

Board of Management

MINUTES of the MEETING of the BOARD OF MANAGEMENT held in the Inverness College Board Room, Inverness Campus on Wednesday 15 June 2016

PRESENT: Jaci Douglas, Brenda Dunthorne, Louise James, Mick Longton, Ryan MacIntyre, Kyran McCutcheon (observer) Helen Miller, Lindsey Mitchell, Lizzie Munro, Diane Rawlinson, Gavin Ross, Neil Stewart

CHAIR: Neil Stewart

APOLOGIES: Hazel Allen, Elaine Harris, Brian Henderson, Dominic Thierry, John Wilson

IN ATTENDANCE: Depute Principal
Director of Organisational Development
Director of Corporate Services
Head of Student Services
Head of Postgraduate Research and Development
College Secretary

The Chair welcomed Jaci Douglas and Gavin Ross, newly appointed independent non-executive members and Kyran McCutcheon Vice President (Education), one of the two new student members, to their first meeting of the Board.

He also congratulated and welcomed Stephen Wells to his first meeting following his appointment as Director of Corporate Services.

Declaration of Interest

Lindsey Mitchell declared an interest in item 11 on the Agenda, Allied-Health Curriculum Planning progress report.

1. PRESENTATION BY JOHN LAIRD OF EDUCATION SCOTLAND ON THE EDUCATION SCOTLAND REVIEW

The Chair welcomed Dr John Laird, Managing Inspector with Education Scotland who was going to make a presentation on the findings of the Education Scotland Review which had been undertaken in March this year.

John stated that he had been involved with Inverness College for 12 years and he had seen a real and significant change in the College over the last few years.

The judgement was that Inverness College UHI had in place effective arrangements to maintain and enhance the quality of its provision and outcomes for learners and other stakeholders. This judgement meant that, in relation to quality assurance and enhancement, the college was led well, had sufficiently robust arrangements to address any identified minor

weaknesses, and was likely to continue to improve the quality of its services for learners and other stakeholders.

Some of the key points which Dr Laird made were as follows:-

- In both full-time and part-time FE programmes, there had been significant improvements in successful completion rates over a three year period.
- Almost 97% of FE learners whose destinations were known progressed to work or further study.
- An increasingly open, positive ethos had developed within the college over the past few years
- ICSA had enhanced its profile and influence significantly. It was very well supported by the college.
- The college Strategic Plan for 2014-17 set out clear and appropriate aims and objectives.
- The Board of Management and college senior managers had a clear sense of direction for the development of the curriculum.
- The college had clear strategies in place for improving the learner experience and ensuring that learners achieved programme aims.

Two examples of excellence had been identified; effective partnership between college and school and staff engagement with improvement of college processes

Three areas for action had been identified, namely that the College should

- improve successful completion rates in programmes where they are low.
- ensure that arrangements for collating learner views and using them to inform quality improvement at programme level are fully effective.
- improve management of applications of learner funding

Overall Dr Laird advised that it was an exceptionally strong report with evidence of significant and radical improvement and a positive external endorsement of what the College did.

The Chair thanked Dr Laird for his presentation and also thanked the SMT, and in particular the Depute Principal for leading the College through the review process.

2. MINUTES

The Minutes of the Meeting of the Board of Management held on 24 March 2016 were **AGREED** as a correct record and were **APPROVED** and signed.

3. REVENUE BUDGET 2016/17

The Finance and General Purposes Committee, at its meeting on 2 June had considered the revenue budget for 2016/17, and whilst recommending approval of the 16/17 budget to the Board, had asked the Director of Corporate Services to provide clarification on a number of areas.

The Director of Corporate Services spoke to his report, highlighting the areas where clarification had been provided and confirmed that there was still uncertainty over some of the figures, including the funding of pay awards.

The Board of Management **APPROVED** the 2016/17 revenue budget.

4. **CAPITAL EXPENDITURE PLAN – 2016/17**

The Finance and General Purposes Committee, at its meeting on 2 June, had agreed to recommend to the Board of Management approval of the draft capital expenditure plan for 2016/17.

