

## **BOARD OF MANAGEMENT**

Meeting to be held  
on Tuesday, 2 February, 2016  
at 1.30pm in the Boardroom

### **AGENDA**

- BM.16.1.01** (i) Resignations & (ii) Appointments
- BM.16.1.02** Apologies for absence
- BM.16.1.03** Any additional Declarations of Interest including specific items on this agenda
- BM.16.1.04** Moray Sports Centre: Board Discussion
- BM.16.1.05** Moray Sports Centre Presentation Kathryn Evans
- BM.16.1.06** Minutes of Board of Management Meeting held on 15 December 2015 \*
- BM.16.1.07** Matters Arising/Action Sheet from Meeting held on 15 December 2015 \*
- BM.16.1.08** Minutes from Committee Meetings:
  - (i) Buildings Committee: 19 January 2016 ~
- BM.16.1.09** Principal's Priorities: Board Discussion
- BM.16.1.10** Governance arrangements

### **Reserved Items:**

- BM.16.1.11** Reserved Minutes of Board of Management Meeting held on 15 December 2015 \*
- BM.16.1.12** Reserved Matters Arising/Action Sheet from Meeting held on 15 December \*
- BM.16.1.13** Reserved Minutes from Committee Meetings:
  - (i) Building Committee: 19 January 2016 ~
- BM.16.1.14** Principal's Appointment
- BM.16.1.15** Date of next meeting – Tuesday, 12 April 2016

**\*Papers attached  
~ To follow**

## BOARD OF MANAGEMENT

**Minutes of Meeting  
held on  
Tuesday, 15 December 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 G Milne  
Mr J Bodman  
Mrs M Gilchrist  
Prof P Maher  
Mr S Russell

In attendance: Mrs F Croydon  
Mrs K Matthews (Minutes)  
Mr T McGarry  
Mr G Rendall  
Mrs J Andrews

Observers: Mr J Knowles  
Ms F Newcombe

Dr Hutt welcomed everyone to the meeting.

		<b>ACTION</b>	<b>DATE</b>
<b>BM.15.5.01</b>	<b>Resignations &amp; Appointments</b>		
1.1	The resignation of Mrs Croydon was recognised with a gift from the Board with thanks for all her work over the years.		
1.2	Dr Hutt welcomed Mr James Knowles who, following ratification by UHI Court, will join the Board of Management. Dr Hutt further intimated that Mr Bodman and Mr Sanders have also been appointed to the new Board, subject to ratification.		
1.3	Dr Hutt also introduced Ms Fiona Newcombe and requested that Committee approve her appointment as the new Clerk to the Board.		
1.4	<b><i>The Committee accepted Ms Newcombe as the new Clerk to the Board.</i></b>		
1.5	Mr Knowles gave a brief outline of his background and interests and looked forward to being a member of the		

		<b>ACTION</b>	<b>DATE</b>
	Board.		
<b>BM.15.5.02</b>	<b>Apologies for Absence</b>		
2.1	Apologies were received from Mr D Smith and Ms C Docherty.		
<b>BM.15.5.03</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.15.5.04</b>	<b>Presentation: Moray Community Planning Partnership – Community Empowerment</b>		
4.1	Mrs Lindsay gave a presentation on the background to, and the work currently being undertaken with, our community partners (the Moray Council, Grampian Police, NHS, Skills Development Scotland and others).		
4.2	Dr Hutt thanked Mrs Lindsay for her informative presentation.		
	<i>Ms Newcombe entered at 14.10 hrs.</i>		
<b>BM.15.5.5</b>	<b>Minutes of Board of Management Meeting held on 27 October 2015</b>		
5.1	Mrs Gilchrist proposed and Mr Major seconded that the Minutes be accepted as an accurate record of the meeting.		
<b>BM.15.5.6</b>	<b>Matters Arising/Action Sheet from Meeting held on 27 October 2015</b>		
6.1	<u>3.2</u> Mrs Croydon having amended the wording of the Register of Interest Form.		
6.2	<u>5.1</u> Mrs Croydon intimated it had not been possible to arrange a mutually acceptable time with Police Scotland.	Ms Newcombe	Next Meeting
6.3	<u>5.4</u> The Board H & S training will be undertaken once a new Health & Safety Officer has been appointed.	Ms Newcombe	For Noting
6.4	<u>6.2</u> Sustainability to be included in the Agenda for the Strategic Planning Day.	Ms Newcombe	For Noting
6.5	<u>15.4.09</u> Covered under Agenda Item No 15.5.11		
6.7	<u>15.4.13</u> Superseded		
6.8	All other items have been actioned.		
<b>BM.15.5.07</b>	<b>Minutes from Committee Meetings</b>		
7.1	(i) <u>Joint Chairs/Finance &amp; General Purposes 13 October 2015</u> : Noted		
7.2	(ii) <u>Joint Audit/Finance &amp; General Purposes : 24 November 2015</u>  The resignation of the co-opted member had left the Audit		

