



MINUTES OF MEETING OF ARGYLL COLLEGE BOARD

Held on Friday 13 December 2019 at 1 pm

at Oban and by VC

Present: Andrew Campbell (AMC) Chair, John Colston (JC) Vice Chair, Martin Jones (MJ), Ken Jones (KJ), Scott Matheson (SM), Jim Findlay (JF), Tony Dalgaty (TD), Jennifer Swanson (JS)

Apologies: Lesley McInnes (LMcI), Gillian McCready (GMC), Amber Crowley (AC), Danjana Ninkovich (DN) HISA Depute, Vicky Daveney (VD) Board Secretary

In attendance: Elaine Munro (EM), Ailsa Close (AEC)

No	Minute	Who	Action	Date
	Welcome and apologies for absence. The Chair welcomed all governors to the meeting. Apologies from Lesley McInnes, Gillian McCready, Amber Crowley, Vicky Daveney and Danjana Ninkovich.			
19.4.1	Declarations of interest & to determine any items as confidential. JF declared his position as a local authority councillor.			
19.4.2	Minutes of the last meeting. These were approved by the board and signed by the Chair as an accurate record of the meeting.			
19.4.3	Matters arising. (i) Helensburgh Centre – MJ updated on current position and indicated that he was taking the matter up with UHI Principal. (ii) Riverside premises – AEC confirmed the Riverside premises have been sold. (iii) Nursery – MJ confirmed that discussions have ceased with the interested parties without any possibility of an imminent sale. Discussions with A&BC will be held early in the New Year to update them on the situation. (iv) Oban – staff from WHHA office moving into centre w/c 16 th Dec. A room in the centre has been repurposed to enable a flexible teaching space. This will create a saving of over £20k per annum.	MJ		
19.4.4	Chair's report. The chair provided a report on his recent activity:			

	<ul style="list-style-type: none"> • Chaired meeting of OaUT project, which is coming to the end of its current term. • Meeting on outcomes of Programme Board • FERB effectiveness review • Regional Board meeting • Meeting with Colleges Scotland 			
RESOURCES				
19.4.5	Draft Joint Audit and Finance & General Purposes Committee Minute of 29 November 2019 Minute noted and approved.			
19.4.6	Audit Chair's annual report to the board Report noted. SM noted the internal and external audit reports were clean. Requirement to appoint external auditors. MJ updated that the management accounts were discussed at the recent senior management team meeting.			
19.4.7	Management accounts for year to 31 October 2019 Noted			
19.4.8	Audit report from MHA Henderson Loggie and Letter of Representation Approved Typo on front cover of Audit report to be changed.	AEC		
19.4.9	Internal Audit Reports 2018/19 Noted			
19.4.10	Health and Safety (standing item): H&S issues Near miss procedure is being implemented – update to next board meeting. KJ asked if the UHI health and safety group is still active.	MJ		
STRATEGY AND PERFORMANCE				
19.4.11	Principal's Report for Period ended 30 November 2019 MJ updated the board on recent activity. Board agreed up to date tabled oral report is preferable at each meeting. <ul style="list-style-type: none"> • Programme Board – moving into second phase looking at four main areas: professional services, operational structure and coherence, funding and staffing. MJ has been allocated to the operational structure and coherence working group. In addition there is a small group looking at EO functions - MJ is the only college principal on this group. • Employers association meeting – attended by MJ and AEC • Faslane – dialogue with Royal Navy on-going, recruitment fair last month where college had a presence. Progress has been made on learning and teaching materials, with the materials now available in a format suitable for submariners. MJ reiterated that 			

	<p>the college itself does not control content and relies upon wider UHI elements. Royal Navy has also undertaken focus groups with navy personnel who are existing students or recent withdrawals to understand the issues which will feed into further development or enhancement of the materials. Anticipated to be able to offer provision again from September 2020. Meeting with RN arranged for w/c 16th Dec</p> <ul style="list-style-type: none"> • Dialogue with Argyll & Bute Council: Rural Growth Deal workshop in Stirling reviewing aquaculture and how best to strengthen the links between parts of the bid. • HIE meeting to discuss support for the college's built environment and in particular the next stage of the marine industry training centre. HIE are being very supportive. 			
19.4.12	<p>Presentation on progress towards new College Strategy MJ presented the outcomes from an Executive Management Team strategy away day centred on seven key priorities for the college. JC welcomed the initial thinking but asked when a written strategy would be produced. MJ indicated a draft strategy, following consultation with more staff would be on the agenda for next board meeting. JS asked about support for staff and how staff engage across a dispersed operation. MJ also outlined proposals to enhance staff induction and to set minimum standards for teaching staff travelling to teach at other centres to ensure face to face engagement with all students within that cohort. JF suggested the college could consider becoming a centre for excellence for virtual and technological communications for education purposes.</p>	MJ		
19.4.13	<p>Draft Minutes of Learning, Teaching and Engagement Committee held on 12 December 2019 Minute noted. MJ noted it was good to have the HISA Depute attend the meeting.</p>			
19.4.14	<p>Education Scotland progress visit – updated enhancement plan and feedback following visit. Noted. Verbal feedback from HMIE at the end of the visit indicated progress towards action points in our enhancement plan was satisfactory. Full report to follow.</p>			
19.4.15	<p>Final KPIs 2018/19 Noted</p>			
19.4.16	<p>Update on progress towards targets – 2019/20 Noted</p>			
19.4.17	<p>Early withdrawal KPIs for full time FE courses to date 2019/20 Noted that early withdrawal has improved by 3 percentage points from the previous year.</p>			
19.4.18	<p>Early student satisfaction survey – 2019/20 Noted</p>			
19.4.19	<p>Update on learning, teaching and enhancement items in last quarter Noted that graduation ceremony will be in Dunoon in 2020. Looking at the possibilities that the event could be live streamed for staff and family members of graduates who cannot attend in person.</p>			

PEOPLE				
19.4.20	Draft HR & R Committee Minute 29 November 2019 Noted			
19.4.21	Annual HR Report Noted			
19.4.22	Summary of recruitment and HR in last quarter Noted			
19.4.23	Annual Staff Development Report Noted			
BOARD GOVERNANCE AND DEVELOPMENT				
19.4.24	Board meetings schedule for 2020 Agreed			
19.4.25	Any other business <ul style="list-style-type: none"> Board recruitment – seeking board members with skills, knowledge and experience in finance and accountancy, FE/HE, project management, political knowledge, business sector eg aquaculture Noted that Lesley McInnes has retired from the College Board. AMC to write to Lesley expressing the college’s thanks. Ken Jones indicated this was his last board meeting. AMC thanked KJ for his contribution to the board. Noted that this would have been Amber Crowley’s last board meeting. The college will be recruiting for a staff representative on the board in January. 	AMC		
	Date of next meeting. 13 March 2020 - venue TBC			
 Signed by Chair of meeting	Date		