The Board of Management **APPROVED** the 2016/17 capital expenditure plan.

5. **FEES AND CHARGES 2016/17**

The Finance and General Purposes Committee, at its meeting on 2 June, had recommended to the Board of Management approval of the proposed fees for 2016/17.

The Board of Management **APPROVED** schedule of fees for HE & FE FT for 2016/17 as well as fees for

- Part-time FE level courses and fees from non-EU students on FE programmes
- Overseas student FE fees
- commercial courses (which would be subject to market forces and adjusted accordingly)
- nursery
- professional development award (PDA)

all as set out in the appendices to the report by the Director of Corporate Services.

6. **SALE OF BURNETT ROAD SITE**

A report by the Director of Corporate Services provided an update on the progress of the sale of the Burnett Road site. College staff, Scottish Futures Trust (SFT) and the college's local property agents, Shepherd had been working closely and were now able to recommend the sale of the Burnett Road site, separately for the main Longman site.

The Burnett Road site had been fully marketed with an advertised closing date set. Two offers had been received, one in line with Shepherd's original expectations of value and the other considerably lower. The higher offer came with bank funding confirmed and due diligence undertaken and Shepherds considered that the higher figure represented best value for the site.

The party in question was aware that there were plans to widen Burnett Road. Shepherd had explained this from the very onset of discussions and had indicated to the party that approximately 1m of the boundary would be lost to widen the road. The party had viewed this favourably and believed, if anything, this would enhance the subject's connectivity / access.

The Board of Management **AGREED** that the College accept the offer from Ashgrove Motor Body Company (Inverness) Ltd in the sum of £750,000 plus VAT and **NOTED** that the net proceeds from the sale would be returned to SFC. In terms of the holding costs, specific cost incurred for Burnett Road would be netted off the sale proceeds.

7. COMMITTEE MEMBERSHIP

A report by the College Secretary referred to the recent appointments of new board members and outlined the proposed committee Chair appointments and Committee membership. The membership had been drawn up, taking into account the skills and experience of the new and current board members.

The Board of Management

1. **NOTED** the resignation of John Wilson as Chair of the Finance and General Purposes Committee and Elaine Harris as Chair of the Human Resources Committee
2. **APPROVED** the appointment of John Wilson as Chair of the Human Resources Committee and Brian Henderson as Chair of the Finance and General Purposes Committee and
3. **APPROVED** the committee membership, as outlined within the report by the College Secretary.

8. SCHEDULE OF MEETINGS AND EVENTS 2016/17

A report by the College Secretary provided details of the schedule of board meetings and events for 2016/17. The report also made reference to the schedule of core data requirements which were to be submitted to UHI committees, FERB or the University Court.

The Chair referred to his wish to increase the number of meetings of the Chairs Committee which he considered would be beneficial in e.g. allowing discussion on how a number of actions on governance should be progressed. There was a brief discussion on how appropriate this might be in terms of good governance as it might be perceived that there was a two-tier board.

The Board of Management **APPROVED** the schedule of meetings and events for 2016/17, including the increase in frequency of Chairs Committees, and **AGREED** that any member of the Board would have an open invitation to attend any meeting of the Chairs Committee as an observer so as to ensure openness and transparency across the work of the Board.

Louise James left the meeting during consideration of the following item.

9. GOOD GOVERNANCE

Task Group Recommendations

The College Secretary made a presentation on the background to, the remit of and the recommendations from the Good Governance Task Group.

Revised Code of Good Governance for Scotland's Colleges

A report by the College Secretary made reference to one of the recommendations of the Good Governance Task Group which was that a review be undertaken of the Code of Good Governance for Scotland's Colleges which had been published in December 2014. The additions to the original code had been highlighted for ease of reference. There was now even greater emphasis placed on the role and accountability of each Board Member. The Code was also written in a way that was mandatory and anticipated compliance.

The key areas which had to be progressed were the induction and training of Board Members and Board Evaluation, including the externally facilitated evaluation which should be completed by the end of 2016.

