

FINAL VERSION
MINUTES OF MEETING OF ARGYLL COLLEGE BOARD
Held on Friday 13 March 2020 at 1 pm
at CERC and by VC

Present: Andrew Campbell (AMC) Chair, John Colston (JC) Vice Chair, Martin Jones (MJ), Jim Findlay (JF), Jennifer Swanson (JS), Gillian McCready (GMcC), Faye Tudor (FT)

Apologies: Tony Dalgaty (TD), Scott Matheson (SM)

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

No	Minute	Who	Action	Date
20.1.1	Welcome and apologies for absence. The Chair welcomed all governors to the meeting and welcomed Faye Tudor to her first board meeting as staff representative. Apologies received from Tony Dalgaty and Scott Matheson.			
20.1.2	Declarations of interest & to determine any items as confidential. JF declared his position as a local authority councillor. 20.1.17 and 20.1.18i were deemed to be confidential items.			
20.1.3	Minutes of the last meeting. These were approved by the board and signed by the Chair as an accurate record of the meeting.			
20.1.4	Matters arising. (i) Helensburgh Centre – MJ was at Executive Office in Inverness last week and discussed Helensburgh’s funding with Crichton Lang, however, he was unable to give an answer as Chief Operating Officer of UHI was on leave. There is another meeting due to be held Friday 20 th March with senior EO officials where MJ intends to discuss it again. ACTION: MJ to provide details to JC with a view to JC emailing Exec Office. (ii) Nursery – MJ confirmed that the nursery will be closing at the end of the school year. MJ has engaged fully with staff and some have agreed to stay until closure. Some children have been moved to new providers already. Maintaining staffing ratios is key. JF asked about impact of COVID19 and policy to close. MJ confirmed that government guidelines will be followed. It is an ongoing challenge but the college has a strong social conscience and continuity of education, particularly	MJ/JC	Provide	d e t a

	<p>for those children moving on to primary school, is important. AMC thanked EM for her work with the nursery. EM confirmed that the care inspectorate will not be carrying out any more inspections.</p> <p>(iii) Oban – MJ confirmed that the relocation of staff from WHHA back to the Oban Centre has taken place. EM confirmed that staff who have moved back to centre are happy to be able to engage with colleagues. MJ stated that there are economic and operational rewards from this move and that is important to concentrate on having only one footprint in each town in which the college is located.</p>		email	il /
20.1.5	<p>Chair's report. The chair provided a report on his recent activity:</p> <ul style="list-style-type: none"> • Board recruitment – recruited 6 new members with a range of experience. Very pleased with the outcome. • GAWG (Governance and Accountability Working Group) – has attended several meetings and it is heading in the right direction. AMC explained, for the benefit of new board member, that the aim is to reform UHI to encourage more involvement from partner bodies. 			
RESOURCES				
20.1.6	<p>Draft Joint Audit and Finance & General Purposes Committee Minute of 29 November 2019 Minute approved, to be signed at next committee meeting.</p>	JC/VD	To sign	
20.1.7	<p>Management accounts for period to 31 January 2020</p>		Noted	
20.1.8	<p>Internal Auditors Discussion with Board on 2019/20 Audit Plan by VC AEC confirmed that the auditors had VC'd to the Audit Committee and are meeting with SM w/c 16 March to bring together the audit plan for the next 3 years.</p>			
20.1.9	<p>Health and Safety (Standing item) : H&S issue</p> <p>a) Lone Worker Policy – new policy for staff working in centres alone or driving alone. b) Health & Safety Policy – H&S Consultant reviews on annual basis, very few changes from previous year. c) Fire Policy & Arrangements – new policy d) Driving Policy – new policy</p> <p>MJ confirmed that CCTV is being rolled out to all centres. JF asked whether H&S should be moved up the agenda to reinforce its importance? AMC confirmed he is happy for it to be moved regularly within the agenda. JC asked how the college monitors whether staff and students are aware of policies. AEC said HR are looking at ways of capturing this information electronically. Currently staff complete and sign a list to confirm they have read them. MJ confirmed that there is an opportunity to do this during staff development week.</p>		Approved Approved Approved Approved	
STRATEGY AND PERFORMANCE				
20.1.10	<p>Principal's Report for Period ended 29 February 2020</p>			

