

**Board of Management
Minutes of Meeting held on
Thursday 15 December 2022
At 0930, Breakout Room and MS Teams**

Present

Peter Graham (Chair)
Jessie McLeman (Via MS Teams)
Hugh Hamilton
Dawn McKinstrey (Via MS Teams)
Ben Cookman
Veronica Borseth (HISA)
Liz Hudson (Via MS Teams)
Jacqui Stevenson

Paul Mitchell (Via MS Teams)
Melissa Carr (HISA)
Caroline Webster
Jamie Wilson
Amy Wiggins
Stuart Cruickshank
Leigh Mair

In Attendance

Derek Duncan
Kenny McAlpine
Shelly McInnes
Elaine Sutherland (Clerk)

David Patterson
Carolyn Thomson (Via MS Teams)
Eleanor Melton (Minutes Secretary)

Item		Action	Date
BM.22.06.01	(i) Resignations		
1.1	Resignations have been received from Elaine Sutherland		
	(ii) Appointments		
1.2	There have been no new appointments.		
BM.22.06.02	Apologies for Absence		
2.1	Apologies have been received from Dave McCallum.		
BM.22.06.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no declarations of interest.		
BM.22.06.04	Minutes of Previous Board meetings		
	(i) Draft Minutes of Board Meeting held on 27 October 2022		
4.1	The minutes of the Board Meeting held on 27 October 2022 were accepted as a true and accurate record. Proposed: Hugh Hamilton Seconded: Jessie McLeman		

BM.22.06.05	Matters Arising from previous Board meetings		
	(i) Matters Arising from Board meeting held on 27 October 2022		
5.1	All actions/matters arising were agreed as complete unless they are on today's agenda for further presentation/discussion		
BM.22.06.06	Principals Report (RESERVED)		
	(i) Operational Plan		
	(ii) Strategic Plan		
	(iii) KPIs		
	(iv) Health and Safety Update		
6.1	This item is reserved, and the minute held in confidence.		
BM.22.06.07	Tertiary Education Update		
	(i) Update on FE and HE Enrolments 2022/23		
7.1	Kenny supported the paper provided. The most recent enrolment has been used. Most recently, Kenny explained that he has been looking into withdrawals, reasons for withdrawals are being discussed at SCT meetings. The importance of getting students passed the November census date was noted. There has also been a noticeable shift in delivery from FT to PT. There has been an increase in FT provision. It was queried how suspensions are reported, Kenny agreed to investigate the reporting of suspensions		
ACTION	Kenny to speak to Stuart offline about the reporting of suspensions	KM	
	Early indicators for applications for 2023/24 are lower than previous years at this point. Members discussed what may be contributing to the decrease in applications and enrolments. Amy has heard of struggles being had by people trying to apply, some are experiencing a lack of responses to enquiries. Stuart reassured members that this was an issue within one course area and not an issue across the board.		
	(ii) EREP 2022 Enhancement Plan		
7.2	Kenny supported and highlighted the actions from the enhancement plan. It has been recognised that where the curriculum is not fit for purpose it needs to change. Members discussed whether the actions proposed are the right ones if they are achievable and are they reportable. The plan was approved for submission to the next meeting of LTQC.		
	(iii) Early Student Experience Survey		
7.3	The data for the ESES is still being analysed. There is a 96% satisfaction rate. It was agreed that the data be brought back on completion.		
	(iv) Just Transition Funding		
7.4	Kenny updated members; the project is moving at pace following		

	the formal letter being received. UHI Moray is being awarded the full £210K applied for. A letter of acceptance has been sent. There has been a lot of internal and external engagement with everyone ready and willing to move forward. Members discussed.		
BM.22.06.08	Engagement Update		
	(i) National Bargaining – Job Evaluation Update		
8.1	Carolyn briefly explained National bargaining to date for the purpose of newer board members. The current positions of both the Teaching and Support side negotiations for the 2022/23 pay claim have been detailed within the paper provided. Carolyn provided a brief update on the position of the Support staff job evaluation; rankings are to be distributed to local HR departments for review and commenting – there has been no timeline provided for completion of this.		
BM.22.06.09	Enterprise Update: Moray Growth Deal (RESERVED)		
	(i) MAATIC – Change Request		
9.1	This item is reserved, and the minute held in confidence.		
BM.22.06.10	Sustainability Update: Finance		
	(i) Q1 Management Accounts		
10.1	The Q1 management accounts have been presented to the Finance and General Purposes committee. As the pay claim has not been agreed, it is not shown, however, the expectation is for the situation to worsen.		
	(ii) Annual F&GP Committee Report to the Board		
10.2	Shelly explained that the report is a summary of the discussions held at the FGP meetings throughout the year. The report would usually be prepared by the Convener of the committee but due to the change in conveners, Shelly has prepared the report this year.		
BM.22.06.11	Complaints		
	(i) Annual Complaints Report		
11.1	Derek supported the report provided, there have been complaints about Refectory costs. Students aren't happy with the cost of food. Derek is currently looking into this with Melissa.		
ACTION	Noted that complaints re the catering provision must be followed up.	DD	
BM.22.06.12	Minutes from Previous Committee Meetings		
	(i) Draft Minutes of Learning, Teaching and Quality Committee Meeting held on 10 November 2022		
12.1	The minutes were included for noting. Hugh briefly highlighted points within.		
	(ii) Draft Minutes of Staff Governance Committee Meeting held on 24 November 2022		
12.2	The minutes were included for noting. Paul briefly highlighted		

