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**Final Version Minutes of the Board Meeting
Held on Friday 12 June 2026, 10am – 12.30pm
Via MS Teams**

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

Present: B Buchanan-Smith (BB), B Sizeland (BS), C Walsh (CS), H Stevenson (HS), I Jurgensen (IJ), J Dow (JD), J Wright (JW), K Roake (KR), M Coleman (MC), P Wylie (PW), S Easton (SE)

Apologies: L Nielson (LN), M Tierney (MT)

In Attendance: A Blakey (AB), A Close (AEC), K Rae (KR), S McCready (SM)

No	Item	Action
26.2.01	Welcome and apologies HS welcomed everyone to the meeting. Apologies were noted as above. It was noted that two external parties will be joining the meeting at various points; SM from Wbg, to provide the final report on the GER and action plan, and KR from Armstrong Watson, to provide Fraud Prevention Training.	
26.2.02	Declarations of interest & to identify any items deemed confidential There were no declarations of interest. Items 26.2.06 and 26.2.07 were deemed to be confidential.	
26.2.03	Minutes of previous meeting: a) Draft Minutes of Board Meeting – 13 March 2026 The minutes were approved as an accurate record of the meeting. Board Secretary to publish.	AB
26.2.04	Outstanding Actions JW to draft protocol for SMT and Board Member communication. JW has completed a draft framework outlining communication arrangements, which has been considered by the Audit Committee. The Board noted that it would be helpful to set out which roles are expected to communicate with one another and the anticipated frequency. JW will refine and draft the protocol accordingly.	JW
26.2.05	Matters arising (<i>not covered elsewhere in agenda</i>) There were no matters arising.	
26.2.06	CONFIDENTIAL – see separate reserved minute.	

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26.2.07	CONFIDENTIAL – see separate reserved minute.	
26.2.08	Board Dashboard March 2026 AEC noted that figures are not up to date. It was decided that this item will be removed from the next cycle’s agenda. The dashboard will instead be included within the papers for reference. Board Secretary to remove from agenda. The Board requested that the attrition rate for our people to be reported as a percentage. AEC to provide feedback to Head of HR & OD on reporting. CW noted that it may be helpful for the Board to outline the key points they expect to see in the dashboard, aligned to KPIs.	AB AEC
26.2.09	Minutes of the previous Audit Committee meeting held on 29 May 2026 The Committee requested a change to item 26.2.06 – the Audit Committee were not required to approve the proposals but discussed where they were landing as a Committee. Board Secretary to update.	AB
26.2.10	i) Review of Articles of Association The Board discussed the proposals in the paper and came to the following conclusions. 1. Retain tenure of four years, with the option to re-elect 2. Increase maximum membership to 18 3. Not to add an extension of the clause relating to ID provision with Companies House 4. No decision required 5. Defer the decision until December. Review remit of Nominations Committee. JW to research across sector. 6. Align standing orders with wording of Articles – vacate office if absent from more than three consecutive meetings. Action to bold the word ‘and’. ii) Board Effectiveness Review & Action Plan – Scott McCready (10.30am, 10 mins) SMC summarised the paper, noting good practice in agenda setting, structured meetings, constructive challenge and member engagement. A positive, transparent culture was observed, with student learning and experience central to discussions. Key priorities for the Board moving forwards are: • Self-evaluation. Completed in May, next scheduled for May 2027 • Standing orders – update underway • Student Board Member attendance and engagement • Board Secretary time allocation – complete • Board induction – reviewed in May	JW JW

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	- Meetings held primarily on Teams, suggestion for in-person meetings - Impact of changes in Chair, Principal, and UHI Transformation impact on strategic direction The Board thanked SMC for the detailed GER and the advice provided on next steps. <i>BS left the meeting temporarily.</i> iii) Internal Effectiveness Review – Executive Summary JW advised that the findings in the executive summary will be used to shape the developing strategy and action plan. The Board was reminded that the December meeting and AGM will be a hybrid meeting. No venue has been confirmed yet. IJ offered to host the December meeting at Portavadie.	
26.2.11	Health and Safety Report – Quarter to 30 Apr 2026 The paper was noted.	
26.2.12	Audit AOCB i) H&S Policy The policy is reviewed annually. Updates this cycle relate solely to the departure of the H&S and Property Officer, and the redistribution of responsibilities. The Board noted the cover sheet requires updating to include date of approval, version number, next review date. AEC to update.	AEC
26.2.13	Minutes of the previous F&GP Committee meeting held on 29 May 2026 The minutes were noted, with two key points highlighted. - Risk relating to staff costs has increased - The Committee requested that SMT develop a policy outlining the plan for the use of the college's reserves	
26.2.14	i) Summary of accounts and forecasts ii) Management Accounts to 30 Apr 2026 The Board discussed whether they wished to continue receiving both papers – content to receive both. No concerns were raised and the Management Accounts were approved. The Board held a detailed discussion on the Microram model, noting that APs have limited understanding of the funding methodology. Members questioned whether signing up to the Accord should be contingent on resolving issues such as Microram. <i>Members received Fraud Prevention Training (item 26.2.32) at 11.30am.</i>	

26.2.15	Revised Draft Budget for year to 31 July 2026 and projections for period to 31 July 2029 AEC noted that the future forecasts have been reworked. Whilst projected deficits appear significant, it was noted that the college has set deficit budgets for the past five years and has delivered a surplus each year. AEC confirmed that following enquiries with FDs across the partnership, no other partners currently operate a reserves policy. <i>BS rejoined meeting at 12:05.</i> The Board approved the budget and forecasts. AEC will submit the FFRs by the end of June.	
26.2.16	F&GP AOCB i) Treasury management – update The paper was noted. ii) Rural Growth Deal project – update The update was noted. iii) SFC Infrastructure Baseline The Board noted that information will be submitted today. iv) No-One Left Behind (NOLB) project agreement The paper was noted.	
26.2.17	Risk Register The Board noted the increased LTE risk relating to meeting FE targets. This was raised for visibility, and the Committee remains comfortable with the actions in place. The remainder of the risk register was noted.	
26.2.18	Draft Minutes of Learning, Teaching & Engagement Committee held on 29 May 2026 The minutes were noted. It was noted that the LTE Committee will seek greater input and engagement from members. MC raised the issue of temporary chairing arrangements, and the Board discussed succession planning for the Chair and Vice Chair roles ahead of December.	
26.2.19	Progress towards targets – FE credits and HE FTEs	

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	The paper was noted.	
26.2.20	Update on Full Time Applications 26-27 The paper was noted.	
26.2.21	Student Satisfaction & Engagement Survey Initial Overview The paper was noted.	
26.2.22	College Leaver Destinations The paper was noted.	
26.2.23	Institutional Liaison Meeting Report The paper was noted.	
26.2.24	Draft Curriculum Review The paper was noted.	
26.2.25	Learning, Teaching and Enhancement Update: a. SVR Engagement update –Sem2 b. Staff Development Update c. External Verification Visit update d. Student Support Summary e. MA contract update f. NOLB Employability Courses The paper was noted.	
26.2.26	i) HISA Updates Report ii) HISA Elections Report iii) HISA Referendums Report The papers were noted.	
26.2.27	Draft Minutes of HR Committee held on 29 May 2026 The minutes were noted.	
26.2.28	HR Report The paper was noted.	

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26.2.29	Pay, Grading & Job Evaluation Update HS provided a brief verbal update, noting that work is now nearing the stage where the pay and grading structure can be developed.	
26.2.30	Employment Rights Bill Update The paper was noted.	
26.2.31	Whistleblowing Policy and Procedure It was noted that the policy will fall under Board responsibility going forwards. The HR Committee have recommended it for approval.	
26.2.32	Fraud Prevention Training – Karen Rae (11:30, 20 mins) KR delivered a short training session on Fraud Prevention. The Board agreed to proactively consider fraud implications at each Committee meeting and ensure this is routinely captured in the minutes. AEC will revisit the internal audit to ensure actions and related assurances are fully reflected.	AEC
26.2.33	AOCB There was no further competent business to discuss.	
26.2.34	Date of next meetings - Committees: 28 August 2026 - Board: 11 September 2026	

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Outstanding Actions

Item	Action	Responsibility	Deadline	Outcome
26.2.03	Board Secretary to publish minutes	AB	Sep 26	Complete
26.2.04	Draft protocol for SMT and Board communication	JW	Sep 26	Ongoing
26.2.08	Remove board dashboard from agenda	AB	Sep 26	Complete
26.2.08	Request that attrition rate for our people is reported as a percentage. AEC to notify Head of HR & OD.	AEC	Sep 26	Ongoing
26.2.09	Update Audit Committee minutes	AB	Sep 26	Complete
26.2.10 i)	Review remit of Nominations Committee, research across the sector	JW	Sep 26	Ongoing
26.2.10 i)	In section referencing vacating office if absent from more than three consecutive meetings, bold the word 'and'	JW	Sep 26	Complete
26.2.12	Update cover sheet for H&S policy	AEC	Sep 26	Complete
26.2.32	Revisit internal audit to ensure actions and related assurances are fully reflected.	AEC	Sep 26	Complete