

UHI | ARGYLL

Final Version Minutes of the Board Meeting

Held at 10am on Friday 3 October 2025

Via MS Teams

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

Present: B Sizeland (BS), C Walsh (CW), C Ward (CWD), E Nowinski (EN), I Jurgensen (IJ), J Wright (JW), L Neilson (LN), M Tierney (MT) Chair, P Wylie (PW)

Apologies: A Rodgers (AR), H Stevenson (HS), M Coleman (MC), R Allford (RA)

In Attendance: A Blakey (AB), A Close (AEC) S McCreedy (SMC)

No	Item	Action
25.3.01	Welcome and apologies MT welcomed attendees as Chair of the meeting and introduced SMC as an observer for the Board External Effectiveness Review. It was noted that the meeting was inquorate until EN joins, expected at 10.30AM. Items requiring approval will be held until quorum is met.	
25.3.02	Declarations of interest & to identify any items deemed confidential There were no declarations of interest. Item 25.3.07 was deemed confidential – see separate reserved minute.	
25.3.03	Minutes of previous meetings: a. Unapproved Circulated Minutes of Board Meeting – 13 June 2025 b. Unapproved Circulated RESERVED Minutes of Board Meeting – 13 June 2025 Both sets of minutes were approved as an accurate record of the meetings. Board Secretary to publish item a.	AB
25.3.04	Outstanding Actions <ul style="list-style-type: none">RA to follow up on Transformation matters at Court In RA's absence, it was agreed that an updated would be provided at the December meeting. <ul style="list-style-type: none">AEC to add interpretation column to Board DashboardAEC to explore if contextual information can be added to Board Dashboard	RA

UHI | ARGYLL

	<p>The Board discussed the two items relating to the dashboard. It was agreed that AEC would look to add a RAG rating for next time. After discussing the difficulties of adding contextualised information, the Board agreed this is not required.</p> <ul style="list-style-type: none"> • AEC to develop Risk Assurance Framework. <p>This item will be referred to the November Audit Committee as the September meeting was inquorate.</p>	<p>AEC</p> <p>AEC</p>
25.3.05	<p>Matters arising (not covered elsewhere in agenda)</p> <p>i. AGM</p> <p>It was noted that the Chair and Vice Chair’s term of office will come to an end after the December AGM. The Board has the option to elect new office bearers or have a one-year transition period, during which the Chair and Vice Chair would exchange roles. MT expressed a willingness to stand as Chair for the transition period. Members interested in the roles should notify the Board Secretary.</p> <p>It was acknowledged that there is an urgent need to recruit new members to ensure quoracy at meetings.</p> <p>The Teaching Staff Director’s term of office will also come to an end after the December AGM. The Board Secretary will arrange for staff nominations to take place.</p>	<p>AB</p>
25.3.06	<p>Chairs Report: overview of activity and key issues</p> <p>i. SFC’s Expectations of Good Governance</p> <p>In RA’s absence, AEC – as Company Secretary – spoke to the paper, noting there was no cause for concern.</p> <p>MT provided positive feedback about the college’s Graduation Ceremony last week, noting it was a well-organised and celebratory event. MT also appreciated the opportunity to meet fellow Board Members in person.</p>	
25.3.07	<p>CONFIDENTIAL Item – see separate reserved minute</p> <p><i>LN joined the meeting at 10.10am.</i></p>	
25.3.08	<p>Board Dashboard October 2025</p> <p>The paper was noted.</p> <p><i>EW joined the meeting 10.30am.</i></p>	
25.3.09	<p>Minutes of previous Finance and General Purposes meeting held on 17 September 2025</p>	

