



# **BOARD OF MANAGEMENT**

Meeting to be held

On 10 September 2019 at 1330 hours in the Board Room

Agenda Number	Item	Presented By	Action Required: Decision, Discussion, For Noting
<b>BM.19.3.01</b>	(i) Resignations	Mrs C Fair	Noting
	(ii) Appointments		
<b>BM.19.3.02</b>	Apologies for Absence	Mrs C Fair	Noting
<b>BM.19.3.03</b>	Any Additional Declarations of Interest including specific items on this Agenda.	Chair	Noting
<b>BM.19.3.04</b>	Draft Minutes of Board Meeting held on 25 June 2019 *	Chair	Decision
<b>BM.19.3.05</b>	Draft Matters Arising/Action Sheet from Board meeting held on 25 June 2019 *	Mrs C Fair	Noting
<b>BM.19.3.06</b>	Principal's Report ~	Mr D Patterson	Discussion
	(i) Overview		
	(ii) Review of Operational Plan		
	(iii) KPI's – past and future		
	(iv) Applications/Enrolment Update		
	(v) Health and Safety Incidents		
<b>BM.19.3.07</b>	Minutes of Committee Meetings:		
	i. Draft Minutes of Staff Governance Committee meeting held on 26-6-2019 (am) *	Mr J Bodman	Noting
	ii. Draft Minutes of Special Finance and General Purposes Committee meeting held on 15-8-2019 *	Mr M Easton	Noting
	iii. Draft Minutes of Special LTQC meeting held on 19-8-2019 *	Mr D Patterson	Noting
<b>BM.19.3.08</b>	Draft Minutes of UHI Court held on 19 June 2019 *		Noting
<b>BM.19.3.09</b>	Verbal update from FERB 3-9-2019	Mr P Graham	Noting

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		Mr D Patterson	
<b>BM.19.3.10</b>	Finance Update ~	Mr M Easton Mr N Clinton	Discussion
	i. 2018-19 Out-turn		
	ii. 2019-20 Budget		
<b>BM.19.3.11</b>	HISA Report ~	Mr N Sanderson Mr K Gee	Noting
<b>BM.19.3.12</b>	Board Plan for 2019-20 – V2*	Mrs C Fair	Noting
<b>BM.19.3.13</b>	Emerging Issues – verbal updates		
	(i) Update on Board Recruitment	Chair	Noting
	(ii) Update from Board Development Event on 21-8-2019	Chair	Noting
	(iii) Update on Partnership Assembly	Chair	Discussion
<b>BM.19.3.14</b>	Date of next meeting – 29 October 2019	Mrs C Fair	Noting
<b>RESERVED ITEMS</b>			
<b>BM.19.3.15</b>	Draft Reserved Minutes of Board of Management Meeting held on 25 June 2019 *	Chair	Decision
<b>BM.19.3.16</b>	Draft Reserved Matters arising of Board of Management Meeting held on 25 June 2019 *		
<b>BM.19.3.17</b>	Reserved Minutes of Committee Meetings:		
	i. Draft Reserved Minutes from meeting of Staff Governance Committee 25 June 2019 (am) *	Mr J Bodman	Noting
	ii. Draft Reserved Minutes of Special meeting of Finance and General Purposes Committee held on 15 August 2019 *	Mr M Easton	Noting
<b>BM.19.3.18</b>	Verbal update on Moray Growth Deal	Mr D Patterson	Noting



University of the  
Highlands and Islands  
Moray College

**BOARD OF MANAGEMENT**  
**Minutes of Meeting held on**  
**Tuesday 25 June 2019**  
**At 1300 hours in the Board Room**

**Present:**

Mr Peter Graham (Chair)  
Mr Joe Bodman  
Mr Murray Easton  
Ms Manon Wells-Jesus  
Mr David Patterson  
Mrs Seonaid Mustard

Mrs Rosemary McCormack  
Mrs Caroline Webster  
Dr Jessie McLeman  
Mr James Knowles  
Mr Nathan Sanderson (HISA)  
Mrs Joan Johnston

**In Attendance:**

Mrs Nikki Yoxall  
Mrs Chris Newlands  
Mrs Carolyn Thomson  
Mr Nick Clinton  
Mrs Cathie Fair (Clerk)

**Observing: Mr Kyle Gee (HISA)**

Item		Action	Date
<b>BM.19.2.01</b>	<b>(i) Resignations</b>		
1.1	Resignations were received from: Mr David Dalziel Ms Manon Wells-Jesus Discussion took place around recruitment of a replacement Support Staff member and this will continue until September. Recruitment of two new Board members was also discussed and this is now under way. Two new Co-opted members have also been recruited to join the Audit Committee: Mrs Dawn McKinstrey Mr Grenville Johnston	Mrs C Fair	Sept 2019
<b>Action</b>			
	<b>(ii) Appointments</b>		
1.2	It was confirmed that Kyle Gee HISA will join the Board with effect from 1 August 2019.		
<b>BM.19.2.02</b>	<b>Apologies for Absence</b>		
2.1	Apologies had been received from: Mrs Deborah Newton Mr Derek Duncan Mrs Eleanor Melton		
<b>BM.19.2.03</b>	<b>Any Additional Declarations of Interest including specific items on this Agenda</b>		
3.1	No additional declarations of interest were noted.		

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<b>BM.19.2.04</b>	<b>Draft Minutes of Board meeting held on 26 March 2019</b>		
4.1	The Minutes were accepted as an accurate record of the meeting: Proposed: Mr Murray Easton Seconded: Dr Jessie McLeman		
<b>BM.19.2.05</b>	<b>Draft Matters Arising/Action sheet from Board meeting held on 26 March 2019</b>		
5.1  <b>Action</b>	The majority of actions were either completed or were on the Agenda for discussion apart from the following: <u>5.3</u> - Remuneration and Appraisal Procedure for Moray College – this has been overtaken by National Bargaining. However, a Procedure should still be developed for the appraisal of the Principal.	<b>Mrs Thomson Mrs Fair</b>	<b>March 2020</b>
5.2 <b>Action</b>	<u>7.4.1</u> - Membership of LTQC to be considered once new Board Members have been recruited. Mr Graham confirmed that Miss Caroline Webster will join Staff Governance Committee.	<b>Mrs Fair</b>	<b>Immediate</b>
5.3	<u>15.3.2</u> – it was suggested holding the Cheese and Wine event immediately after the Board Development Event on 21 August 2019	<b>Mrs Fair</b>	<b>21-8-2019</b>
<b>BM.19.2.06</b>	<b>Principal's Report</b>		
	The Principal's Report consisted of		
	<b>(i) Audit Scotland Report</b>		
6.1	The Audit Scotland Report had previously been circulated to the Board. Audit General's recommendations were that Colleges agree medium term financial plans to submit to SFC and this may present challenges. Four year budget forecasts are already submitted but without 4/5 year funding assumptions this is very challenging.		
	<b>(ii) KPI Dashboard</b>		
6.2	The KPI dashboard indicates College is at target for credits. One Plus arrangements are being rigorously enforced with 2.5% limit overall as a region. Region is slightly over target at the moment HE numbers creeping up at 934. Retention 3% above last year – strongest ever. FE 67% attainment last year and currently 69%. Small number of students will be given extensions to complete by August. This indicates a higher rate of attainment for a second year which is positive for the EREP.		
	<b>(iii) Staff Survey Report (RESERVED)</b>		
6.3	This item is reserved and the minute held in confidence.		
	<b>(iv) Student Satisfaction and Engagement Survey Report</b>		
6.4	Given this took place the same time as industrial action, it signifies a very positive outcome. Staff will be following up on actions in EREP activity eg work on		

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	feedback, alignment of good practice between FE and HE.		
	<b>(v) Quarterly Update to University Court</b>		
6.5	The quarterly update to University Court had been circulated for information and this highlighted significant events, notable accomplishments, collaboration with other academic partners as well as issues or concerns.		
	<b>(vi) Update on National Bargaining</b>		
6.6	The Principal updated the Board on the recent dispute with teaching staff which has now been settled resulting in a £400 unconsolidated payment and £1500 consolidated. There are also changes to employers' pension contribution which will have a significant impact in terms of additional costs to the College.		
	<b>(vii) Applications Report</b>		
6.7	Mr Duncan's paper outlined the student recruitment levels for 2018/19, Activity targets for 2019/20 and FE active applications comparison. FE application levels for 2019/20 remain at the lowest for past 4 years. The position across UHI partners is equally concerning with a 10% drop recorded in total applications received overall.		
	<b>(viii) Moray Growth Deal (RESERVED)</b>		
6.8	This item is reserved and the minute held in confidence.		
	<b>(ix) Health and Safety Incidents</b>		
6.9	The Board questioned whether the analysis is acted upon for example to examine underlying trends and whether benchmarking is possible against other Colleges.		
<b>Action</b>	It was suggested that HISA be asked to compare against other Colleges	<b>Mr Nathan Sanderson Ms Manon Wells-Jesus</b>	<b>ASAP</b>
<b>BM.19.2.07</b>	<b>Minutes of Committee Meetings:</b>		
	<b>(i) Draft Minutes of Audit Committee 21-5-2019 2019</b>		
7.1.1	Dr McLeman highlighted the main issues discussed at the meeting on 21 May 2019 as outlined in the draft Minutes.		
	<b>(ii) Draft Minutes of Finance and General Purposes Committee meeting held on 4-6-2019</b>		
7.2.1	Mr Easton summarised the main points from the F&GP meeting on 4 June as outlined in the draft minutes.		
	<b>(iii) Draft Minutes Learning, Teaching and Quality Committee held on 11-6-2019</b>		

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7.3.1	Mr Patterson highlighted the main issues discussed at the meeting on 22 June 2019 as outlined in the draft minutes.		
	<b>(iv) Verbal Update from Staff Governance committee held on 25-6-2019 (am)</b>		
7.4.1	Mr Bodman highlighted the main issues discussed at the morning meeting of SGC the minutes of which will be circulated to the next Board meeting.		
<b>BM.19.2.08</b>	<b>Draft Minutes of UHI Court held on 20 March 2019</b>		
8.1	The draft minutes of UHI Court on 20-3-2019 had been circulated to the Board for information.		
8.2	Mrs McCormack was asked to update the Board on the meeting of Court which had taken place on 19-6-2019. A paper was presented on FERB becoming Tertiary.		
8.3	Mr Easton raised concern over the issue of the contract with Technology One going ahead and noted that a decision had been made for the University related to a CFHS purchase. The Board suggested writing to UHI EO expressing concern over track record with decisions related to capital expenditure.		
<b>Action</b>	Mr Easton to draft suitably worded communication	<b>Mr Easton</b>	<b>Immediate</b>
8.4	It was noted that Academic Partner Agreements are currently being redrafted.		
<b>BM.19.2.09</b>	<b>Draft Minutes of FERB 7 May 2019</b>		
9.1	Draft Minutes of FERB on 7-5-2019 were circulated for information. It was noted that FE funding allocations had been taken off the agenda pending the funding review. Moray Board has written to Garry Coutts expressing concern over the handling of the independent funding review and the methodology of how funding allocations have been reached.		
<b>BM.19.2.10</b>	<b>Finance Update</b>		
	<b>(i) Q3 Management Accounts</b>		
10.1	Whilst the overall Q3 position is positive with underlying deficit being ahead of budget, there are significant challenges with regard to impact of national bargaining which has impacted on the actual Q3 staff costs compared to budget. Without the significant one-off gains in 18/19 the overall operating position would have been significantly worse. The Board sought an explanation on how the college has reached this position and it was noted the increase in teacher pension contribution will further add to this to the tune of £300K annually.		
<b>Action</b>	To develop a balanced budget and bring back to Board in September.	<b>Mr Clinton</b>	September 2019
<b>Action</b>	Recommended that a special F&GP meeting be held ahead of September Board meeting to look at 2019-20 budget.	<b>Mrs Fair Mr Clinton</b>	ASAP