The Board of Management **NOTED** the key areas of good governance which would have to be progressed and **AGREED** that an annual informal board development session be programmed, with the first session focussing on the nine principles of public life.

10. STRATEGY WORKING GROUP

A report by the Principal gave some background to the remit and work of the UHI strategy group and also made reference to a meeting of the AP Principals with the Chair of the Group, Marlene Wood. A paper had been jointly prepared and had the unanimous support of the partner principals. The model within the paper brought Principals very much back into the centre of the running of the University, ensuring that the essential link between leadership and management was reinstated while not in any way threatening the autonomy of any academic partner. The paper had been presented by 3 Principals, to 3 members of the EO SMT, at the end of May.

The Principal advised that all AP Principals were keen to enlist the support and endorsement of their respective Boards of Management. The Chair advised that it was planned that the Chairs of the AP's would meet with Marlene Wood, although a date had not yet been suggested.

The Board of Management welcomed the discussion which took place, gave its full support to the Principals and endorse the content of the joint report. It was **AGREED** that the Chair should invite the Chair of the Strategy Group to meet the Board.

Lindsey Mitchell, having declared an interest, left the meeting during consideration of the following item.

11. ALLIED-HEALTH CURRICULUM PLANNING PROGRESS REPORT

A report by the Principal referred to the Board of Management meeting in March when the Board had considered the UHI plans to create a School of Health, Social Care and Well-being in Inverness. To capitalise on these plans the College had been considering the introduction of a series of allied health pathways to complement the medical curriculum being planned.

High level market research had been carried out to identify whether or not there was scope for further enquiry and ultimately investment in curriculum

development. Initial findings indicated a demand for most of the proposed courses with particular interest being shown in paramedic/ambulance driver training, dietetics and nutrition and physiotherapy.

The work carried out to date on labour market information and regional demographics indicated a need for further training in region. Research had established a trend for increasing demand on services, not least due to the ageing demographic within the Highlands. It was anticipated that this increased demand would create a growth in employment opportunities in the health industry.

The College was planning a phased approach to developments, minimising any financial risk. Each of the proposed developments would be subject to the usual UHI approval processes, with associated rigorous market research required to justify investment in the development and inclusion in the UHI portfolio.

The developments identified for Phase 1 would be taken to UHI for consideration for funded development during the next academic year. Decisions would be taken within the partnership for allocation of curriculum development funding to support student number growth.

The Board of Management noted that the Inverness College plans fitted with criteria against which funding for curriculum development would be prioritised by UHI and **AGREED** to support the approach being taken by the College.

Lindsey Mitchell returned to the meeting.

12. PRINCIPAL'S REPORT

A report by the Principal summarised the key activities of Inverness College UHI and sector-wide developments that had emerged during the past three months as follows:-

- Student Activity Targets
- New Campus Update
- Employers' Association
- Academic Partnership Agreements
- Community Empowerment Act 2015
- Staff Conference
- Student of the Year Awards
- SMT Changes

13. MINUTES OF MEETINGS OF BOARD COMMITTEES

The Board of Management **NOTED** the minutes of the meetings of the committees held in the period from 19 May to 2nd June.

- a) Chairs Committee – 19 May 2016
- b) Audit Committee – 24 May 2016
- c) Human Resources Committee – 25 May 2016
- d) Learning and Teaching Committee – 31 May 2016
- e) Finance and General Purposes Committee – 2 June 2016

14. AOB - PERFORMANCE INDICATORS

The Board of Management **AGREED** that the annual report on Performance

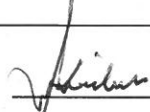
Indicators, which had been considered by the Board at its meeting in October 2015, be circulated to all members.

15. DATE AND TIME OF NEXT MEETING

Thursday 6 October 2016 at 4.30 p.m.

On behalf of the Board, the Chair recorded his thanks to Elaine Harris who had intimated her intention to step down from the Board and also to the two Student Members, Lizzie Munro and Ryan MacIntyre whose term of office would cease 30th June, for their valuable contributions over the last two years.

Signed by the Chair:



Date:

