



**Minute of the Argyll College Management Board
Human Resources & Remuneration Committee
held at 2pm on Friday, 1 Mar 2019
in room LO7, Lochgilphead Centre**

Present: Ken Jones (Chair); Andrew Campbell (AMC); Jennifer Swanson (JS)

In Attendance: Ailsa Close (AEC); Elaine Munro (EM); Martin Jones (MJ)

No	Item	Action
19.1.1	Welcome & apologies for absence. There were no apologies.	
19.1.2	Declaration of interest & to identify if any items deemed to be confidential. No declarations of interest.	
19.1.3	Minute of meeting held on 16th Nov 2018. The minutes were approved as an accurate record of the meeting and will be signed by the Chair.	
19.1.4	Matters arising. Interim nursery manager in place and Council has agreed to extend her secondment to the end of August 2019. Care Commission visit was on Tuesday (26 th Feb) and initial feedback is that the report has grading of 'good' in all areas. This is a significant improvement from the previous Care Commission report. Thanks expressed to EM for the work she has put in to the Nursery.	
19.1.5	Summary of Recruitment and HR in last quarter The report was noted.	
19.1.6	Policies to approve: Nursery Infection Control policy – Approved Nursery Medication policy – Approved	
19.1.7	AOCB There was no other business.	
19.1.8	Date of next meeting – The next meeting will be held on Friday 24 th May 2019 at 2pm	
	Signed by	

 Date	
	Chair of Human Resources & Remuneration Committee	