

**BOARD OF MANAGEMENT**

Special Meeting to be held

On 28 April at 1230 hours by Skype

Agenda Number	Item	Presented By	Action Required: Decision, Discussion, For Noting
BM.20.01.01	(i) Resignations	Clerk	Noting
	(ii) Appointments		
BM.20.01.02	Apologies for Absence	Clerk	Noting
BM.20.01.03	Any Additional Declarations of Interest including specific items on this Agenda.	Chair	Noting
BM.20.01.04	Draft Minutes of Board Meeting held on 16 December 2019 *	Chair	Decision
BM.20.01.05	Matters Arising from Board Meeting held on 16 December 2019 *	Clerk	Noting
BM.20.01.06	Response to Coronavirus	D Duncan	Discussion
BM.20.01.07	Principal's Report including KPIs	D Patterson	Noting
BM.20.01.08	Date of next meeting – 23-6-2020	Clerk	Noting
RESERVED ITEMS			
BM.20.01.09	Reserved Draft Minutes of Board Meeting 16 December 2019 *	Chair	Noting
BM.20.01.10	Reserved Matters Arising/Actions from Board Meeting 16 December 2019 *	Clerk	Noting
BM.20.01.11	Finance Update		
	(i) Revised FFR 2019-20	S McInnes	Discussion
	(ii) 2020-21 Budget including reductions	S McInnes	Discussion



BOARD OF MANAGEMENT
Draft Minutes of Meeting held on
Monday 16 December 2019
At 1330 hours in the Board Room

Present:

Mr Peter Graham (Chair)	Mrs Rosemary McCormack
Mr Joe Bodman	Miss Caroline Webster
Mr Murray Easton	Dr Jessie McLeman
Mr Kyle Gee (HISA)	Mrs Joan Johnston
Mrs Dawn McKinstrey	Mrs Deborah Newton
Mrs Anne Campbell	Mr Paul Mitchell
Mr David Patterson	Mrs Seonaid Mustard

In Attendance:

Mrs Nikki Yoxall
Mrs Carolyn Thomson
Mrs Sandra Marshall
Ms Michaela Munro
Mrs Cathie Fair (Clerk)

Item		Action	Date
BM.19.5.01	(i) Resignations		
1.1	There were no resignations.		
	(ii) Appointments		
1.2	Mrs Anne Campbell Mrs Dawn McKinstrey Mr Paul Mitchell The above members were welcomed to the Board by the Chair, who also noted that the new Finance Director, Shelly McInnes had taken up her post.		
BM.19.5.02	Apologies for Absence		
2.1	Apologies had been received from: Mr James Knowles Mr Jeremie Fernandes Mrs Shelly McInnes Mr Nathan Sanderson Mrs Kelly Strachan		
BM.19.5.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	No additional declarations of interest were noted.		

Draft Minutes of Board Meeting 16 December 2019
Agenda item: BM.20.01.04

BM.19.5.04	Draft Minutes of Board meeting held on 29 October 2019		
4.1	The Minutes were accepted as an accurate record of the meeting. Proposed: Dr J McLeman Seconded: Mr J Bodman		
BM.19.5.05	Draft Matters Arising/Action sheet from Board meeting held on 29 October 2019		
5.1 Action	The majority of actions were either completed or were on the Agenda for discussion apart from the following: <u>6.1</u> – Health and Safety Incidents – HISA to conduct benchmarking with other Colleges – Mr Sanderson is still investigating this - remains ongoing.	Mr Sanderson	March Board
5.2 Action	<u>8.4</u> - Curriculum Analysis Report – Mrs Newlands to keep Board informed of future developments – to go to June Board meeting	Mrs Newlands	June 2020 Board
5.3	<u>8.1</u> - Board requested sight of the Financial sustainability Plan under 3.3 Mrs Fair had requested this on two occasions but to date has received no response – to send further request.	Mrs Fair	Immediate
5.4 Action	Dr McLeman and Mrs Yoxall had a useful meeting on HE Quality Monitoring processes. It was suggested that in future HE Quality outcomes be brought to the Board.	Dr McLeman Mrs Yoxall	As required.
BM.19.5.06	Moray Growth Deal – RESERVED		
6.1	This item is reserved and the Minute held in confidence.		
BM.19.5.07	Principal's Report		
	The Principal's Report consisted of		
	(i) KPIs		
7.1	The KPI spreadsheet showed a decline in HE funded FTEs currently sitting at 848 and predicting 874 which is well down on previous year. This represents an additional shortfall in funding of £300K. The Board spent time considering the reasons behind this. The issue of the College having little control over marketing for HE was discussed and it was noted Moray College raised the issue of a regional approach to marketing well over a year ago. College has been very proactive in areas they have control over. It was noted however, that the current 16+ demographic is improving.		
	(ii) Health and Safety Update		
7.2.1	A variety of documents was included providing an update and assurances to the Board on health and safety.		
7.2.2	Miss Webster raised the issue of CDM element of Health and Safety and the changes which came into effect in 2015. The Board noted it is essential that the College ensures these are being covered.		