	points within.		
	(iii) Draft Minutes of Inquorate Finance and General Purposes Committee Meeting held on 30 November 2022		
12.3	The meeting was unable to go ahead due to being inquorate and was rearranged for 8 December 2022.		
	(iv) Draft Minutes of Joint Audit and F&GP Committee Meeting held on 1 December 2022		
12.4	The minutes were provided for noting.		
	(v) Draft Minutes of Audit Committee Meeting held on 1 December 2022		
12.5	The minutes were included for noting. Jessie briefly highlighted points within including the requirement for several policies to be reviewed this year and for committee chairs to be aware of this when setting agendas.		
	(vi) Draft Minutes of Finance and General Purposes Meeting held on 8 December 2022		
12.6	The minutes were unavailable for inclusion therefore Ben briefly updated members on the discussions had.		
BM.22.06.13	University Court and Partnership Forum Minutes		
	(i) Draft Minutes of Partnership Forum held on 3 November 2022		
13.1	The minutes were provided for information.		
	(ii) Draft minutes of University Court held on 16 November 2022		
13.2	The minutes were provided for information.		
BM.22.06.14	HISA Update		
14.1	Melissa and Aaron supported their report to the board. There are now 35 Student Voice Representatives. The price of food offerings within the college is not suitable for students. HISA are currently in a temporary location and working from home due to the office space in the reception area being unsafe to use. A new office space is being discussed with Derek.		
ACTION	Derek was asked to resolve the issue of a new office space for the HISA officers, as soon as possible.	DD	
	Aaron is currently in the process of compiling a list of events that will be held on campus. Clubs and Societies are currently suspended regionally due to a review being undertaken.		
BM.22.06.15	Emerging Issues (RESERVED)		
	(i) Financial Challenges		
15.1	This item is reserved, and the minute held in confidence.		
	(ii) UHI 2024		
15.2	This item is reserved, and the minute held in confidence.		
BM.22.06.16	Annual Health and Safety Report		

	(i) Annual Health and Safety Policy Statement		
16.1	The report has been provided for information, there was nothing further to add. The report has been endorsed by Brian Dundas. The board agreed to the signing of the report.		
BM.22.06.17	Date of Next Meeting		
17.1	23 March 2022		
RESERVED ITEMS			
BM.22.06.18	Draft Reserved Minutes of previous Board Meeting held on 27 October 2022		
18.1	This item is reserved, and the minute held in confidence.		
BM.22.06.19	Reserved Matters Arising/Action Sheet of Board Meeting held on 27 October 2022		
19.1	This item is reserved, and the minute held in confidence.		
BM.22.06.20	Reserved Minutes from previous Committee Meetings:		
	(i) Draft Reserved Minutes from Learning, teaching and Quality Committee meeting held on 10 November 2022		
20.1	This item is reserved, and the minute held in confidence.		
	(ii) Draft Reserved Minutes of Joint Audit Committee Meeting held on 1 December 2022		
20.2	This item is reserved, and the minute held in confidence.		
	(iii) Draft Reserved Minutes of Audit Committee Meeting held on 1 December 2022		
20.3	This item is reserved, and the minute held in confidence.		
BM.22.06.21	External Audit Report to the Board 2021/22		
21.3	This item is reserved, and the minute held in confidence.		
BM.22.06.22	Annual Statutory Accounts 2021/22		
22.1	This item is reserved, and the minute held in confidence.		
BM.22.06.23	Audit Committees Annual Report to the Board 2021/22		
23.1	This item is reserved, and the minute held in confidence.		
BM.22.06.24	Compliance with Code of Good Governance Checklist		
	(i) Annual Statement /Checklist		
	(ii) Revised Code, September 2022		
24.1	This item is reserved, and the minute held in confidence.		
	<i>Meeting closed at 12.40pm</i>		