

## BOARD OF MANAGEMENT

**Minutes of Meeting  
held on  
Tuesday, 27 October 2015  
at 2.00pm in the Board Room**

Present: Dr J Hutt (Chair)  
Mrs A Templeton  
Mrs A Lindsay  
Mr A Major  
Mr A Campbell  
Mr B Hope  
Mr C Sanders  
Mr J Bodman  
Mrs M Gilchrist  
Mrs M Palmer-Abbs  
Mr N Taylor  
Prof P Maher  
Mr S Russell  
Mr D Smith  
Ms C Docherty

In attendance: Mrs F Croydon  
Mrs K Matthews (Minutes)  
Mr T McGarry

Dr Hutt welcomed everyone to the first full Board meeting of the academic session.

		<b>ACTION</b>	<b>DATE</b>
<b>BM.15.4.01</b>	<b>Resignations &amp; Appointments</b>		
1.1	Dr Hutt welcomed Ms Claire Docherty and Mr Darren Smith, the newly appointed HISA Depute Presidents, to their first Board Meeting.		
<b>BM.15.4.02</b>	<b>Apologies for Absence</b>		
2.1	Apologies were received from Mr Graham Milne.		
<b>BM.15.4.03</b>	<b>Any Additional Declarations of Interest including Specific Items on this Agenda</b>		
3.1	Prof Maher declared an interest in ICT Shared Services and Mrs Gilchrist declared an interest in items relating to staffing.		
3.2	Mrs Croydon was requested to amend the wording of the Register of Interest form in terms of the requirement for Board members to disclose links with relatives and close friends.	Mrs Croydon	Immediate

		ACTION	DATE
<b>BM.15.4.04</b>	<b>Minutes of Board of Management, Roles and Responsibilities, Meeting held on 1 September 2015</b>		
4.1	Mrs Gilchrist proposed and Mr Russell seconded that the Minutes be accepted as a true record.		
<b>BM.15.4.05</b>	<b>Matters Arising/Action Sheet from Board of Management, Roles and Responsibilities, Meeting held on 1 September 2015</b>		
5.1	<u>BM.15.3.06 (6.2) 'Prevent' Strategy</u> : Mrs Croydon confirmed that Police Scotland are unavailable to attend the next Board meeting.	Mrs Croydon	Future meeting
5.2	<u>BM.15.3.08 (8.4 – 8.9) Governance Arrangements</u> : Mrs Croydon confirmed the points have been actioned.		
5.3	<u>BM.15.03.09 Board Membership (9.1 – 9.3)</u> : This is covered in the Agenda.		
5.4	<u>BM.15.03.09 (9.4) H &amp; S Training</u> : Board training will be undertaken once a new Health & Safety Officer has been appointed.	Mrs Croydon	For Noting
5.5	<u>BM.15.03.09 (9.5)</u> : Mr Taylor will attend as staff representative on the Building Committee.		
5.6	<u>BM.15.3.11 Internal Dispute: Stage 3</u> : there has been no further communication from EIS/FELA since the August meeting.		
<b>BM.15.4.06</b>	<b>Minutes from Committee Meetings</b>		
6.1	(i) <u>Building Committee 25 Aug 15</u> : Mr Russell advised that an independent engineer has been appointed to assess continuing concerns about the structural flooding problem and will forward a proposal in due course.		
6.2	It was agreed that discussion on sustainability should be included in the Agenda for the Strategic Planning Day.	Mrs Croydon	For Noting
6.3	(ii) <u>F &amp; GP Committee 22 Sep 15</u> : the Minute was noted.		
<b>BM.15.4.07</b>	<b>Draft FE Regional Board Minutes of 5 September 2015</b>		
7.1	Mrs Lindsay advised that she has received notice that the FERB Minute had been issued in error. The paper was withdrawn.		
<b>BM.15.4.08</b>	<b>Principal's Report</b>		
8.1	Mrs Lindsay, in discussing her paper, updated members on the new tenant, Allswell, who have now moved in on, initially, a 4 month lease. Another tenant is expected in January.		
<b>BM.15.4.09</b>	<b>College Operational Plan 2015/2016</b>		