Draft Minutes of Board Meeting 16 December 2019

Agenda item: BM.20.01.04

Action	To prepare a report for next Staff Governance Committee	Mr Duncan	28-1-2020 SGC
	(iii) Budget/FFR Update - Reserved		
7.3	This item is reserved and the Minute held in confidence.		
BM.19.5.08	Minutes of Committee Meetings		
	(i) Draft Minutes of Staff Governance Committee held on 12 November 2019	Mrs Mustard	
8.1	The Draft minutes were circulated for information. Of particular note was the fact that the Staff Governance Committee decided that their main focus should continue to be the Culture and Values as outlined in the College's Strategic Plan.		
8.2	The Board sought further clarification over a particularly challenging JCC meeting followed by a communication from promoted staff indicating areas of dissatisfaction some of which related to SLT.		
Action	It was agreed that SGC will report back to the Board on this at next meeting.	Mrs Mustard Mrs Thomson	Jan SGC Mar Board
8.3	The Board questioned how the College will cover Health and Safety from January 2020.		
Action	Board to be kept informed of this ASAP and before the end of January 2020	Mr Patterson	31-1-2020
	(ii) Draft Minutes of Learning, Teaching and Quality Committee held on 12 November 2019	Mr Patterson	
8.2	The minutes were circulated for information and noting.		
	(iii) Draft Minutes of finance and General Purposes Committee held on 26 November 2019	Mr Easton	
8.3	The minutes were circulated for information and noting.		
	(iv) Draft Minutes of Joint meeting of Audit and Finance and General Purposes Committee held on 26 November 2019	Dr McLeman	
8.4	The minutes were circulated for information and noting. Dr McLeman highlighted 8.4.1 – Internal Audit Plan and noted that Budgetary Control is currently on hold. Since that meeting it has emerged that, despite previous advice, the College will be required to undertake an externally facilitated effectiveness review in 2020 and it was suggested that the money that would have been used for Budgetary Control should be diverted to this.		
BM.19.5.09	Draft Minutes of FERB 7 November 2019		
10.1	The Minutes were circulated for noting Mr Graham highlighted in particular that UHI to consider FFR jointly in future. He was asked to comment on other colleges' FFR and understands that 3 Colleges have been unable to submit a balanced FFR.		

Draft Minutes of Board Meeting 16 December 2019
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BM.19.5.10	Draft Minutes of UHI Court 27 November 2019		
10.1	The minutes were not available at present.		
BM.19.5.11	Early Experience Survey		
11.1	Mrs Yoxall highlighted key elements of the Early Experience Survey which had returned a response rate of 65.6% which is above the target of 60% and the fact that 95% of students overall are satisfied with their course. An Action plan has been developed through the Quality Office to address any issues identified as having a lower satisfaction rate. Training sessions with staff on interrogating data will take place in January. Overall a very positive report.		
BM.19.5.12	Finance Update - RESERVED		
	(i) Finance and General Purposes annual Report to the Board		
12.1	This item is reserved and the Minute held in confidence		
	(ii) Q1 Management Accounts		
12.2	This item is reserved and the Minute held in confidence.		
BM.19.5.13	Emerging Issues		
	(i) UHI Tertiary Committee		
13.1	A paper had been circulated for information and Mr Graham explained the proposals more fully. After some deliberation it was agreed that Mr Graham will draft a response to the effect that they are happy with the direction of travel but have some concern over certain areas, in particular the issue of HE funding.		
<i>Note</i>	<i>Mr Joe Bodman left the meeting at 1640 hours</i>		
	(ii) Draft Committee Schedule		
13.2.1	A draft Committee schedule for 2020-21 had been circulated for information and any feedback. The Board asked Mrs Fair to ensure no Board meeting clashes with FERB meetings during this period.	Mrs Fair	ASAP
Action			
13.2.2	Mrs Yoxall requested that the Board form a short life working group to agree on the EREP prior to the Board meeting scheduled for 27-10-2020	Mrs Fair SLWG	Prior to 27-10-2020
Action			
	(iii) Updated Committee Schedule		
13.3	An updated Committee schedule was circulated which allocated the new Board members to relevant committees according to their expertise.		
	(iv) Notes from Partnership Assembly		
13.4	Notes from the Partnership Assembly on 29-11-2019 had been circulated for information.		
BM.19.5.14	HISA Report		
14.1	Mr Gee provided a verbal update on the work of HISA over the past weeks as outlined in the report.		
14.2	The Board were impressed that HISA had founded an Eco Group to work towards making Moray College UHI more sustainable. They questioned whether the		

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	College has a Sustainability Policy and it was suggested that this be monitored and be included in the KPI's		
Action	To ensure Sustainability is included in KPIs and report back to next Board meeting.	Mr Patterson	24-3-2020
BM.19.5.15	Moray College UHI Revised Standing Orders and Terms of Reference		
15.1	The revised Standing Orders were approved by the Board subject to a minor amendment to the Terms of Reference of F&GP Committee. It was also agreed that the Standing Orders be reviewed in June 2020 once the impending changes to the Code of Good Governance have been confirmed.		
Action	To revise the wording of TOR of F&GP in relation to Financial Risk Management on Business Continuity.	Mrs Fair	Immediate
Action	Standing orders to be reviewed at June 2020 Board meeting.	Mrs Fair	June 2020
15.2	It was suggested a non-executive Board member should Chair the LTQC rather than the Principal and it was agreed the Chair and Clerk should review this situation.		
Action	Mr Graham and Mrs Fair to discuss who should Chair LTQC in future.	Mr Graham Mrs Fair	ASAP
BM.19.5.16	Date of next meeting – 24 March 2020		
RESERVED ITEMS			
BM.19.5.17	Draft Reserved Minutes of Board of Management Meeting held on 29 October 2019		
17.1	This item is reserved and the minute held in confidence.		
BM.19.5.18	Draft Reserved Matters Arising of Board of Management meeting held on 29 October 2019		
18.1	This item is reserved and the minute held in confidence.		
BM.19.5.19	Reserved Minutes of Committee Meetings		
	(i) Draft Reserved Minutes from meeting of Staff Governance Committee held on 12 November 2019		
19.1	This item is reserved and the minute held in confidence.		
	(ii) Draft Reserved Minutes of Learning, Teaching and Quality Committee held on 12 November 2019		
19.2	This item is reserved and the minute held in confidence.		
	(iii) Draft Reserved Minutes of Finance and General Purposes Committee held on 26 November 2019		
19.3	This item is reserved and the minute held in confidence.		

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	(iv) Draft Reserved Minutes of Joint Audit and Finance and General Purposes Committee held on 26 November 2019		
19.4	This item is reserved and the minute held in confidence.		
BM.19.5.20	Annual External Audit Report 2018-19		
20.1	This item is reserved and the minute held in confidence.		
BM.19.5.21	Annual Statutory Accounts 2018-19		
21.1	This item is reserved and the Minute held in confidence.		
BM.19.5.22	Audit Committee's Annual Report to the Board 2018-19		
22.1	This item is reserved and the minute held in confidence.		
	<i>Meeting closed at 1730 hours</i>		

Matters Arising/actions from Board Meeting 16 December 2019
Agenda Item: BM.20.01.05

ITEM		ACTION BY	DATE	Update
BM.19.5.05	Draft Matters Arising/Action Sheet from Board meeting held on 29 October 2019			
5.1	6.1 – Health and Safety incidents – HISA to conduct benchmarking with other UHI Colleges – remains outstanding – Mr Sanderson is still investigating this.	Mr Sanderson	March Board	
5.2	8.4 – Curriculum Analysis Report – Mrs Newlands to keep Board informed of future developments – to go to June Board Meeting	Mrs Newlands Mrs Fair	June Board	Carried forward to June 2020
5.3	Request for UHI Financial Sustainability Plan to be followed up again.	Mrs Fair	Immediate	Completed, circulated
5.4	Board to be kept informed of HE Quality Monitoring Outcomes when available.	Mrs Yoxall	As required	
BM.19.5.07	Principal's Report			
	(ii) Health and Safety Update			
7.2.2	Miss Webster raised issue of CDM element of Health and Safety and changes which came into effect in 2015 – Mr Duncan to prepare a report for next Staff Governance Committee	Mr Duncan	28-1-2020	Completed – went to SGC on 28-1-2020
BM.19.5.08	Minutes of Committee Meetings			
	(i) Draft Minutes of Staff Governance Committee held on 12 November 2019			
8.2	SGC to report back to the Board on issue of communication on areas of dissatisfaction to SLT from Levels, 1, 2 and 3 staff.	Mrs Mustard Mrs Thomson	Jan SGC March Board	On Agenda
8.3	Board to be kept informed on how College will cover Health and Safety responsibilities from Jan 2020.	Mr Patterson	ASAP and by 31-01-2020	Completed – communication sent
BM.19.5.13	Emerging Issues			
	(i) UHI Tertiary Committee			
13.1	Mr Graham to draft a response to the proposals outlined in the paper circulated.	Mr Graham	Immediate	
	(ii) Draft Committee Schedule			

Matters Arising/actions from Board Meeting 16 December 2019
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13.2.1	Mrs Fair to ensure no Board meeting clashes with FERB meetings during this period.	Mrs Fair	ASAP	Completed although question mark over FERB
13.3.3	Mrs Yoxall requested that the Board form a short life working group to agree on the EREP prior to the Board meeting scheduled for 27-10-2020.	Mrs Fair SLWG	Prior to 27-10-2020	Carried forward
BM.19.5.14	HISA Report			
14.1	To ensure sustainability is included in KPIs and report back to next Board meeting	Mr Patterson	24-3-2020	SLT have been working on this
BM.19.5.15	Moray College UHI Revised Standing Orders and Terms of Reference			
15.1.1	To revise the wording of the terms of reference of F&GP in relation to Financial Risk Management on Business Continuity.	Mrs Fair	Immediate	Completed
15.1.2	Standing orders to be reviewed at June 2020 Board meeting	Mrs Fair	June 2020	Carried forward
15.2	It was suggested that a non-executive Board member should chair LTQC. Mr Graham and Mrs Fair to discuss this.	Mr Graham Mrs Fair	ASAP	Under consideration

Committee:	Board of Management			
Subject/Issue:	COVID-19 - Business Continuity Update			
Brief summary of the paper:	<p>The College Business Continuity (BCP) Plan has been closed following a successful move to COVID-19 lockdown arrangements with College staff and students now engaging effectively from home using technology.</p> <p>The BCP event log is attached for information and provides an overview of activities since the 24th January when NHS Highland first contacted the UHI Partnership to raise a specific public health issue.</p> <p>All College risk register items are in scope of the COVID-19 crisis, with particular concern around the health and wellbeing of staff, students and board members, loss of income, failure to hit contracted volumes of activity, student outcomes and on-going site security and safety of the College estate.</p> <p>The College will now move into the next phase of planning for the future in collaboration with UHI and key stakeholders across the sector.</p>			
Action requested/decision required:	For discussion			
Status: (please tick ✓)	Reserved:		Non-reserved:	✓
Date paper prepared:	22 nd April 2020			
Date of committee meeting:	28 th April 2020			
Author:	Derek Duncan			
Link with strategy: 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.	All risk register items are in scope.			

Equality and diversity implications:	Yes
Resource implications: <i>(If yes, please provide detail)</i>	Significant
Risk implications: <i>(If yes, please provide detail)</i>	Significant – all risk register items are in scope of the impact caused by COVID-19.

MORAY COLLEGE UHI - COVID-19 BCP EVENT LOG

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
		EVENTS PRIOR TO FULL BCP BEING TRIGGERED			
1	24/1/20	<p>Email circulated by Steven Gregg, UHI from NHS Highland requesting details of any recent or planned visits to Wuhan, China.</p> <p>The information was shared with the Strategic Leadership Team (SLT) and no concerns were found in relation to the request.</p> <p>SLT noted the need to monitor the situation.</p>	D Duncan	CLOSED	24/1/20 08:40
2	30/1/20	<p>Coronavirus poster campaign launched in College in line with request from First Minister to all educational establishments.</p> <p>Sent to staff and all students.</p> <p>Information cascaded by HR and Student Services.</p>	C Thomson H Henderson	CLOSED	30/1/20 14:03
3	5/2/20	<p>Alerted by SCIL of likely supply chain issues with HP due to disruption in China.</p> <p>College not impacted due to planned reduced spend on IT.</p> <p>No action required.</p>	D Duncan	CLOSED	5/2/20 11:28
4	11/2/20	All staff referred to the NHS Inform website for important information about coronavirus, symptoms and self help.	C Thomson	Closed	11/2/20
5	25/2/20	A staff member reported that they had just returned from Italy.	D Duncan S Liondaris	CLOSED	26/2/20 10:00