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<b>BM.19.2.11</b>	<b>Curriculum Review – Interim Update</b>		
11.1	Mrs Newlands presented a paper updating the Board on the work that has been taking place in relation to the Curriculum Review which is currently a work in progress.		
<b>BM.19.2.12</b>	<b>Overview of Quality Assurance</b>		
12.1	Mrs Yoxall had been requested by the Board to provide an overview of how Quality Assurance takes place, particularly at HE. The presentation included an explanation of the UHI Quality Cycle and the Quality Monitoring Framework across FE and HE. The role of the Quality Forum was mentioned, the EREP self-evaluation process, Academic Standards and Quality Arrangements. The ELIR was also explained. The Board thanked Mrs Yoxall for her explanation and noted the complexity of Quality at FE and HE.		
<b>Action</b>	To forward the presentation to Mrs Fair for circulation to the Board	<b>Mrs Yoxall Mrs Fair</b>	<b>Immediate</b>
<b>BM.19.2.13</b>	<b>DYW Transfer to College</b>		
	Mrs Andrews had submitted a paper on the transfer to DYW to College and Mr Patterson highlighted the main points. The Board sought assurance over any risks and it was noted these could be mitigated. The Board agreed the proposal in principle.		
<b>BM.19.2.14</b>	<b>HISA Report</b>		
14.1	The Annual HISA Report highlighted the main events in College over the past session. HISA Reps were asked to note the most positive thing over the past year and they noted the high engagement levels with elections and at events. The appointment of Joel Hockney has been greatly appreciated and Alan Simpson has been appointed as HISA President for a second term. The issue of whether Linkwood is disjointed from the main campus was discussed.		
<b>Action</b>	To organise one of next year's Board meetings at Linkwood.	<b>Mrs Fair</b>	<b>ASAP</b>
<b>BM.19.2.15</b>	<b>Evaluation of Functionality of the Board</b>		
15.1	Mrs Fair was asked to highlight the key points emerging from the Annual Effectiveness Review of the Board and it was noted that this was overwhelmingly positive this year with areas of concern from last year being improved.		
<b>BM.19.2.16</b>	<b>Draft Board Plan 2019-20</b>		
16.1	The Draft Board Plan for 2019-20 had been circulated for information and appointments for all meetings had been sent out.		
<b>BM.19.2.17</b>	<b>Equalities</b>		
17.1	A number of links had been circulated to the Equalities Mainstreaming Reports, Set of Equalities Outcomes, annual breakdown of employment information and Equal pay statement. Mrs		

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	McCormack was commended on the quality of her work in relation to these publications.		
<b>BM.19.2.18</b>	<b>Emerging Issues</b>		
	<b>(i) Programme Board update paper</b>		
18.1	Dr Crichton Lang had circulated an update on the Programme Board to all partner Boards. There were two requests included for which the Board would require more information since the remit and parameters need to be clarified.		
	<b>(ii) Update on National Bargaining Funding</b>		
18.2	There was no further information available on this.		
	<b>(iii) Updates on Code of Good Governance</b>		
18.3	Mrs Fair confirmed that there had been no further information available since the last update. It was hoped the new code would be issued imminently.		
	<b>(iv) Regional Strategic Body Self-Evaluation</b>		
18.4	This document had been circulated for information.		
<b>BM.19.2.19</b>	<b>Policies due for Review</b>		
	<b>(i) Risk Management Policy and Procedure</b>		
19.1	The Policy was approved by the Board.		
<b>BM.19.2.20</b>	Date of next meeting – 3 September 2019.		
<b>RESERVED ITEMS</b>			
<b>BM.19.2.21</b>	<b>(i) Draft Reserved Minutes of Board of Management meeting held on 26 March 2019.</b>		
21.1.1	This item is reserved and the Minute held in confidence.		
	<b>(ii) Reserved Matters Arising from Board meeting 26 March 2019</b>		
21.1.2	This item is reserved and the Minute held in confidence.		
<b>BM.19.2.22</b>	<b>Reserved Draft Minutes of Committee Meetings</b>		
	<b>(i) Draft Reserved Minutes of Audit Committee held on 21 May 2019</b>		
22.1	This item is reserved and the Minute held in confidence.		
	<b>(ii) Draft Reserved Minutes of Finance and General Purposes Committee Meeting held on 4 June 2019</b>		
22.2	This item is reserved and the Minute held in confidence.		
	<b>(iii) Draft Reserved minutes of Learning, Teaching and Quality Committee held on 11 June 2019.</b>		
22.3	This item is reserved and the minute held in confidence.		
	<b>(iv) Verbal update from Staff Governance Committee held on 25 June 2019.</b>		
22.4	This item is reserved and the minute held on confidence.		



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<b>BM.19.2.06</b>	<b>Principal's Report</b>		
	<b>(iii) Staff Survey Report</b>		
6.3	This item is reserved and the Minute held in confidence.		
	<b>(viii) Moray Growth Deal</b>		
6.8	This item is reserved and the Minute held in confidence.		
	<b><i>Meeting closed at 1705 hours</i></b>		

**Matters Arising/actions from Board Meeting 25 June 2019**  
**Agenda Item: BM.19.3.05**

ITEM		ACTION BY	DATE	Update
<b>BM.19.2.01</b>	<b>Resignations and Appointments</b>			
1.1	Recruitment of Support Staff Member to continue until September 2019.	Mrs Fair	Sept 2019	Communication circulated to all staff
<b>BM.19.2.05</b>	<b>Draft Matters Arising/Action Sheet from Board meeting held on 26 March 2019</b>			
5.1	<u>5.3</u> – Remuneration and Appraisal procedure for Moray College has been overtaken by National Bargaining. However, a Procedure should still be developed for review of the Principal.	<b>Mr Thomson</b> <b>Mrs Fair</b>	March 2020	Ongoing
5.2	<u>7.4.1</u> – Miss Caroline Webster will join Staff Governance Committee from next session.	<b>Mrs Fair</b>	Immediate	First meeting will take place in November
5.3	<u>15.3.2</u> – To organise a cheese and wine event immediately after the Board Development event on 21 August 2019	<b>Mrs Fair</b>	21-8-2019	Overtaken
<b>BM.19.2.06</b>	<b>Principal's Report</b>			
	<b>(ix) Health and Safety Incidents</b>			
6.1	HISA to conduct benchmarking of health and safety incidents with other Colleges.	<b>Mr Sanderson</b> <b>Ms Wells-Jesus</b>	ASAP	
<b>BM.19.2.08</b>	<b>Draft Minutes of UHI court held on 20 March 2019</b>			
8,3	Mr Easton to draft a suitable worded communication to UHI regarding decisions related to capital expenditure.	<b>Mr Easton</b>	Immediate	
<b>BM.19.2.10</b>	<b>Finance Update</b>			
	<b>(ii) 2019-20 Budget</b>			
10.2.1	To develop a balanced budget and bring back to Board in September	<b>Mr Clinton</b>	Sept 2019	
10.2.2	Special F&GP meeting to be held ahead of September Board meeting to consider 2019-20 budget.	<b>Mr Clinton</b> <b>Mrs Fair</b>	ASAP	Completed
<b>BM.19.2.12</b>	<b>Overview of Quality Assurance</b>			
12.1	To forward presentation on Quality Assurance to Mrs Fair for circulation to the Board.	<b>Mrs Yoxall</b> <b>Mrs fair</b>	Immediate	Completed

**Matters Arising/actions from Board Meeting 25 June 2019**  
**Agenda Item: BM.19.3.05**

<b>BM.19.2.14</b>	<b>HISA Report</b>			
14.1	To organise one of next year's Board meetings at Linkwood	<b>Mrs Fair</b>	ASAP	



<b>Committee:</b>	Board of Management			
<b>Subject/Issue:</b>	Principal's Report, v1			
<b>Brief summary of the paper:</b>	<p>This report complements the presentation given to members on the Board Development Day, 21 August 2019, which summarised progress and future challenges relating to the Aims of the college's Strategic Plan. The following attached documents complete the update to the presentation:</p> <ul style="list-style-type: none"> <li>▪ Review of Operational Plan 2018/19</li> <li>▪ KPI's – Review of current 2018/19 position</li> <li>▪ Summary of Health and Safety Incidents</li> </ul>			
<b>Action requested/decision required:</b>	For noting			
<b>Status: (please tick ✓)</b>	<b>Reserved:</b>	x	<b>Non-reserved:</b>	
<b>Date paper prepared:</b>	Friday 6 September 2019			
<b>Date of committee meeting:</b>	Tuesday 10 September 2019			
<b>Author:</b>	David Patterson			
<b>Link with strategy:</b> Please highlight how the paper links to, or assists with: compliance partnership services risk management strategic plan/enabler other activity (eg new opportunity) – please provide further information.	Previous presentation and attached papers relate to all five Strategic Aims of the college.			
<b>Equality and diversity implications:</b>				
<b>Resource implications:</b> <i>(If yes, please provide detail)</i>				
<b>Risk implications:</b>				

(If yes, please provide detail)	
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## Principal's Report

In addition to the presentation previously delivered on 21 August,

1. The Review of the **2018/19 Operational Plan** (attached) indicates that 9 of the 16 agreed tasks are considered as complete. Of the 7 tasks on which progress was made but not brought to completion, 6 of the tasks were impacted by national or regional factors that prevented successful completion.
2. The **KPI spreadsheet** (attached) updates all indicators, where possible, including student retention and achievement figures, though some figures reported are still subject to audit. Of the 21 KPIs, 11 are considered as achieved; 5 as either a 'close fail', out of the college's control or still above the national average/guidelines; 3 as 'not achieved' and 2 are still to be reported.
3. Applications and enrolment data as of 6 September 2019 indicates that full-time **FE enrolments** are 671 enrolments compared with 704 at the same day last year, roughly in line with expectations. Part-time applications are roughly 200 (25%) up on the same period last year.
4. As of 6 September 2019, there were 709 full-time **HE enrolments** in the system for this year, exactly the same figure as for the same period last year. Part-time HE enrolments are 43 (c.30%) up on the same period last year, which represents a possible increase of c.18 FTE enrolments. Enrolments for most courses can continue over the next few weeks.
5. The summaries of **Health and Safety** incidents recorded (attached) provide an overview of incidents by type and location for the period June – August 2018 and 2019. There was one incident reported to RIDDOR.

The Principal and team will be happy to answer any questions or provide further clarification at the Board meeting on Tuesday.

## Operational Plan: Year End Report

RAG	KEY TASK	LEAD	By end of...	Comments
<b>CURRICULUM</b>				
	Develop curriculum map and undertake a gap analysis to ensure Moray College has a flexible curriculum portfolio that meets and is responsive to local needs in accordance with the Moray Skills Investment Plan (SIP)	DC&AO	June	Analysis work for Growth Sectors reported and discussed at Board Development Day. Volume, specialist and application-driven sectors to follow. Still an issue with securing LMI from SDS that is sufficiently localised and disaggregated.
	Review and increase the range of the School Senior Phase offering, with particular focus on opportunities for S6 pupils.	DC&AO	Dec	More opportunities offered to study degree modules and Foundation Apprenticeships. Programme now expanded to be offered over Tuesday and Friday as well as Wednesday. Further work needed to package the degree offering into coherent one-year programmes that make sense for pupils making school option column choices.
	Develop an audit tool and Heads of Curriculum to begin the implementation of the FE Course Design Principles identified in the Curriculum Strategy. Initial task will be to implement the curriculum design principles for 'Skills for Learning, Life and Work'.	DC&AO	June	Audit Tool developed and used by course areas. Analysis results not yet reported back for action.
	<p>To develop plans for HE growth by:</p> <ul style="list-style-type: none"> <li>i. Developing a plan for HE curriculum changes to achieve price group distribution in SFC Funding Model by 2023 – 2024 and investigate the impact of these changes.</li> <li>ii. Each Head of Curriculum to develop one course proposal for new HE provision.</li> </ul>	DC&AO	<p>June</p> <p>April</p>	<ul style="list-style-type: none"> <li>i. This work was delayed at Partnership Council level but is likely to be taken forward in 2019/20</li> <li>ii. New HE development from 3 out of 4 HoC areas</li> </ul>

