

# UHI | ARGYLL

Approved Circulated  
**MINUTES OF MEETING OF ARGYLL COLLEGE BOARD**  
Held on Friday 9<sup>th</sup> December at 12:30pm  
In person and via Microsoft Teams

**Present:** Rosemary Allford (RA) [Chair], Martin Jones (MJ) [Principal], Chris Wolfe (CW) [Teaching Staff Representative], Paul Graham (PG), Tony Dalgaty (TD), Ahren Armstrong (AA) [HISA].

**Present by VC:** Heather Stevenson (HS) [Chair of HR&R], Tom Walsh (TW) [Interim Chair of Audit], Bettina Sizeland (BS), Andrew Farina (AF) [Support Staff Representative], Maggie Tierney (MT) [Vice Chair].

**Apologies:** Elodie Nowinski (EN), David Clayton (DC) and Iain Jurgensen (IJ),

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

	Minute	Who	Action	Date
22.4.1	<p><b>Welcome and apologies for absence.</b> The Chair noted that this was the third in person board meeting and welcomed in person and virtual attendance from members.</p> <p>Apologies were received from EN, DC and IJ.</p> <p>It was noted that J Findlay had retired from the Board. T Dalgaty noted his intention to retire following the Board meeting and AGM on the 9<sup>th</sup> December 2022.</p>		Noted	
22.4.2	<p><b>Declarations of interest &amp; to determine any items as confidential.</b> HS noted that they were acting on employer's side for Employers Association.</p> <p>There were no items deemed confidential.</p>		Noted	
22.4.3	<p><b>Minutes of the Previous Meeting</b> The minutes of the meeting held on 30<sup>th</sup> September 2022 were approved.</p> <ul style="list-style-type: none"><li>a. <b>Circulated</b></li><li>b. <b>Confidential</b></li></ul>		Approved	

22.4.4	<b>Outstanding Actions</b> The outstanding actions were updated accordingly in the below table.		Noted	
22.4.5	<b>Matters Arising</b> There were no matters arising.		Noted	
22.4.6	<b>Chair’s Report: Overview of activity and key issues</b> The Chair updated the Board on the following activities: <ul style="list-style-type: none"> <li>• UHI 2024 developments continue.</li> <li>• The Chair of University Court to provide a 2024 update to Chairs and Principals.</li> <li>• ‘Think the Unthinkable’ thought pieces for tertiary sector interventions with Colleges Scotland.</li> <li>• Chair continues to work with the leadership team.</li> <li>• Risk Appetite Board Report had been received and was noted as an agenda item.</li> <li>• Working with the Acting Board Secretary to review Good Governance practices.</li> </ul> <p>The Chair welcomed any feedback/comments from the Board.</p>		Noted	
<b>RESOURCES</b>				
22.4.7	<b>Draft Minute of Joint Finance &amp; General Purpose and Audit Committee of 25th November 2022</b> The minutes of the meeting held on 25 <sup>th</sup> November 2022 were approved.		Approved	
22.4.8	<b>Annual Report and Financial Statements</b> AC presented the report and statements for approval. The report and statements were approved by the Board.		Approved	
22.4.9	<b>Internal audit reports</b> <ol style="list-style-type: none"> <li><b>a. Argyll College Follow up report</b> The Chair of Audit advised that this would form the basis of an action plan aligned to the strategy.</li> <li><b>b. Curriculum Planning internal audit report</b> The report was noted for information.</li> <li><b>c. Recruitment and retention internal audit report</b> The report was noted for information.</li> <li><b>d. Business Development internal audit report</b> The report was noted for information.</li> <li><b>e. Internal auditors Annual Report 21/22</b> The report was noted for information.</li> </ol>		Noted	