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
		<p>Discussion confirmed that the staff member had only been in Rome for the 6 Nations Rugby weekend and therefore, in line with the Government guidance, self-isolation was not required.</p> <p>The staff member was made aware of the official guidance.</p>			
6	26/2/20	<p>Further discussion within SLT.</p> <p>D Duncan alerts SLT to significant risk to College due to coronavirus and the need to start wider preparation to deal with any scenario.</p> <p>D Duncan attended the UHI H&S Practitioners group PM and discussed COVID-19 issues and noted creation of central UHI web page for information:</p> <p>https://www.uhi.ac.uk/en/students/support/novel-coronavirus/</p>	D Duncan	CLOSED	26/2/20 13:59
7	27/02/20	<p>College informed of SFC page for COVID-19 related information.</p> <p>http://www.sfc.ac.uk/COVID-19/COVID-19.aspx</p> <p>Website was checked and content noted.</p>	D Duncan	CLOSED	27/2/20 16:30
8	28/2/20	<p>New COVID-19 guidance issued by Health Protection Scotland for educational settings.</p> <p>Document shared with SLT.</p>	D Duncan	CLOSED	
9	28/2/20	<p>UHI global marketing update received.</p> <p>Marketing contacts start preparing for communication.</p>	D Duncan	CLOSED	28/2/20 10:21
10	28/2/20	<p>College response plan drafted in line with approach covered in College BCP.</p> <p>COVID-19 Scenarios documents.</p>	D Duncan	CLOSED	3/2/20 12:00

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
		Risk register established.			
11	2/3/20	Update from John Maher to request testing of LIS/BCP plans in response to coronavirus and for copies of any local plans. BCP and draft coronavirus specific response plan shared.	D Duncan	CLOSED	2/3/20 15:45
12	2/3/20	College BCP shared with Roger Sendall (EO main BCP contact).	D Duncan	CLOSED	2/3/20 16:48
13	3/3/20	Communication to all staff to remind them to register for two-factor authentication for email as this is likely to be a key communication tool for staff at home during any coronavirus related incident.	D Duncan	CLOSED	3/3/20 8:48
14	3/3/20	D Duncan general catch up with John Maher to discuss coronavirus response related work. Capacity issues with Citrix noted as a concern, but cost to upgrade not affordable.	D Duncan	CLOSED	3/3/20 10:32
15	3/3/20	Discussion by email with Mike MacDonald to discuss key ICT systems and priorities for support.	D Duncan	CLOSED	3/3/20 11:12
16	4/3/20	Updated information from Wendy Wallace on coronavirus cleaning standards. Shared information with Ronnie Lees (Facilities Supervisor)	D Duncan	CLOSED	4/3/20 13:34
17	4/3/20	Emergency Management Team additional members identified and draft response plan distributed to each staff member.	D Duncan	CLOSED	5/3/20

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
18	5/3/20	Received an email from Stacey Toner indicating concerns from students and whether or not their health condition required any action. The students were directed to the NHS Inform guidance.	D Duncan	CLOSED	5/3/20 12:18
19	5/3/20	Full BCP activated and first meeting with all EMT Members held 5/3/20 EVENT LOG UPDATED FINANCIAL LOG UPDATED			
20	5/3/20	Updated and shared the COVIF-19 response plan with the EMT. Full meeting held with all EMT members to discuss roles and responsibilities in the event of a partial or full response to COVID-19 incident in College. Support staff line managers briefed on areas. Directors to brief teaching teams on preparation.	D Duncan	CLOSED	5/3/20 12:31
21	5/3/20	J Taylor update from Move4Ward staff regarding the COVID-19 situation. Discussion took place to review likely scenarios i.e. the building lockdown.	J Taylor D Duncan	CLOSED	5/3/20 17:10
22	6/3/20	Request from DYW for full copies of our coronavirus planning document. This was refused as it contained security information and it was not something to be shared with a 3 rd party organisation. The approach we were taking was however outlined to provide re-assurance.	D Duncan	CLOSED	10:50
23	6/3/20	SFC Coronavirus questionnaire completed and returned.	SLT	CLOSED	6/3/20 11:49
24	9/3/20	Alerted to fake communications around the University sector and noted that all staff and students would require a reminder.	D Duncan	CLOSED	9/3/20 12:00

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
25	9/3/20	Scottish Government Handwashing poster and COVID-19 entry door signage created.	Site Assistants ITU Team	CLOSED	9/3/20 16:53
26	9/3/20	Communication to all staff and students prepared. Communication sent 10/3/20.	D Duncan	CLOSED	10/3/20 11:23
27	10/3/20	Advice sought from insurance supplier regarding 3 rd party tenants in AGBC building. Confirmed that cover at risk if Government COVID-19 guidance not followed and no cover for business disruption.	M Munro	CLOSED	10/3/20 10:38
28	10/3/20	Update to all EMT members on issues to date.	D Duncan	CLOSED	10/3/20 11:55
29	10/3/20	Request for additional sanitiser bottles in student services.	R Lees	CLOSED	10/3/20 12:05
30	10/3/20	In response to the change in Self Isolation rules announced 9/3/20, HR and Student services were updated on what to do with staff and students in terms of absence recording.	H Henderson C Lambourne	CLOSED	10/3/20 12:08
31	10/3/20	All doors checked - posters in place across the estate and all toilet areas to promote handwashing. Sanitisers in place at all doors. Stock checked	Site Assistants	CLOSED	10/3/20
32	10/3/20	Concern raised by a student on placement. Advice given in line with Government and placement continued	D Duncan	CLOSED	11/3/20 09:02
33	11/3/20	Request from UAL for the names of any student who as self-isolating.	D Duncan	CLOSED	11/3/20 9:38