		<b>ACTION</b>	<b>DATE</b>
	Committee without a suitably qualified member with financial or audit experience. It was noted that it is a stipulation of the Terms of Reference and without a suitably qualified member the Committee would be unable to meet. Members of the Board were requested to approach those they felt could offer support as the next meeting is scheduled for 23 February 2016.	Board of Management	Immediate
7.3	(iii) <u>Finance &amp; General Purposes : 8 December 2015</u>  A discussion on taking forward shared services to be included in the Strategic Planning Day.	Ms Newcombe	For Noting
<b>BM.15.5.08</b>	<b>Draft FE Regional Board Minutes</b>		
8.1	(i) <u>3 September 2015</u> : No further progress to report on the Financial Memorandum.		
8.2	(ii) <u>25 November 2015</u> : Regional Outcome Agreement covered under Agenda Item No 15.5.12		
<b>BM.15.5.09</b>	<b>HISA Strategic Plan and Supporting Financial Information</b>		
9.1	Mrs Lindsay reported that College has two students on the HISA Council who are very proactive in their approach. Projects include carparking at TK Maxx; Recycling; HISA mental health campaign for 18 – 25 year old males.		
9.2	The contents of the Strategic Plan (developed with professional support) were noted, The Committee suggested that Theme 3 could include a 'virtual environment' eg virtual common rooms, football etc, especially as most of the HISA funding is spent on travel. Mrs Lindsay agreed to feed this back to the students.	Mrs Lindsay	Immediate
	<i>To accommodate other commitments by Mr McGarry, Mr Rendall and Mrs Andrews it was agreed that Items 10, 14 and 15 be taken out of order at approx 15.30 hrs.</i>		
<b>BM.15.5.11</b>	<b>College Operational Plan 2015/2016 – Update</b>		
11.1	Mrs Lindsay spoke to the Action Plan and advised that with the exception of 2 actions within Corporate Management all items were on target.		
11.2	<u>4.1 Strategic Plan</u> : Although work has been undertaken to update the plan, it was agreed that, as this was part of the Principal's remit, this should not be completed until the appointment of the new Principal.		
11.3	<u>4.2 Risk Register</u> . Mrs Lindsay advised work on this was underway and the Register no longer related solely to financial matters but to a much wider range of institutional risks.		