UHI | ARGYLL

	The minutes were noted.	
25.3.10	<p>Management Accounts to 31 July 2025</p> <p>AEC reported that the college is in a stronger financial position than initially anticipated. The audit is progressing well, with the final set of statutory accounts expected shortly.</p>	
25.3.11	<p>Reforecast for year to 31 July 2026</p> <p>The paper was noted.</p>	
25.3.12	<p>F&GP AOCB</p> <p>i. Treasury Management</p> <p>AEC introduced the paper, noting that it is an updated version of what went to the F&GP Committee. Emphasis was placed on the importance of retaining control over funds in light of ongoing volatility in sector funding. Initial contact has been made with the Charities Aid Foundation Bank, AEC will explore further and bring a proposal to the November meeting.</p> <p>There was suggestion of exploring alternative options such as liquidity funds that may offer low risk returns. However, the Board were in favour of maintaining the current flexible management of funds.</p> <p>ii. SFC Emergency Capital Fund application – Dunoon Portakabin</p> <p>The new portakabin will be in place at the Dunoon Centre by November.</p> <p>iii. Emergency Management and Business Continuity Plan</p> <p>It was raised that social media guidance is currently missing from plan. AEC to liaise with Head of Marketing & Communications to incorporate appropriate social media protocols in the annex.</p>	<p>AEC</p> <p>AEC</p>
25.3.13	<p>Draft Minutes of previous meetings</p> <p>i. Audit Committee, held on 6 June 2025 – approval required as Committee was inquorate</p> <p>The minutes were approved as an accurate record of the meeting.</p> <p>ii. Audit Committee, held on 22 September 2025</p> <p>The meeting was noted. Board Secretary to look at membership.</p>	<p>AB</p>
25.3.14	<p>Transformation Working Paper</p> <p>JW provided a verbal update, confirming that a forthcoming paper will outline key aspects of decision-making processes.</p>	

UHI | ARGYLL

25.3.15	<p>i. Health & Safety internal audit report</p> <p>The paper was noted.</p> <p>ii. Fraud Prevention internal audit report</p> <p>The paper was noted. The Audit Committee identified fraud prevention as an area requiring improvement and the need for Board level training. Board Secretary to action in early 2026.</p> <p>iii. Follow up reports</p> <p>The paper was noted. A number of actions identified relate to environmental and sustainability priorities. UHI have oversight of these areas.</p>	AB
25.3.16	<p>Health and Safety Report – Quarter to 31 July</p> <p>The report was noted.</p>	
25.3.17	<p>Audit AOCB</p> <p>i. Fraud Response Plan – approval required as Committee was inquorate</p> <p>The Board approved the plan.</p> <p>ii. Update on external audit</p> <p>The external audit is currently underway and progressing at a good pace.</p> <p>iii. Feedback from political engagement sessions</p> <p>Defer to December meeting. Board Secretary to add to agenda.</p>	AB
25.3.18	<p>Risk Register</p> <p>The Board reviewed the current summary of board-level risks and agreed that they accurately reflect the organisation’s position.</p> <p>It was noted that the TOM risk is not a downward risk but a deferred one. However, the deferral poses a risk in itself, with potential knock-on effects to other risk areas, including the impact on people.</p> <p>Board Secretary to circulate sector specific acronym reference sheet. AEC/AB to locate.</p>	AEC/AB
25.3.19	<p>Draft Minutes of Learning, Teaching & Engagement Committee held on 19 September 2025</p> <p>The minutes were noted.</p>	
25.3.20	<p>Finalised Position – FE credits and HE FTEs for 2024-25</p>	