## Operational Plan: Year End Report

LEARNING AND TEACHING				
	Undertake work within a regional context as part of UHI Quality Forum Quality Harmonisation core group to employ a systematic supportive process of evaluation of provision, in particular Learning and Teaching.	DLT	June	<p>LTR approved by UHI Quality Forum and SMCT, endorsed by Partnership Council and Argyll College UHI.</p> <p>Pilot completed with 100% positive feedback from staff. MEET team created, with new post of Learning Coach being recruited. Streamlining of previous support offering allowing for new role creation. Joined up mentoring and support from new start to experienced practitioner, utilising observation of learning and teaching to inform reflection and professional dialogue.</p>
	Implement attainment and progress monitoring activity through the Quality Cycle and Regional Attainment Strategy to include all programmes, with a particular focus on at risk courses (including those with poor student satisfaction).	DLT	June	<p>MORAGAA meetings undertaken including predicted achievement exercise. Course Reviews undertaken (&lt;60% attainment 17/18) with 7 of 10 courses in review improving outcomes by an average of 23 percentage points. Regional Attainment Strategy work also being undertaken in the 3 identified areas - Care, Computing, Hospitality.</p> <p>Success rate for full-time FE remains above Scotland average for second year in a row.</p>
	Development of Learning & Teaching 'scholarship' culture in line with the RIKE Strategy Action Plan.	DLT	June	<p>Action plan being followed, engagement in REF Managers sub group to plan for REF 2028. Head of Academic Partnerships team taking more of a lead in relation to research and knowledge exchange with a number of upcoming events and opportunities being shared with teams. Attended Research Forum. Knowledge Transfer project involvement.</p>
	Oversee the delivery of Learning and Teaching CPD opportunities for staff, to include monthly workshops, Development Day activity and a Learning and Teaching Conference.	DLT	June	<p>Workshops being undertaken, both open to all staff and specific to teams by request. Brightspace (the new VLE) the focus of all lecturer CPD for academic year.</p>

## Operational Plan: Year End Report

ORGANISATIONAL CULTURE				
	Ensure approval of a Workforce Planning and Development Strategy and plan the implementation of the strategy	DHROD	Dec	Strategy approved by the Staff Governance Committee at its meeting in Nov 2018. Implementation actions arising from the strategy (and other documents) have been used to inform the HR Operational Plan.
	Develop a set of behaviours which underpin the College CORE Values and roll these out to all staff	DHROD	June	Underway, updates provided to the Staff Governance Committee
	Participate in collective UHI activities to review the college Staff Review process to respond to requirements of National Bargaining (timings subject to requirements being clarified)	DHROD	July	Very little progress, while discussions are ongoing nationally regarding the national bargaining requirements of professional registration for teaching staff which will impact the review.
	Undertake activities as required to implement National Bargaining agreements and deadlines	DHROD	July	Ongoing as the agreements are received, significant work has been undertaken to implement Circular 03/18, work currently underway to implement 04/18 and the majority of the elements of 05/18 have been implemented.
PARTNERSHIP				
	Progress Outline and Final Business Case proposals to deadlines agreed with Moray Growth Deal Project Board	Principal	July	Deadlines to date have been hit, however timeline processes have changed by the UK and Scottish governments with most OBC and FBC work likely to be in next academic year.
	Lead the UHI Data Sharing Group and Data Procedures Group to ensure improved access to timely reporting for quality enhancement	DIPSS	July	Group work now considered complete and Group has now been wound up at Partnership level. While there is improved access to data across the partnership, access and use of timely data for Moray needs further consideration



## Operational Plan: Year End Report

	Ensure college progresses key actions within the Moray SIP	Principal	July	Key actions are: <ul style="list-style-type: none"> <li>▪ Curriculum audit, as above</li> <li>▪ Developing a Moray Apprenticeship Family – strong FA applications for 2019/20); new MA in Science for Diageo submitted to UHI Hub; and first Graduate Apprenticeship places contracted</li> <li>▪ Enterprise and Entrepreneurship – research and development work continuing, deadline delayed by new government MGD timescales</li> </ul>
	Support progress towards UHI Single Policy Environment for FE provision	DIPSS	July	<ul style="list-style-type: none"> <li>▪ All policies presented for approval but not all agreed by LTQC so further work required this autumn.</li> </ul>
<b>SUSTAINABILITY</b>				
	Ensure delivery of FFR 18/19, as per 4 year Financial Plan	FD	July	FY18/19 finished out-with original budget, due to non-funded costs impact which were unknown or uncontrollable at the time of setting the 4YR FFR
	Develop non-funded/commercial income (including FWDF expansion) via Commercial Activity Group	FD	July	Commercial income for FY18/19 exceeded budgeted target
	Plan and ensure commitment of Backlog Maintenance funding for 18/19	FD	Mar	All Backlog Maintenance funding committed by year end with some tasks still underway.
	Health and Safety <ul style="list-style-type: none"> <li>i. Complete H&amp;S review</li> <li>ii. Oversee required actions throughout the academic year.</li> </ul>	FD	i. Dec ii. July	i. H&S review completed ii. Actions scheduled to year end have been completed

## Moray College UHI KPI Dashboard

Strategic Aim					#	KPI	College Actual			National Benchmark	Status RAG	Forecast Targets			Rational/Comments
							15/16	16/17	17/18			18/19	19/20	20/21	
C				S	1	<b>FE Funded Credits</b>									
a. Target: Funded Volume of Credits							19,710	19,052	18,907	n/a		18,807	18,807	tbc	Total includes 350 credits of "one plus" activity above SFC limit of 2.5% and still subject to external audit.
b. Actual: Total Credits delivered							19,902	19,705	18,978	n/a		19,162			
C				S	2	<b>HE Funded FTEs</b>									
a. Target: Budgeted HE FTEs (RAMable)							900	915	930	n/a		935	940	965	HE Final RAM funded FTEs outturn better than predicted.
b. Actual: College Actual Delivered FTEs (RAMable only)							930.6	943.9	931	n/a		937			
C				P	3	<b>% of FE Credits delivered on STEM related courses</b>									
a. Target: % Credits Delivered on STEM related Courses												30.2%	30.5%	30.8%	Outcome will be reported around year-end
b. Actual % of STEM credits as part of overall credits							21.68%	27.47%	29.16%	24.8%		31.7%			
C				P	S	4	<b>Full Cost Recovery (FCR) Activity (£'000s)</b>								
a. Target: FCR income as per FRP								324	371			366	403	443	Exceeded budget through additional FWDF income and FA income.
b. Actual FCR Income							252	318	334	n/a		379			
C				P	S	5	<b>Modern Apprenticeship Activity</b>								
a. Target: new college MA enrols (through UHI Hub)												40	45	49	UHI Hub target April '18-March '19 was revised down to 35. Target for 19/20 from UHI to be confirmed
b. Actual number of MA enrolments							32	39	32	n/a		36			
C				P	S	6	<b>Foundation Apprenticeship Activity</b>								
a. Target: new Foundation Apprenticeship enrolments												30	50	60	Achieved (1 student below) target. Applications for 2019/20 on target to exceed the increased target
b. Actual new Foundation apprenticeship enrolments							0	28	26	n/a		29			
	L				7	<b>Student Retention (FE full-time)</b>									
a. Target: FE Full Time Retention Rate %							75%	75%	75%			76%	76%	76%	Final retention figure subject to audit
b. Actual FE Full Time Retention Rate %							76.05%	74.8%	75.5%	74.9%		79.8%			
	L				8	<b>Student Retention (HE full-time)</b>									
c. Target: HE Full Time Retention Rate %												80%	81%	82%	Final retention figure from college records
d. Actual HE Full Time Retention Rate %							78.07%	82.5%	79.8%			78.2%			
	L				9	<b>FE Attainment % FT</b>									
a. Target: FE full-time Attainment %							65%	65%	65%			70%	70%	71%	Final attainment figure subject to audit
b. Actual FE full-time Attainment %							64.90%	60.1%	69.0%	66.1%		67.9%			
	L				10	<b>FE Attainment % (over 160 hours)</b>									
c. Target: % Attainment on Courses of 160 Hours or More												76%	76%	77%	No actuals available until year-end
d. Actual Attainment on Courses Lasting 160 Hours or More							73.02%	68.3%	74.9%	68.3%					
	L				11	<b>Full Time FE Positive Destination Rate (of all qualifiers including</b>									
a. Target: FE Positive Destination Rate %												84.5%	85.0%	85.0%	16/17 is most recently published data. SFC will publish 17/18 data in September 2019
b. Actual FE Positive Destination Rate %							81.30%	84.2%		84.5%					
	L				12	<b>Overall Student Satisfaction (FE) - from national SFC survey</b>									
a. Target: College FT Learner Overall Satisfaction %												>92%	>92%	>93%	Final figure from SSSES June 2019
b. Actual SFC FT Student Satisfaction Survey Overall Satisfaction %							n/a	86.9%	93.9%	92.1%		93%			
	L				13	<b>Overall Student Satisfaction (HE) - Moray College scores with UHI results</b>									
c. Target: NSS Survey Overall Satisfaction												84%	84%	85%	NSS actual result July 2019, impacted by Art 'protest vote'
d. Actual NSS Survey Overall Satisfaction								85.0%	83.0%	83.0%		78%			
	O				14	<b>Understanding and implementation of the Core Values</b>									
a. Target: Values (Staff Survey) Mean Score [0-5] Q3,4,5												3.7	n/a	3.8	Updated with Staff Survey 2019 results
b. Actual mean rating for Values							3.6	n/a	n/a	3.5		3.6			
	O				15	<b>Training and Development to support the performance of staff role</b>									
a. Target: Training and Development - Mean Score [0-5] Q15,17,18												3.5	n/a	3.6	Updated with Staff Survey 2019 results
b. Actual mean rating for Training and Development							3.4	n/a	n/a	3.5		3.3			
	O				16	<b>Communication: contribution and involvement in decisions</b>									
a. Target: Communication - Mean Score [0-5] Q63, 64, 66, 67												3.8	n/a	3.9	Updated with Staff Survey 2019 results
b. Actual mean rating for Communications							3.8	n/a	n/a	3.5		3.8			

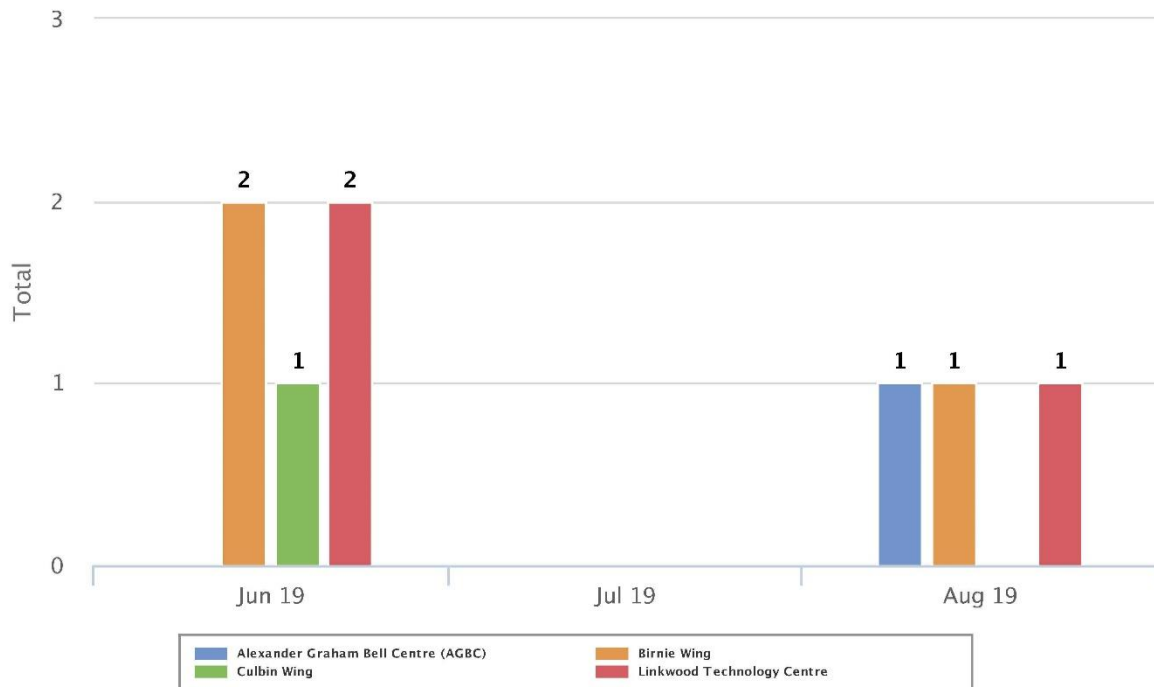
		O			17	College Staff Sickness/Absence % (vs public sector/NHS average)														
						a. Target: maximum sickness/absence rate										3.2	3.2	3.2	*There is no published benchmark figure for sickness absence rates in the sector (4% was an NHS target). 2.9 is	
						b. Actual sickness/absence rate					3.9	3.8	2.7	<=4*		2.9				
C			P		18	% of Credits delivered on school Senior Phase Programmes														
						a. Target										4.2%	4.4%	4.5%	Awaiting final FES data	
						b. Actual					8.57%	4.0%	3.8%	1.4%						
C			P		19	% Credits delivered to schools' provision from S3 upwards														
						a. Target										13.9%	14.0%	14.2%	18/19 Provisional FES 06/09/19 2654 credits.	
						b. Actual					13.10%	12.8%	13.5%	5.0%		13.9%				
					S	20	End of year Accounts surplus/(deficit) excl FRS102 Pension Adjustment													
						a. Target: Surplus/Deficit (FRP/FFR)							(606)	(240)		(100)	(120)	(220)	FY18/19 actuals impacted by unfunded CoL costs, and other payroll costs.	
						b. Actual Surplus/(Deficit)					(603)	(33)	(185)	(424)		(245)				
					S	21	End of year Cash Balance													
						a. Target: Monthly cash balances at YE (FRP/FFR)							102	190	n/a		250	200	200	FY18/19 cash impacted by additional costs/increased deficit compared to budget and timing of cash receipts (i.e. FWDF & HE Capital funding).
						b. Actual Cash balance at YE					261	389	294	n/a		80				