		<b>ACTION</b>	<b>DATE</b>
11.4	The Committee congratulated Mrs Lindsay on the considerable amount of work that has been undertaken, especially within the current, difficult conditions.		
11.5	The Committee agreed that comments for 4.1 – 4.3 should be added to reflect the reality and the particularly good reasons as to why these are behind target.	Mrs Lindsay	Immediate
<b>BM.15.5.12</b>	<b>Draft Regional Outcome Agreement</b>		
12.1	Mrs Lindsay advised that the Agreement has been submitted to the Scottish Funding Council for comment. This is due to be returned by end of January 2016 and thereafter will be submitted to the FERB in February 2016.		
12.2	The Committee were requested to provide any specific comments to Mrs Lindsay as soon as possible.	Board of Management	Immediate
<b>BM.15.5.13</b>	<b>ICT Shared Services : Update</b>		
13.1	Dr Hutt expressed her frustration that yet again ICT shared services were pulled at the last minute.		
13.2	Mrs Lindsay intimated that she had received a communiqué from Prof Mulholland at 13.00 hrs on 23 November 2015, with instructions to communicate it to the IT staff at 15.30 hrs.		
13.3	The Committee were unanimous in their opinion that the treatment of the IT staff had been completely unacceptable over the last 3 years.		
13.4	Mrs Lindsay was requested to convey the Board's support to the IT staff.	Mrs Lindsay	Immediate
13.5	The Board also wished to make it clear that any authorisation they had originally consented to was rescinded.		
	<i>Comfort Break from 15.25 to 15.30 hrs</i>		
<b>BM.15.5.10</b>	<b>Acting Principal and Deputy Principal's Report</b>		
10.1	<u>AGBC</u> : Mr Russell advised that the Certificate of Making Good of Defects is being finalised which will result in the final account being agreed. Morgan Sindall have agreed to revisit the AGBC/Culbin Wing flooding issue and to provide a suitable overflow. Mr Russell assured that College were still fully insured. Mr Russell further advised that College can claim latent defects for a period up to 15 years.		
	<i>Mr McGarry entered at 15.35 hrs</i>		
10.1.1	Mr Russell wished to record his thanks to Mr Bill Duncan for his considerable work over the last two years to bring the issue to a conclusion.		

		ACTION	DATE
10.1.2.	Mrs Lindsay advised that our second tenant (Health Digital) is due to take up a two-year lease in January 2016.		
10.2	<u>Sports Centre Proposal</u> : Mrs Lindsay confirmed she and Mr Russell met with Mr Adam, for informal, preliminary discussions in the summer. Mr Adam was now keen for us to develop a Memorandum of Understanding however further information is required prior to this being considered.		
10.2.1	<b><i>It was agreed that an invitation should be extended to Mr Adam to give a presentation to Board Members and senior staff in the new year.</i></b>	Ms Newcombe	For Noting
10.3	<u>Education Scotland: Cross-sector thematic review.</u> Mr McGarry provided information on the review which took place during w/c 30 November 2015.		
10.3.1	Key points included: <ul style="list-style-type: none"> <li>• College and Moray Council working well, though with some school timetabling barriers.</li> <li>• Recognised that retention and attainment on College course had improved but still low in the 16-18 age group (male).</li> <li>• The College was commended on its revised student recruitment and selection processes.</li> </ul>		
	<i>Mr Campbell entered at 16.05 hrs</i>		
10.4	<u>2015/2016 Student Activity Levels</u> : Mr McGarry advised that a clearer picture will be available in January 2016 as the move from SUMs to Credits for FE makes it difficult to predict.		
10.5	<u>New Provision planned for Session 2016/2017</u> : FE – Foundation Apprenticeships in Engineering, Hospitality and Social Services and Healthcare.		
10.5.1	Masters in Fine Art (not new but more likely to run); BSc Complementary Therapies (subject to approval) and HNC Social Services (replacement for HNC Social Care).		
10.6	<u>Student Support Funds Update</u> : College had fully committed student support funds by the October meeting. Similar to last session SFC have instructed that student funding should be supported by Colleges using their net depreciation. Mrs Lindsay highlighted that this was an accounting exercise and, in itself, would not result in any additional cash. This is likely to have an impact our cash flow in February and March 2016. This is a cross-sectoral issue.		
<b>BM15.4.15</b>	<b>Curriculum Review Plan</b>		
15.1	Mr McGarry advised that the paper had already been to		

