



Board of Management

MINUTES of the MEETING of the BOARD OF MANAGEMENT held in Room 202, 1 Inverness Campus on Tuesday 19 December 2017

- PRESENT:** Hazel Allen, Robert Berg, Ollie Bray, Sarah Burton, Andy Gray, Carron McDiarmid, Helen Miller, Innis Montgomery, Chris O'Neil, Fiona Neilson, Gabriel Starr, Neil Stewart, Steve Walsh
- CHAIR:** Neil Stewart
- APOLOGIES:** Brian Henderson, Jaci Douglas, Gavin Ross, Kate White, John Wilson
- IN ATTENDANCE:** Depute Principal
Director of Organisational Development
Director of Business Development
Director of Finance
Head of Curriculum
Head of Student Services
Head of Research Development
Board Secretary
- OBSERVERS:** Tom Speirs (co-opted member), Chris Shaw

Steve Walsh and Carron McDiarmid entered the meeting during consideration of the following item.

1. PRESENTATION BY EDUCATION SCOTLAND

Andrew Brawley, College HMI, Education Scotland made a presentation on the Evaluative Report and Enhancement Plan (EREP), giving some background to the change to the annual assessment from the previous 4 yearly external review, how colleges had responded to the new arrangements and the need to review and refine some aspects of the process for year two.

The Chair echoed Mr Brawley's thanks to the Depute Principal and the SMT members who had pulled the report and plan together and submitted it to Education Scotland on time.

2. MINUTES

The Minutes of the Meeting of the Board of Management held on 26 October 2017 and of the Special Meeting of the Board of Management held on 27 November 2017 were accepted as a correct record, were **APPROVED** and signed by the Chair.

3. OUTSTANDING ACTIONS

The Board Secretary advised that the outstanding actions from previous committee meetings would be discussed at each meeting to ensure that actions had been progressed and that the action list could be updated showing actions completed as appropriate.

The Board **NOTED** the actions that had been completed and those that were still outstanding. The list would be updated accordingly.

4. AUDITED ACCOUNTS FOR YEAR END 31 JULY 2017

The Joint Audit/Finance and General Purposes Committee, at its meeting on 7 December 2017 had considered the annual audit report and the Financial Statements for the year ended 31 July 2017 and had recommended approval of same to the Board of Management. Ernst and Young's independent auditor's report provided an unqualified opinion that the financial statements

- gave a true and fair view in accordance with the Further and Higher Education (Scotland) Act 1992 and directions made thereunder by the Scottish Funding Council (SFC) of the state of the affairs of the College and Group as at 31 July 2017 and of its surplus for the year then ended;
- had been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- had been prepared in accordance with the requirements of the Further and Higher Education (Scotland) Act 1992 and directions made thereunder by the Scottish Funding Council, the Charities and Trustee Investment (Scotland) Act 2005, and regulation 14 of The Charities Accounts (Scotland) Regulations 2006 (as amended).

The Board of Management **APPROVED** the annual audit report and the Financial Statements for the year ended 31 July 2017 for submission to the Scottish Funding Council by 31 December 2017.

5. AUDIT COMMITTEE ANNUAL REPORT TO THE BOARD OF MANAGEMENT

The Chair of the Audit Committee advised that the Committee was required, in accordance with Scottish Funding Council guidance, to report annually to the Board of Management. The annual report highlighted the membership of the Audit Committee, meetings held, those attending and the key reports presented during 2016-17. This included the work carried out by Henderson Loggie, the Internal Auditors, and Scott Moncrieff the External Auditors in relation to the 2015-16 Audit of the Accounts. Other key areas of work of the committee that were covered were risk management, health & safety and approval of policies relevant to the terms of reference of the Committee.

The Audit Committee, at their meeting on 28th November 2017 had recommended the annual report to the Board of Management for approval.

The Board of Management **APPROVED** the Audit Committee annual report.

6. UHI LEARNING AND TEACHING ENHANCEMENT STRATEGY

The Learning and Teaching Committee, held on 5 December had recommended the UHI learning and teaching enhancement strategy to the Board of Management for adoption.

The Depute Principal explained that the University's Learning and Teaching Enhancement Strategy 2017-2021 had been formally approved before the summer. The approval followed extensive consultation across the partnership and the strategy itself recognised and built on the strategies and

approaches already in place, at university and Academic Partners levels. It was proposed that the college adopt the strategy and embed its values and aims within college processes and practices.

