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MINUTES OF MEETING OF ARGYLL COLLEGE BOARD

Held on Friday 10th June 2022 at 11am

In person and via Microsoft Teams

Present: Rosemary Allford (RA) Chair, Maggie Tierney (MT) Vice Chair, Martin Jones (MJ), Heather Stevenson (HS), Chris Wolfe (CW), Andrew Farina (AF), Tom Walsh (TW), Elodie Nowinski (EN).

Present by VC: Bettina Sizeland (BS), David Clayton (DC), Iain Jurgensen (IJ), Paul Graham (PG).

Apologies: Tony Dalgaty (TD), Jonathon McCreadie (JM) and Jim Findlay (JF)

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

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| No | | Minute | Who | Action | Date |
| 22.2.1 | | Welcome and apologies for absence.  The Chair noted that this was the first in person board meeting as Chair and welcomed in person and virtual attendance from members.  Apologies were received from TD, JM and JF. It was noted that no one had put themselves forward to be HISA rep, but that this may change in new Academic Year.  Apologies from BS for early departure at 3pm. |  |  |  |
| 22.2.2 | | Declarations of interest & to determine any items as confidential.  HS noted that they were acting on employer’s side for Employers Association.  The Staff Remuneration paper would be considered confidential due to GDPR. |  |  |  |
| 22.2.3 | | Minutes of the Previous Meeting  The minutes of the meeting held on 11th of March 2022 were approved. |  | Approved |  |
| 22.2.4 | | Outstanding Actions  The outstanding actions were updated accordingly. |  | Noted |  |
| 22.2.5 | | Matters Arising  There were no matters arising. |  | Noted |  |
| 22.2.6 | | Chair’s Report: Overview of activity and key issues  The Chair provided a verbal update on the following:   * Academic Partnership work for UHI Argyll and varying partners within UHI was ongoing. There would be a Principals and Chairs conference hosted by Alastair McColl in Nairn on the 14th and 15th June 2022. The agenda would focus on strategic direction, the One UHI Strategy, key strengths, and areas for potential opportunities. * UHI Students Association had conducted market engagement around board participation and feedback was provided by the Chair and Acting Secretary. * The Chair had been attending Colleges Scotland Chairs Group to consider Scottish Colleges governance including remuneration and national bargaining. * Short Life Working Group had produced the Strategic Plan for UHI Argyll. * Quarterly meetings arranged with the Chair of UHI Court.   The Chair welcomed any further feedback from committee members via email. |  | Noted |  |
|  | | RESOURCES |  |  |  |
| 22.2.7 | | Draft Minute of Finance & General Purposes Committee of 20th May 2022  The minutes of the meeting were reported as accurate. |  | Approved |  |
| 22.2.8 | | Management accounts to 30th April 2022  The management accounts were noted for information. |  | Noted |  |
| 22.2.9 | | Draft Budget 2022/23  AC presented a draft budget for 2022/23, with a number of scenarios. Noted that there were considerable number of unknown variables making one scenario as likely as any other. Strategic discussion agreed budget needs to be set with surplus each year.  MJ highlighted that the annual course review and decision process had been largely undertaken. Final decisions in the remaining courses will be taken during the summer in the light of any further student recruitment. It was highlighted that there may be potential staffing implications where courses do not run. The course review process had been reshaped over recent years and decisions were being made much earlier. The Board was satisfied with the approach to course decision processes as outlined.  Action: AC to prepare a more detailed and finalised budget for 2022/23. | AC | Noted |  |
| 22.2.10 | | Externally Funded Projects  The Chair noted the paper for information. |  | Noted |  |
| 22.2.11 | Further Updates   1. Property lease updates   The paper was noted for information.   1. UHI Students Carers Policy   The policy was approved by the board.   1. Tender for banking arrangements   The board discussed the paper and agreed to continue with the current banking arrangements.   1. Procurement policy (revised)   The board approved the revised policy.   1. MITC Funding Proposal   The board approved the funding proposal.  Action: The board would like to invite stakeholders involved in external projects to present at future meetings. | MJ | Noted  Approved  Noted  Approved  Approved |  |
| 22.2.12 | Draft Minute of Audit Committee of 19th May 2022  The minutes of the meeting were reported as accurate and approved. |  | Approved |  |
| 22.2.13 | Internal audit reports – review of follow up actions from 20/21 and previous year’s reports  Noted that progress being made. |  | Noted |  |
| 22.2.14 | Health and Safety **(standing item):**   * Quarterly health & safety report   The report was noted for information. |  | Noted |  |
| 22.2.15 | Strategic implications of National Bargaining for the college  The report was noted.  Noted development of dashboard of KPIs to be shared with the board.  Action: Agreed key risks to be included in the dashboard.  The Chair thanked the board members for the work on managing committees, committee actions and committee papers to enhance governance arrangements. | AC/EM | Noted |  |
|  | | STRATEGY AND PERFORMANCE |  |  |  |
| 22.2.16 | | Principal’s Report for period ended 10th June 2022  MJ orally reported on the following:   * Curriculum Management recruitment process had gone well with the associated restructure. The recruitment process was supported by external consultants and appointments would be made shortly. * A development programme had been created for those involved in the restructure and new staff members. * Sector Level College Principals meetings were held to discuss the financial position, clawback, capital investment. * Meeting with SFC and Principals held to discuss the sectorial positions for capital investment. * The new MACC engineering building in Campbeltown was officially opened by Jenni Minto. * Met with Chief Executive of Highlands and Islands Enterprise with challenges around MITC and capital investment. * There had been horticulture interest within the MACC base, and they have employed a consultant to work with curriculum lead to explore future opportunities. * There had been limited levels of industrial action activity over the last few months. * The investment from UKCRF funding included the curriculum consultation around hospitality and catering and construction. * Working with Construction Innovation Centre around the need to develop skills in a distributed way and discussions were at an early stage. |  | Noted |  |
