

UHI | ARGYLL

Minutes of the Board Meeting

Held at 11am on Friday 13 December 2024

At UHI Argyll Helensburgh and via MS Teams

Present: A Farina (AF), A Rodgers (AR), E Munro (EM), E Nowinski (EN) H Stevenson (HS), I Jurgensen (IJ) M Tierney (MT), R Allford (RA), T Walsh (TW)

Apologies: B Sizeland (BS), S Moore (SM), V Gunn (VG)

In Attendance: A Blakey (AB), A Close (AEC), J Wright (JW)

No	Item	Action
24.4.01	Welcome and apologies for absence RA welcomed everyone to the meeting and introduced Alice Blakey as the new Board Secretary. Apologies were noted as above.	
24.4.02	Declarations of interest & to identify any items deemed confidential There were no declarations of interest or items deemed confidential.	
24.4.03	Minutes of previous meeting held on 18 October 2024 a. Unapproved Board Minutes – the minutes were approved b. Unapproved Reserved Board Minutes – the minutes were approved	AB
24.4.04	Outstanding actions There were no outstanding actions.	
24.4.05	Matters arising <i>(not covered elsewhere in agenda)</i> RA commented that the Board Dashboard document was a useful tool to measure progress.	
24.4.06	Chair's Report: overview of activity and key issues Staffing RA expressed her thanks to both EM and TW for their service on the Board with this being their last Board Meeting. JW will take up	

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	<p>position as Principal on 1st January 2025, following EM's retirement. Sue Johnson has been recruited as the new Head of HR and OD and will join UHI Argyll on 1st January 2025.</p> <p>Board</p> <p>RA updated the Board on revised OBC Engagement Plan and discussed the updated schedule.</p> <p>The initial draft of the OBC document was shared with SFC and Principals of the partnership earlier this week. JW attended the Transition Executive Board on behalf of UHI Argyll. Feedback went to University Court on 12th December. The OBC will be distributed to partner Governing Bodies week commencing 16th December, with the plan to arrange an extraordinary Board Meeting in January 2025 with Vicki Nairn, UHI Principal & VC, and Max Brown, UHI Director of Transformation, to discuss.</p> <p>Following this meeting, the OBC will then be presented to key stakeholders from January – March 2025.</p> <p>Financial position</p> <p>It was noted that the clawback funds would go back to SFC for redistribution for transformation projects.</p>	AB
24.4.07	<p>Principal's Report</p> <p>EM has been working very closely with the SMT this last quarter to ensure a seamless transition in terms of roles and responsibilities for when she retires at the end of the year. SMT are now leading on their various areas.</p> <p>EM and JW met with Pippa Milne, ABC Chief Executive, as part of the quarterly meetings. Pippa will be invited to attend the next Board Meeting in March.</p>	AB
24.4.08	<p>Unapproved Circulated Minutes of Joint Audit and Finance & General Purposes Committee held on: 22 November 2024</p> <p>The minutes were approved.</p> <p>It was noted that this was TW's last Board Meeting as Chair of the Audit Committee and that a new Chair will be appointed.</p>	Board Members
24.4.09	<p>a. External Audit Report – the report was approved</p> <p>b. Internal Audit Final Annual Report – the report was noted</p>	

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	<p>TW added that as part of the annual Audit Governance process, he had met in private with the external and internal auditors and that no concerns were raised about the organisation.</p>	
24.4.10	<p>Statutory Accounts for year ending 31 July 2024</p> <p>The Statutory Accounts were approved, and a hard copy was signed by RA and EM.</p> <p>The impact of job evaluation costs was noted.</p>	
24.4.11	<p>Audit Chair's Report</p> <p>The report was noted.</p> <p>TW thanked AEC for her assistance and support in producing the annual report.</p>	
24.4.12	<p>Management Accounts to 31 October 2024</p> <p>The report was noted.</p>	
24.4.13	<p>Capital & Maintenance Plan – Future projects</p> <p>The paper was approved.</p> <p>The plan highlights 3 potential areas for development:</p> <ul style="list-style-type: none"> • Replacement of modular building in Dunoon • Potential Rural Growth Deal works at CERC • Toilet facilities at the Helensburgh Centre 	
24.4.14	<p>Rural Growth Deal Update</p> <p>AEC provided an update on potential future opportunities.</p>	
24.4.15	<p>Accident report for October 2024</p> <p>This report was noted.</p>	
24.4.16	<p>Unapproved Circulated Minute of Learning, Teaching & Engagement Committee held on: 22 November 2024</p>	