RAG rating relates to in-year 2018/19 performance against target or benchmark (where available)

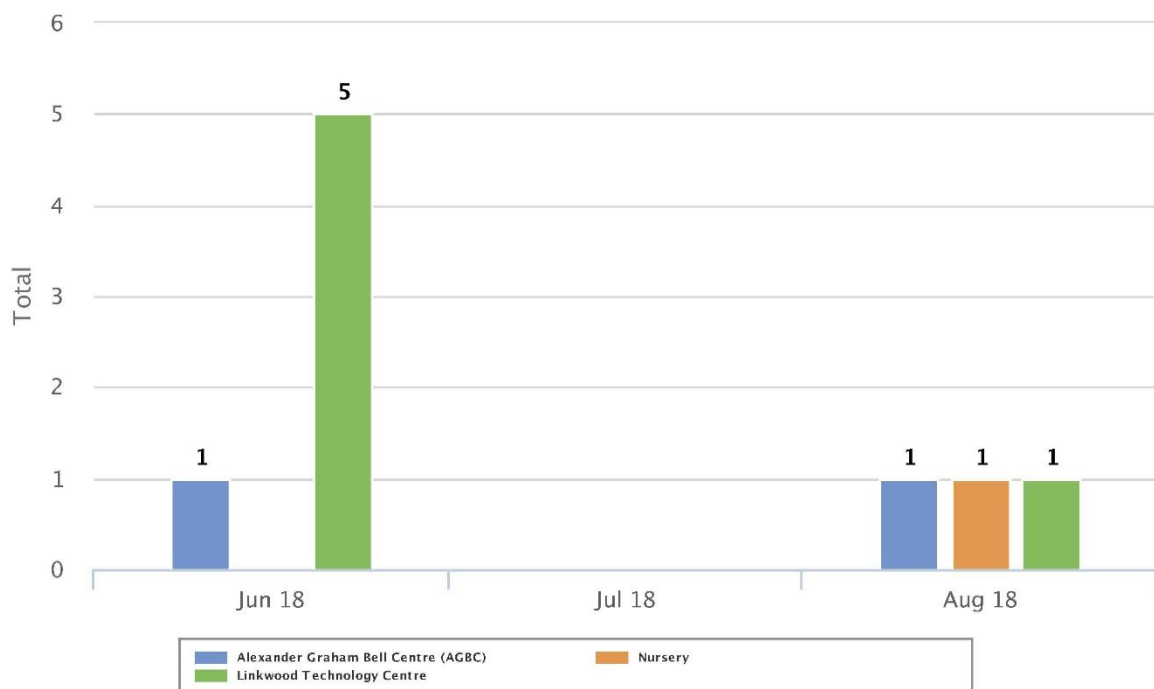
	L	O	P		Y	<b>FE Attainment % by Key Groups (Courses lasting 160 hours or more)</b>									
						a. Gender: Male/Female Gap	6.3%	0.1%	7.9%	3.3%					Only gender figures are nationally reported for FE. Other categories only available as combined FE and HE. BME and Care-experience figures are not published for Moray as the numbers are not significant (<50).
						b. BME Declared YES/NO Gap (not published for Moray)	n/a	n/a	n/a	n/a					
						c. Disabled Declared: YES/NO Gap	n/a	-6.8%	-1.6%	n/a					
						d. Care Experienced Declared Yes/No Gap (not published for Moray)	n/a	n/a	n/a	n/a					

## Quarterly Health and Safety Incidents Report

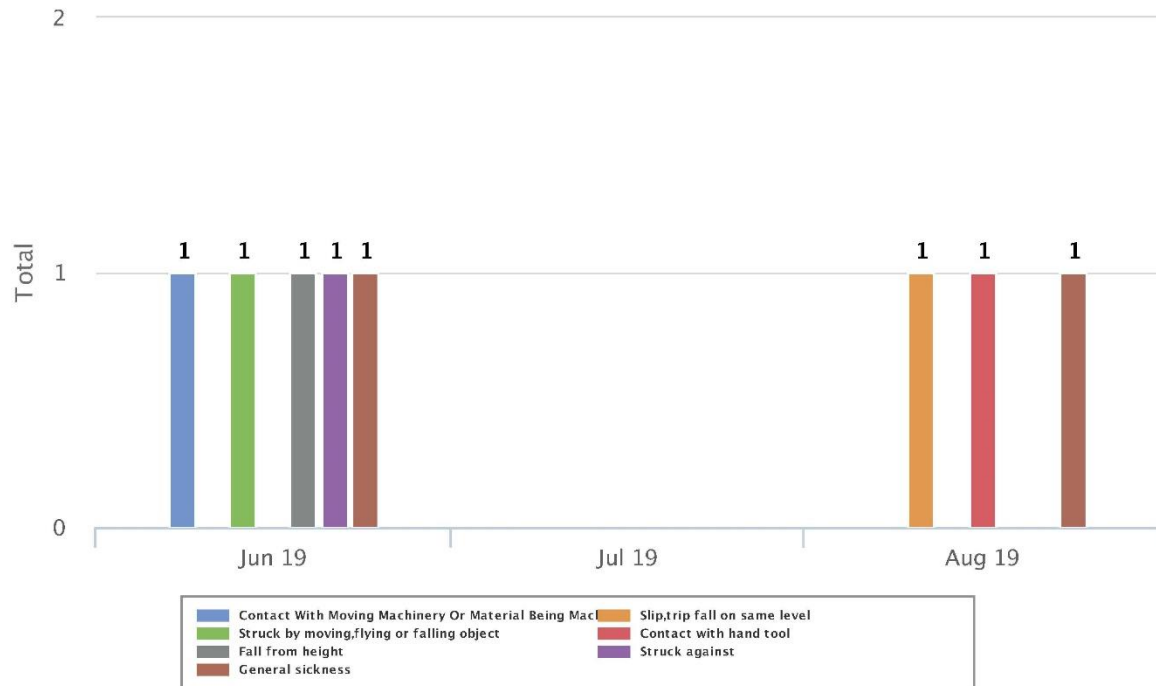
### Incident Location 1st June 2019 – 31st August 2019



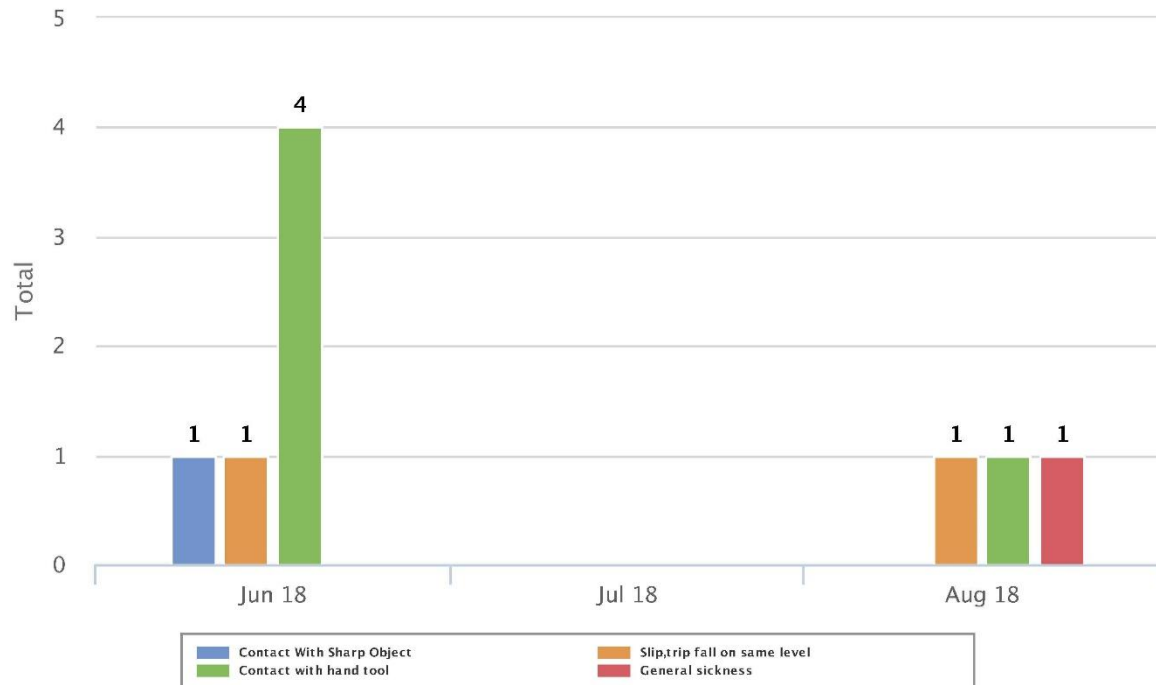
### Incident Location 1st June 2018 – 31st August 2018



## Incident Subtype 1st June 2019 – 31st August 2019



## Incident Subtype 1st June 2018 – 31st August 2018



**Agenda Item: BM.19.3.07 (i)**



**STAFF GOVERNANCE COMMITTEE  
Draft Minutes of Meeting held on  
Tuesday 25 June 2019  
At 1000 hours in the Boardroom**

**Present:**

Mr Joe Bodman (Convenor)  
Mrs Seonaid Mustard  
Mr David Patterson  
Mrs Rosemary McCormack

**In Attendance:**

Mrs Carolyn Thomson  
Mrs Cathie Fair (Clerk)  
Mrs Eleanor Melton (Minute Secretary)

Item		Action	Date
<b>SG.19.2.01</b>	<b>(i) Resignations</b>		
	There were resignations received from David Dalziel and Patricia Eddie.		
	<b>(ii) Appointments</b>		
	There were no appointments.		
<b>SG.19.2.02</b>	<b>Apologies for Absence</b>		
2.1	There were no apologies for absence.		
<b>SG.19.2.03</b>	<b>Any Additional Declarations of Interest including specific items on this Agenda</b>		
3.1	No additional declarations of interest were noted.		
<b>SG.19.2.04</b>	<b>Draft Minutes of meeting held on 19 February 2019</b>		
4.1	The Minutes were accepted as an accurate account of the meeting. Proposed: Mrs Seonaid Mustard Seconded: Mrs Rosemary McCormack		

