

MINUTES OF MEETING OF ARGYLL COLLEGE BOARD
Held on Friday 7 June 2019 at 1 pm
at Glenshellach Business Park, Oban and by VC

Present: Andrew Campbell (AMC) Chair, John Colston (JC) Vice Chair, Martin Jones (MJ), Ken Jones (KJ), Scott Matheson (SM), Gillian McCready (GMC), Amber Crowley (AC), Jim Findlay (JF), Tony Dalgaty (TD), Jennifer Swanson (JS) by VC, Laura Hogg (LH) by VC

Apologies: Lesley McInnes (LMcI), Elaine Munro (EM)

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

No	Minute	Who	Action	Date
19.2.1	Welcome and apologies for absence. The Chair welcomed all governors to the meeting. Apologies from Lesley McInnes.			
19.2.2	Declarations of interest & to determine any items as confidential. No declarations of interest.			
19.2.3	Minutes of the last meeting. These were approved by the board and signed by the Chair as an accurate record of the meeting.			
19.2.4	Matters arising. (i) Update on Helensburgh - No funding has been received from UHI to date. MJ and AEC are awaiting a response from the council. MJ has received confirmation that the decision will go to committee. The expected outcome is to continue on a peppercorn lease before moving to commercial terms. UHI will be approached to release allocated funds. (ii) NRPA update – MJ confirmed that Argyll College continues to shadow and that SFC wish this to change. MJ is continuing to speak to SFC and partners across UHI. Issues around Promoted Posts were discussed further by board. (iii) Risk Register – It was agreed that the new version is easier to update and better for reporting. It also facilitates comparison with other partners.	MJ/AEC MJ	Liaise council Liaise SFC	
19.2.5	Chair's report. The chair provided a report on his recent activity. <ul style="list-style-type: none"> • Structured telephone interview with Gary Coutts to allow UHI Court to confirm their Governance arrangements were satisfactory. • Attended a Partnership Assembly meeting on 26th April in Inverness. 			

	<ul style="list-style-type: none"> • Attended from Perth by VC Programme Board on 31st May. • Attended 3 Governance and Accountability Working Group (GAWG) meetings by VC on 27th March, 22nd April and 5th June. • Chaired meeting of Oban as a University Town on 17th April. • Attended by VC a VAT seminar considering UHI's VAT arrangements. • Attended a College's Scotland BREXIT Summit in Edinburgh considering the impact on FE and HE funding, addressed by a Swiss academic leader. • In the course of these events informally met with the CEO of College's Scotland and Chair of the SFC. • Attended a strategic dialogue meeting with the SFC in Dunoon, supported by JC. 			
	RESOURCES			
19.2.6	Draft Finance and General Purposes Committee Minute of 24 May 2019 Minute Noted			
19.2.7	Management accounts for period to end of April 2019 Noted			
19.2.8	Draft Audit Committee Minute of 24 May 2019 Minute Noted			
19.2.9	<p>Property Update</p> <p>Oban – MJ wishes to move all staff back to the Centre building from WHHA. This would necessitate a temporary building in the short term, with a view to extending the main building. Further investigation underway.</p> <p>Islay – AEC reported that money has been allocated to knocking through from college to school. A project manager is in place, they need to source contractors with a view to completing works over the summer holiday.</p> <p>Nursery – MJ is still in discussions with third parties.</p>	MJ		
19.2.10	<p>Health & Safety: H&S issues</p> <p>MJ reported on a recent incident in which a student was injured. All H&S procedures and documentation were in place and being adhered to at the time of the incident. The college's H&S consultants have been involved in the reporting.</p>			
19.2.11	<p>Draft Budget</p> <p>AEC amended draft budget following F&GP. The Board however discussed the fragility of the budget in the context of potential variation in income.</p> <p>AEC confirmed that the recruitment budget has been increased and there were potential teaching cost savings through efficiencies.</p>			

	The Draft Budget was approved.			
	STRATEGY AND PERFORMANCE			
19.2.12	<p>Principal's report for period ended 31 May 2019 MJ updated the board on recent activity.</p> <ul style="list-style-type: none"> • The Strategic Dialogue meeting, which takes place every 3 years with SFC, was held in Dunoon. The unsuitability of the some of the College's built environment was at the forefront of discussions. • Attended the UHI Partnership Council monthly meetings and update provided. • Met with SFC & HMIE - positive discussions about the College, there are 2 years before the evaluative report is due. • Oban as a University Town – MJ updated on marine training developments. • Ongoing dialogue with the Royal Navy and Jodie Friels regarding focus group for HMNB Clyde students. • Mount Stuart link – they are looking at developing the estate and visitor centre to partner with Argyll College for horticulture and arboriculture. Funding has been provided from UHI to develop the curriculum and a member of staff has been recruited for a year to take it forward. The board discussed whether a visit in the future would be useful and welcomed. 	MJ		
19.2.13	<p>Draft Learning, Teaching and Engagement Committee Minute 24 May 2019 Minute noted</p>			
19.2.14	<p>Update on How Good is our College Evaluative Report and Enhancement Plan Noted</p>			
19.2.15	<p>SFC Student Satisfaction and Engagement Survey (SSES) AMC stated that the rates of satisfaction are very high. Noted</p>			
19.2.16	<p>Early and further withdrawal for full time FE courses to date 2018/19 GM was concerned about students withdrawing for reasons that may require more support at a national level, eg funding, and asked where this information is reported to. MJ confirmed data is reported. JC suggested that this information may also be of strategic interest, eg the built environment, and may be useful in discussions with other bodies. Noted</p>			
19.2.17	<p>Update on progress towards targets 2018/19 The college has exceeded its credit target for the year, although HE was down slightly. Noted</p>			
19.2.18	<p>Academic Calendar 2019/20 Noted</p>			
	PEOPLE			

19.2.19	Draft HR& Committee Minute 24 May 2019 Minute noted			
19.2.20	Summary of recruitment and HR in last quarter Noted			
BOARD GOVERNANCE AND DEVELOPMENT				
19.2.21	<p>Board Recruitment</p> <p>The Board supported a paper outlining the sector norm of eight years for membership. Four members of the Board fell into that category (AMC, JC, KJ, LMcl)</p> <ul style="list-style-type: none"> • AMC confirmed that he is to resign from the board in December 2019 with the proviso that a replacement has been found. • JC confirmed that he would resign but would, if necessary, stay in place to provide some continuity. • KJ confirmed he would also resign. • AMC will speak with Lmcl • AC confirmed she is happy to continue with her programme board role on completing her period as Staff Representative Director in December 2019. <p>AMC suggested a sub-committee be formed to focus on board recruitment – to include MJ, AC, JF, VD(BS). Suggested actions are to investigate use of websites and social media. Investigate where the gaps are/will be in the skill set of the board, whilst keeping in mind gender balance and geography. SM reminded the Board of their responsibility to help recruit.</p> <p>MJ to speak to recruitment agencies regarding costs.</p> <p>Thanks were expressed for the work of Stella Leitch who has recently resigned from the Board.</p>	AMC MJ/AC/ JF/VD MJ		
19.2.22	Board of Governors Code of Conduct Board members have re-familiarised themselves with the Code of Conduct.			
19.2.23	Programme Board AMC reported on Crichton Lang’s draft note to all board members summarising what the Programme Board is aiming to do. When AMC receives the final version he will circulate to the board for comments. The board went on to discuss this in more detail.			
19.2.24	<p>Any other business</p> <p>i) Policy of discretions LGPS</p> <p>ii) Long Term Sickness Policy – amendments</p> <p>iii) Attendance Policy and Procedure – amendments</p> <p>iv) UHI Essential Skills Policy</p> <p>Noted</p>			

	JC commented that the public profile of Argyll College had been very good of late and asked that this be passed on to marketing.	MJ		
19.2.25	Date of next meeting. 13 September 2019 at 1pm in Lochgilphead			
 Signed by Chair of meeting	Date.....		