Minutes of the Board Meeting

Held at 10am on Friday 13 June 2025

Via MS Teams

Quorum: 8 members (min. 6 Independent), and a majority Non-Executive

Present: A Rodgers (AR), B Sizeland (BS), C Walsh (CW), E Nowinski (EN), H Stevenson (HS), I Jurgensen (IJ), J Wright (JW), L Neilson (LN), M Coleman (MC), M Tierney (MT), P Wylie (PW), R Allford (RA) Chair

Apologies: V Gunn (VG)

In Attendance: A Blakey (AB), A Close (AEC), C Ward (CWD) Observer

No	Item	Action
25.2.01	**Welcome and apologies** RA welcomed everyone to the meeting. Brief introductions followed to introduce new Board Members. CWD was welcomed as an observer for today's session. Apologies were noted as noted above.	
25.2.02	**Declarations of interest & to identify any items deemed confidential** There were no declarations of interest. Item 25.2.11 deemed confidential – see separate reserved minute.	
25.2.03	**Minutes of previous meetings:** a. **Unapproved Circulated Minutes of Board Meeting – 14 March 2025** b. **Unapproved Circulated RESERVED Minutes of Board Meeting – 14 March 2025** Both sets of minutes were approved as an accurate record of the meetings. Board Secretary to publish item 25.2.03 a.	AB
25.2.04	**Outstanding Actions** There were no outstanding actions.	
25.2.05	**Matters arising** (*not covered elsewhere in agenda*) There were no matters arising.	
25.2.06	**Chairs Report: overview of activity and key issues** RA provided a verbal update.	

	Operating Model Chairs' Briefing RA shared the Chairs's briefing with Board members to provide an update on progress on the new operating model. Board members were encouraged to share any relevant sectorial reports with the Board Secretary for wider dissemination. The Chair provided an overview of recent activity. **External Effectiveness Review** Work is underway to prepare a mini tender for an EER. Updates will be shared with the Board as the process progresses. Board Secretary to arrange a date for the September Audit Committee. **Governance Updates** RA plans to review the Articles of Association over the summer. Any proposed changes will be shared with the Board in due course. **Board Development** Opportunities through CDN and Colleges Scotland were highlighted. Interested members should inform the Board Secretary.	AB
25.2.07	**Principal's Update** JW provided a verbal update. **UHI Transformation** The transformation programme remains highly complex, with significant challenges in achieving coordinated actions. Emphasis was placed on maintaining regular and transparent communication with Argyll staff. Two staff meetings have been undertaken, one led by UHI Principal and Transformation Team and the second led by SMT, with a focus on explaining the options. There has been a notable increase in Trade Union activity. It is expected that formal consultation will begin within the next 2-3 months. The TOB and TEB have agreed upon a number of pathfinder projects. Project briefs are expected to be available by September. JW is leading the Cultural Integration workstream, focusing on a behavioural decision-making model to support more cohesive decisions. The FBC and strategic direction are anticipated by Christmas. The Board discussed the following topics: **TU Engagement**	

	The Board queried whether TU consultation should occur at Argyll level or be managed centrally by UHI. JW noted that he is part of the TU engagement group, which aims to ensure consistency of messaging across the partnership. Broader TU engagement will be led by UHI, while local issues will be addressed by individual college principals. **Board Oversight** The question was raised about how the Board will support the transformation. It was noted that feedback to the Board is likely to increase as the FBC develops, particularly from now until December. **FE Funding Model** The FE funding model remains a significant topic of discussion across the sector. At present, UHI Argyll does not appear to have been adversely affected. Concerns were raised that UHI were not included in recent SFC discussions, unlike other colleges. RA will follow up on these matters at the upcoming Court meeting.	RA
25.2.08	**Board Dashboard June 2025** AEC proposed that the Board Dashboard should serve as an overview tool, rather than a recurring agenda item, for the Board to quickly review key issues. Feedback from the Board was that they appreciated the simplicity of the format. Suggested adding an interpretation column to indicate whether each item is an area of concern or operating as expected. AEC to add. It was highlighted that the dashboard lacks contextual detail (e.g. location, staffing, student numbers, diversity). AEC clarified it serves as a summary, and location and diversity data will be included periodically. The Chair was in favour of including location data on the dashboard. AEC to investigate whether this is possible.	AEC AEC
25.2.09	**Minutes of previous meetings held on 30 May 2025:** a. Draft Minutes of Finance & General Purposes Committee b. Draft RESERVED Minutes of Finance & General Purposes Committee Both sets of minutes were noted.	
25.2.10	**Management Accounts to 30 April 2025** AEC gave a verbal update. The accounts indicate a stronger financial position than originally anticipated. This is due to several key factors including staffing cost reductions, lower Microram payment, and repayments of accruals and clawback not being required.	