22.4.10	<b>Audit Chair's Report</b> The report was approved by the Board.		Approved	
22.4.11	<b>Management accounts for year to 31 October 2022</b> AC presented the management accounts for information.		Noted	
22.4.12	<b>External Audit Draft Report</b> The report was noted for information.		Noted	
22.4.13	<b>MITC Update</b> The report was noted for information.		Noted	
22.4.14	<b>Health and Safety Quarterly Report</b> The report was noted for information.		Noted	
<b>STRATEGY AND PERFORMANCE</b>				
22.4.15	<b>Principal's Report for period ended 9<sup>th</sup> December 2022</b> MJ orally reported on the following: <ul style="list-style-type: none"> <li>• A need to identify and respond to sector wide trends.</li> <li>• A range of 'Study for Free in January 2023' courses were being offered.</li> <li>• The Curriculum Management structure was becoming more settled.</li> <li>• A higher number of students preferred to study from home this year with a need to understand the student voice and the provision of support needed to return to campus.</li> <li>• The UHI 2024 programme of work continues for Chairs and Principals. Workstreams were currently proposing terms of reference, with a route map of milestones to be considered by a Programme Board of non-executives for a January start.</li> <li>• Attending UHI Risk Review Group chaired by University Secretary.</li> <li>• Continuing conversations with HIE and Council surrounding Rural Growth Deal.</li> <li>• Hosted an Employers Forum following on from the UK Community Renewal Fund (UKCRF) research outcome to meet with the Hospitality sector to discuss the future of curriculum.</li> </ul>		Noted	
22.4.16	<b>Draft Minute of Learning, Teaching &amp; Engagement committee held on 25<sup>th</sup> November 2022</b> The minutes of the meeting were approved.		Approved	
22.4.17	<b>Draft 2023-24 Academic Calendar</b> The draft academic calendar was approved by the Board.		Approved	

22.4.18	<p><b>Progress towards targets 2022-23</b></p> <p>a. FE Credits b. HE FTEs</p> <p>The report was noted for information.</p>		Noted	
22.4.19	<p><b>Learning and Teaching Enhancement Lead – report on planned activities for 2022-23 Academic Year</b></p> <p>The report was noted for information.</p>		Noted	
22.4.20	<p><b>Perspectives on Enhancing Student Transition into Higher Education</b></p> <p>The report was noted for information.</p>		Noted	
22.4.21	<p><b>HMIe Safeguarding visit report</b></p> <p>The report was noted for information. It was noted the Education Scotland annual engagement visit (AEV) will be on 26<sup>th</sup> January 2023, where the safeguarding actions will be reviewed. Following the AEV, the outcome report will be published on the Education Scotland website, with the college HMIe attending a board meeting to discuss the visit. .</p>		Noted	
22.4.22	<p><b>Early Withdrawal – Full time FE to date 2022-23</b></p> <p>The report was noted for information.</p>		Noted	
22.4.23	<p><b>Update on learning, teaching and enhancement items in last quarter:</b></p> <p>a) Student breakfast provided in college centres b) Staff Development week (October 2022) c) Student Satisfaction and Engagement Survey – end of year 2021-22 comparison to rest of sector d) Student response rates to 2022-23 Early Student Experience survey &amp; initial analysis</p> <p>The report was noted for information. The Board thanked the Senior Management Team and college colleagues for the successful outcomes of the student satisfaction and engagement survey.</p>		Noted	
<b>PEOPLE</b>				
22.4.24	<p><b>Draft Minute of Human Resources &amp; Remuneration (HR&amp;R) committee meeting of 25<sup>th</sup> November 2022</b></p> <p>The minutes of the meeting were reported as accurate.</p>		Approved	
22.4.25	<p><b>Remits</b></p> <p>a. Human Resources Committee b. Remuneration Committee</p> <p>The remits were approved for implementation.</p>		Approved	

	<b>Action:</b> At present the fixed pay point would be retained and Head of HR & OD would conduct a benchmarking exercise with options to be presented to the newly formed Remuneration Committee.	HS/J		
22.4.26	<b>HR Report</b> The report was noted. The Chair of HR&R thanked the Head of HR & OD for the work carried out across the reports. The probation, recruitment and reference policies which were previously approved on the 30 <sup>th</sup> of September 2022 were now being implemented.		Noted	
22.4.27	<b>National Bargaining Update</b> The update was noted for information. The Chair of HR&R thanked the Head of HR & OD for the work carried out across the reports.		Noted	
<b>BOARD GOVERNANCE AND DEVELOPMENT</b>				
22.4.28	<b>Argyll Ahead - Strategy Development (Final)</b> The Chair thanked the Marketing team for their work on the strategy and noted the paper for information and implementation.		Noted	
22.4.29	<b>Board Resignations - for adverts Jan 2023</b> The Chair highlighted the strength of the current Board and thanked them for their contributions over the years.  It was noted that J Findlay had submitted his resignation on 6 <sup>th</sup> Nov 2022 and the Chair wrote to thank him for his contribution. A resignation had been received from T Dalgaty and the Chair thanked him for his contribution.  <b>Action:</b> The Nominations Committee would convene in December 2022 and adverts for new board members would follow.  <b>Action:</b> Board members were asked to share the new member adverts across their networks.	LM  All	Noted	
22.4.30	<b>Report on Risk Appetite</b> The report was noted for information and agreed as an accurate record.		Noted	
22.4.31	<b>AOCB</b> <ul style="list-style-type: none"> <li>Trade Unions on Boards</li> </ul> The Principal noted that the Board were welcome to reply as individuals, as a Board and as part of the overall UHI response with responses due by 27 <sup>th</sup> January 2023. It was agreed that UHI Argyll would reply as a Board with communications circulated in January.		Noted	

	<b>Action:</b> An extraordinary meeting would be set up for early January 2023 to discuss TUs on Boards.	LM		
22.4.32	<b>Date of next meeting</b> <ul style="list-style-type: none"> <li>• 24th February 2023 (Committees)</li> <li>• 17th March 2023 (Board) to be held in Lochgilphead</li> </ul>			
	..... <b>Date</b> ..... <b>Signed by Chair of meeting</b>			

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## Outstanding Actions

Meeting of 30 <sup>th</sup> September 2022					
Agenda Item	Action Ref	Action	Completion Date	Owner	Status
7	22.3.1	The Board would welcome an opportunity to feedback their discussions around the UHI Revitalisation Programme to the Chair of UHI Court. The Chair would arrange a feedback session with the Chair of Court.	Dec 2022	Chair	Ongoing – update within Chair's report
21	22.3.2	AC to review the chart and add in the health and safety remit for the Property Manager	Dec 2022	AC	Still under consideration
<del>26</del>	<del>22.3.3</del>	<del>The remit of the newly formed HR&amp;R and Remuneration committee to be presented to the December 2022 board.</del>	<del>Dec 2022</del>	<del>HS</del>	<del>Approved 9<sup>th</sup> Dec 2022</del>
<del>28</del>	<del>22.3.4</del>	<del>Wording changes to be fed back to Marketing for the Argyll Ahead Strategy</del>	<del>Dec 2022</del>	<del>LM/MJ</del>	<del>Approved</del>
31	22.3.5	LM to add the 2023 schedule of meetings to the diary.	Dec 2022	LM	To revisit based on Court meetings
Meeting of 9 <sup>th</sup> December 2022					
Agenda Item	Action Ref	Action	Completion Date	Owner	Status
25	22.4.1	At present the fixed pay point would be retained and The Head of HR and OD would conduct a benchmarking exercise with options to be presented to the newly formed Remuneration Committee.	March 2023	HS/JW	
29	22.4.2	The Nominations Committee would convene and adverts for new board members would follow.	Dec 2022	LM	
29	22.4.3	Board members were asked to share the new member adverts across their networks.	Jan 2023	ALL	
31	22.4.4	An extraordinary meeting would be set up for early January 2023 to discuss Trade Unions on Boards.	Jan 2023	LM	