3 and 8.2.4 above, the Committee approved the Standing Orders and the Scheme of Delegation.</b>	Mrs Croydon	For Noting
8.7	Members discussed approaches to raising awareness about the Board and its duties and responsibilities. It was suggested that the photo cabinet should be reinstated at Reception, and a brief biography/synopsis of interests by each member included on the relevant College web page. It was recommended that staff are informed when approved minutes of meetings are published on the College Intranet.	Mrs Croydon	For Noting
8.8	Further suggestions included attendance at College forums but were keen to ensure that they maintained their role of providing a strategic overview and not become involved in operational matters and processes.		
8.9	The Board requested that self-evaluation is included for discussion on the programme of the next strategic planning day in January.	Mrs Croydon	For Noting
<b>BM.15.3.09</b>	<b>Board Membership : Way Forward</b>		
9.1	A schedule for advertising and recruitment for Board members was discussed, in particular the required skill-set. The Committee requested that the advertisement was revised to invite interest "...from all areas of the community".	Mrs Croydon	Immediate
9.2	The interview panel for the position of Chair of the Board will consist of two members of FERB Nominations Committee, two members of the current Board, and one independent member. Schedules for interview panels will be shared amongst current Board members.	Mrs Croydon	Immediate
9.3	Three phases of advertisement and recruitment will take place during September/October; February/March and April/May, with the emphasis on continuity of governance. Section A of the Board Member Profile and Evaluation will be forwarded to all current Board Members, along with a copy of the application form, for completion by those who wish to apply for membership from August 2016.	Mrs Croydon	For Noting
9.4	Health and Safety training will be made a priority for all Board members and this is being planned by the Building Committee.	Mr Russell	For noting
9.5	In terms of Committee membership, Mrs Templeton was appointed as a member of the Audit Committee and Mr Taylor will be asked to fill the vacancy created by Ms Castle. This is important due to the ongoing discussions with regards to our Campus Redevelopment Plans.	Mrs Croydon	Immediate

		<b>ACTION</b>	<b>DATE</b>
<b>BM.15.3.10</b>	<b>Long Term Agenda Planning</b>		
10.1	The Board noted the need to discuss CPD and induction requirements for Board members in the near future.	Mrs Croydon	For noting
<b>BM.15.3.11</b>	<b>Internal Dispute : Stage 3</b>		
11.1	The Committee noted the minutes of the meeting held on 18 August 2015, which had been disseminated to all staff and Board members. It was confirmed that there had been no further communication from EIS/FELA. Mrs Lindsay undertook to investigate the costs of Stage 4 mediation.	Mrs Lindsay	Immediate
<b>BM.15.3.12</b>	<b>Reserved Minutes of Board of Management Meeting held on 23 June 2015</b>		
12.1	This item is reserved and the minute is held in confidence.		
<b>BM.15.3.13</b>	<b>Reserved Matters Arising/Action Sheet from Meeting held on 23 June 2015</b>		
13.1	This item is reserved and the minute is held in confidence.		
<b>BM.15.1.14</b>	<b>Date of Next Meeting</b>		
14.1	The next meeting is scheduled for 27 October 2015 at 13.30 hrs in the Boardroom.		
	<u>(The meeting closed at 16.30 hrs)</u>		