

**MINUTES of the MEETING of the BOARD OF MANAGEMENT held in Room 203/04, 1 Inverness Campus on Tuesday 26 June 2018**

<b>PRESENT:</b>	Hazel Allan, Ollie Bray, Sarah Burton, Jaci Douglas, Andy Gray, Brian Henderson (by teleconference), Robyn Kennedy, Carron McDiarmid, Helen Miller, Innis Montgomery, Chris O'Neil, Fiona Neilson, Gavin Ross, Neil Stewart, Steve Walsh, John Wilson
<b>CHAIR:</b>	Neil Stewart
<b>APOLOGIES:</b>	Chris Shaw, Gabriel Starr
<b>IN ATTENDANCE:</b>	Depute Principal Director of Organisational Development Director of Finance Director of Business Development Head of Research Development Head of Student Services Head of Curriculum Board Secretary
<b>OBSERVERS:</b>	Tom Speirs (co-opted member), Andrew Bowie HISA President Elect, Shawna Leigh MacKinnon HISA VP Activities and Welfare Elect

*The Chair welcomed Andrew Bowie and Shawna Mackinnon to this meeting as observers.*

*On behalf of the Board, the Chair expressed his thanks to Gabriel Starr and Chris Shaw, the two student members on the Board, for their participation during the current academic year.*

**Declarations of Interest**

*Carron McDiarmid and Steve Walsh declared an interest in items 5, 14 and 16a&b and Fiona Neilson declared an interest in item 13a&b*

**1. MINUTES**

The Minutes of the Meeting of the Board of Management held on 22 March 2018 and the Minutes of the Special Meeting of the Board of Management held on 27 April 2018 were **AGREED** as correct records, were **APPROVED** and were signed by the Chair.

*Brian Henderson joined the meeting during discussion of the following item*

**Matters arising – 22 March 2018**

The Chair gave an update on the UHI integration project, outlining the meeting with Shirley Anne Somerville, Minister for Further Education, Higher Education and Science on 18 May. She had requested participation by all partners and the Chair explained the steps which were now being taken by

the Chair of the UHI Court, to form a UHI assembly which would allow participation by all.

The first meeting of the Assembly would be held in September. The Chair advised that it was his intention to meet with stakeholders over the summer, and he invited board members to participate in this process.

## **2. OUTSTANDING ACTIONS**

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

### **Student Residences**

The Board of Management were disappointed that the Chair of UHI Court had not responded to the joint letter from the Chair and the HISA Inverness President. The Chair confirmed that he would raise this issue directly with the Chair of the UHI Court.

The Director of Organisational Development assured the Board that the situation at the residences had improved and that SMT had taken steps to safeguard Inverness College students.

## **3. GOVERNANCE - APPOINTMENT OF VICE CHAIR AND COMMITTEE MEMBERSHIP**

A report by the Board Secretary advised that John Wilson had intimated that he wished to step down as Vice Chair of the Human Resources Committee. Following discussion with other members on the Committee, the Chair of Human Resources recommended that the Board appoint Innis Montgomery to the role.

The Board of Management **AGREED** to appoint Innis Montgomery as Vice Chair of the Human Resources Committee.

The Board of Management **NOTED** that Jaci Douglas had stepped down as a member of the Learning, Teaching and Research Committee and that the Chair was of the view that the Committee could carry a vacancy so there was no need to make an appointment at this time.

## **4. POLICIES**

### **a) Records Management**

The Audit Committee at its meeting held on 29 May 2018 had recommended the revised Records Management Policy to the Board of Management for approval.

The Board of Management **APPROVED** the revised Records Management Policy subject to a minor amendment to the wording under the paragraph on records classification. The words "where possible" to be amended to "where appropriate".

### **b) Data Protection**

The Audit Committee at its meeting held on 29 May 2018 had recommended the revised Data Protection Policy to the Board of Management for approval.

The Board of Management **APPROVED** the revised Data Protection Policy, subject to the inclusion of the EU Data Protection Regulation, UK Data Protection Bill 2018 under the legislative framework to ensure consistency with the records management policy.

The Director of Organisational Development confirmed that there were guidelines for staff in place for use of data and that a new working group had been established to promote compliance and understanding of GDPR.

**c) E Mail usage and retention**

The Audit Committee at its meeting held on 29 May 2018 had recommended the new E Mail Usage and Retention Policy to the Board of Management for approval.

The Board of Management **REQUESTED** that the scope of the policy be amended to include reference to staff and the wording in paragraph 4.4 be reviewed and that it be referred back to the next meeting in October for approval.

The Board of Management **AGREED** that it would be beneficial for the Board to have a training session on GDPR and on e-mail usage and retention and the Director of Organisational Development offered to facilitate this session in October.

**d) Health and Safety**

The Audit Committee at its meeting held on 29 May 2018 had recommended the revised Health and Safety Policy to the Board of Management for approval.

The Board of Management **APPROVED** the revised Health and Safety Policy subject to the inclusion of reference to Prevent and the Safeguarding Policy within the section on legislative framework/related policies.

*Jaci Douglas and Innis Montgomery entered the meeting during discussion of the following item*

**5. REVENUE BUDGET 2018/19**

The Finance and General Purposes Committee, at its meeting held on 7 June 2018 had agreed to recommend the draft revenue budget for 2018-19 to the Board of Management for approval, together with a supplementary covering report, which highlighted the key points raised during the discussion.

