



University of the
Highlands and Islands
Argyll College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste Earra-Ghàidheil

Final Version
MINUTES OF MEETING OF ARGYLL COLLEGE BOARD
Held on Friday 2 October 2020 at 1 pm
Via Webex Teams

Present: Andrew Campbell (AMC) Chair, John Colston (JC) Vice Chair, Martin Jones (MJ), Tony Dalgaty (TD), Jim Findlay (JF), Jennifer Swanson (JS), Faye Tudor (FT), Maggie Tierney (MT), Vicky Gunn (VG), Rosemary Allford (RA), Elodie Nowinski (EN), Billie Smith (BKS), HISA Depute (FD)

Apologies: Scott Matheson (SM), Jim Findlay (JF), Bettina Sizeland (BS)

In attendance: Elaine Munro (EM), Ailsa Close (AEC), Vicky Daveney (VD) Board Secretary, Joe Wright (JW)

No	Minute	Who	Action	Date
20.3.1	Welcome and apologies for absence. The Chair welcomed all governors to the meeting and welcomed Joe Wright. Apologies received from Scott Matheson, Jim Findlay and Bettina Sizeland.			
20.3.2	Declarations of interest & to determine any items as confidential. BKS reported that her employer had been instructed by the college in relation to the nursery lease. BKS confirmed she is not involved in the engagement and internal safeguards are in place. 20.3.19 and 20.3.20 were deemed to be confidential items.			
20.3.3	Minutes of the last meeting. These were approved by the board and are to be signed by the Chair as an accurate record of the meeting.	VD/AMC	To sign	
20.3.4	Matters arising. (i) Nursery:- MJ confirmed that Argyll & Bute Council are seeking to lease the building for 6 months. They will make any improvements required, the cost of which will be offset by reduced rent. (ii) National Bargaining:- MJ confirmed that work on transfer to permanent contracts is ongoing, as a condition of SFC funding. Work on Promoted Posts will take place when the contracts are complete. JW stressed importance of managing communication with staff. JS expressed concerns with regard to resources in place to handle increased workload related			

	to National Bargaining. AMC asked if the Board would authorise MJ to sign up to agreement. There was unanimous agreement from Board.			
20.3.5	<p>Chair's report.</p> <p>The chair provided a report on his recent activity including:-</p> <ul style="list-style-type: none"> • 3 Colleges Scotland meetings, 2 attended by Minister for FE and HE • 3 Regional Strategic Committee meetings and seminars • Options Appraisal meeting • RSC workshop • Telephone conversations with other partner Chairs • Telephone conversations with new board members with positive feedback • Discussion of Aligned Finance Service within partnership, led by UHI . AMC expressed concerns about the process, what the proposed new 'overall' post's remit will be and how it will operate. MT stated the accountability for the financial health of the organisation lies with the Board, concerned about the implications of the new role in relation to the Boards responsibility. JC agreed there are concerns which should be put in writing. • AMC drew the Boards attention to the hard work of the staff, particularly the SMT over recent weeks. AMC asked FD to pass on thanks to the student body for working with the college. <p>ACTION: AMC to put in writing the Board's concern over Aligned Finance Service</p> <p>ACTION: FD to pass on thanks to student body.</p>	AMC FD		
RESOURCES				
20.3.6	<p>Draft Finance & General Purposes Committee Minute of 2 October 2020</p> <p>Draft minutes to be completed w/c 5 October for approval by Chair of F&GP</p>	VD	To complete	
20.3.7	<p>Management accounts for period to 31 July 2020</p> <p>JC highlighted to the Board that the figures are provisional, welcomed their robustness and commended them to the Board for approval. JC explained that the deadline of 31st December for signed accounts was unlikely to be met, SFC have acknowledged this and signalled they are prepared to accept late accounts. AEC has been in contact with SFC. F&GP are content to authorise delayed accounts and commend this to the board on the understanding that F&GP are kept informed of progress.</p>		Approved	
20.3.8	<p>Draft Audit Committee Minute of 18 September 2020</p> <p>Minute noted by board in the absence of SM Audit Chair, to be signed at next committee meeting.</p>	SM/VC	To sign	
20.3.9	<p>Draft Internal Audit Report – Staff Development</p> <p>AEC confirmed that the auditors are due to produce 3 internal audit reports but due to time constraints 2 have been postponed until December.</p>			
20.3.10	<p>External Audit Plan</p>		Noted	

