

MINUTES OF MEETING OF ARGYLL COLLEGE BOARD

Held on Friday 15 March 2019 at 1 pm
at Lorne Street, Lochgilphead and by VC

Present: Andrew Campbell (AMC) Chair, John Colston (JC) Vice Chair, Martin Jones (MJ), Ken Jones (KJ), Stella Leitch (SL), Scott Matheson (SM), Gillian McCready (GMC), Amber Crowley (AC), Jennifer Swanson (JS), Jim Findlay (JF) by VC

Apologies: Tony Dalgaty (TD), Laura Hogg (LH),

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

No	Minute	Who	Action	Date
19.1.1	Welcome and apologies for absence. The Chair welcomed all governors to the meeting. Apologies from Tony Dalgaty and Laura Hogg.			
19.1.2	Declarations of interest & to determine any items as confidential. No declarations of interest.			
19.1.3	Minutes of the last meeting. These were approved by the board and signed by the Chair as an accurate record of the meeting.			
19.1.4	Matters arising. <ul style="list-style-type: none"> (i) Nursery Care Inspectorate visit – EM updated the board on the recent positive visit from the Care Inspectorate. (ii) Board secretary update – interviews to be held on Mon 25th March. Interview panel AMC, JC and MJ. (iii) Update on Helensburgh – No funding has yet been received from UHI. MJ has raised the issues surrounding the delivery of UHI curriculum to Faslane personnel with UHI to agree how this will be progressed in a way that best fits the needs of the naval personnel. MJ has submitted a bid to UHI for an ESIF funded curriculum development post and has also had meetings with Faslane navy personnel. An update will be provided at the next board meeting. (iv) Audit chair's report update – AMC and MJ to discuss further with LMI. (v) UHI Programme Board – the board discussed the paper and agreed the chair and principal will respond to reflect the board view. (vi) DYW update – MJ provided an update in relation to staffing difficulties 	MJ	Update	
19.1.5	Chair's report. The chair provided a report on his recent activity.			

RESOURCES			
19.1.6	Draft Finance and General Purposes Committee minute of 1 March 2019 Minute Approved		
19.1.7	Management accounts for period to end Jan 2019 Noted three things that could impact negatively on the finances of the college: <ul style="list-style-type: none"> - NRPA - Helensburgh centre - Sick pay 		
19.1.8	NRPA The board discussed the papers presented by MJ, are aware of the direction of travel and the challenges the college has in signing up to NRPA. MJ to liaise with other UHI colleges in a similar position and continue dialogue with SFC	MJ	
19.1.9	Draft Audit Committee minute 1 March 2019 Minute Approved		
19.1.10	Draft tender for internal audit 2019-2021 Noted. Board members were asked to suggest areas to add to the tender and submit to AEC by 22 nd March	All	
19.1.11	Health & Safety (standing item): H&S issues MJ updated the board on discussions with TG with the aim of enhancing the H&S culture within CERC and overall within the college.		
STRATEGY AND PERFORMANCE			
19.1.12	Principal's report for period ended 31 January 2019 MJ updated the board on recent activity.		
19.1.13	Minutes of Learning, Teaching and Engagement committee held on 1 March 2019 Approved		
19.1.14	Update on How Good is our College Evaluative Report and Enhancement Plan Noted		
19.1.15	FE KPIs 2017/18 comparison with rest of college sector Noted		
19.1.16	Early and further withdrawal for full time FE courses to date 2018/19 Noted		

19.1.17	Update on progress towards targets 2018/19 Noted			
19.1.18	HE FTE predictions 2019/20 Noted			
19.1.19	Student Surveys Noted			
19.1.20	Risk Register MJ updated there is a new electronic version of risk register – once link received MJ will forward to the board.	MJ		
PEOPLE				
19.1.21	Draft minute of HR&Re committee meeting 1 March 2019 Minute approved			
19.1.22	Summary of recruitment and HR in last quarter Noted			
BOARD GOVERNANCE AND DEVELOPMENT				
19.1.23	Any other business Policies approved by sub committees noted. An update on the Nursery was provided by MJ and AEC			
19.1.24	Date of next meeting. 7 June 2019 at 1pm in Lochgilphead			
..... Signed by Chair of meeting		Date		