25.2.11	**CONFIDENTIAL Item** See separate reserved minute. Due to time constraints, the Board prioritised items for approval following this agenda item. *CWD did not return to the meeting after this item.*	
25.2.12	**SFC Financial Forecast Return** The paper was noted.	
25.2.13	**F&GP AOCB** i. **Financial Regulations** The paper was approved. ii. **Capital projects** The paper was noted. iii. **Increase in BACs limit by Bank of Scotland** The paper was noted. iv. **Sale of Sandbank Industrial Unit** The paper was noted.	
25.2.14	**Draft Minutes of Audit Committee, held on 6 June 2025** The minutes were noted.	
25.2.15	i. **External Audit Strategy Memorandum** BS confirmed the Audit Strategy Memorandum had been approved by the Audit Committee. The Board gave their approval. ii. **Update on Internal Audit for 2024/25** The paper was noted.	
25.2.16	**Health and Safety Report – Quarter to 30 April 2025** The report was noted.	
25.2.17	**Audit AOCB** i. **Health & Safety Policy** The policy was referred to the Board as it outlines the roles and responsibilities of Board members. It was noted that JW is now chairing the UHI Argyll Health & Safety Committee. The Board approved the policy.	

	A. **Draft UHI Argyll IT Acceptable Use Policy** UHI IT Acceptable Use Policy reflects global risk of digital failure following cyber-attack. A robust policy is essential. iii. **HL Report from Risk training session** The Chair and Vice Chair support the Audit Committee's suggestion of developing a Risk Assurance Framework. AEC to take forward for next Audit/Board meeting.	AEC
25.2.18	**Risk Register** The paper was noted.	
25.2.19	**Draft Minutes of Learning, Teaching & Engagement Committee held on 30 May 2025** The minutes were noted.	
25.2.20	**Final Position – FE credits and HE FTEs Credit and FTE Targets for 25-26** The paper was noted. The ongoing development of apprenticeship programmes was acknowledged, with a focus on aligning delivery to available funding and market opportunities.	
25.2.21	**Update on applications for 25-26** The paper was noted.	
25.2.22	**Early and Further Withdrawal KPIs – FT FE 24-25** The paper was noted.	
25.2.23	**Student Satisfaction & Engagement Survey Initial Overview** The paper was noted.	
25.2.24	**College Leaver Destinations** The paper was noted.	
25.2.25	**Institutional Liaison Meeting Report** The report was noted.	
25.2.26	**Learning, Teaching and Enhancement Update** The paper was noted.	
25.2.27	**HISA reports**	

	a. **HISA elections report** The Board raised concerns about Argyll's turnout being the lowest across the UHI partnership and well below the national average. While the report notes that Argyll's rural and part-time student profile may impact engagement, low turnout may reflect broader student disengagement. b. **HISA report – June 2025** The report was noted. RA and JW plan to meet with HISA representatives to discuss the reports and the accepted framework recommendations around learner voice and representation.	RA & JW
25.2.28	**Draft Minutes of HR Committee held on 30 May 2025** The minutes were noted.	
25.2.29	**HR Report** The report was noted.	
25.2.30	**AOCB** a. RA requested that Board members check UHI email accounts over the summer b. Committee membership was briefly discussed. Board members to inform RA if interested in joining different committees	
25.2.31	**Date of next meetings** • Committees: Audit – TBC, F&GP - 17 September 2025, LTE & HR – 19 September 2025 • Board: 3 October 2025	

Outstanding Actions

Item	Action	Responsibility	Deadline	Outcome
25.2.03	Board Secretary to publish approved minutes	AB	September 25	Complete
25.2.06	Board Secretary to confirm date for September Audit Committee	AB	July 25	Complete – 22 September 2025
25.2.07	RA to follow up on Transformation matters at Court	RA	October 25	Ongoing
25.2.08	Add an interpretation column to Board Dashboard	AEC	October 25	Ongoing
25.2.08	Investigate possibility of adding contextual information to Board Dashboard	AEC	October 25	Ongoing
25.2.17	Develop Risk Assurance Framework	AEC	September 25	Complete
25.2.27	RA & JW to meet with HISA to discuss reports and recommendations around learner voice representation	RA & JW	September 25	Complete