		ACTION	DATE
	the LTQ Committee and progress was encouraging. It should be noted that full impact of the revised student recruitment and selection arrangements will not be measurable until the end of the current session.		
	<i>Mr Rendall and Mrs Andrews entered at 16.25 hrs</i>		
15.2	The following course areas will be reviewed as agreed by the Academic Management Group. <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Professional Cookery</li> <li>• Sport</li> <li>• Social Sciences.</li> </ul> There will also be renewed scrutiny at Course Team and Committee levels on learning and teaching processes.		
<b>BM15.5.14</b>	<b>Recruitment, Selection and Admissions Policy</b>		
14.11	Mr Rendall and Mrs Andrews highlighted that the policy has been slightly tweaked to reflect student and staff feedback as well as that from focus groups.		
14.12	Mrs Andrews has so far visited 4 of 8 school guidance teams with the remaining planned in the coming weeks. Schools have been very receptive to the changes and are finding that being given dates well in advance is helping.		
14.13	School leavers' applications have a deadline of 11 March 2016, with offers being made in May.		
	<i>Mrs Newcombe left the meeting at 16.30 hrs</i>		
14.14	The date for students wishing to return the following year has been moved to the end of February with their applications being considered at the relative interim progression boards.		
14.5	The Board congratulated Mr Rendall and Mrs Andrews for the considerable amount of work which had been undertaken.		
14.6	<b><i>The Committee approved the policy.</i></b>		
	<i>Mr McGarry, Mr Rendall and Mrs Andrews left the meeting at 16.45 hrs</i>		
<b>BM.15.5.16</b>	<b>Student Early Experience Survey Report</b>		
16.1	The contents of the report were noted.		
<b>BM.15.5.17</b>	<b>Annual External Audit Report</b>		
17.1	It was confirmed that the report has now been sent to the Funding Council.		
<b>BM.15.5.18</b>	<b>Governance Arrangements</b>		

18.1	The recruitment of Board Members remained a priority and Mrs Croydon confirmed that she would update Ms Newcombe.	Ms Newcombe	Immediate
<b>BM.15.5.19</b>	<b>Board Surgery</b>		
19.1.	Mr Hope confirmed that he is planning to hold a Board Surgery early in the new year.	Mrs Newcombe	For Noting
<b>BM.15.5.20</b>	<b>Principal's Appointment</b>		
20.1	Mrs Croydon confirmed the arrangements and timetable for 16 and 17 December 2015.		
20.2	It was noted that Prof Clive Mulholland will be replaced by Dr Crichton Lang on the interview panel scheduled for Thursday 17 December 2015.		
20.1	Mrs Croydon confirmed that the interview packs will be distributed by email later this evening.	Mrs Croydon	Immediate
	<i>Mrs Gilchrist left the meeting at 16.55 hrs</i>		
<b>BM.15.4.21</b>	<b>Long Term Agenda Planning</b>		
21.1	There were not additional items		
	<i>Mr Knowles left the meeting at 17.00 hrs</i>		
<b>BM.15.5.22</b>	<b>Reserved Minutes of Board of Management Meeting held on 1 September 2015</b>		
22.1	This item is reserved and the Minute is held in confidence.		
<b>BM.15.5.23</b>	<b>Reserved Matters Arising/Action Sheet from Meeting held on 1 September 2015</b>		
23.1	This item is reserved and the Minute is held in confidence.		
<b>BM.15.5.24</b>	<b>Reserved Minutes from Committee Meetings</b>		
24.1	This item is reserved and the Minute is held in confidence.		
<b>BM.15.5.25</b>	<b>EIS/FELA Internal Dispute: Update</b>		
25.1	This item is reserved and the Minute is held in confidence.		
<b>BM.15.5.26</b>	<b>Statutory Accounts 2014/15</b>		
26.1	This item is reserved and the Minute is held in confidence.		
<b>BM.15.4.27</b>	<b>Date of Next Meeting</b>		
24.1	The next meeting is scheduled for Tuesday 12 April 2016		



		<b>ACTION</b>	<b>DATE</b>
	in the Board Room.		
	<u>(The meeting closed at 17.55 hrs)</u>		