The Board of Management **AGREED** to **ADOPT** the UHI Learning and Teaching Enhancement Strategy and **NOTED** that a short life working group would be convened to include, among other things, amendment of the college's Learning and Teaching strategy and other strategies as necessary.

7. GOVERNANCE – UPDATE TO STANDING ORDERS

The Board Secretary advised that the internal audit report on Corporate Governance recommended that the process for Board and Committee members adding an item to meeting agendas be documented within the standing orders.

The standing orders had been amended to reflect this recommendation and a statement would be included at the end of each agenda requesting that members advise the Chair of any other items of competent business in as timely a manner as possible before the start of the meeting.

The Board of Management **APPROVED** the amendment to the standing orders and the inclusion of the statement on each agenda.

The Board of Management recorded their thanks to the Board Secretary for the ongoing work in ensuring that the College was complying with all aspects of corporate governance. This was reflected in the auditors providing substantial assurance over the design and operational effectiveness of the controls in place relating to corporate governance.

Tom Speirs and Chris Shaw left the meeting during discussion of the following item.

8. INVESTIGATIONS - HIGHER MEDIA STUDIES

A report by the Principal referred to the investigations into the failure of all students on the Higher Media award in academic year 2016-17.

Following the conclusion of the investigations, a number of actions were underway and subject to scrutiny by a member of the Board of Management. Progress on the actions would be submitted to the Learning and Teaching Committee.

The Board Members asked a number of questions and **AGREED** that the method, approach and robustness of the investigations and the development of the action plan had been appropriate.

9. STUDENT RECRUITMENT 2017-18 UPDATE

A report by the Depute Principal advised that the current student activity indicated that:

- FE recruitment was on track and should make or exceed the credit target, providing January recruitment met target, and:
- As at 11th December 2017 the FTE, counting by module attachment, was 1,580.8 FTE, which was 99.1% of target.

The Board of Management **NOTED** the report.

10. PRINCIPAL'S UPDATE

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:-

- SQA Verification visit
- Evaluative Report and Enhancement Plan (EREP) 2016-17
- SFC Strategic Dialogue Meeting
- Investors in People – liP
- Customer Service Excellence (CSE) Award
- National Pay Bargaining
- Progressive Academic Structure (PAS) and Barometer
- Risk Register

The Board of Management **NOTED** the report.

Ollie Bray left the meeting during discussion of the following item.

11. UHI – FUTURE DIRECTION OF TRAVEL.

The Chair provided a verbal update following the meeting held at the Kingsmills Hotel on 13 December. The meeting had been very positive and there was shared ambition to enhance the student experience, support staff development, make the most of the curriculum across the region, achieve sustainability and work as efficiently as possible. This would be taken forward in the coming months with the Chairs of the five incorporate colleges continuing to play an important lead role.

12. GRAND CHALLENGES DAY

The Principal provided a verbal update following the meeting held on 14 December to which all Principals and SMT members had been invited. The Principal reiterated the five key themes outlined in the previous item, which had the support of all the Principals. The Vice Chancellor was providing a clear line of direction going forward.

13. MINUTES OF MEETINGS OF BOARD COMMITTEES

The Board **NOTED** the minutes of the committee meetings as follows:

- a) Chairs Committee – 23 November 2017
- b) Audit Committee – 28 November 2017
- c) Human Resources Committee – 30 November 2017
- d) Learning and Teaching Committee – 5 December 2017
- e) Finance and General Purposes Committee – 7 December 2017
- f) Joint Audit and Finance and General Purposes Committee – 7 December 2017

The following item was included in the agenda for noting only and therefore no discussion took place at the meeting.

14. INTERNAL AUDIT REVIEW OF CORPORATE GOVERNANCE

The review had found that the level of assurance in terms of design and operational effectiveness was "Substantial".

15. DATE AND TIME OF NEXT MEETING

Thursday 22 March 2018 at 4.30 p.m.

The Chair advised that this would be the last meeting attended by Robert Berg, HISA Inverness VP Equality before he stepped down from HISA at the end of the year. The Chair thanked Robert for his considerable contribution to the Board. The Board looked forward to welcoming Robert's replacement in the New Year.

Signed by the Chair:



Date:

