

UHI | ARGYLL

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MINUTES OF MEETING OF ARGYLL COLLEGE BOARD

Held on Friday 30th September 2022 at 1pm

In person and via Microsoft Teams

Present: Rosemary Allford (RA) Chair, Maggie Tierney (MT) Vice Chair, Martin Jones (MJ), Andrew Farina (AF), Elodie Nowinski (EN), Bettina Sizeland (BS), David Clayton (DC), Iain Jurgensen (IJ)

Present by VC: Chris Wolfe (CW), Heather Stevenson (HS), Tony Dalgaty (TD)

Apologies: Jim Findlay (JF), Paul Graham (PG), Tom Walsh (TW) and Elaine Munro (EM)

In attendance: Ailsa Close (AEC), Lauren McDonald (LM), [Acting Board Secretary]

	Minute	Who	Action	Date
22.3.1	<p>Welcome and apologies for absence. The Chair noted that this was the second in person board meeting and welcomed in person and virtual attendance from members.</p> <p>Thanks were given to David Archibald (Henderson Loggie) for the Risk Appetite Session.</p> <p>Apologies were received from JM, JF, PG, IJ and TW.</p>			
22.3.2	<p>Declarations of interest & to determine any items as confidential. HS noted that they were acting on employer's side for Employers Association.</p> <ul style="list-style-type: none">• 22.3.7 was identified as confidential.• 22.3.21 would be considered confidential due to staff identification.• 22.3.26 would be considered in private.			
22.3.3	<p>Minutes of the Previous Meeting The minutes of the meeting held on 10th June 2022 were approved.</p>		Approved	

22.3.4	Outstanding Actions The outstanding actions were updated accordingly.		Noted	
22.3.5	Matters Arising MJ asked the Board to note that final course decisions in all areas had been made since the last meeting. The college had begun a consultation with 4 staff members at risk of redundancy with a total FTE of 1.6 and the process was ongoing. The college is liaising with SFC and has also responded to queries from politicians.		Noted	
22.3.6	Chair's Report: Overview of activity and key issues The Chair provided an oral update on the following: <ul style="list-style-type: none"> • The Principal and Chair had attended several events with the partnership and Colleges Scotland to create an understanding within the tertiary sector and practice within the partnership which remain ongoing. • The Principal and the Chair to meet with Jenni Minto with a date to be confirmed. This would focus on the Argyll area and the impact of wider impact, stakeholders and colleges in general. Jenni Minto also attended the graduation. • Graduation was a success and the Chair wrote to the organisers of the event to express the Board's thanks. • Regular catch ups with the Chair, Vice Chair and Principal are taking place. The Chair welcomed any further feedback from committee members via email.		Noted	
22.3.7	UHI Revitalisation Programme Action: The Board would welcome an opportunity to feedback their discussions to the Chair of UHI Court. The Chair would arrange a feedback session with the Chair of Court.	Chair		
RESOURCES				
22.3.8	Draft Minute of Finance & General Purposes Committee of 15th September 2022 The minutes of the meeting were reported as accurate.		Approved	
22.3.9	Management accounts to 31st July 2022 The management accounts were noted for information.		Noted	
22.3.10	Draft FFR for 2022- 2027 The draft FFR was approved for submission to the SFC. Decision: The draft FFR was approved for submission to the SFC.		Approved	

22.3.11	<p>Further Updates</p> <p>a. Conditions Survey for College Estate The report was noted.</p> <p>b. Travel and Subsistence Policy & Procedure Decision: The policy and procedure was approved.</p> <p>c. Update on externally funded projects This was noted.</p> <p>d. Investments proposal Decision: The proposal was approved.</p>		Noted Approved Noted Approved	
22.3.12	<p>Draft Minute of Audit Committee of 9th September 2022 The minutes of the meeting were reported as accurate and approved.</p>		Approved	
22.3.13	<p>Internal audit report – Business Development This was noted.</p>		Noted	
22.3.14	<p>Health and Safety (standing item):</p> <ul style="list-style-type: none"> • Quarterly health & safety report • Accident report chart for the year to 31/7/22 <p>The reports were noted.</p>		Noted	
22.3.15	<p>Audit strategy memorandum Decision: The memorandum was approved.</p>		Approved	
STRATEGY AND PERFORMANCE				
22.3.16	<p>Principal’s Report for period ended 30th September 2022</p> <p>MJ orally reported on the following:</p> <ul style="list-style-type: none"> • Informal meetings had been ongoing with EO staff members who have taken on new roles. • This was the first time an academic session had returned in person after 2019 but pressures had returned on the built environment and the lack of rooms particularly in Dunoon. • Staff had been returning to repurposed spaces including hot desking work environments, but this would need to be rolled out across the infrastructure to ensure equity of staff experience. • HR had been monitoring hybrid working arrangement requests. • Rise in inflation is having a knock-on effect on the planned capital projects such the MITC with new solutions being explored. 		Noted	

22.3.17	Draft Minute of Learning, Teaching & Engagement committee held on 15th September 2022 The minutes of the meeting were approved.		Approved	
22.3.18	Final position 2021-22 a. FE Credits b. HE FTEs The report was noted.		Noted	
22.3.19	Planning for academic year 2022-23 The report was noted.		Noted	
22.3.20	Curriculum Map The report was noted.		Noted	
22.3.21	Organisation chart including new curriculum management structures The report was noted. Action: H & S remit of Property Manager to be noted on chart.	AC	Noted	
22.3.22	Update on learning, teaching and enhancement items in last quarter: The Board noted their congratulations to Kerry McGeachy and other nominees for the HISA Awards.		Noted	
22.3.23	Policies: a. Student Conduct Policy b. Student Disciplinary Procedure c. Student Code of Conduct d. Single Safeguarding Policy, Procedure and Referral Form e. Student Criminal Offence Data Policy Decision: The Board approved the policies.		Approved Approved Approved Approved Approved	
PEOPLE				
22.3.24	Draft Minute of HR&R committee meeting of 15th September 2022 The minutes of the meeting were reported as accurate.		Approved	
22.3.25	HR Report The report was noted.		Noted	

22.3.26	<p>Staff Remuneration The proposal was approved. Any further comments would be welcomed by HS in private.</p> <p>Action: The remit of the newly formed HR and Remuneration committees to be presented to the December 2022 board.</p>	HS	Approved	
22.3.27	<p>Policies</p> <ul style="list-style-type: none"> a. References Policy b. Probation Policy c. Recruitment Policy <p>Decision: The policies were approved.</p>		Approved	
BOARD GOVERNANCE AND DEVELOPMENT				
22.3.28	<p>Argyll Ahead - Strategy Development</p> <p>Decision: The strategy was approved by the Board subject to a heading change, introduction and the addition of an evaluation paragraph.</p> <p>A joint introduction would be written jointly by the Principal and Chair.</p>		Approved	
22.3.29	<p>2022 HISA Elections Argyll College UHI Board of Management Report The Board noted that the local HISA role for Argyll was not recruited to. Efforts continue to raise interest in this position.</p>		Noted	
22.3.30	<p>UHI Partnership Conference Principles The principles were noted.</p>		Noted	
22.3.31	<p>2023 Schedule of Meetings (Draft) The schedule was approved.</p> <p>Action: LM to add 2023 meetings to the diary.</p> <p><i>MT and BS left the meeting 3:30pm</i></p>	LM	Approved	
22.3.32	<p>AOCB The Chair noted their thanks to the non-executive directors for the voluntary participation and their hard work which is greatly appreciated.</p>			

22.3.33	<p>Date of next meeting</p> <ul style="list-style-type: none"> • 25th November 2022 (Committees) • 9th December 2022 (Board and AGM) <p>The Chair thanked the board for all their hard work and commitment.</p>			
	<p>.....</p> <p>Date.....</p> <p>Signed by Chair of meeting</p>			

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Outstanding Actions

		Responsibility	Deadline
September 2022			
UHI Revitalisation Programme	The Board would welcome an opportunity to feedback their discussions to the Chair of UHI Court. The Chair would arrange a feedback session with the Chair.	Chair	Dec 2022
Organisational Chart	AC to review the chart and add in the health and safety remit for the Property Manager	AC	Dec 2022
Staff Remuneration	The remit of the newly formed HR&R and Remuneration committee to be presented to the December 2022 board.	HS	Dec 2022
Argyll Ahead - Strategy Development	Wording changes to be fed back to Marketing	LM	Dec 2022
Schedule of Meetings	LM to add 2023 meetings to the diary	LM	Dec 2022
June 2022			
Draft Budget 2022/23	AC to prepare a more detailed and finalised budget for 2022/23.	AC	Sept 2022
Further Updates	The board would like to invite stakeholders involved in external projects to present at future meetings	MJ	Ongoing
KPI Dashboard	It was agreed quarterly risks would be included in the dashboard of KPIs.	AC/EM	Ongoing
Staff Remuneration	The remit of the newly formed committee to be presented to the board.	HS	Carried forward to Dec 2022
Argyll Ahead	The strategy document to be reviewed by marketing and submitted to the September 2022 board meeting.	LM	Sept 2022
AOCB	The board minutes would be published via the website and staff reps would be signposting staff to the website for board updates.	LM / Staff Reps	Ongoing