**Agenda Item: BM.19.3.07 (i)**

<b>SG.19.2.05</b>	<b>Matters Arising/Action Sheet from meeting held on 19 February 2019</b>		
5.1	<u>5.1</u> Ongoing – Mr Bodman noted some concern over the addition of union representatives to committees, he wondered if this would change the dynamic going forward and potentially leave the reps in an awkward position during the discussion of highly confidential items. Mrs Fair explained that although they know this is to come in to effect there has been no date as to when this is to happen from.		
5.2	<u>6.1</u> Complete		
5.3	<u>7.1</u> Complete		
5.4	<u>8.1</u> Complete		
5.5	<u>10.1</u> Complete		
5.6	<u>12.1</u> Complete		
<b>SG.19.2.06</b>	<b>Emerging Issues</b>		
	<b>i Strategic Objectives for SGC</b>		
6.1	Previously, Mr Dalziel had suggested the committee revise their objectives. Mrs McCormack stressed that cultures be a strong matter for the committee to consider. Mr Patterson would like to continue working towards the 3 main objectives set out previously. The review of the staff survey recently undertaken will underpin the year coming. Mrs Thomson noted that a lot of people convey inconsistencies as a lack of equality. Moving forward, it would be beneficial to see line managers being supported to in turn enable them to support their own teams.		
<b>ACTION</b>	Mrs Thomson to compile ideas and feedback	<b>CT</b>	<b>Next Meeting</b>
	<b>ii Update to Terms of Reference of SGC</b>		
6.2	Mrs Fair noted a minor change with the ToR being the Director of HR has been changed from a member to an officer. The committee now requires a new member with HR knowledge. Accepted by committee.		
	<b>iii Annual Committee Effectiveness Review of SGC 2018-19</b>		
6.3	From the review it was seen that the committee had a high level of satisfaction and effectiveness of the Chair. Throughout, all positive comments.		
<b>SG.19.2.07</b>	<b>HR Directors Report</b>		
	Mrs Thomson supported the report provided, written by herself. Members of the committee were reminded that if there was anything in particular that they would like to see within the report they were to let Mrs Thomson know and she would endeavour to include if possible.		

**Agenda Item: BM.19.3.07 (i)**

	The committee were guided through the report item by item being given the opportunity to comment or question if required where Mrs Thomson would expand.		
<b>SG.19.2.08</b>	<b>Culture and Values</b>		
	<b>i Update</b>		
8.1	This matter is reserved and the minute held in confidence.		
	<b>ii Staff Survey 2019</b>		
8.2	This matter is reserved and the minute held in confidence.		
<b>SG.19.2.09</b>	<b>Update on Staff Development Activities 2018/19</b>		
9.1	A report had been provided for the committee summarising all staff development activities including activities already undertaken and what is in the pipeline for the 2019/20 session.		
<b>SG.19.2.10</b>	<b>Policies due for Review</b>		
	<b>i Grievance Procedure</b>		
	<b>ii PVG Scheme/Disclosure of Criminal Convictions</b>		
	<b>iii Capability and Conduct Procedure</b>		
10.1	It was explained that there is currently a 4 year rolling programme for the revision of HR policies. These are reviewed at a sub group of the JCC and then presented to SLT. Mrs Thomson has asked for an extension on the review of the IT acceptable use policy, this was accepted by the committee. These policies had been included for Committee approval. Mrs Thomson explained that the Capability and Conduct procedure was back so soon following review and ratification after its use earlier this year. The committee approved all policies.		
<b>SG.19.2.11</b>	<b>Health and Safety Update</b>		
	<b>i Minutes of Health and Safety Committee 30 April 2019</b>		
11.1	Mr Patterson supported the Draft minutes of the Health and Safety Committee which have been included for review and noting.		
	<b>ii Fire Report</b>		
11.2	This matter is reserved and the minute held in confidence.		
<b>SG.19.2.12</b>	<b>Date of Next Meeting – 12 November 2019</b>		



**Agenda Item: BM.19.3.07 (i)**

<b>RESERVED ITEMS</b>			
<b>SG.19.2.13</b>	<b>Reserved Minutes of meeting held on 19 February 2019</b>		
14.1	This matter is reserved and the minute held in confidence.		
<b>SG.19.2.08</b>	<b>Culture and Values</b>		
	<b>i Update</b>		
8.1	This matter is reserved and the minute held in confidence.		
	<b>ii Staff Survey 2019</b>		
8.2	This matter is reserved and the minute held in confidence.		
<b>SG.19.2.11</b>	<b>Health and Safety Update</b>		
	<b>i Fire Report</b>		
	This matter is reserved and the minute held in confidence.		
	<i>Meeting closed at 12.15pm</i>		



University of the  
Highlands and Islands  
Moray College

**Finance and General Purposes Committee  
Draft Minutes of Special Meeting held on  
Thursday 15 August 2019 at 1000 in the Board Room**

**Present:**

Mr Murray Easton (Convenor)

Mr Joe Bodman

Mr David Patterson

Mr James Knowles

Mr N Sanderson (HISA)

**In Attendance:**

Mr Nick Clinton

Mrs Deborah Newton

Mrs Cathie Fair (Clerk)

Item		Action	Date
<b>F.19.3.01</b>	<b>(i) Resignations</b>		
1.1	Although there were no resignations from the Committee, Mr Patterson explained that Mr Clinton had resigned as Finance Director and would be leaving the employment of the College in approximately 3 months. The Committee expressed thanks to Mr Clinton for his work as Finance Director and wished him well.		
	<b>(ii) Appointments</b>		
1.2	There were no new appointments and it was noted that Mr N Sanderson (HISA) will continue to sit on this Committee.		
<b>F.19.3.02</b>	<b>Apologies for Absence</b>		
2.1	Apologies were received from: Mr P Graham Miss C Webster Mrs R McCormack		
<b>F.19.3.03</b>	<b>Any Additional Declarations of Interest including specific items on this Agenda</b>		
3.1	There were no additional declarations of interest.		
<b>F.19.3.04</b>	<b>Update on National Bargaining Funding allocation</b>		
4.1	This item is reserved and the minute held in confidence.		
<b>F.19.3.05</b>	<b>Draft Budget for 2019-20 *</b>		
5.1	This item is reserved and the minute held in confidence.		

**BOARD OF MANAGEMENT**

**LEARNING, TEACHING & QUALITY COMMITTEE**

**Minutes of Meeting  
held on  
Monday 19 August 2019  
at 13.30pm in the Boardroom**

Present:                    Mr D Patterson (Chair)                    Mrs S Mustard  
                                 Mrs N Yoxall                                Mrs R McCormack  
                                 Mr S Duff                                        Ms H Sharp  
                                 Mrs J Andrews                                Mrs L Huby  
                                 Mrs C Newlands                              Mr N Sanderson (HISA)  
                                 Mr G Rendall                                   Mr K Gee (HISA)

In attendance:           Mrs E Melton (Minutes Secretary)

		<b>ACTION</b>	<b>DATE</b>
	Mr Patterson welcomed everyone to today's meeting. Unfortunately, due to apologies received the committee was not quorum, however, it was agreed that the members who attended would work through the policies for review with any significant changes or changes to context being communicated via email for approval offline.		
<b>LTQ.19.3.01</b>	<b>Resignations and Appointments</b>		
1.1	No resignations have been received. Kyle Gee has been appointed as a HISA representative.		
<b>LTQ.19.3.02</b>	<b>Apologies for Absence</b>		
2.1	Apologies were received from Mrs T McIlwraith, Mrs R Dewis, Mr J McKinnon, Mrs S Hall, Mrs S Bright, Mrs M Smith, Mrs T Wilson, Mr M Clark, Mrs J Bibby, Mr D Duncan and Mr J Bodman.		
<b>LTQ.19.3.03</b>	<b>Any Additional Declarations of Interest including specific items on this Agenda</b>		
3.1	There were no additional declarations of interest received.		

**Agenda Item: BM.19.3.07 (iii)**

<b>LTQ.19.3.04</b>	<b>Policies</b>		
<b>4.1</b>	<b>i. Academic Quality Policy</b>		
	<p>Mrs Yoxall expressed her thanks to both Ms Sharp and Mrs Newlands for the work they had put in to ensure the policy is of the standard it is now. Also noting that this policy is a requirement by a number of awarding bodies. It was agreed that any minor changes (spelling/grammar) would be communicated to Ms Sharp via email for change.</p> <p>Mrs Yoxall explained the policy is now considerably shorter than previous versions with the addition of hyperlinks if readers are requiring further or more in depth information.</p> <p>Ms Sharp added the changes reflect its status as a policy document rather than procedural guidance.</p>		
<b>ACTION</b>	Minor amendments to be made	<b>HS</b>	
<b>4.2</b>	<b>ii. Student Confidentiality Policy</b>		
	The committee approved the policy for use.		
<b>4.3</b>	<b>iii. Student Code of Conduct (regional)</b>		
	<p>Ms Sharp explained to members that following discussion with Mr Duncan on how comprehensive the document is, they had agreed that an 'easy read' version be put together. This would include reference to the full version if required.</p> <p>Mr Duncan has raised the concern at the Single Policy Group but was advised that the Scottish Government advise the wording found in the document for use.</p> <p>Following discussion members agreed their disappointment with the document expressing that it is not student friendly.</p> <p>Members were in agreement that the document not be approved for the following reasons;</p> <p>It is not student friendly.</p> <p>There is a focus on misconduct rather than acceptable behaviour.</p> <p>The list of actions leaves the college open for argument.</p> <p>There is not enough emphasis on what actions are to be taken if someone was to report a breach of the code of conduct.</p> <p>This being said, members agreed that the 'easy read' document be looked at and adopted for use in the meantime.</p>		

**Agenda Item: BM.19.3.07 (iii)**

<b>ACTION</b>	Ms Sharp, Mrs Yoxall, Mr Sanderson and Mr Gee to review 'easy read' document for use.	<b>HS/NY/NS/KG</b>	
4.4	<b>iv. Promoting a Positive Learning Environment (regional)</b>		
	Members agreed that they are unable to approve this policy due to the link to the Student Code of Conduct Policy and it not being approved. In addition, to the lack of procedures included such as a disciplinary procedure and non-academic conduct procedure – there is no clarity around which procedure to follow and no accompanying procedure available. Members also expressed concern at what appear to be the same things being called different names throughout the document.		
<b>ACTION</b>	Mrs Yoxall to feedback non-approval and reasons to Steven Gregg.	<b>NY</b>	
4.5	<b>v. Academic Appeals Policy (regional)</b>		
	Mrs Yoxall explained the policy is already approved but has been brought back to the committee following review for contextualisation. Members approved the document on completion of minor amendments.		
<b>ACTION</b>	Ms Sharp to action minor amendments.	<b>HS</b>	
4.6	<b>vi. Student Induction Policy</b>		
<b>ACTION</b>	Mrs Yoxall supported the document explaining the updates relating to the new structure and the addition of the Learning Development Worker role. Mrs Yoxall queried the title of 'Class Representative' with HISA. Mr Sanderson was unsure but will gain clarification on the title and feedback asap. Members approved the policy subject to the title clarification as mentioned above.	<b>NS</b>	
<b>ACTION</b>	Mrs Sharp to action title change once informed.	<b>HS</b>	
4.7	<b>vii. Student Disclosure Policy</b>		
	The committee approved the policy for use.		
4.8	<b>viii. Educational Visits and Out of College Activities</b>		
<b>ACTION</b>	Mrs Yoxall supported the document provided explaining any amendments that had been made following the previous policy. Members agreed that a line be added within 5.2 to mention the limited disruption to the college and remaining students and/or staff.	<b>HS/NY</b>	

**Agenda Item: BM.19.3.07 (iii)**

	<p>Members approved document following minor addition as mentioned above.</p> <p><u>Procedures and Supporting Documents</u></p> <p>Members discussed the procedures, specifically 9.2 and their reasons for and against. It was agreed that the procedural statement would remain, that staff are not permitted to take students as passengers in their own cars.</p> <p>Mandatory training is to be provided along with Policy and procedures for any members of staff that may be planning a visit or trip outside of the college.</p> <p>Members agreed wording for consent form.</p> <p>Mrs Yoxall pointed out the addition of the retaining of passport information in accordance with GDPR and records retention policies for overseas visits.</p> <p>Members approved the document pending minor amendments.</p>		
<b>ACTION</b>	Ms Sharp to action minor amendments.	<b>HS</b>	
4.9	<b>ix. Events and External Speaker Policy</b>		
	The committee approved the policy for use.		
4.10	<b>x. Withdrawals and Transfers Policy</b>		
	<p>Members requested clarification on the transfer date.</p> <p>Members approved the document pending minor amendment of transfer date if required.</p>		
<b>ACTION</b>	Ms Sharp to action minor amendments.	<b>HS</b>	
	<i>Meeting closed 15.30pm</i>		

# University Court

19 June 2019, 14:00 to 17:00

INVERNESS COLLEGE, UHI (ROOMS 203/04)



## Attendees

### Board members

Garry Coutts (Chair), Clive Mulholland (Principal & Vice Chancellor), Willie Printie, Alan Simpson (HISA Representative), Rosemary McCormack, Anton Edwards (Rector - Chair of Foundation), Andrew Rogers, Neil Stewart, Gareth Davies, Alistair Dodds, David Sandison, Heidi May, Kirsty Macpherson, Michael Foxley, Linda Kirkland, Poonam Malik, Sarah Helps, Fiona McLean, Fiona Larg (Chief Operating Officer & Secretary), Lydia Rohmer (Vice Principal Tertiary), Crichton Lang (Deputy Principal), Neil Simco (Vice Principal Research & Impact), Stuart Gibb (Vice Principal International & External Engagement), Diane Rawlinson (Vice Principal FE), Gary Campbell, Roger Sendall (Head of Governance & Records Management)

## Meeting minutes

### 1. WELCOME & APOLOGIES

The chair opened the meeting and thanked Inverness College UHI for hosting the Court and for providing an interesting and informative morning session.

