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MINUTES OF MEETING OF ARGYLL COLLEGE BOARD

Held on Friday 10th December 2021 at 10:30 am

Via Microsoft Teams

Present: Andrew Campbell (AMC) Chair, Maggie Tierney (MT) Vice Chair, Martin Jones (MJ), Faye Tudor (FT), Rosemary Allford (RA), Ailsa Close (AEC), Bettina Sizeland (BS), HISA Depute (Emilie Massard, EM), Elodie Nowinski (EN), David Clayton (DC), Paul Graham (PG), Heather Stevenson (HS), Jonathon McCreadie (JM)

Apologies: Tony Dalgaty (TD), Iain Jurgenson (IJ), Jennifer Swanson (JS), Jim Findlay (JF)

In attendance: Elaine Munro (EM), Ailsa Close (AEC), Joe Wright (JW), Lauren McDonald (LM), Acting Board Secretary

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| No | Minute | Who | Action | Date |
| 21.5.1 | Welcome and apologies for absence. The Chair welcomed all governors to the meeting and provided introductions for new members. There will be an opportunity for a new staff representative to join the board following the departure of F Tudor.Apologies were received from Tony Dalgaty, Iain Jurgenson, Jim Findlay and Jennifer Swanson. |  |  |  |
| 21.5.2 | Declarations of interest & to determine any items as confidential. There were no matters deemed as confidential.  |  |  |  |
| 21.5.3 | Minutes of the Previous MeetingThe minutes of the meeting were reported as accurate. |  | Approved |  |
| 21.5.4 | Outstanding ActionsThe outstanding actions were updated accordingly. |  | Noted |  |
| 21.5.5 | Matters ArisingThere were no matters arising. |  |  |  |
| 21.5.6 | Chair’s Report: Overview of activity and key issues * Met with Alastair McColl (Chair of UHI) on two occasions who is working closely with Todd Walker.
* Met with Todd Walker the new Vice Chancellor of UHI who had been conducting site visits.
* Introductions conducted with new board members.
* Reviewed the outcome of the merger processes which Argyll College decided not to participate in but were keen to create closer working relationship with the new partnership.
 |  | Noted |  |
|  | RESOURCES |  |  |  |
| 21.5.7 | Draft Minute of Finance & General Purposes Committee of 26 November 2021The minutes of the meeting were reported as accurate. It was noted that there was a joint meeting on the 7th December 2021 with the audit committee.  |  | Approved |  |
| 21.5.8 | Management accounts to 31 July 2021The accounts were noted for information. This would be for the first quarter of the financial year which runs until the 31st July. |  | Noted |  |
| 21.5.9 | Final statutory accounts 31 July 2021The accounts were approved as accurate. |  | Noted |  |
| 21.5.10 | External Audit – Final Management ReportDC noted that the report was recommended for approval and thanked AEC and MJ for their support during his onboarding. DC had met with external and internal auditors to receive an insight into the accounts. DC noted condolences for the passing of Moira Gillespie who was an instrumental member of the Finance team. The Board agreed for a letter of representation to be signed as accurate.  |  | Approved |  |
| 21.5.11 | Draft Minute of Audit Committee of 7th December 2021The minutes of the meeting were reported as accurate. |  | Approved |  |
| 21.5.12 | Internal auditi) Argyll College Follow up report ii) Buildings Maintenance internal audit reportiii) Purchasing and procurement internal audit reportiv) Student recruitment internal audit reportv) Internal auditors Annual Report 20/21The auditors have review student recruitment, estates and building maintenance, purchasing and procurement and these were recommended for approval. |  | Noted |  |
| 21.5.13 | Audit Chair’s Report 20/21The report was noted as accurate. |  | Noted |  |
| 21.5.14 | **SFC – Financial Forecast Return 2020-2024**DC noted that the report should be approved and was satisfied with the college as a going concern. |  | Noted |  |
| 21.5.15 | Health and Safety (standing item): * Quarterly health & safety report

The report was noted for information. |  | Noted |  |
|  | STRATEGY AND PERFORMANCE |  |  |  |
| 21.5.18 | Principal’s Report for period ended 10th December 2021 * Highlighted the impact of COVID-19 on college operations to new board members. The college had been able to adapt well to online/blended learning across various geographical regions. Due to the size of buildings it had been difficult to place mitigations in terms of social distancing. Face to face activity remained limited and only allowing limited activity for those subjects which require this. Access to centres had been provided to students with specific needs including IT and mental health and wellbeing. Most staff members continue to work from home with support in terms of equipment and DSE assessments.
* There was a planned for increased centre activity in collaboration with unions, but this was put on hold after Ministerial guidance.
* Hosted a visit from Todd Walker (Vice Chancellor of UHI) in Dunoon around various building which were key areas for infrastructure improvement.
* Met with the Chief Executive of Argyll and Bute Council around schools activity.
* A working group established between Argyll College, Argyll and Bute Council, Skills Development Scotland, Highlands Islands Enterprise around depopulation around Argyll and Bute.
* Staff meetings held with local centre clusters to discuss strategies to feed into a Board session in January.
* Karen Watt, Chief Executive of SFC had been invited to visit the College but no response had been received.
* UKCRF (a bridge between EU funding and the replacement funding) bid was noted as successful to focus on key curriculum (catering, hospitality, tourism and construction). Consultants would be utilised to engage with the sector and realise best practice for delivery.

