



**Board of Management
Minutes of Meeting held on
Thursday 23rd March 2023, 9.30am in Room B008**

Present:

Peter Graham	Paul Mitchell (via MS Teams)
Jessie McLeman	Hugh Hamilton
Caroline Webster	Jamie Wilson
Ben Cookman	Stuart Cruickshank
Leigh Mair	David Patterson
Liz Hudson	Dave McCallum
Aaron Wappler (HISA)	

In Attendance:

Kenny McAlpine	Derek Duncan
Shelly McInnes	Carolyn Thomson (left at 9.45am)
Eleanor Melton (Clerk)	Ellen Kingham (Minute Secretary)

Item		Action	Date
BM.23.01.01	(i) Resignation		
1.1	Resignation received from Peter Graham effective 31 March 2023		
	(ii) Appointments		
1.2	There have been no new appointments		
BM.23.01.02	Apologies for Absence		
2.1	Apologies were received from Dawn McKinstry, Jacqui Stevenson, Melissa Carr, Amy Wiggins and Rebecca Dewis		
BM.23.01.03	Any Additional Declarations of Interest in including specific items on this Agenda		
3.1	There were no declarations of interest		
BM.23.01.04	Draft Minutes of Board Meeting held on 15 December 2022		
4.1	It was pointed out that Kenny McAlpine could not second the minutes. This is to be changed to Jessie McLeman		
ACTION	Clerk to amend minutes	Clerk	Immediate
4.2	Apart from the above action the minutes of the Board meeting held on 15 December 2022 were accepted as a true and accurate record		
BM.23.01.05	Matters Arising from Board Meeting held on 15 December 2022		

5.1	All actions/matters arising were agreed as complete unless they are on today's agenda for further presentation/discussion		
BM.23.01.06	Principal's Report - RESERVED		
	<ul style="list-style-type: none"> (i) Chair's Resignation (ii) KPI Dashboard 2022/23 (iii) Student Retention 2022/23 (iv) Student Applications 2023/24 (v) Mid-year Review of College Operational Plan (vi) College Financial Position (vii) Moray Growth Deal (viii) Just Transition Funding (ix) Academic Partner Quarterly Report to UHI Court (x) UHI 2024 workstreams (xi) Health and Safety Update 		
6.1	This item is reserved, and the minute held in confidence.		
BM.23.01.07	Draft Minutes of University Court held on 15 December 2022		
7.1	Point 4 of the minutes was brought to the attention of the Board for the concerns it raises over UHI being a "bank of last resort". It was requested that when there is clarification on UHI/SFC position that this is shared with the Board.		
BM.23.01.08	Minutes of Partnership Forum held on 3 November 2022		
8.1	The minutes were included for noting.		
BM.23.01.09	Learning and Teaching		
9.1	Kenny McAlpine highlighted points from his report. This paper included details of the Education Scotland engagement visit and the Internal audit. The recommendations from both were accepted.		
	(i) Applications and Enrolments		
9.2	FE applications are now above last year at this point, and HE are nearly on a par, although this is down on previous years. There is a need now to focus on converting applications to enrolments. Dawn McKinstry asked if there was anything that marketing could do. At this point there is probably very little to be achieved by more marketing.		
	(ii) Learning and Teaching Update		
9.3	Stuart Cruickshank is collecting data on student progression so specific areas can be targeted. Hugh Hamilton thought it would be good to see ideas from academics. There is a SLWG already looking at		

	course development. Just Transition Funding could also help to target high problem areas.		
	(iii) UHI 24 Curriculum Update		
9.4	Consultants have been brought in to conduct a curriculum review. UHI is strong in areas where there is little competition. Some unviable areas such as Fine Art could evolve into more relevant areas such as creative arts. Areas we need to develop are also involved with MAATIC and the Moray Growth Hub.		
BM.23.01.10	Financial Position - RESERVED		
10.1	This item is reserved, and the minute held in confidence.		
BM.23.01.11	Estates Update		
11.1	The paper was presented by Derek Duncan		
BM.23.01.12	Policies Due for Review		
	The paper was presented by Derek Duncan		
	(i) Corporate Parenting Plan		
12.1	A new plan was presented for approval. Jessie McLeman asked how the outcome were to be monitored. DD is to report to the board at least annually, next due at the December board.		
ACTION	It was agreed that going forward, Derek would report the outcomes annually	DD	June 2024
	(ii) Local Carbon Management Plan		
12.2	DD presented a draft plan for approval. Caroline Webster and DD to work together.		
BM.23.01.13	Minutes from previous Committee Meetings:		
	(i) Draft Minutes of Staff Governance Committee held on 26 January 2023		
13.1	The minutes were presented by Paul Mitchell who highlighted the main points		
	(ii) Draft Minutes from Audit Committee held on 16 February 2023		
13.2	The minutes were presented by Jessie McLeman who highlighted the main points.		
	(iii) Draft Minutes from Learning, Teaching and Quality Committee held on 16 March 2023		
13.3	As the minutes were not yet available, Hugh Hamilton gave a verbal update and highlighted the main points.		
	(iv) Draft Minutes from finance and General Purposes Committee held on 9 March 2023		
13.4	As the minutes were not yet available, Ben Cookman gave a verbal update and highlighted the main points.		
BM.23.01.14	HISA Update		
14.1	Aaron Wappler provided a verbal update.		

	<p>There is a recently appointed Interim CEO who has been brought in to make changes.</p> <p>Elections are underway.</p> <p>There have been changes to officer contracts, they now run 1/8 to 30/5. This means there will be no HISA representatives at the June board meeting. Concerns have already been raised with HISA by the Board secretaries' group.</p> <p>HISA have recently organised some events, Therapets, a pizza night and a cycle workshop.</p>		
BM.23.01.15	Emerging Issues		
	(i) Appointment of Chair of the Board		
15.1	This is a university court process; El will be working with UHI throughout.		
BM.23.01.16	Date of next meeting - 22 June 2023		
RESERVED ITEMS			
BM.23.01.17	Reserved Draft Minutes of Board Meeting held on 15 December 2022		
17.1	This item is reserved, and the minute held in confidence.		
BM.23.01.18	Reserved Matters Arising/Actions of Board Meeting held on 15 December 2023		
18.1	This item is reserved, and the minute held in confidence.		
BM.23.01.19	Reserved Minutes from previous committee Meetings:		
	(i) Draft Reserved Minutes of Staff Governance Committee held on 26 January 2023		
19.1	This item is reserved, and the minute held in confidence.		
	(ii) Draft Reserved Minutes of Audit committee held on 16 February 2023		
19.2	This item is reserved, and the minute held in confidence.		
	(iii) Draft Reserved Minutes of Learning, Teaching and Quality Committee held on 16 March 2023 - Verbal		
19.3	This item is reserved, and the minute held in confidence.		
	(iv) Draft Reserved Minutes of Finance and General Purposes Committee held on 9 March 2023 - Verbal		
19.4	This item is reserved, and the minute held in confidence.		
BM.23.01.20	Moray Growth Deal Update		

	(i) Draft Minutes of BEHub Project Board Meeting held on 22 February 2023		
20.1	This item is reserved, and the minute held in confidence.		
	(ii) Draft Minutes of MAATIC Project Board Meeting held on 22 February 2023		
20.2	This item is reserved, and the minute held in confidence.		
	<i>Peter Graham left at 12.30pm</i>		
BM.23.01.21	Evaluation of Chair of the Board		
21.1	This item is reserved, and the minute held in confidence.		
	<i>Meeting closed at 12.45pm</i>		