## ACTION SHEET/MATTERS ARISING FROM BOARD MEETING HELD ON 15 DECEMBER 2015

Item		ACTION	DATE
<b>BM.15.5.6</b>	<b>Matters Arising/Action Sheet from Meeting held on 27 October 2015</b>		
6.2	<u>5.1</u> Mrs Croydon intimated it had not been possible to arrange a mutually acceptable time with Police Scotland.	Ms Newcombe	Next Meeting
6.3	<u>5.4</u> The Board H & S training will be undertaken once a new Health & Safety Officer has been appointed.	Ms Newcombe	For Noting
6.4	<u>6.2</u> Sustainability to be included in the Agenda for the Strategic Planning Day.	Ms Newcombe	For Noting
<b>BM.15.5.07</b>	<b>Minutes from Committee Meetings</b>		
7.2	(ii) <u>Joint Audit/Finance &amp; General Purposes : 24 November 2015</u>  The resignation of the co-opted member had left the Audit Committee without a suitably qualified member with financial or audit experience. It was noted that it is a stipulation of the Terms of Reference and without a suitably qualified member the Committee would be unable to meet. Members of the Board were requested to approach those they felt could offer support as the next meeting is scheduled for 23 February 2016.	Board of Management	Immediate
7.3	(iii) <u>Finance &amp; General Purposes : 8 December 2015</u>  A discussion on taking forward shared services to be included in the Strategic Planning Day.	Ms Newcombe	For Noting
<b>BM.15.5.09</b>	<b>HISA Strategic Plan and Supporting Financial Information</b>		
9.2	The contents of the Strategic Plan (developed with professional support) were noted, The Committee suggested that Theme 3 could include a 'virtual environment' eg virtual common rooms, football etc, especially as most of the HISA funding is spent on travel. Mrs Lindsay agreed to feed this back to the students.	Mrs Lindsay	Immediate
<b>BM.15.5.11</b>	<b>College Operational Plan 2015/2016 – Update</b>		
11.5	The Committee agreed that comments for 4.1 – 4.3 should be added to reflect the reality and the particularly good reasons as to why these are behind target.	Mrs Lindsay	Immediate
<b>BM.15.5.12</b>	<b>Draft Regional Outcome Agreement</b>		
12.2	The Committee were requested to provide any specific comments to Mrs Lindsay as soon as	Board of	Immediate

Item		ACTION	DATE
	possible.	Management	
<b>BM.15.5.13</b>	<b>ICT Shared Services : Update</b>		
13.4	Mrs Lindsay was requested to convey the Board's support to the IT staff.	Mrs Lindsay	Immediate
<b>BM.15.5.10</b>	<b>Acting Principal and Deputy Principal's Report</b>		
10.2.1	<i>It was agreed that an invitation should be extended to Mr Adam to give a presentation to Board Members and senior staff in the new year.</i>	Ms Newcombe	For Noting
<b>BM.15.5.18</b>	<b>Governance Arrangements</b>		
18.1	The recruitment of Board Members remained a priority and Mrs Croydon confirmed that she would update Ms Newcombe.	Ms Newcombe	Immediate
<b>BM.15.5.19</b>	<b>Board Surgery</b>		
19.1.	Mr Hope confirmed that he is planning to hold a Board Surgery early in the new year.	Mrs Newcombe	For Noting
<b>BM.15.5.20</b>	<b>Principal's Appointment</b>		
20.1	Mrs Croydon confirmed that the interview packs will be distributed by email later this evening.	Mrs Croydon	Immediate
<u>(The meeting closed at 17:55 hrs)</u>			

**BOARD OF MANAGEMENT**

**BUILDING COMMITTEE**  
**Minutes of Meeting**  
**held on**  
**Tuesday 19 January 2016**  
**at 1.20pm in the Board Room**

Present: Mr S Russell (Convener)  
Mrs A Lindsay  
Dr J Hutt  
Mrs M Palmer-Abbs  
Mr K O'Connor (student member)

In attendance: Mr D Hartley  
Mrs L Gould (Minutes)

Mr Russell welcomed everyone to the meeting.