RA congratulated the College’s success on the UKCRF funding. JM noted that the provision of mental health and wellbeing support for students was excellent. MJ noted that initiative was supported by additional funding, staff support helpline and a student counsellor.  |  | Noted |  |
| 21.5.19 | Draft Minute of Learning, Teaching & Engagement committee held on 26th November 2021The minutes of the meeting were reported as accurate. RA noted that there was a significant amount of work to shape the curriculum and the review of the curriculum through working in collaboration with partners.  |  | Approved |  |
| 21.5.21 | Update on recruitment and progress towards targets – 2021/221. FE Credits
2. HE FTEs

The report was noted for information. EM noted that were separate targets for FE and HE respectively. The target had been almost reached for HE but FE remains slightly more challenging due to the reduced ability to run short, evening and part time course.  |  | Noted |  |
|  | Student Recruitment Review 2021-22The report was noted for information and EM noted that the report provided excellent overview of the marketing, admissions and recruitment patterns for board members. |  | Noted |  |
| 21.5.22 | Student satisfaction and experience survey (SSES) – 2020-21 National and UHI benchmarking.The Chair highlighted the positive student satisfaction return. EM noted that this was a benchmarking exercise against the sector for the 19/20 academic year. Students remained very satisfied and above the sector average. EM (HISA) noted that this was a true reflection of student opinions.  |  | Noted |  |
| 21.5.23 | Early and Further retention KPI - full time FE 2020/21 The report was noted for information. |  | Noted |  |
|  | Early Student Experience Survey (ESES) 2021-22EM noted that this survey was undertaken in October and November 2021, as a UHI region there was an agreed additional set of questions which allows for regional benchmarking alongside national.  |  |  |  |
|  | PEOPLE |  |  |  |
| 21.5.24 | Draft Minute of HR&R committee meeting of 26th November 2021 The minutes of the meeting were reported as accurate. |  | Approved |  |
| 21.5.25 | **Summary of HR and Recruitment in last quarter**The report was noted for information. |  | Noted |  |
| 21.5.26 | **Mandatory Training Review 2021** The report was noted for information. |  | Noted |  |
| 21.5.27 | **Local Recognition and Procedural Agreement***JW joined the meeting 11:43*MJ noted that JW was seconded to Argyll College but had now joined the college on a permanent basis as Head of HR and Organisational Development. HS noted that this highlights the value of working in partnership with Trade Unions and thanked JW for his work in advance of the meeting.JW noted that the paper was circulated to the HR and FGP committee but was deferred to the Board for final approval. The Chair thanked JW for his work so far on the agreement.The board approved the agreement. |  | Approved |  |
|  | **Background Paper on National Bargaining for New Board Members** JW welcomed questions or clarification needs for the background paper from members. The paper was noted for information.*JW left the meeting 11:49* |  | Noted |  |
|  | BOARD GOVERNANCE AND DEVELOPMENT |  |  |  |
| 21.5.28 | Draft Minute of Nominations Committee of 19th November 2021The minutes of the meeting were reported as accurate. The report highlighted the appointment of five new board members who would join their respective committees in the new year.  |  | Approved |  |
|  | Board Development DayMJ noted that the development day had been deferred due to lockdown. MJ suggested that a Friday in January or February would be identified for hosting the development day either virtually or in person dependent on circumstances. This would identify a strategy for the future of the college.  |  | Noted |  |
|  | Schedule of Meetings 2022The meetings would continue in a quarterly basis. |  | Approved |  |
|  | Board Effectiveness ReviewAEC provided apologies from Henderson Loggie for the delay in the preparation of the review outcome. The report would be issued as soon as possible to be reviewed at the next set of committee meetings. |  | Noted |  |
|  | AOCB* MJ noted the need for a Board meeting in January to discuss a strategic plan.
* AEC noted his condolence for the passing of Moira Gillespie and reflected on her journey as both a graduate and a colleague of Argyll College. The board noted their appreciation to Moira’s service to the college. AMC would issue a note of appreciation to Moira’s family.
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| 21.5.29 | Date of next meeting* Committee Meetings – 25th February 2022
* Board Meeting – 11th March 2022
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|  | …………………………………………………………………………………………………………………… Date…………………………………………….Signed by Chair of meeting |  |  |  |

Outstanding Actions

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|  |  | Responsibility | Deadline |
| September 2020 |
| *Chair’s Report* | *AMC to put in writing the Board’s concern over Aligned Finance Service* | *AMC* | *\*ON HOLD\** |
| *~~Chair’s Report~~* | *~~FD to pass on thanks to student body.~~* | *~~FD~~* | *~~Dec 20~~* |
| December 2020 |
| ~~RAM Consultation~~ | ~~Response to be provided.~~ | ~~MJ/JC/AMC~~ | ~~Jan 21~~ |
| *~~Developing the Young Workforce Secondary Schools Pilot Project~~* | *~~VAT implications to be investigated.~~* | *~~AEC~~* | *~~Jan 21~~* |
| March 2021 |
| ~~Developing the Young Workforce Secondary Schools Pilot Project~~ | ~~VAT implications to be investigated. Confirmed there are no VAT implications.~~ | ~~AEC~~ | ~~ASAP~~ |
| ~~Partnership Alignment~~ | ~~MJ to update Board as soon as report is received.~~ | ~~MJ~~ | ~~May 21~~ |
| ~~Chair’s Report~~ | ~~FD to pass on thanks to student body. (VD to confirm with FD if done – a/w resp)~~ | ~~FD~~ | ~~ASAP~~ |
| June 2021 |
| ~~H&S Report~~ | ~~Investigate more detailed reporting~~ | ~~MJ/AEC~~ | ~~Sept CM~~ |
| ~~Approved Policies~~ | ~~FE Fee Waiver, Student Support Funds, Learner Support – VD to confirm their approval by board to Liz.~~ | ~~VD~~ | ~~8/6/21~~ |
| ~~PSED Mainstreaming Report~~ | ~~To be published on website by 18~~~~th~~ ~~June.~~ | ~~EM~~ | ~~18/6/21~~ |