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
		The information was refused. DPO provided with update.			
34	11/3/20	Concern raised about Staff member ERASMUS trip to Belgium w/b 16 th March. Cancelled by the College 12/3/20 due to travel risk.	D Duncan	CLOSED	12/3/20 12:00
35	11/3/20	Testing of remote access of HR World Service (HRWS) by HR and Payroll staff, the HR and Payroll System	C Thomson	Closed	18/3/20
36	12/3/20	Cancellation of the Blue Light Festival due to expected pressure on emergency services, noting that some exhibitors had already withdrawn.	J Taylor	Closed	12/3/20
37	12/3/20	Contact with Software for People, provider of HRWS, seeking clarity on their BCP	C Thomson	Closed	12/3/20
38	12/3/20	Permission sought from key staff members in input, processing and support of HRWS	C Thomson	Closed	13/3/20
39	12/3/20	EMT Communication increasing preparation for full emergency and closure.	D Duncan	CLOSED	12/3/20 08:36
40	12/3/20	SLT meeting and key decision on travel: Communication to all staff: All travel to outside of the UK is now suspended. ERASMUS administrator contacted regarding future travel plans for staff and students.	SLT	CLOSED	12/3/20 11:19
41	12/3/20	Further discussion with Kelly McLaren regarding a sports trip to France in May.	D Duncan	CLOSED	16/3/20 08:30

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
		Decision to cancel eventually taken on 16 th March.			
42	12/3/20	Communication to surveyor and roofing contractor regarding on-going roofing works and coronavirus risk. Assurance on preparations was provided.	D Duncan	CLOSED	12/3/20 13:46
43	12/3/20	VC with ICT teams to discuss preparations for coronavirus (Chaired by John Maher, LIS).	D Duncan	CLOSED	12/3/20 16:00
44	13/3/20	Provision of details to Software for People on restricted basis for contingency arrangements for HRWS (if required)	C Thomson	Closed	13/3/20
45	13/3/20	Query raised by member of staff – will they be paid in the event they are self-isolating, guidance issued upon receipt of government and SC clarification, FAQ addresses	C Thomson	Closed	24/3/20
46	13/3/20	Self isolation guidance changed – updated instructions to all staff and students.	D Duncan	CLOSED	13/3/20
47	13/3/20	Attended emergency meeting with EO and partners 11:30am D Duncan/D Patterson Partnership BCP now live (Fiona Larg and Roger Sendall are key contacts) Updated information on College BCP approach sent to Chair and Vice Chair of the Board of Management. Partnership EMT chaired by UHI Principal an attended by partner Principals and BCP contacts.	D Duncan D Patterson	CLOSED	13/3/20 14:41
48	15/3/20	Updated information to SLT on suspension of face to face teaching by a number of Universities. Noted that:	D Duncan	CLOSED	15/3/20 19:28

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
		1) Need to prepare to close down f2f lectures soon. 2) Updated comms to staff. 3) Note to teams to prepare for remote learning. 4) Ramping up closure preparation 5) First aider update guidance to be looked into asap.			
49	16/3/20	SLT meeting to discuss preparation. First indication of self-isolation (Art student), but not a confirmed case.	SLT	CLOSED	16/3/20 12:00
50	16/3/20	Colleges Scotland questionnaire response completed and sent.	SLT	CLOSED	16/3/20 17:00
51	16/3/20	Emergency meeting with all partners – Decision taken to suspend face to face lectures at close of play on 20th March 2020. UHI Communication sent to everyone at 15:30 Colleges Scotland Guidance received and shared. Updated LIS questions in terms of remote working preparation for staff.	D Patterson UHI Comms	CLOSED	16/3/20 16:30
52	16/3/20	Update communication sent to all staff and students.	D Patterson	Closed	16/3/20
53	17/3/20	Emergency meeting with all promoted lecturers 16:00 on the Lecture Theatre. Instructions provided on what needs to be achieved to ensure we can move delivery of learning and teaching to remote working across the curriculum.	C Newlands N Yoxall D Patterson	Closed	17/3/20
54	17/3/20	Emergency meeting – decision taken to close face to face teaching at close of play 17th March. UHI Communication sent to everyone at 11:30	D Patterson	CLOSED	17/3/20 11:32

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
		<p>SLT discussion on closure arrangements – decision taken to shutdown College from Wednesday at 4:30 with only essential staff involved in shutdown activities on site for the rest of the week.</p> <p>Emergency meeting with senior heads of section to plan shutdown</p> <p>Decision taken not to deliver to schools on Wednesday.</p>			
55	17/3/20	College BCP Contacts shared with Colleges Scotland (D Duncan and D Patterson)	J Melrose	CLOSED	17/3/20 16:30
56	17/3/20	<p>Communication to all College staff:</p> <p>College to close at 5pm on 18th March.</p> <p>Some staff to remain on site to close the building down and carry out essential business.</p> <p>Plan to keep the campus open as long as possible, but with all staff working remotely.</p>	D Patterson	CLOSED	17/3/20 15:45
57	18/3/20	<p>D Patterson & D Duncan attended partnership emergency management team meeting by VC.</p> <p>EMT now in place for all weekdays from 9:00am by VC.</p>	D Patterson D Duncan	CLOSED	18/3/20 11:00
58	18/3/20	All staff communication issued with information relating to remote working, wellbeing, line management, payroll, HR queries, reporting of absence, communications etc	D Patterson	Closed	18/3/20
59	18/3/20	<p>Urgent advice from Colleges Scotland Shared with SLT.</p> <p>Key message is to cease face to face teaching immediately.</p>	J Melrose	CLOSED	18/3/20

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
60	18/3/20	<p>SLT agreed arrangements for the rest of the week – Campus to close on Friday PM once tenants move out of AGBC.</p> <p>Update: Both tenants were clear of the building by 15:30 on Friday (Ronnie Lees assisted Move4Ward, Paramedics moved out all necessary items).</p>	SLT	CLOSED	21/3/20 15:30
61	18/3/20	<p>Concern raised by Unison staff side rep as to why cleaners were still on site at 5pm as all other staff had been asked to leave. These staff were not essential according to Unison.</p> <p>D Duncan contacted Ronnie Lees and instructed him to send a message to the cleaners that they were not required.</p> <p>Subsequent to that, 2 cleaners volunteered to stay on site to help with shutdown.</p>	D Duncan	CLOSED	18/3/20 17:00
62	18/3/20	<p>mc.information@uhi.ac.uk email address created and included in all student communication.</p> <p>Information to students published on College web site covered info. on funding and support services.</p>	Marketing	CLOSED	18/3/20 16:39
63	19/3/20	<p>Estates planning discussions due to campus closure.</p> <p>Regular maintenance cancelled – Ground Control gritting. Angela to check others and cancel as appropriate.</p> <p>Key planned maintenance for Easter to be put on hold to see how the situation develops (McDonald and Munro and Moray Fire – compliance testing).</p>	A Murphy	CLOSED	19/3/20 17:30