 Court Agenda 19 June 2019.pdf

#### 1.1. Apologies

Apologies for the meeting were received from Andrea Robertson and Roddie Burns.

#### 1.2. Declarations of Interest

None.

#### 1.3. Notification of other business

- Scottish Government: Climate emergency declaration.

#### 1.4. Starring

Items 5.1, 7.1, 7.2 and 7.5 were starred for discussion.

## 2. MINUTES OF MEETINGS

### 2.1. Approval of the minutes of: 20 March 2019

The Court resolved to approve the minutes of the meeting held on 20th March.

 UC19-026 2019-04-05\_13-47-47-MeetingMinutes.pdf

## 2.2. Matters Arising

Crichton Lang

The Court reviewed the paper setting out actions and matters arising from the previous meeting. The following points were noted:

- The Audit Committee remain concerned about financial sustainability risks. The committee is particularly concerned about a lack of visibility of substantive information to provide appropriate assurance for members in relation to the implementation of effective controls and planned actions to mitigate prolonged exposure to financial challenges. A substantive report on actions to address identified financial risks is required for the next meeting of Court.
- The COOS reported that the Partnership Council had agreed a framework for new academic partner agreements and that work was continuing with colleagues to further develop the content of the proposed new agreements. Court urged further progress with a view to implementing new agreements before the end of the calendar year.

 UC19-027 Matters arising.pdf

## 2.3. Review of Delegated Decisions

None.

## 2.4. Minutes from Committees of Court since last Court meeting

### 2.4.1. Finance and General Purposes Committee

Niall McArthur

The Chair of FGPC provided a verbal report in connection with the committees recent meeting. The following points were noted:

- The committee had reviewed the draft University budget for 2018/19 and had agreed to recommend its approval by Court.
- FGPC had approved the FE allocations recommended by FDPG and PC that included an embedded increase in relation to national bargaining. FGPC was advised that one academic partner objected to the recommended allocations and noted that a commitment had been made to conduct a review of the process to ensure that the agreed methodology had been correctly applied. This review would include independent scrutiny and it was understood that this review would be progressed within the next week.
- NHC, SAMS, Orkney and Shetland colleges are currently forecasting deficit positions at year end. The University's DOCR is monitoring the situation closely and is working with colleagues in an effort to identify appropriate mitigation.
- FGPC was encouraged to note that the Partnership Council have committed to progressing an appropriate form of the Transparent Approach to Costing (TRAC) across all University and academic partner activities in order to provide a robust evidence base for future decisions.
- The DOCR will host a financial briefing and Q&A session for members of FGPC and members of Court will also be invited to attend.

 UC19-028 Minutes\_Finance & General Purposes Committee (FGPC)\_050619.pdf

### 2.4.2. Audit Committee

The following points were highlighted by the Chair of Audit:

- Committee members are concerned about continued exposure to financial risks as reported at item 2.2 above.
- Scottish Funding Council SFC have confirmed that they will be content with receiving a single audit certificate from the University in connection with FE credits in future in preference to receiving separate certificates from each assigned college.
- Implementation of TRAC had been an outstanding low priority internal audit action for a number of years that had been subject to numerous deadline extensions. The committee was pleased to note the recent commitment made by Partnership Council to implement a form of TRAC across the institution and had subsequently increased the priority level of this outstanding action from Low to Medium.

 UC19-029 Minutes\_Audit Committee\_270519.pdf



### 2.4.3. FE Regional Board

Court received a report from the Chair of FERB. The following points were noted:

- FERB is concerned that additional funding provided to assist with the implementation of national bargaining is likely to be consolidated within core funding allocations in future years and this may result in a reduction in available resources.
- The SFC had committed to providing funding to enable military veterans to access courses.
- Members of FERB felt that there was a need to further develop financial monitoring of assigned colleges financial status to provide members with a better understanding of the data and key assumptions presented.
- FERB had received an interesting presentation from Roddy Henry Depute Principal of Inverness College in relation to the implementation of data dashboards. It was noted that these provided a useful monitoring tool for members and that a joint session for Court and FERB members would be welcome in due course once the system had been developed further.

 UC19-030 Minutes\_Further Education Regional Board\_070519.pdf

### 2.4.4. Academic Council/Activity Report

Court noted the report.

 UC19-031 AC Officers Report 12 March 2019.pdf

### 2.4.5. Honorary Awards - RESERVED

Court noted the minutes of the meeting held on 31 May 2019.

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## 3. CHAIRMAN/PRINCIPAL'S COMMENTS

Crichton Lang

The Chair thanked members for participating in the recent Court and committee effectiveness review interviews and online surveys.

The Chair noted that this would be the Principal and Vice Chancellor's final meeting before he retired at the end of July. The chair thanked the Principal & Vice Chancellor on behalf of Court for his dedicated service and contribution to the development of the University over the past five years.

The Principal then provided a report on his activities and progress made since the previous meeting of Court with a particular focus on initiatives that were underway and that were currently being progressed through Partnership Council in an effort to collectively address financial challenges. These included; obtaining a commitment from Partnership Council to improve data and to implement a form of TRAC across the entire institution, developing plans to review curriculum management, exploring potential efficiency savings including development of self service activities and the potential benefits of forming a VAT group with some partners, seeking to identify opportunities for growth and developing a robust process to measure the impact and effectiveness of strategic investments and a consistent process for monitoring and reporting on such projects.

It was accepted that visibility and reporting of such actions and work streams to Court on a regular basis needed to be improved and it was noted that a substantive paper would be provided to Court for the next meeting.

### 3.1. Quarterly Status Report

Noted.

 UC19-033 June 2019 SMT and AP Quarterly Status Report.pdf

### 3.2. University Assembly - Work plans from each group

The Deputy Principal provided Court with a report in connection with the attached paper that had been prepared for consideration by Court and Academic Partner Boards of Management. The following points were noted:

- Each of the programme board working groups had been asked to develop recommendations for consideration by court and academic partner boards in accordance with a transparent evidence based assessment of the key challenges.
- The working groups had begun their deliberations in February with the aim of developing recommendations for consideration by Court at this meeting. However, the groups had struggled to obtain appropriate information and evidence to inform their debates in good time and the pace of the process was slower than had been hoped for. Indeed, many of the frustrations and challenges reported by Court in relation to addressing financial challenges were shared and recognised by the programme board work streams.
- The paper sought permission from court and academic partner boards to continue the programme board process and to facilitate progress by obtaining a commitment from Court and academic partners to; release staff to work collectively on identified change projects and to release/share all relevant information about staff and financial matters necessary to enable a detailed examination of savings and the potential benefits to be gained from working collectively.
- Court expressed frustration at the lack of progress achieved to date and agreed to support the two recommendations presented.

 UC19-034 Programme Board June.pdf

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## 4. COMMITTEES & MEMBERSHIP

### 4.1. Appointment process for new Principal & Vice Chancellor - RESERVED


Court approved the process outlined within paper UC19-035.

### 4.2. Appointment of Trade Union members

Court noted that there would be a need to appoint two trade union members to serve on Court following the adoption of new Articles of Association.

The COOS explained that the University does not have a recognition agreement in place with any union but had written to the four unions who do have agreements in place with academic partners. She advised that the EIS and UCU unions had agreed between themselves that EIS should nominate a governor to be appointed to Court to represent all academic staff.

The Unison and GMB unions have not been able to agree a single representative for professional services staff between themselves therefore the Nominations Committee have recommended that the Chair of Court should resolve the deadlock by the drawing of lots. Accordingly, GMB was identified as the union that should be invited to appoint an appropriate governor to represent all professional services staff in due course.

 UC19-036 Appointment of Trade Union members.pdf

### 4.3. Appointments to Assigned College Boards

Court noted the attached paper.

 UC19-037 Assigned College Board appointments.pdf

### 4.4. Remuneration Committee - Amended Terms of Reference

Court approved the updated terms of reference and membership document UC19-037a.

 UC19-037a UC Rem Comm TOR - 100619.pdf

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## 5. STRATEGY & PLANNING

### 5.1. CFHS Purchase

Court noted paper UC19-038.

 UC19-038 CFHS Purchase.pdf

## 5.2. Critical Performance Indicators Report

Court noted paper UC19-039.

 UC19-039 Critical Performance Indicators Report.pdf

## 5.3. Regional Outcome Agreement

Court approved paper UC19-039b.

 UC19-039b 2019-20 Highlands and Islands Regional Outcome Agreement.pdf

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# 6. GOVERNANCE & RISK

## 6.1. UHI Governance Effectiveness Review - Recommendation to implement tertiary committee to replace FERB

Fiona Larg

Court discussed the paper prepared by the Chair and Vice Chair of Court in connection with the effectiveness review process and including a summary reports from the Thinking Board online effectiveness survey tool. The following points were noted and agreed:

- Concerns were expressed by some members that the recommendation to urgently replace FERB with a tertiary committee was inappropriate in the context of the current programme board discussions which included a governance workstream. This recommendation was viewed by some members as potentially undermining that process.
- The Chair apologised for the tone of the report and the lack of background information for context, he explained that the recommendation to replace/evolve FERB into a Tertiary committee or consultative forum was not new, indeed, Court had previously agreed to develop tertiary structures. The recent effectiveness review interviews conducted with members of Court and FERB had identified very strong support amongst members including the academic partner chairs to implement tertiary governance structures as soon as possible. Members were frustrated that there was currently no formal committee or forum for academic partner chairs to engage and discuss tertiary business. FERB is a committee of Court and Court has the authority to amend the terms of reference and membership. The recommendation was intended to improve dialogue and engagement with academic partners on all aspects of university business quickly. It was not an attempt to undermine the Programme Board.
- Court requested that a detailed proposal should be presented to the next meeting of Court including draft terms of reference and membership for the proposed new group.
- It was agreed that the COOS and HGRM would review responses and develop an implementation plan for consideration by Court at the next meeting.

 UC19-040 Effectiveness Review.pdf

## 6.2. Articles of Association - written resolution

Court agreed the text of a written resolution for circulation to company members following the meeting. It was noted that the date of circulation would be 19th June 2019.

 UC19-041 Articles Resolution.pdf

## 6.3. RSB Self Evaluation

Court approved UC19-042.

 UC19-042 Regional Strategic Body self-evaluation.pdf

## 6.4. Delegated Authorities Schedule - Amended version

Court approved UC19-043.