| 22.2.17 | | Draft Minute of Learning, Teaching & Engagement committee held on 20th May 2022  TW welcomed the opportunity to become Chair of the committee.  The minutes of the meeting were agreed as accurate and approved. |  | Approved |  |
| 22.2.18 | | Phased Return to In-Person Teaching  MJ reported that we will be moving to in-person teaching in new academic year. |  | Noted |  |
| 22.2.19 | | Update on progress towards targets – 2021/22  The report was noted for information. |  | Noted |  |
| 22.2.20 | | Targets for 2022/23 academic year  The report was noted for information. |  | Noted |  |
| 22.2.21 | | Early and Further retention KPI - full time FE 2021/22  The report was noted for information. |  | Noted |  |
| 22.2.22 | | Student satisfaction and engagement survey (SSES) 2021-22  The report was noted for information. |  | Noted |  |
| 22.2.23 | | College destination data – for FT FE students leaving at end 20-21 academic year  The report was noted for information. |  | Noted |  |
| 22.2.24 | | Education Scotland progress visit – 8th/9th March  Reports were noted.  The Education Scotland report was noted. |  | Noted |  |
| 22.2.25 | | Update on learning, teaching and enhancement items in last quarter:   1. Full time FE Application data and comparison to same time 2021   The report was noted for information.   1. School Leaver Market Research – summary   The report was noted for information.   1. Student of the year awards   The report was noted for information. Nominations would be submitted to board members with a request for board members to vote for the student of the year. |  | Noted  Noted  Noted |  |
| 22.2.26 | | Policies:   1. Placement and Externally Supported Learning Policy (tertiary)   The policy was approved by the board.   1. FE Academic Appeals   The policy was approved by the board. |  | Approved  Approved |  |
|  | | PEOPLE |  |  |  |
| 22.2.26 | | Draft Minute of HR&R committee meeting of 20th May 2022  The minutes of the meeting were reported as accurate. |  | Approved |  |
| 22.2.27 | | **HR Report**  The report was noted for information. |  | Noted |  |
| 22.2.27 | | **Staff Remuneration**  HS noted that the recommendation was to set up a separate staff remuneration committee for senior staff pay. All recommendations within the paper were approved.  **Action:** The remit of the newly formed committee to be presented to the September 2022 board. | HS | Approved |  |
| 22.2.28 | | **National Bargaining Update**  The report was noted for information. |  | Noted |  |
|  | | BOARD GOVERNANCE AND DEVELOPMENT |  |  |  |
| 22.2.29 | | Partnership Agreement  The agreement was noted for information and further updates, advice and drafts would follow. A paper was requested at UHI Court but no outcome has been circulated. Discussions around the agreement sign off would continue in the future. |  | Noted |  |
| 22.2.30 | | Argyll Ahead - Strategy Development  The Chair presented the new strategy which was created following a thematic approach. The strategy was approved by the Board subject to a review by marketing. The strategy would be operationalised following the marketing review.  Action: The strategy document to be reviewed by marketing and submitted to the September 2022 board meeting. | LM | Approved |  |
| 22.2.31 | | One UHI  A discussion was held around the adoption of One UHI. The Chair introduced One UHI as a principle-based approach to partnership working. A meeting of Principals would be held during the w/c 13th June to discuss the approach. |  | Noted |  |
| 22.2.32 | | AOCB   * Board Communication – the board minutes would be published via the website and staff reps would be signposting staff to the website for board updates. * The Chair reported that they had been in receipt of communications to the college originating from the EIS branch. * College Income – for information.   The Principal highlighted that one of Argyll College’s students, John Frace, has been awarded an MBE for his work on the COVID-19 tracker. The Chair congratulated John for the creation of the COVID-19 tracker and the work that he has been doing. The chair noted the college has been sponsoring John’s website. | MJ/LM |  |  |
| 22.2.33 | | Date of next meeting   * 9th September 2022 (Committees) * 30th September 2022 (Board)   The Chair thanked the board for all their hard work and commitment. |  |  |  |
|  | | …………………………………………………………………………………………………………………… Date…………………………………………….  Signed by Chair of meeting |  |  |  |

Outstanding Actions

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|  |  | Responsibility | Deadline |
| June 2022 | | | |
| Draft Budget 2022/23 | AC to prepare a more detailed and finalised budget for 2022/23. | AC | Sept 2022 |
| Further Updates | The board would like to invite stakeholders involved in external projects to present at future meetings | MJ | Ongoing |
| KPI Dashboard | It was agreed quarterly risks would be included in the dashboard of KPIs. | AC/EM | Ongoing |
| Staff Remuneration | The remit of the newly formed committee to be presented to the September 2022 board. | HS | Sept 2022 |
| Argyll Ahead | The strategy document to be reviewed by marketing and submitted to the September 2022 board meeting. | LM | Sept 2022 |
| AOCB | The board minutes would be published via the website and staff reps would be signposting staff to the website for board updates. | LM / Staff Reps | Ongoing |
| 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~~ |