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	The minutes were approved.	
24.4.17	Schools activity The paper was noted. EM added that councils are keen to increase the offering in schools, but further clarity on funding is needed. Don Mitchell, Liz Richardson and Curriculum Leads will lead on this.	
24.4.18	Self-Evaluation and Action Plan (SEAP) This was the first time that Board Members had sight of the SEAP as it was submitted after the November Committee meeting. The guidance was to focus learning and teaching, however the college has taken a wider approach to include student support, marketing, and centre support, as it is all interlinked. It was agreed that the action plan would be a standing item on the LTE Committee agenda every quarter. JW will seek guidance on peer observation from CES and will prepare a paper for LTE and discussion at the June Board Meeting.	AB JW
24.4.19	Progress towards targets – FE credits and HE FTEs The paper was noted.	
24.4.20	Withdrawal to date – FT FE 24/25 The paper was noted.	
24.4.21	Full Time Student Recruitment Review 24/25 The paper was noted. The Board discussed that MAs are a significant area of growth for UHI Argyll. For the second year running, one of our MAs has reached the final of the Scottish Apprenticeship Awards.	
24.4.22	Early Student Experience Survey The paper was noted.	

24.4.23	Student Satisfaction & Engagement Survey (SSES) 2023-24 comparison with the Scottish sector The paper was noted.	
24.4.24	Risk Register The paper was noted. The Board agreed that having the risk register as an ongoing agenda item at the Committees is very useful. The template should be updated to show which parts sit with each Committee. A date for the risk appetite workshop is still to be decided. LTE to revisit risk grading at next Committee meeting.	AB AEC LTE Committee
24.4.25	Learning, Teaching and Enhancement update: <ul style="list-style-type: none"> • Student engagement and attainment monitoring • TQFE & PDA participants – JW will provide a paper on GTCS numbers for the next LTE Committee • Open day – 13 November • Modern Apprenticeship update The paper was noted.	JW
24.4.26	HISA report The paper was noted.	
24.4.27	Unapproved Circulated Minute of HR Committee meeting held on 22 November 2024 The minutes were approved.	
24.4.28	HR Report The paper was noted. The Board expressed that the paper shows positive trends in terms of learning and development.	
24.4.29	Employee Code of Conduct	

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	The paper was noted.	
24.4.30	Maternity, Paternity and Adoption policy The policy was approved. Includes updated legislation and information on shared parental leave.	HR Dept.
24.4.31	UNISON LRPA JW provided a verbal update and noted the UNISON information session for staff last week, JW to check on representation. It was noted that the policies at the national group will not include procedures, meaning colleges can develop their own procedures locally.	JW
24.4.32	National Bargaining Update The paper was noted.	
24.4.34	Board Membership report AEC gave an update on the report. A ballot of the employees of UHI Argyll staff will need to be arranged to elect the support staff representative to be appointed after the AGM in 2024.	AB
24.4.35	AOCB a. Safeguarding Policy and Procedure – updated to reflect changes around confidentiality The policy was approved. b. TOM update This item was postponed to the Extraordinary Board Meeting in January.	Liz Richardson
24.4.36	Date of next meetings	

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	<ul style="list-style-type: none">• Extraordinary Board Meeting – w/c 13th or 20th January, to be confirmed• 28 February 2025 (Committees)• 14 March 2025 (Board)	
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