 UC19-043 Delegated Authorities Schedule (June 2019) updatedv2.pdf

## 6.5. Risk Management

Court noted paper UC19-044.

 UC19-044 Corporate Risk Register.pdf


## 6.6. Student Residences - Occupancy Update

Court noted paper UC19-045.

 UC19-045 UHI Student Residences Update.pdf

## 6.7. Phase 2 Student Residences Development

Court rejected the proposal to develop a second phase of student residences at Fort William.

 UC19-046 FW 2 residences 0619.pdf

## 6.8. Remuneration Committee Principles - RESERVED

Court endorsed the principles outlined within paper UC19-047.

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# 7. FINANCE AND PERFORMANCE

## 7.1. 2019/20 University Budget

Niall McArthur

Court considered paper UC19-048 comprising the draft 2019/20 budget for the University as recommended for approval by the Finance and General Purposes Committee.

Following due consideration Court agreed to accept FGPC's recommendation and to approve the budget as presented.


During discussion the following points were noted:

- Court requested clarification from the DOCR to explain the rationale for not making any provision within the budget for likely under occupancy of student residences in AY2019/20 or for expected new rental income following the University's purchase of the Centre For Health Science.

 UC19-048 2019-20 draft UHI budget.pdf

## 7.2. Academic Partner Financial Monitoring

Court noted paper UC19-049.

 UC19-049 Academic Partner Financial Monitoring.pdf


## 7.3. 2018/19 Q3 Management Accounts

Court noted paper UC19-050.

 UC19-050 2018-19 Q3 Management Accounts.pdf

## 7.4. 2018/19 Q3 Re-forecast

Court noted paper UC19-051.

 UC19-051 2018-19 Q3 Re-forecast.pdf

## 7.5. Finance System Project Update

Fiona Larg

The COOS reported that following extensive delays the University had finally reached a settlement agreement with Technology One earlier in the day. A full report would be provided to FGPC in due course.

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# 8. ACADEMIC BUSINESS


## 8.1. International Student Recruitment Phase 2 PC 220519

Court approved paper UC19-052 presented by the VP International & External Engagement.

 UC19-052 International Student Recruitment Phase 2 UC 120619.pdf

## 8.2. National Student Survey (NSS)

Court noted paper UC19-053.


 UC19-053 National Student Survey (NSS).pdf

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# 9. REPORTS & CIRCULARS

### **9.1. Public Sector Equality Duty Report**

Court noted paper UC19-054.

 UC19-054 PSED report.pdf

### **9.2. HISA Report**

Court noted paper UC19-055.

 UC19-055 HISA Court Update June 2019.pdf

### **9.3. UHI Foundation**

Court noted the minutes of the meeting held on 15th May 2019.

 UC19-056 Minutes\_UHI Foundation\_150519.pdf

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## **10. Any Other Business**

### **10.1. Scottish Government: Climate Emergency**

Court noted Climate Change Secretary Roseanna Cunningham's statement to the Scottish Parliament on 14 May 2019 in relation to the declaration of a global climate emergency and the need for institutions such as universities to consider how best to act to assist and educate society to address and prepare for associated impacts. Court noted that development of the University's new strategic plan would provide an appropriate opportunity to address this challenge.

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## **11. DATE OF NEXT COURT MEETING: 18th September 2019**

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### **12. RESERVED BUSINESS - exit non members.**

Reserved items reported above were discussed in a closed session at the end of the meeting.



**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

**Board of Management Moray College**

**Committee Schedule of Meetings for 2019-20 in Board Room**

Week Commencing	Audit	Staff Governance	F & GP	LTQ	Board Development	Full Board
12/8/2019			15/8/2019			
19/8/2019					21/8/2019	
26/08/2019						
02/09/2019						
09/09/2019			10/9/2019 am			10/9/2019 pm
16/09/2019						
23/09/2019						
30/9/2019						GRADUATION 4/10/2019
7/10/2019	8/10/2019					
14/10/2019						
21/10/2019						
28/10/2019						29/10/2019
04/11/2019						
11/11/2019		12/11/2019 am		12/11/2019 pm		
18/11/2019						
25/11/2019	26/11/2019		26/11/2019			
02/12/2019						
9/12/2019						
16/12/2019						17/12/2019
23/12/2019						

**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

30/12/2019						
6/01/2020						
13/01/2020						
20/01/2020						
27/01/2020		28/1/2020				
3/02/2020						
10/02/2020						
17/02/2020	18/2/2020					
24/02/2020						
02/03/2020						
9/03/2020			10/3/2020			
16/03/2020				17/3/2020		
23/03/2020						24/3/2020
30/03/2020						
6/04/2020						
13/04/2020						
20/04/2020						
27/04/2020						
4/05/2020						
11/05/2020		12/5/2020				
18/05/2020	19/5/2020					
25/05/2020						
1/06/2020						
8/06/2020			9/6/2020			
15/06/2020				16/6/2020		
22/06/2020						23/6/2020



**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**  
**Agenda item: BM.19.3.12**

**Dates for FE Regional Board Meeting and University Court Meetings**

<b>UNIVERSITY COURT</b>		
18 September 2019	1400-1600	
27 November 2019	1400-1600	
18 March 2020	1400-1600	
17 June 2020	1400-1600	

**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

<b>FE REGIONAL BOARD (FERB)</b>		
3 September 2019	2.00 – 4.00 pm (Workshop 11.00 – 13.00 - tbc)	EO1-EO2, Executive Office, Ness Walk and by VC
7 November 2019	2.00 – 4.00 pm (Workshop 11.00 – 13.00 - tbc)	EO1-EO2, Executive Office, Ness Walk and by VC
12 February 2020	2.00 – 4.00 pm (Workshop 11.00 – 13.00 - tbc)	EO1-EO2, Executive Office, Ness Walk and by VC
5 May 2020	2.00 – 4.00 pm (Workshop 11.00 – 13.00 - tbc)	EO1-EO2, Executive Office, Ness Walk and by VC

**Monthly Meetings of Strategic Leadership Team – for information**

<b>2019</b>	<b>2020</b>
	15-1-2020
9-10-2019	12-2-2020
13-11-2019	11-3-2020
11-12-2019	22-4-2020
	13-5-2020
	10-6-2020

**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

***Board of Management Work Plan for 2019-20***

<i>Date</i>	<i>Event</i>	<i>Agenda or Outcomes</i>	<i>Responsibility of</i>	<i>Notes</i>
21-8-2019	Board Development Day with Strategic Leadership Team	Board of Management and the Strategic Leadership Team	Board Members Members of SLT Clerk Minute Secretary	1000-1600
31-08-2019	Declarations of Interest to be returned electronically		Clerk, Board Members and Minute Secretary	Once completed must be uploaded onto website
4-10-2019	<b><i>Graduation Day</i></b>			
10-9-2019	Board Surgery am	Opportunity for staff to meet with Board members privately to discuss issues of concern not able to be addressed by normal channels	Clerk Board Member	1000-1200
10-9-2019	Board Meeting pm	<ol style="list-style-type: none"> <li>Minutes of Board and Committee Meetings</li> <li>Principal's Report including: <ul style="list-style-type: none"> <li>Overview</li> <li>Review of Operational Plan</li> <li>Strategic Plan</li> <li>KPI Proposal</li> </ul> </li> <li>Minutes of FERB, Court</li> <li>Minutes of LTQC</li> <li>Update on Status of Audit Register</li> <li>Update on Curriculum Strategy</li> <li>Compliance with Good Governance checklist</li> <li>Update on Health and Safety</li> <li>Update on Finance</li> <li>Emerging Issues – <ul style="list-style-type: none"> <li>Update on Partnership Assembly</li> </ul> </li> </ol>	Chair Principal Clerk Minute Secretary SLT	

**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

		<ul style="list-style-type: none"> <li>11. HISA update</li> <li>12. Board and Committee Schedule and Work Plan 2019-20 – updated</li> <li>13. Standing Orders and Terms of Reference of Standing Committees</li> <li>14. Reserved Minutes</li> <li>15. Moray Growth Deal – verbal update</li> </ul>		
29-10-2019	Board Surgery am	Opportunity for staff to meet with Board members privately to discuss issues of concern not able to be addressed by normal channels	Clerk Board Member	
29-10-2019	Board Meeting – pm	<p>Agenda:</p> <ul style="list-style-type: none"> <li>1. Minutes of Board and Committee Meetings</li> <li>2. Principal's Report</li> <li>3. Minutes of Court and FERB</li> <li>4. Update on Health and Safety including incident report</li> <li>5. Update on Finance</li> <li>6. HISA update</li> <li>7. Emerging Issues <ul style="list-style-type: none"> <li>○ Update from Partnership Assembly</li> </ul> </li> <li>8. Verbal update from Board Development day</li> <li>9. EREP Draft document <ul style="list-style-type: none"> <li>○ including presentation by Director of Learning and Teaching</li> <li>○ Update on arrangements by Gill Ritchie - HMIE</li> </ul> </li> <li>10. Refined KPI's</li> <li>11. Refined Operational Plan 19-20</li> <li>12. New Code of Good Governance 2019 and implications of changes</li> <li>13. Update on Moray Growth Deal</li> </ul>	<p>Chair Principal Clerk Minute Secretary Nikki Yoxall SLT</p>	

**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

17-12-2019	Board Surgery	Opportunity for staff to meet with Board member privately to discuss issues of concern not able to be addressed by normal channels	Board Member Clerk	
17-12-2019	Board Christmas Dinner	Beechtree	Clerk	
17-12--2019	Board Meeting pm	<p>Agenda:</p> <ol style="list-style-type: none"> <li>1. Minutes of Board and Committee Meetings</li> <li>2. Principal's Report</li> <li>3. Minutes of FERB, Court and Partnership Council</li> <li>4. Update on Health and Safety including incident report</li> <li>5. Annual Health and Safety Report</li> <li>6. Sign off Health and Safety Policy Statement (Annually)</li> <li>7. Update on Finance</li> <li>8. Emerging Issues <ul style="list-style-type: none"> <li>○ Update on Partnership Assembly</li> </ul> </li> <li>9. HISA Update</li> <li>10. Policies Due for Review</li> <li>11. Review progress of Actions from Board Development Day</li> <li>12. Student Early Experience Survey</li> <li>13. Annual External Audit Report</li> <li>14. Audit Committee's annual Report to the Board</li> <li>15. EREP Final Report</li> <li>16. Statutory Accounts</li> </ol>	<p>Chair Principal Clerk Minute Secretary Nikki Yoxall Nick Clinton</p>	Statutory Accounts to be signed off at this meeting and forwarded to SFC before Colleges closes for Christmas Holidays
24-3-2020	Board Surgery – am	Opportunity for staff to meet with Board member privately to discuss issues of concern not able to be addressed by normal channels	Clerk Board Member	
24-03-2020	Board Development Meetings am	One to one Development Meetings and Training Plans	Chair Vice Chair Clerk	Schedule to be determined and circulated in advance of Meetings

**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

24-3-2020	Board Meeting pm	<p>Agenda:</p> <ol style="list-style-type: none"> <li>1. Minutes of Board and Committee Meetings</li> <li>2. Principal's Report</li> <li>3. Minutes of FERB, Court and Partnership Council</li> <li>4. Update on Health and Safety including incident report</li> <li>5. Update on Finance</li> <li>6. Emerging Issues <ul style="list-style-type: none"> <li>o Update on Partnership Assembly</li> </ul> </li> <li>7. Board Effectiveness Evaluations</li> <li>8. Policies due for Review</li> </ol>	<p>Chair Principal Quality Officer Clerk Minute Secretary</p>	<p>Revised Board Effectiveness Review Evaluations to be circulated with Board pack and returned to clerk by 30 April 2020</p>
23-6-2020	Board Surgery am	<p>Opportunity for staff to meet with Board member privately to discuss issues of concern not able to be addressed by normal channels</p>	<p>Board Member Clerk</p>	
23-6-2020	Board Meeting pm	<p>Agenda:</p> <ol style="list-style-type: none"> <li>1. Minutes of Board and Committee Meetings</li> <li>2. Principal's Report</li> <li>3. Minutes of FERB, Court and Partnership Council</li> <li>4. Update on Health and Safety including incident report</li> <li>5. Update on Finance</li> <li>6. Emerging Issues <ul style="list-style-type: none"> <li>o Update on Partnership Assembly</li> </ul> </li> <li>7. Policies Due for Review</li> <li>8. Student Satisfaction and Engagement Survey</li> <li>9. Board Evaluation Report</li> <li>10. HISA Report</li> </ol>	<p>Chair Principal Clerk HISA Reps Quality Officer Minute Secretary</p>	