	<p>MJ updated the board on recent activity.</p> <ul style="list-style-type: none"> • MJ was at UHI EO as part of a larger group from the partnership, each functional element within EO provided pro-forma of how it viewed its contribution, looking at staffing and budgets. Discussions were had about whether they are structured correctly and are transparent. MJ found it useful and expects to have a report with recommendations for the next board. • Royal Navy – MJ and FT met with Jodie Friels recently. MJ pushing to get new materials online for April, to pilot in the next academic year. FT stated that there is still a good relationship there and if everything is in place it should be a success. • Marine Training Centre – engaging with employers, positive meeting with Calmac who need ongoing training and the location is an advantage for them as currently have to use Glasgow based suppliers. Accommodation is going to be a key requirement. 			
20.1.11	<p>Draft Minutes of Learning, Teaching and Engagement Committee held on 28 February 2020 Minute approved, to be signed at next committee meeting.</p>	AMC/VD	To sign	
20.1.12	<p>Education Scotland progress visit EM informed the board that HMIE will attend the June board meeting.</p>		Noted	
20.1.13	<p>Early & Further withdrawal KPIs for full time FE courses to date 2019/20 EM confirmed that KPIs are better than last academic year, although there have been further withdrawals since report was produced. If anyone does leave now everything possible will have been done to help them to stay. EM stated that the numbers will be analysed and as a small college we have the advantage of being able to look at each individual.</p>		Noted	
20.1.14	<p>Update on progress towards targets – 2019/20</p> <ul style="list-style-type: none"> a) FE Credits – EM confirmed that the core credit target has been achieved already and we are likely to overachieve again this year. MJ stated that national bargaining may have an impact and unions have put in another request for more money, EM confirmed that increased student numbers will be required to make courses financially viable if this is the case. JF said the population numbers are a problem and if students do move away there are fewer people for the local workforce. b) HE FTEs c) HE FTE predictions for 2020/21 		Noted Noted Noted	
20.1.15	<p>Update on learning, teaching and enhancement items in last quarter: EM pointed out the typo in e) it should read ‘Social Services’ not Sciences.</p>	VD	Noted To amend	
PEOPLE				
20.1.16	<p>Draft HR & R Committee Minute 28 January 2020 Minute approved, to be signed at next committee meeting.</p>	JS/VD	To sign	
20.1.17	<p>Confidential item</p>			

20.1.18	<p>i) Confidential item ii) Terms of Reference – AMC noted that SM wanted to make the board aware of point 1.4v, due to external events SM was unable to attend this meeting. ACTION MJ to incorporate into redundancy policy.</p>	MJ	Revise policy
20.1.19	<p>Employee Assistance Programme MJ confirmed this has been rolled out to all staff. Usage will be monitored confidentially, particularly the volume and types of engagement. Staff have the opportunity to complete a survey after using the service. This balances out the funding that has been provided for student mental health support activity.</p>		
20.1.20	<p>Coronavirus update MJ stated that this is continuously changing but staff and students are being provided with information and updates. Dedicated web pages for students and Sharepoint areas for staff have been developed as well as ongoing email updates to both groups.</p>		
BOARD GOVERNANCE AND DEVELOPMENT			
20.1.21	<p>Update on recruitment of board members AMC reported on this during his Chair’s report earlier in the meeting but stated that an Away Day/Induction Day is to be arranged for May/June. Dates to be discussed and a poll will be sent out to gauge preference for early May or June (to coincide with board meeting). ACTION AMC and VD to discuss options</p>		
20.1.22	<p>AOCB</p> <p>a) Business Continuity Plan – AEC stated that this was written 2 years ago and in light of Coronavirus it needs reviewing. b) Fraud Policy – AEC confirmed that this hasn’t changed other than job titles. 1.7 should read Board Secretary.</p> <p>c) Accounting Procedures – AEC stated that these were written for ‘Assigned Status’ and drew the boards attention to some updates due to changes in practice since these were first written. The procurement side has improved with the employment of the procurement assistant. d) Fees Policy – AEC confirmed this is reviewed each year and the instalment plan changes in line with SFC guidance. e) Code of Conduct – MJ asked the board if they want to review ‘3.2.2 Remuneration’ the board confirmed they would like to leave as is.</p> <p>JC asked where we are in the strategic planning cycle and whether it can be part of the Away Day. MJ confirmed that it will be included. AMC thanked GMcC for her time on the board.</p>	<p>AEC AEC</p>	<p>To review Approved + Amend Approved Approved Approved</p>
20.1.23	<p>Date of next meeting. Committee meetings – Friday 22nd May, Location TBC</p>		

	Board meeting – Friday 5 th June, Location TBC			
 Signed by Chair of meeting	Date.....		