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MINUTES OF MEETING OF ARGYLL COLLEGE BOARD

Held on Friday 11th March 2022 at 1pm

Via Microsoft Teams

Present: Rosemary Allford (RA) Chair, Maggie Tierney (MT) Vice Chair, Martin Jones (MJ), Bettina Sizeland (BS), HISA Depute (Emilie Massard, EM), David Clayton (DC), Heather Stevenson (HS), Jim Findlay (JF), Iain Jurgensen (IJ), Chris Wolfe (CW), Andrew Farina (AF)

Apologies: Tony Dalgaty (TD), Tom Walsh (TW), Elodie Nowinski (EN), Paul Graham (PG), Jonathon McCreadie (JM)

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

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| No | | Minute | Who | Action | Date |
| 22.1.1 | | Welcome and apologies for absence.  The Chair noted that this was their first board meeting as Chair and the first meeting as a new full board.  The Chair welcomed new members AF and CW as staff representatives on the board.  Apologies were received from TD, TW, EN, JM and PG.  BS and IJ apologised for need for early departure. |  |  |  |
| 22.1.2 | | Declarations of interest & to determine any items as confidential.  JF noted his interest as a councillor with A&B but serves on the board as a private citizen.  There were no matters deemed as confidential. |  |  |  |
| 22.1.3 | | Minutes of the Previous Meeting  The minutes of the meeting were reported as accurate. |  | Approved |  |
| 22.1.4 | | Outstanding Actions  The outstanding actions were updated accordingly. |  | Noted |  |
| 22.1.5 | | Matters Arising  There were no matters arising. |  | Noted |  |
| 22.1.6 | | Chair’s Report: Overview of activity and key issues   * This was the second month serving as Chair. * Involved in several sector budget meetings (All Chair meeting with MP Jamie Hepburn) in February. Colleges had been working on a response with Colleges Scotland and individual boards. * Met with Alistair McColl (Chair of UHI court) as part of an induction process and to discuss partnership arrangements within UHI. Invited Alistair McColl to attend the board meeting in June to update the Board on the partnership. * Regional Strategy Group – a small group looking at the overarching UHI strategy and how it meets the need of the region in terms of financial statement revolving around student numbers and the impact of credits with student recruitment for 19/20, 20/21 and 21/22. Discussions were held around the Academic Partnership agreements, with draft paperwork tabled during the meeting. * Visiting the various centres including Oban in April to meet students and staff, invitations were open for ‘Coffee with the Chair’. |  | Noted |  |
|  | | RESOURCES |  |  |  |
| 22.1.7 | | Draft Minute of Finance & General Purposes Committee of 25th February 2022  The minutes of the meeting were reported as accurate. |  | Approved |  |
| 22.1.8 | | Management accounts to 31 Jan 2022  These were noted. |  | Noted |  |
| 22.1.9 | | Capital Expenditure Plan – Update  Report was noted. |  | Noted |  |
| 22.1.10 | | Argyll College – Accounting Regulations  The Regulations were approved. |  | Approved |  |
| 22.1.11 | Draft Budget 2022/23  This budget noted. Revised budget with various scenarios to be brought to next Board meeting.  Action: Circulate the compiled UHI collated COVID impact on credit targets report to the board |  | Noted |  |
| 22.1.12 | Draft Minute of Audit Committee of 25th February 2022  The minutes of the meeting were reported as accurate and approved. |  | Approved |  |
| 22.1.12 | Risk Register Review  There have been discussions around improving the risk register reporting and aligning it to the plan and the new objectives. A draft would be created and presented to the Board for approval later in the year. |  |  |  |
| 22.1.13 | Internal Audit Reports  DC noted that there had been good progress made with the internal audit plans. |  | Noted |  |
| 22.1.14 | **Internal Audit Plan for 21/22**  The internal audit plan for the year 21/22 was approved. The three main areas of focus were curriculum planning, staff recruitment and retention and business development.  *The Board approved the internal audit plan for 21/22.*  DC advised that the auditors were appointed for three years with the option of extension for a further two years. The contract had been procured through APUC processes and SMT were satisfied the auditors had met the objectives of the original tender.  *The Board approved the extension of the appointment of the contracted internal auditors.* |  | Approved |  |
| 22.1.15 | | Health and Safety (standing item):   * Quarterly health & safety report   The report was noted for information. |  | Noted |  |
| 22.1.16 | | Policies   1. Procurement Policy   DC noted that this was the main policy for approval and a key part of the governance process. HS noted that there was a need to review terminology around the committees and the roles.  Action: To update the terminology regarding committees and roles and bring the policy back to the Board for approval  DC presented the following draft policies for noting.   1. Fraud Policy 2. Whistleblowing Policy | AEC | To be reviewed  Noted  Noted |  |
|  | | STRATEGY AND PERFORMANCE |  |  |  |
| 22.1.17 | | Principal’s Report for period ended 11th March 2022   * + College was undergoing a restructure of curriculum management and currently recruiting for a Head of Curriculum through the engagement of recruitment consultants (Aspen).   + Successful UKCRF project funding would assist with a curriculum review to bring in consultants to engage with employers across Argyll for hospitality and catering and construction.   + Meetings with fellow Principals and SFC around funding settlements.   + Individual meeting with MP Jamie Hepburn to discuss the Argyll impact from the funding settlement.   + Argyll and Bute Council as part of the Rural Growth Deal had now engaged with consultants and were working with them to support a business case for a new building in Dunoon. The consultants were also engaged with the local authority to provide support to submit bids to the Levelling Up Fund.   + HIE were funding a project to scope out student accommodation needs in Oban including students and academic staff for both the college and SAMS.   + A local nursery business in Oban were in discussions to take over the lease of the previous nursery building at the Oban centre.   + Discussions held with the School of Forestry at Inverness College around creating a forestry curriculum in Argyll.   + Appointed a Commercial Development Officer to source a range of funding streams and recruiting an Apprenticeship Officer to work with employers.   IJ endorsed the need to growth and diversification supported by the appointment of the Head of Curriculum. The Chair noted the need to manage resource and risk around growth. |  |  |  |
| 22.1.18 | | Draft Minute of Learning, Teaching & Engagement committee held on 25th February 2022  The Chair noted that there was a need to appoint a new Chair of the LT&E committee which would be announced shortly.  The minutes of the meeting were reported as accurate. |  | Approved |  |
| 22.1.19 | | Phased Return to In-Person Teaching  MJ noted that during the reporting period there had been the emergence of the omicron variant. Prior to Christmas, in-person teaching stopped, and in January staff continued with online teaching. By the end of January there was a small increase in on-campus presence. The return to in-person teaching remains uncertain and subject to change. The Chair thanked the SMT for the alignment with Scottish Government advice, awarding bodies, and the delivery of curriculum. |  | Noted |  |
| 22.1.20 | | Draft Academic Calendar 2022/23  EM noted that HE calendar is set by UHI and Argyll College aligns the FE calendar with the HE calendar and local school holiday dates, wherever possible. The calendar had been submitted to local EIS branch and FE delivery partners for consultation.  *The Board approved the academic calendar subject to a successful consultation outcome.* |  | Approved |  |
| 22.1.21 | | Update on recruitment and progress towards targets – 2021/22   1. FE Credits 2. HE FTEs   The Chair noted the paper for information. |  | Noted |  |
| 22.1.22 | | Early and Further retention KPI - full time FE 2020/21  The Chair noted the paper for information.  *IJ and BS left the meeting 2:30pm.* |  | Noted |  |
| 22.1.23 | | Update on learning, teaching, and enhancement items in last quarter:  The paper was noted. |  | Noted |  |
| 22.1.24 | | Update on HMIe visit to the College on 8th/9th March  The Chair advised the visit was focused on enhancement and the quality of the provision of learning and teaching. The outcome of the visit was ‘satisfactory’, and the college was awaiting the draft report which would include areas for focus and development. The lead inspector would be invited to provide feedback to the Board at the June meeting. The Chair noted thanks to the SMT, academic and support staff for the preparation for the visit. |  | Noted |  |
| 22.1.25 | | Update on strategy development  The Chair advised a draft strategy would be presented to the board in June 2022.  Action: Any questions or queries to be directed to the Acting Secretary to the Board | ALL | Noted |  |
|  | | PEOPLE |  |  |  |
| 22.1.26 | | Draft Minute of HR&R committee meeting of 25th February 2022  The minutes of the meeting were reported as accurate. |  | Approved |  |
| 22.1.27 | | **HR Report**  The report was noted for information. |  | Noted |  |
| 22.1.28 | | **National Bargaining Update**  The report was noted for information. |  | Noted |  |
|  | | BOARD GOVERNANCE AND DEVELOPMENT |  |  |  |
| 22.1.29 | | Partnership Agreement  The agreement was noted for information and further updates, advice and drafts would follow. The next draft would be available from April 2022. |  | Noted |  |
| 22.1.30 | | AOCB  Action: Invitation to invite Peter Connelly HMIe and Alistair McColl to the June 2022 meeting.  Action: To meet face-face for the next board meeting (June 2022) and arrange a suitable venue. | MJ/LM  MJ/LM |  |  |
| 22.1.31 | | Date of next meeting   * 20th May 2022 (Committees) * 10th June 2022 (Board) |  |  |  |
|  | | …………………………………………………………………………………………………………………… Date…………………………………………….  Signed by Chair of meeting |  |  |  |

Outstanding Actions

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|  |  | Responsibility | Deadline |
| March 2022 | | | |
| AOCB | To meet face-face for the next board meeting (June 2022) and arrange a suitable venue with the inclusion of an induction exercise and the process for expenditure claiming. | MJ/LM | June 2022 |
| AOCB | Invitation to invite Peter Connelly and Alistair McColl to the June 2022 meeting. | Chair | June 2022 |
| Strategy Development | Any questions or queries to be directed to the Acting Secretary to the Board | ALL | June 22 |
| Draft Budget | Circulate the compiled UHI collated COVID impact on credit targets report to the board | EM | June 22 |
| ~~Procurement Policy~~ | ~~To update the terminology regarding committees and roles and bring the policy back to the Board for approval~~ | ~~AEC~~ | ~~June 22~~ |
| 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~~ |