**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

***Committee Plan - Audit Committee – 2019-20***

<i>Date</i>	<i>Event</i>	<i>Agenda or Outcomes</i>	<i>Responsibility of</i>	<i>Notes</i>
8-10-2019	Audit Committee am	Private Meeting between Audit Committee and Internal Auditors	Convenor Committee members	
8-10-2019	Audit Committee meeting pm	<p>Agenda:</p> <ol style="list-style-type: none"> <li>Minutes of Previous meetings</li> <li>Emerging Issues</li> <li>Internal Audit Plan 2019-20</li> <li>Internal Audit Progress Reports 2018-19</li> <li>Student Activity Data Report 2018-19</li> <li>Student Support Funds Report 2018-19</li> <li>SFC Student Support Funds Return 2018-19</li> <li>EMA Return 2018-19</li> <li>EMA Year-end Statement 2018-19</li> <li>Internal Audit Reports               <ul style="list-style-type: none"> <li>Procurement</li> </ul> </li> <li>Risk Register and Risk Appetite</li> <li>Update on Status of Audit Register</li> <li>Update on Status of Policy Schedule               <ul style="list-style-type: none"> <li>Summary overview on status of all policies</li> </ul> </li> <li>Annual Report of Audit Scotland on Colleges</li> <li>Draft Letter to EY to Those Charged with Governance</li> <li>Current arrangements for monitoring theft</li> </ol>	Convenor FD Internal Auditors External Auditors Clerk Minute Secretary Mr D Duncan	

**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

		<ul style="list-style-type: none"> <li>17. Report on NFI</li> <li>18. Annual Paper on Fraud</li> <li>19. Update on Quality Assurance and Improvement – Nikki Yoxall</li> <li>20. Review of Committees work planning</li> <li>21. Draft Annual Audit Report to the Board</li> </ul>		
26-11-2019	Audit Committee am	Private Meeting between Audit Committee and External Auditors	Convenor Audit Committee members External Auditors	
26-11-2019	Joint Audit & Finance and General Purposes Committee meeting pm	Agenda: <ul style="list-style-type: none"> <li>1. Minutes of Previous Meetings</li> <li>2. Emerging Issues</li> <li>3. Update on Audit Register</li> <li>4. Risk Register</li> <li>5. Internal Audit: Annual Report to the Board of Management and Principal on the provision of Audit Services 2018-19</li> <li>6. Internal Audit Plan 2019-20 and supporting timeline</li> <li>7. Internal Audit Reports: Henderson Loggie</li> <li>8. Policy Schedule               <ul style="list-style-type: none"> <li>a. Plan and timeline</li> </ul> </li> <li>9. External Audit: Ernst Young Draft Report on the 2018-19 Audit</li> <li>10. Audit Committee's Annual Report to the Board of Management</li> <li>11. Final version of completed checklist for Code of Good Governance</li> <li>12. Final letter to EY To Those Charged with Governance</li> <li>13. Statutory Accounts 2018-19</li> </ul>	Convenor FD Internal Auditors External Auditors Clerk Minute Secretary	



**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

18-02-2020	Audit Committee am	Review and refine Board and Committee Evaluation process and documentation	Convenor Clerk Director of Learning and Teaching	Circulate revised process and agreed documents to whole Board
18-02-2020	Audit Committee meeting pm	Agenda: <ol style="list-style-type: none"> <li>1. Minutes of Previous Meetings</li> <li>2. Emerging Issues</li> <li>3. Update on Audit Register</li> <li>4. Risk Register</li> <li>5. Internal Audit Plan 2019-20</li> <li>6. Internal Audit Progress Reports 2019-20</li> <li>7. Audit committee effectiveness review</li> <li>8. Appropriate Risk Training</li> <li>9. Possible framework for centralisation of resources and shared initiatives across UHI</li> <li>10. Draft letter response to EY letter to those charged with Governance</li> </ol>	Convenor FD Internal Auditors Clerk Minute Secretary	
19-05-2020	Audit Committee am			
19-05-2020	Audit Committee meeting pm	Agenda: <ol style="list-style-type: none"> <li>1. Minutes of Previous Meetings</li> <li>2. Emerging Issues</li> <li>3. Update on Audit Register</li> <li>4. Risk Register</li> <li>5. Internal Audit Progress Reports for 2019-20</li> <li>6. Internal Audit Plan for 2020-2021</li> <li>7. External Audit: Annual Audit Plan for the 2019-20 Audit</li> <li>8. Board and Committee Evaluation Report</li> </ol>	Convenor FD Internal Auditors External Auditors Clerk Minute Secretary	

**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

		9. Report to Committee on OSCR Return		
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**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

**Committee Plan – Staff Governance Committee – 2019-20**

<i>Date</i>	<i>Event</i>	<i>Agenda or Outcomes</i>	<i>Responsibility of</i>	<i>Notes</i>
12-11-2019 1000-1200	Staff Governance Committee	Agenda: <ol style="list-style-type: none"> <li>1. Minutes of previous Meetings</li> <li>2. Minutes of Health and Safety Meetings</li> <li>3. Emerging Issues</li> <li>4. HR Director's Report</li> <li>5. Whistleblowing cases</li> <li>6. Health and Safety Report</li> <li>7. Update on Culture and Values</li> <li>8. Policies due for Review</li> </ol>	Convenor HR Director (Officer) Committee Members Clerk	
28-1-2020 1000-1200	Staff Governance Committee	Agenda: <ol style="list-style-type: none"> <li>1. Minutes of previous Meetings</li> <li>2. Minutes of Health and Safety Meetings</li> <li>3. Emerging Issues</li> <li>4. HR Director's Report</li> <li>5. Health and Safety Report</li> <li>6. Update on Culture and Values</li> <li>7. Policies due for Review</li> </ol>	Convenor HR Director (Officer) Clerk Minute Secretary	
12-5-2020 1000-1200	Staff Governance Committee	Agenda: <ol style="list-style-type: none"> <li>1. Minutes of previous Meetings</li> <li>2. Minutes of Health and Safety Meetings</li> <li>3. Emerging Issues</li> <li>4. HR Director's Report</li> <li>5. Health and Safety Report</li> <li>6. Update on Culture and Values</li> <li>7. Policies due for Review</li> </ol>	Convenor HR Director (Officer) Clerk Minute Secretary	

**Committee Plan – Finance and General Purposes Committee – 2019-20**

<i>Date</i>	<i>Event</i>	<i>Agenda or Outcomes</i>	<i>Responsibility of</i>	<i>Notes</i>
10-9-2019	Finance & General Purposes Meeting commencing 1030	Agenda: 1. Minutes of Previous Meeting 2. Management Accounts to 31 July 2019 3. Financial forecast Return 4. Cash Flow 5. Pension Update 6. 2019-20 Budget Update 7. Estates Update 8. Emerging Issues 9. Update on Commercialisation 10. Risk Register 11. Policies due for Review	Convenor FD Clerk Minute Secretary	
26-11-2019	Finance and General Purposes Meeting am	Agenda: 1. Minutes of Previous Meeting 2. Emerging Issues 3. Financial Update 4. Update on Commercialisation 5. F&GP Annual Report to the Board 6. Draft Statutory Accounts 2018-19 7. Policies due for Review	Convenor FD Clerk Minute Secretary	
26-11-2019	Joint Audit & Finance and General Purposes Committee meeting pm	Agenda: 14. Minutes of Previous Meetings 15. Emerging Issues 16. Update on Audit Register 17. Risk Register	Audit Convenor FD Internal Auditors External Auditors Clerk Minute Secretary	26-11-2019

**BOARD AND COMMITTEE PLAN FOR MORAY COLLEGE BOARD OF MANAGEMENT 2019-20 Version 2**

**Agenda item: BM.19.3.12**

		<ul style="list-style-type: none"> <li>18. Internal Audit: Annual Report to the Board of Management and Principal on the provision of Audit Services 2018-19</li> <li>19. Internal Audit Plan 2019-20 and supporting timeline</li> <li>20. Internal Audit Reports: Henderson Loggie</li> <li>21. Policy Schedule <ul style="list-style-type: none"> <li>a. Plan and timeline</li> </ul> </li> <li>22. External Audit: Ernst Young Draft Report on the 2018-19 Audit</li> <li>23. Audit Committee's Annual Report to the Board of Management</li> <li>24. Final version of completed checklist for Code of Good Governance</li> <li>25. Statutory Accounts 2018-19</li> </ul>		
10-3-2020	Finance and General Purposes am	One to One Development Meetings	Chair Vice Chair Committee Members Clerk	Schedule of development meetings to be circulated
10-3-2020	Finance and General Purposes Committee meeting pm	<p>Agenda:</p> <ul style="list-style-type: none"> <li>1. Minutes of Previous Meeting</li> <li>2. 2019-20 Financial Forecast Return – comparison v budget</li> <li>3. Management Accounts to 31 January 2020</li> <li>4. 2020-21 Budget process update</li> <li>5. Estates Update</li> <li>6. Update on Commercialisation</li> <li>7. Risk Register</li> <li>8. Emerging Issues</li> <li>9. Policies due for Review</li> </ul>	Convenor FD Clerk Minute Secretary	Committee Members to return Completed Committee Effectiveness Reviews to Clerk by 31 March 2018

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**Agenda item: BM.19.3.12**

		10. Committee Effectiveness Review		
9-6-2020	Finance and General Purposes Committee meeting pm	Agenda: <ol style="list-style-type: none"> <li>1. Minutes of Previous Meeting</li> <li>2. Quarter 3 Management Accounts</li> <li>3. Cash Flow Forecast 2019-20</li> <li>4. Draft Financial Forecast Return 2020-2021</li> <li>5. Update on Commercialisation</li> <li>6. Emerging Issues</li> <li>7. Estates Update</li> <li>8. Risk Register</li> <li>9. Policies due for Review</li> </ol>	Convenor FD Clerk Minute Secretary	

**Committee Plan – Learning Teaching & Quality Committee: 2019-20**

<i>Date</i>	<i>Event</i>	<i>Agenda or Outcomes</i>	<i>Responsibility of</i>	<i>Notes</i>
12-11-2019	LTQC Meeting	<ol style="list-style-type: none"> <li>1. Minutes of Previous Meetings</li> <li>2. EREP Final document for 2018-19</li> <li>3. CCM Report</li> <li>4. RIKE Report</li> <li>5. Learning and Teaching Review update</li> <li>6. Quality Cycle</li> <li>7. Student Early Experience Survey</li> <li>8. Implementation of Curriculum Strategy</li> <li>9. Quality Toolkit Development</li> <li>10. MORAGGA</li> <li>11. Emerging Issues</li> <li>12. Policies due for Review</li> </ol>	Principal Officer Clerk Minute Secretary	
17-3-2020	LTQC Meeting	<ol style="list-style-type: none"> <li>1. Minutes of Previous Meetings</li> <li>2. CCM Report</li> <li>3. RIKE Report</li> <li>4. Learning and Teaching Review update</li> <li>5. Quality Cycle</li> <li>6. MORAGGA</li> <li>7. Emerging Issues</li> <li>8. Policies due for Review</li> </ol>	Principal Officer Clerk Minute Secretary	
9-6-2020	LTQC Meeting	<ol style="list-style-type: none"> <li>1. Minutes of Previous Meetings</li> <li>2. CCM Report</li> <li>3. RIKE Report</li> <li>4. Learning and Teaching Review update</li> <li>5. External Verification visit Outcomes</li> <li>6. Quality Cycle</li> <li>7. Student Survey</li> <li>8. MORAGGA</li> <li>9. Emerging Issues</li> </ol>	Principal Officer Clerk Minute Secretary	

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		10. Policies due for Review		
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