		ACTION	DATE
9.1	Mrs Lindsay outlined details about the key tasks within the 2015/16 Operational Plan. It was confirmed that Student Services directly support care leavers.		
	<i>Mr McGarry joined the meeting at 15.05 hrs.</i>		
9.2	The Board noted plans to increase non-funded activity by 40% and requested that this target be more specifically linked to commercial activity.	Mrs Lindsay	15/12/15
9.3	Mrs Lindsay advised that there are significant marketing developments in progress to more effectively promote The Alexander Graham Bell Centre.		
9.4	An interim review of the Student Recruitment and Selection policy has taken place and will be presented to the Full Board at the December meeting. A complete review has been scheduled for August 2016.	Mrs Croydon	15/12/15
9.5	A local Recognition and Procedures Agreement (RPA) is currently being drafted for approval at a Joint Negotiating Committee (JNC) meeting. The updated RPA will recognise the role of the National JNC as a result of the Board signing the National Recognition and Procedures Agreement (NRPA). The updated RPA will define our agreed consultation framework.		
9.6	Mrs Lindsay advised that the new budgetary control measures have been fully implemented and both income and expenditure are being closely monitored by the Principal's Planning Group.		
9.7	Work is currently being undertaken to analyse procurement expenditure over the last three years to support the development of updated procurement procedures to comply with new EU procurement regulations.		
9.8	<b><i>The Board requested that a Sustainability activity be added to the College Operational Plan.</i></b>	Mrs Lindsay	15/12/15
<b>BM.15.4.10</b>	<b>Performance Indicator Activity – Update</b>		
10.1	Mr McGarry confirmed that the full-time FE attainment PI for 2014/15 has risen to 64.04%, an increase of 3.54% on last session. Regional and national figures are not yet available but it is anticipated that College will have continued to close the attainment gap.		
10.2	The 2015/16 HE student recruitment has increased compared to last session, whilst FE recruitment is to target with early forecasts suggesting that fewer students have withdrawn. Early analysis of relevant performance indicators show that the Recruitment, Selection and Admission's Policy introduced last session has been successful.		

		<b>ACTION</b>	<b>DATE</b>
10.3	The Academic Management Group (AMG) is exploring additional recruitment opportunities for Semester 2.		
<b>BM.15.4.11</b>	<b>SFC Annual Report on Institutional Review</b>		
11.1	<b><i>Subject to the addition of a sentence on the Board's involvement in Course Reviews, the Committee approved the Annual Report.</i></b>	Mr McGarry	Immediate
	<i>Mr McGarry left the meeting at 16.00 hrs.</i>		
<b>BM.15.4.12</b>	<b>Letter of Guidance to Scottish Funding Council: 2016/2017</b>		
12.1	The Committee noted the contents of the letter of guidance.		
<b>BM.15.4.13</b>	<b>ICT Shared Services</b>		
13.1	Mrs Lindsay confirmed that the ICT Shared Service Business Case has not changed since the Board originally approved its acceptance. However, significant progress has been made with the Highland Pension Board now having agreed to protect the existing pensions. UHI has confirmed that it will underwrite the operational costs of UHI Shared Services Ltd, if required. Affected staff are being kept fully informed, with a further meeting with them and Unison representatives scheduled for Monday 2 November 2015.		
13.2	The Shared Services Board (SSB) is currently re-writing their bid to the SFC as the original conditions placed on the funding were considered overly onerous. Mrs Lindsay intimated that she had not seen the bid as it had been completed by UHI Executive Office.		
	<i>Ms Docherty left the meeting at 16.30 hrs</i>		
13.3	Subject to the Board's approval, an implementation date of 1 December 2015 has been agreed by the SSB.		
13.4	<b><i>The Committee approved the implementation date of 1 December.</i></b>	Mrs Lindsay	Immediate
<b>BM.15.4.14</b>	<b>UHI Academic Partnership Agreement</b>		
14.1	Mrs Lindsay highlighted to members that this was a first early draft of an Agreement which had as yet only been discussed by principals and other senior staff from Executive Office. The Board considered that the importance of the partnership nature of the UHI was not being acknowledged within the document as the document pertained more to a Contract than a Partnership Agreement. The significance of the		

		<b>ACTION</b>	<b>DATE</b>
	document cannot be understated as this is an agreement which will be binding.		
14.3	<b>Board members are requested to provide any comments to Mrs Lindsay as soon as possible to include within a formal response to UHI.</b>	All Board Members	Immediate
<b>BM.15.4.15</b>	<b>Highlands and Islands Work-Based Learning Hub</b>		
15.1	Mrs Lindsay drew the Board's attention to a paper outlining collaboration between UHI FE Colleges, local authorities and industry to co-ordinate a Highlands and Islands regional response to the Government's Youth Employment Strategy including Developing the Young Workforce.		
<b>BM.15.4.16</b>	<b>Board Surgery</b>		
16.1	The latest surgery had highlighted the need to ensure consistency in the interpretation of College policies. Whilst staff had been informed that feedback to the HR Policy Review Group was welcomed, it should be re-emphasised and consideration given to staff development for line-managers.	Mrs Croydon Mrs Thomson	Immediate For Noting
	<i>Mrs Lindsay briefly left the meeting.</i>		
<b>BM.15.4.17</b>	<b>Governance Arrangements</b>		
17.1	Mrs Croydon confirmed that interviews for new Board members will take place on Friday; however slots for further interviews will be arranged in the New Year.		
17.2	The vacancies have already been advertised on the Scottish Governments Public Appointments website, as well as our own website. Mrs Croydon requested that members also raise awareness through their own networks.		
<b>BM.15.4.18</b>	<b>Principal's Appointment</b>		
18.1	Mrs Croydon provided an update on progress, stating that the closing date for applications is 2 November 2015, with long-listing due to take place on 21 November 2015. Interviews are currently scheduled for 16/17 December 2015, and details of the panel composition will be finalised in due course.		
	<i>Mrs Lindsay returned.</i>		
<b>BM.15.4.19</b>	<b>Long-Term Agenda Planning</b>		
19.1	No additional items were identified.		
	<i>Mr Smith left the meeting at 17.25 hrs</i>		

		<b>ACTION</b>	<b>DATE</b>
<b>BM.15.4.20</b>	<b>Reserved Minutes of Board of Management Meeting held on 1 September 2015</b>		
20.1	This item is reserved and the minute is held in confidence.		
<b>BM.15.4.21</b>	<b>Reserved Matters Arising/Action Sheet from Meeting held on 1 September 2015</b>		
21.1	This item is reserved and the minute is held in confidence.		
<b>BM.15.4.22</b>	<b>Reserved Minutes from Committee Meetings</b>		
22.1	<u>(i) Building Committee 25 Aug 15:</u> This item is reserved and the minute is held in confidence.		
22.2	<u>(ii) Chairs Committee 5 Aug 15:</u> This item is reserved and the minute is held in confidence.		
22.3	<u>(iii) F&amp;GP Committee 22 Sep 15:</u> This item is reserved and the minute is held in confidence.		
<b>BM.15.4.23</b>	<b>Student Residences</b>		
23.1	This item is reserved and the minute is held in confidence.		
<b>BM.15.4.24</b>	<b>Date of Next Meeting</b>		
24.1	The next meeting is scheduled for 15 December 2015 at 2.00 pm in the Boardroom – preceded by Christmas Lunch.		
	<u>(The meeting closed at 18.00 hrs)</u>		