		<b>ACTION</b>	<b>DATE</b>
<b>B.16.1.01</b>	<b>Resignations and Appointments</b>		
1.1	There has been a new Clerk to the Board appointed following Mrs Croydon's departure. The new Clerk is Ms Fiona Newcombe. Mr Jes Eckford, Health and Safety Officer, has resigned and left the college at the end of November 2015. Mr Russell welcomed Mr Kevin O'Connor as a student member appointed to the Building Committee.		
<b>B.16.1.02</b>	<b>Apologies for Absence</b>		
2.1	Apologies were received from Mr A Major, Mr N Taylor and Mr G Milne.		
<b>B.16.1.03</b>	<b>Additional Declarations of Interest including specific items on this meeting's Agenda</b>		
3.1	There were no additional declarations of interest.		
<b>B.16.1.04</b>	<b>Minutes of meeting held on 25 August 2015</b>		
4.1	The minutes were approved by Dr Hutt and seconded by Mrs Lindsay.		
<b>B.16.1.05</b>	<b>Action Sheet/Matters Arising from meeting held on 25 August 2015</b>		
5.1	<u>5.3 Sustainability Strategy</u> : Discussion was held on taking this forward and it was proposed that this should be a key topic of the strategic planning day in March.		

- 5.2 5.10 GSA Institute of Design Innovation: It was decided this was not the appropriate Committee for this to be taken forward and should be referred to the Board of Management.  
Ms Newcombe to take forward. Ms Newcombe For noting
- 5.3 6.2 H&S training for Board members: Dr Hutt emphasised the need for training for Board members as a matter of importance.
- 5.4 Mr Hartley was requested to take this forward.  
8.2 Fire Risk Assessment: On agenda. Mr Hartley Immediate
- B.16.1.06 Minute of Health & Safety Committee meeting held on: i) 7 September 2015 ii) 7 December 2015**
- 6.1 Mr Hartley is progressing the training for Health and Safety co-ordinators in liaison with the Professional Development Officer.
- B.16.1.07 Head of Estates Report**
- 7.1 In referring to his report, Mr Hartley highlighted the requirement for a sustainability role in relation to estates and this role had been incorporated into the Health and Safety Officer post. There had however been no successful candidates and this was now being reconsidered.
- 7.2 Buckie Learning Centre dilapidations have now been completed well within budget.
- 7.3 Mr Hartley asked for consideration to be given to removing the tree from the north east quadrangle on the main campus as although the canopy has been raised the falling leaves add to the problem of blocked drains.
- Following discussion it was decided by the committee to postpone this action until the autumn. Mr Hartley For noting
- 7.4 Water loss has been significantly reduced however the committee requested that this should be continued to be investigated. Mr Hartley For noting
- 7.5 The cracks identified between AGBC and Culbin wing have been diagnosed as settlement.
- B.16.1.08 Fire Risk Assessment (FRA) Action Plan**
- 8.1 It has been identified that the priority is now the upgrading of fire doors. The committee requested a quote for the work to ensure fire

doors were compliant with fire regulations.

Mr Hartley    Immediate

**B.16.1.09    Alexander Graham Bell Centre: Update**

9.1    This item is reserved and the minute is held in confidence.

**B.16.1.10    Alexander Graham Bell Centre Post Project Review – internal audit**

An updated report was presented to members who were satisfied that no additional actions were required after previously considering an earlier version.

**AOCB**

Mr Hartley to arrange one mid-section of the boardroom table to be removed.

Mr Hartley

Mr Hartley to arrange purchase of a clock for front entrance hall.

Mr Hartley

Mr O'Connor requested that consideration be given to blinds for the windows in the drop-in area at the Technology Centre as students have difficulty using laptops due to glare. Mrs Lindsay requested that Mr Hartley ensured this was included in the 'wish list' for 2016.

Mr O'Connor highlighted that students referred to this room as 'The Glass Box' and it was proposed that this become its name.

**B.16.1.11    Date of Next Meeting**

11.1    The next meeting is scheduled for Tuesday 17 May 2016.

Members requested this meeting be held at the Technology Centre with a tour for members provided prior to the meeting.

Ms                    May 2016  
Newcombe

**B.16.1.12    Reserved Minute of Meeting held on 25 August 2015**

12.1    This item is reserved and the minute is held in confidence.

**B.16.1.13    Action Sheet/Reserved Matters Arising of Meeting held on 25 August 2015**

13.1    This item is reserved and the minute is held in confidence.

Draft

**B.16.1.08**

The Meeting Closed at 16.10 hrs