UHI | ARGYLL

	The Board noted the finalised position for 2024–25. FE credit targets have been achieved. HE FTEs are short by seven, though this shortfall is less significant than originally anticipated earlier in the year.	
25.3.21	<p>Finalised provisional KPI position for 2024-25</p> <p>a. KPI comparison with previous 2 AY</p> <p>The Board noted the KPI position for 2024–25, which relates solely to FE activity. A comparison was provided against the previous two academic years. It was agreed that further background on the challenges will be brought to the LTE meeting in November.</p>	SMT
25.3.22	<p>Applications Report</p> <p>The paper was noted. A query was raised regarding the spend on social media and traditional media channels. The Board requested a member of the Marketing team to be invited to the December Board meeting to provide further background on this. Board Secretary to arrange.</p>	AB
25.3.23	<p>Progress to targets- FE credits and HE FTEs</p> <p>The report was noted.</p>	
25.3.24	<p>Learning, Teaching and Enhancement Update</p> <p>a. Support services update</p> <p>b. STEP update</p> <p>c. Pre-apprenticeship programme</p> <p>d. TQFE & other CPD update</p> <p>e. MA contract update</p> <p>f. Hospitality activities</p> <p>The paper was noted.</p>	
25.3.25	<p>HISA report – September 2025</p> <p>CWD provided a brief update on recent HISA activities. The recent welcome event in Oban saw positive engagement with students, however there were more SAMS students in comparison to Argyll. Currently working to establish a structured system for feedback. Monthly drop-in sessions have been introduced in Dunoon and online.</p>	
25.3.26	<p>Proposed Adoption of CWB Charter</p> <p>The Board approved the proposal.</p>	

UHI | ARGYLL

25.3.27	<p>Draft Minutes of HR Committee held on 19 September 2025</p> <p>The minutes were noted.</p>	
25.3.28	<p>HR Report</p> <p>The report was noted.</p>	
25.3.29	<p>Employment Rights Bill</p> <p>The paper was noted.</p>	
25.3.30	<p>Staff Survey on Sexual Harassment Presentation</p> <p>The survey was in response to new legislation requiring employers to take active steps to prevent workplace misconduct. The initiative received an encouraging response rate. There will be a staff workshop as part of the Staff Development Week. The Board were interested in any tangible outcomes which may arise as a result of this.</p>	
25.3.31	<p>Staff Development Update</p> <p>The paper was noted. The Board were in favour of the inclusion of lunchtime learning sessions enabling staff to learn in bitesize chunks.</p>	
25.3.32	<p>HR AOCB</p> <p>i. National bargaining update</p> <p>Item covered in the Principal's update.</p>	
25.3.33	<p>AOCB</p> <p>LN attended the recent graduation event, noting it was a valuable opportunity to engage with staff and gain further insight into the college's work and community. Board Secretary will circulate graduation videos to the Board for reference.</p>	AB
25.3.34	<p>Date of next meetings</p> <p>Board Secretary to organise single-issue Board meeting.</p> <ul style="list-style-type: none"> • Committees: 28 November 2025 • Board & AGM: 12 December 2025 	AB

UHI | ARGYLL

Outstanding Actions

Item	Action	Responsibility	Deadline	Outcome
25.3.03	Board Secretary to publish approved minutes	AB	November 25	Complete
25.3.04	RA to follow up on Transformation matters at Court	RA	December 25	N/A
25.3.04	Add RAG rating to Board Dashboard	AEC	December 25	Ongoing
25.3.04	Defer Risk Assurance Framework to November Audit Committee	AEC	November 25	Complete
25.3.05	Board Secretary to arrange Teaching Staff Director nominations	AB	November 25	Complete
25.3.12	Explore Charities Aid Foundation Bank and bring proposal to November F&GP	AEC	November 25	Complete
25.3.12	Add social media guidance to Emergency Management and Business Continuity Plan	AEC/MM	December 25	Ongoing
25.3.13	Board Secretary to look at Committee membership	AB	November 25	Complete
25.3.15	Arrange fraud prevention training for Board Members	AB	Early 2026	Ongoing
25.3.17	Add feedback from political engagement sessions to December Board agenda	AB	December 25	Complete
25.3.18	Circulate acronym reference sheet to Board Members	AEC/AB	November 25	Complete
25.3.21	Provide further background on KPI position	SMT	November 25	Complete
25.3.22	Invite Marketing team to December Board meeting to discuss social media and traditional marketing spend	AB	November 25	Ongoing
25.3.33	Circulate Graduation Student of the Year videos to Board Members	AB	November 25	Complete

CHI | ARGYLL

25.3.34	Organise single-issue Board Meeting	AB	December 25	Ongoing
---------	-------------------------------------	----	----------------	---------