20.3.11	<p>Health and Safety (Standing item) : H&S issue AMC asked if there are any specific issues. MJ confirmed there are no current issues, although covid-19 risk assessments for each centre are ongoing. There are no students in centres other than where face-to-face teaching is required for practical courses; health & safety assessments have been completed involving relevant staff so they understand the risks.</p>			
STRATEGY AND PERFORMANCE				
20.3.12	<p>Principal's Report for Period ended 31 August 2020 MJ updated the board on recent activity, stressing that going in to lockdown was straightforward but restarting has been more difficult. It is important that this does not eclipse everything else and there is a need to move forward strategically.</p> <ul style="list-style-type: none"> • Argyll & Bute Council have not signed off Rural Growth Deal as yet but a member of college staff has been seconded to the MITC. MJ has been attending meetings. • Attended STEM Training Hub workshops. • Application made to SFC for loan funding for a new building in Dunoon. • Involved in UHI Aligned Services Programme, discussing where shared services can be used to create efficiencies, eg finance and HR. • Staffing pressures - Joe Wright seconded from NHC to handle TU negotiations for 1 day per week. A member of staff has also been seconded to fill curriculum management gap in construction for 1 year for 2 days per week. An assistant is being recruited for accounts. There may also be a support role created for the SMT. • A number of Partner College Chairs have been discussing mergers as a way of achieving cost efficiencies. This resulted in a meeting which AMC and MJ attended. <p>AMC commended MJ's work in bringing in new projects.</p>			
20.3.13	<p>Draft Minutes of Learning, Teaching and Engagement Committee held on 12 June 2020 Minute approved, to be signed at next committee meeting. RA sated that core to restarting college is facilitating the student experience and highlighted the work done by staff on new initiatives relating to online learning.</p>	RA/VD	To sign	
20.3.14	<p>Update on final HE FTEs and FE Credit Count</p> <ol style="list-style-type: none"> a) FE Credits – EM confirmed that the credit target has been exceeded by 827 credits, Argyll College is one of only 3 to achieve or overachieve. No extra funding is received for this. b) HE FTEs – EM confirmed that the target was reached, there were also 13 PGDE students funded outwith the RAM. JS congratulated staff on the figures and EN commented that as overachieving is a trend the rebalancing of credits should be looked at. 		Noted	
20.3.15	<p>Update on student recruitment 2020/21</p>			

	EM confirmed that full-time FE is down slightly, as it is across Scotland, although there is still some flux as students may be late enrolling due to not having the usual face-to-face help. SFW is buoyant across the 11 secondary schools, teaching is face-to-face. HE numbers have increased to around 240 FTE, including 17 PGDE students and 7 Childcare Graduate Apprentices.		Noted	
20.3.16	<p>Update on learning, teaching and enhancement items in last quarter:</p> <p>a) Online induction – EM confirmed that this had been a success and the Early Student Experience survey is about to be issued which will supply evaluative data about online induction.</p> <p>b) Joint shared delivery – EM confirmed that delivery is being shared on a number of courses with WHC and NHC. Work is also being carried out relating to shared delivery at FE level with WHC.</p> <p>c) Teaching staff induction – a revised online induction has been created. A tutor has been asked to present to HMIE next week on how to deliver online learning.</p>		Noted	
20.3.17	<p>Policies for approval</p> <p>a) UHI Safeguarding Policy</p> <p>Approved by LTE Committee 18/9/2020</p>		Noted	
PEOPLE				
20.3.18	<p>Draft HR & R Committee Minute 18 September 2020</p> <p>Minute approved, to be signed at next committee meeting.</p>	JS/VD	To sign	
20.3.19	Confidential item – Summary of HR and Recruitment in last quarter		Noted	
20.3.20	Confidential item – Dismissal			
20.3.21	<p>Draft Trade Union Recognition Agreement</p> <p>MJ introduced JW of North Highland College who has been seconded for 1 day per week to support Argyll College with Trade Union Recognition and how to embed it within the college.</p> <p>JW explained that the college is entering an important new phase which will have an impact on management and staff. JW asked for comments from the Board on the draft Trade Union Agreement, previously circulated, before it is sent to EIS. AMC asked the board to ratify the draft agreement. The Board agreed.</p>			
BOARD GOVERNANCE AND DEVELOPMENT				
20.3.22	<p>Recruitment of Chair and Depute Chair</p> <p>AMC confirmed that both JC and AMC are coming to end of their term on the board, MT has agreed to become Depute Chair and AMC thanked her. Recruitment of a Chair is to commence with a view to recruiting by the year end. An interview panel will be formed, and a UHI member will be invited to join that panel.</p>			
20.3.23	AOCB			

	<ul style="list-style-type: none"> SFC Institutional Efficiency Return <p>AEC confirmed that form has been completed and the 3% savings stipulated have been achieved.</p>		Noted	
20.3.24	<p>Date of next meeting. Committee meetings – Friday 27th November, Location TBC Board meeting – Friday 11th December, Location TBC</p>			
	<p>..... Signed by Chair of meeting</p>			<p>Date.....</p>