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
64	20/3/20	<p>Building is closed down.</p> <p>Check on last remaining staff one site (SLT members, Finance and external lets).</p> <p>Final March Payroll related work completed.</p> <p>Signs erected at doors to promote mc.information@uhi.ac.uk email address.</p> <p>Arrangements for closure put in place:</p> <ul style="list-style-type: none"> • Site assistant rota developed - Ronnie Lees • Suppliers contacted and scheduled maintenance cancelled (Angela Murphy) • Confirmation on mail collection – Stuart Cruickshank had already made arrangements. <p>College closed from 3.30pm and all buildings secured and alarmed.</p>	R Lees	CLOSED	19/3/20 15:30
65	20/3/20	All staff communication, thanks and key goals	D Patterson	Closed	20/3/20
66	20/3/20	HR Coronavirus Contacts Meeting (UHI partner HR reps)	C Thomson	Closed	30/2/20
67	24/3/20	All Staff communication, further information regarding remote working expectations, attaching FAQs and Working At Home Advice documents.	D Patterson	Closed	24/3/20
68	26/3/20	<p>On-going concerns being raised about students with no access to IT at home.</p> <p>College in lockdown and laptops not accessible.</p> <p>Issue raised with partnership EMT – can we fund them?</p> <p>Further raised at Partnership EMT meetings, agreement from Fiona Larg to contact SFC 1/4/20</p>	D Duncan S McInnes	Closed	22/04/20

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
		<p>Louise Proctor update on 2nd April – College discussion with SFC on use of student support funds, SFC giving further consideration but not ware of any UHI approach yet.</p> <p>UHI applying for external grant funding – now confirmed.</p> <p>HISA raising concerns that students are disengaging (including those who have access it IT).</p> <p>LDWs and teaching staff engaging with students to confirm requirements.</p> <p>SFC confirmation that spend is compliant 17/04/20</p> <p>Engagement by APUC to locate UK stock confirmed 17/04/20 and all orders placed 18/04/20 by Finance team.</p> <p>UHO EO staff placing orders for HE students 17/04/20.</p> <p>Further actions noted:</p> <ul style="list-style-type: none"> - Establish need for mobile broadband access - Confirm any specific software requirements not covered by existing license agreements. 			
69	27/3/20	<p>Central UHI Communication from Diane Rawlinson to academic leadership covering key information on the use of Brightspace.</p> <p>The information was shared locally.</p>	C Newlands	Closed	27/3/20
70	27/3/20	All staff communication, thanks and best wishes for holiday for those taking, information re communications, volunteering, mindfulness sessions, staff review, TQFE applications, Staff Survey Working Groups, and resources for support for wellbeing and working at home.	D Patterson	Closed	27/3/20
71	27/3/20	Northern Scot Article published - college remains a community college.	D Patterson	Closed	27/3/20

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
72	27/3/20	<p>College Check Day – Flushing of all water systems to reduce risk of legionella bacterial growth.</p> <p>D Duncan discussion with R Lees – agreed that Friday would be the only check day for plant system checks, general building check and water-flushing regime.</p>	R Lees	CLOSED	27/3/20 16:30
73	27/3/20	<p>Request from Linda McKerron (NHS) to use the AGBC top floor training room.</p> <p>Still under discussion and a number of concerns:</p> <ol style="list-style-type: none"> 1) Noted that the building in lockdown. 2) Insurance arrangements for using the building against official advice (NHS queried about their staffing). 3) Restrictions on College staff attending site vs need to respect lockdown. 4) Health and safety is a concern (Friday water flushing regime during lockdown, fire exits at reception fully locked, security is a concern). <p>Email from Linda McKerron 02/04/20 confirmed alternative accommodation found.</p>	D Duncan	CLOSED	02/04/20
74	30/3/20	<p>Residences continue to be a concern, local guidance is ready to respond but needs info. from City Heart (UHI following up)</p> <p>Concerns from HISA about students disengaging.</p> <p>Issue of student need to IT equipment raised at EMT.</p> <p>No decision on student refunds for residences – causing some concern, some Universities now offering refunds.</p> <p>EMT meetings restricted to 3 days per week Mon, Wed & Friday.</p>	D Patterson	CLOSED	30/3/20 10:15
75	30/3/20	<p>All staff communication, reminder re where communications can be found, automatic replies and attaching the Northern Scot article.</p>	D Patterson	Closed	30/3/20

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
76	1/4/20	Development for guidance on payment of hourly paid staff produced for SLT consideration.	C Thomson	Closed	1/4/20
77	2/4/20	HR Coronavirus Contacts Meeting (UHI partner HR reps)	C Thomson	Closed	2/4/20
78	6/4/20	Partnership EMT update regarding UHI exam boards confirmed a range of issues, but still planning for end of June as normal. Likely impact on resit diets towards the end of summer. Information shared within SLT, expect further partner updates.	SLT	Closed	6/4/20
79	06/4/20	Confirmation received from SFC on lifting of spending cap per student in terms of student support funds. Information cascaded to key staff.	SLT	Closed	6/4/20
80	08/4/20	Request from T-Exchange-Moray Makerspace to use 3D Printers. Arrangements already in place with staff member using 3D printer at home to make PPE for NHS. 2 nd Printer delivered by Site Assistant team and updated design provided by T-Exchange-Moray.		Closed	
81	08/04/20	Residences update – Students to be released from Leases at the end of April. Information cascaded to guidance staff.	D Duncan	Closed	8/4/20
82	15/4/20	Concern raised about coolant used in the L024 machine shop for lathes, saws and milling equipment and likelihood of corrosion and contamination. Remedial action agreed with Ronnie Lees and Engineering staff arranged to visit the site 23/04/20 to drain and dispose of coolant fluid.	D Duncan R Lees	Closed	22/4/20

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
83	17/4/20	<p>Partnership Emergency Management Team Meetings brought to a close.</p> <p>Partnership Council will now move forward with strategic planning activities.</p> <p>Return dates and campus re-opening Clearing Continuity of learning and exam diets Mitigations (for continued COVID-10 lockdown arrangements) Support for staff Branding and positioning Funding and forecasting Stakeholder engagement</p> <p>All the other regular projects need to continue as normal.</p> <p>The existing emergency sub groups will continue and deal with issues such as residences, student support funding, estates issues and learning and teaching arrangements going forward and will report to the BCP group as required.</p> <p>Information shared with SLT</p>	D Duncan	Closed	17/4/20
84	22/4/20	<p>SLT review of BCP to date and effectiveness of current arrangements:</p> <ul style="list-style-type: none"> • All support functions are operating well, in particular engagement by LDWs to support full time student engagement. • ICT is reliable, key staff have upgraded access to key systems such as HR, Payroll and Finance which are working well. • L&T is working well across many areas of the curriculum. • Work is underway to confirm student results across most programmes by the end of the session. • Estates work cannot be progressed at this time due to lockdown of College buildings, but engagement with APUC to put in place new 	SLT	Closed	22/04/20

ID	Date	Action Taken	Resp. Person	Status	Date / Time Closed
		<p>contracts and partner co-operation on risk assessments for re-opening of the buildings are being developed.</p> <ul style="list-style-type: none"> • Financial impact of COVID-19 has been forecast and shared with the Board and UHI. • Routine College business working generally well. <p>SLT agreed that the move to remote working was now effective and it was now time to bring the BCP to a close and move forward with planning for finishing session 2019/20 and planning for the new session, taking into account stakeholder guidance as it develops over the coming weeks.</p> <p>Expect key developments around:</p> <ul style="list-style-type: none"> • Impact of teaching calendar changes to drive planning. • Arrangements for starting session 20/21 with remote delivery and impact across all support and teaching areas. • Further consideration of funding arrangements and national guidance. • Sector-wide approaches to supporting recovery of the economy. 			
		BCP CLOSED 22/4/20			



Committee:	Board of Management			
Subject/Issue:	Principal's Report, v2			
Brief summary of the paper:	<p>This report provides an overview of the position of the college since the UK PM's "Covid-19 lockdown" with reference to:</p> <ul style="list-style-type: none"> i. students ii. staff iii. external quality assurance iv. finance v. KPIs, and vi. the Moray Growth Deal 			
Action requested/decision required:	All items for noting and/or discussion			
Status: <i>(please tick ✓)</i>	Reserved:	x	Non-reserved:	
Date paper prepared:	Thursday 22 April October 2020			
Date of committee meeting:	Tuesday 27 April 2020			
Author:	David Patterson			
Link with strategy: 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.	This report relates to all five Strategic Aims of the college.			
Equality and diversity implications:				
Resource implications: <i>(If yes, please provide detail)</i>				
Risk implications				

Principal's Report

Overview

This report is intended to give Board members a clear overview of the position of the college since the UK PM's "Covid-19 lockdown" announcement. An incredible amount of work has gone on within the college, across the region, and throughout the sector in Scotland, to find successful resolutions to many impacts of the lockdown. This is still a very fluid situation, however, with some key unknowns as well as other emerging issues.

College lockdown

Members will have been able to track the college lockdown process through a series of 'Principal to all staff' briefings that will also have been sent to their Moray College UHI email accounts. A more detailed account of this process has been included in Business Continuity Process log included under BM.20.01.06 (ii). The focus of both the college and university has now shifted from immediate business continuity actions towards planning and preparations for the next academic year.

Students

Teaching and support staff across the college have done an excellent job in maintaining contact and engagement with our students.

The college has been able to use flexibilities introduced nationally into student support funds to purchase and distribute additional IT equipment and connectivity for students unable to fully engage with their course. Learning and Development Workers (LDWs) have had a pivotal role in pastoral support for FE students. Support for HE students is currently through the agreed UHI processes of Personal Academic Tutors (PATs).

The SFC have removed the requirement this year to complete and report the end-of-year Student Satisfaction survey. The survey has been available to students though, with around 30% of students to date completing it. The comments submitted in the survey have been fulsome in their praise of our staff at this time.

Staff

Line managers are maintaining contact with all their staff through both individual and team (virtual) meetings. The SLT meet every Monday with the academic line managers and, separately, with the support staff line managers for updates from each section and to ensure that there are clear and consistent messages in what is still a fast-changing environment.

All staff have the ability to access personal support for mental health through the 24/7 "Big White Wall" resource and can also request counselling support where required.

Agenda Item: BM.20.01.07 (i)

There have not been any confirmed cases of Covid-19 reported by college staff members, though clearly without testing, this may not be the true position.

External Quality Assurance

Almost all college-based (FE) course teams will be able to recommend the award of qualifications for successful students by agreed national deadlines. SQA processes for this have now largely been agreed by Colleges Scotland across the sector, the main exception being where SVQ (practical competence-based) units are embedded within the SQA qualification. Programme Leads across UHI are coordinating similar work for HE provision. Progression within, and completion of, degree programmes remain within the gift of the university and so do not need any additional external arrangements.

SQA communicated with the sector that there would be no External Verifier (EV) activity undertaken this year, except for those programmes deemed as 'High Risk'. However, they have since emailed colleges directly to arrange EV activity across all programmes. We have maintained that we will be unable to support external Quality Assurance activity for FE programmes and have communicated that to SQA twice.

There has been limited guidance from Education Scotland on EREP arrangements this year, and a planned visit of HMIs in March to review progress was cancelled. The expectation prior to Covid-19 was that we would be required to submit a full EREP, and curriculum and support area EREP activity has continued in expectation of that. It is very possible, however, that the EREP requirements will be suspended or removed for this year.

Finance

FE funding for this year has been guaranteed by the SFC irrespective of credits earned. SDS have made no such guarantee on any further access to apprenticeship and related funding. Key managing agents have furloughed many of their staff so the college has assumed no further income from these sources, even though staff have continued to support many apprentices. HE funding for the year will be based on actual enrolments.

The F&GP Committee has reviewed the mid-year management accounts and the projections for the year-end outturn. The agreed position is that without the lockdown, the college would have finished the year with a balanced underlying position after adjustments for net depreciation BM.20.01.11 (i). Our best estimate for the impact of the lockdown is a net adverse movement of c.£700k, and that the college will need to seek support for its cashflow in July.

The key impacts of the lockdown are the inability to earn Flexible Workforce Development Fund monies (apprenticeship levy income), £140k; managing agent/SDS funding for apprenticeship programmes, £250k; commercial income, £266k; net operational income, £42k.

Agenda Item: BM.20.01.07 (i)

The current expectations and challenges of the 2020/21 budget will be discussed under BM.20.01.11 (ii).

KPIs

The current KPI dashboard has been attached to this report.

Moray Growth Deal

Although the expected Head of Terms signing has been delayed by the lockdown, the governments' proposed wording regarding Moray College's projects has been seen and is acceptable to the college. Both governments have urged the community planning partnership to continue with project preparations.

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

Moray College UHI KPI Dashboard

Strategic Aim	#	KPI				National Benchmark	Status RAG			Comments		
			16/17	17/18	18/19			19/20	20/21			
C			S	1	FE Funded Credits							
					a. Target: Funded Volume of Credits.	19,052	18,907	18,807	n/a	18,807	tbc	Credits as at 23/4/20. On-track prior to lockdown but unlikely to achieve now, but no financial impact.
					b. Actual: Total Credits delivered	19,705	18,978	19,162	n/a	17,376		
C			S	2	HE Funded FTEs							
					a. Target: Budgeted HE FTEs (RAMable)	915	930	935	n/a	940	965	FTEs as per reports bridge 23/4/20.
					b. Actual: College Actual Delivered FTEs (RAMable only)	943.9	931	937	n/a	858		
C			P	3	% of FE Credits delivered on STEM related courses			30.2%		30.5%	30.8%	Not reported until year end
					a. Target: % Credits Delivered on STEM related Courses			30.2%		30.5%	30.8%	
					b. Actual % of STEM credits as part of overall credits	27.47%	29.16%	31.7%	24.8%			
C			P	S	4	Full Cost Recovery (FCR) Activity (£'000s)						
					a. Target: FCR income as per FRP	324	371	366		403	443	Was on target as per Q2 management accounts but will not be achieved now due to Covid-19 lockdown
					b. Actual FCR Income	318	334	379	n/a	116		
C			P	S	5	Modern Apprenticeship Activity						
					a. Target: new college MA enrols (through UHI Hub)			40		45	49	No further enrolments likely during the lockdown and probably no current funding during that period
					b. Actual number of MA enrolments	39	32	36	n/a	37		
C			P	S	6	Foundation Apprenticeship Activity						
					a. Target: new Foundation Apprenticeship enrolments			30		50	60	Latest year 1 enrolments (plus 8 withdrawals) but probably no further funding during the lockdown
					b. Actual new Foundation apprenticeship enrolments	28	26	29	n/a	63		
	L				7	Student Retention (FE full-time)						
					a. Target: FE Full Time Retention Rate %	75%	75%	76%		76%	76%	Compared to 82.4% at same point 18/19.
					b. Actual FE Full Time Retention Rate %	74.8%	75.5%	78.6%	74.9%	83.6%		
	L				8	Student Retention (HE full-time)						
					c. Target: HE Full Time Retention Rate %			80%		81%	82%	Compared to 83.0 % at same point 18/19.
					d. Actual HE Full Time Retention Rate %	82.5%	79.8%	78.2%		81.9%		
	L				9	FE Attainment % FT						
					a. Target: FE full-time Attainment %	65%	65%	70%		70%	71%	Unable to measure at this point in the year.
					b. Actual FE full-time Attainment %	60.1%	69.0%	67.9%	66.1%			
	L				10	FE Attainment % (over 160 hours)						
					c. Target: % Attainment on Courses of 160 Hours or More			76%		76%	77%	Unable to measure at this point in the year.
					d. Actual Attainment on Courses Lasting 160 Hours or More	68.3%	74.9%	63.4%	68.3%			
	L				11	Full Time FE Positive Destination Rate (of all qualifiers including unconfirmed)						
					a. Target: FE Positive Destination Rate %			84.5%		85.0%	85.0%	17/18 data shows Moray increasing confirmed & positive destinations, above Scotland average
					b. Actual FE Positive Destination Rate %	84.2%	87.5%		85.4%			
	L				12	Overall Student Satisfaction (FE) - from national SFC survey						
					a. Target: College FT Learner Overall Satisfaction %			>92%		>92%	>93%	Will not be reported now by SFC for 19/20
					b. Actual SFC FT Student Satisfaction Survey Overall Satisfaction %	86.9%	93.9%	92.6%	92.1%			
	L				13	Overall Student Satisfaction (HE) - Moray College scores with UHI results						
					c. Target: NSS Survey Overall Satisfaction			84%		84%	85%	Will not be reported now by SFC for 19/20
					d. Actual NSS Survey Overall Satisfaction	85.0%	83.0%	78%	83.0%			
		O			14	Understanding and implementation of the Core Values						
					a. Target: Values (Staff Survey) Mean Score [0-5] Q3,4,5			3.7		n/a	3.8	Will not be measured in 2019/20
					b. Actual mean rating for Values	n/a	n/a	3.6	3.5			
		O			15	Training and Development to support the performance of staff role						
					a. Target: Training and Development - Mean Score [0-5] Q15,17,18			3.5		n/a	3.6	Will not be measured in 2019/20
					b. Actual mean rating for Training and Development	n/a	n/a	3.3	3.5			