The Chair of the Finance and General Purposes Committee referred to the risks to the college, particularly in meeting student targets, of the opportunities for income generation, to the procurement efficiencies being undertaken and the level of the UHI top slice.



There was an urgent need for a 3 – 5 year Financial Strategy and the Director of Finance confirmed that this was currently being developed and would be submitted to the next meeting of the Finance and General Purposes Committee for consideration.

The Board of Management **APPROVED** the revenue budget 2018/19.

**6. CAPITAL EXPENDITURE PLAN – 2018/19**

The Finance and General Purposes Committee, at its meeting held on 7 June 2018 had agreed to recommend the draft capital expenditure plan for 2018-19 to the Board of Management for approval, based on option 2 as follows:-

- that no budget allocation be made for other capital equipment in 2018/19 and the distribution be instead allocated to ICT.

The Board of Management **APPROVED** the capital expenditure plan 2018/19, based on option 2 as outlined above.

**7. INTERNATIONAL STRATEGY**

The Finance and General Purposes Committee, at its meeting held on 7 June 2018 had agreed to recommend the draft International Strategy to the Board of Management for approval, subject to baseline figures being added to targets for comparison.

The Board of Management **APPROVED** the international strategy.

*The Chair asked for the order of business to be changed and that item 8 on the agenda, Board Evaluation, be considered at the end of the business requiring discussion. This was agreed.*

**8. FINANCE SYSTEM**

The Audit Committee, at its meeting on 29 May had expressed considerable concern about the further delay to the go live date and as requested, the Director of Business Improvement at UHI had provided a report for this meeting.

The Board of Management considered the report, expressed serious concerns and **NOTED** the current position.

*Hazel Allen left the meeting during consideration of the following item.*

**9. PRINCIPAL'S REPORT**

A report by the Principal set out the end of year position and provided an overview of new and continuing activity. Short presentations were made on Student Partnership and How Good is my College, Lead 4 – Management Training and on Internationalisation.

The Board of Management welcomed the significant progress which had been made throughout the year and which placed the College in a key position of responsibility and influence within the University.

## 10. RISK REGISTER

A report by the Principal updated the board on the risk register process and on the annual review of the register by each board committee.

The Board of Management **NOTED** the amendments, which had been requested by the committees, and **REQUESTED** that a risk in relation to the UHI top slice be added to the register.

## 11. BOARD MEMBER DEVELOPMENT

The Board Secretary referred to the commitment of Board Members to their continuing personal development and outlined a number of training modules which should be undertaken, namely

- Data protection
- Information security
- GDPR
- Audit

The Board of Management **AGREED** that all members would complete the training modules as listed above by mid- September.

## 12. DRAFT MINUTES OF MEETINGS OF BOARD COMMITTEES

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

- a) Longman Disposal Project Board – 18 April 2018
- b) Longman Disposal Project Board – 9 May 2018
- c) Chairs Committee – 24 May 2018
- d) Audit Committee - 29 May 2018
- e) Human Resources Committee – 30 May 2018
- f) Learning Teaching and Research Committee – 5 June 2018
- g) Finance and General Purposes Committee – 7 June 2018

John Wilson sought assurance that there would not be a repeat of the Higher Media Studies results, as returned in the previous academic year.

The Principal and the Vice Principal gave an assurance that, based on the anticipated outcomes across all programmes and courses, there would not be a repeat of the circumstances seen last year.

## 13. BOARD EVALUATION

### a. Annual Evaluation Exercise – Board of Management

The Chair referred to the Code of Good Governance for Scotland's Colleges and in particular, to the requirement for an annual board evaluation exercise to be undertaken.

All Board members had completed the exercise and the Director of Organisational Development confirmed that she would identify a number of actions to be taken forward based on the combined responses and would lead a facilitated session at the next meeting in October.

*The Chair of the Board, members of the Senior Management team and the observers left the meeting.*

**b. Annual Evaluation Exercise - Board Chair**

To comply with the Code of Good Governance for Scotland's Colleges and good governance best practice, an annual evaluation of the Board Chair was required to be undertaken.

The Committee collectively, completed the annual chair evaluation exercise. The Vice Chair of the Board would provide feedback to the Chair.

*The Chair re-joined the meeting.*

**14. STUDENT RESIDENCES**

A report from UHI F&GP Committee held on 6 June 2018 outlined a number of actions which were being progressed to increase the occupancy rate of the residences.

Carron McDiarmid **SUGGESTED** that the SYHA be contacted as they could potentially make use of vacant rooms.

**15. OSCR ANNUAL RETURN 2016-17**

The annual online return to OSCR had been submitted in April.

The Board of Management **REQUESTED** that the draft return for 2017-18 be submitted to the meeting of the Board in March 2019.

**16. MINISTERIAL LETTERS OF GUIDANCE**

The following letters were noted

- a. Letter to SFC
- b. Letter to SDS

**17. NETWORKING**

The Chair advised that he would be meeting with the Chair of Perth College UHI before he stepped down from that role at the end of July 2018.

**18. DATE AND TIME OF NEXT MEETING**

Thursday 11<sup>th</sup> October 2018 at 3.30 p.m. at the Scottish School of Forestry, Balloch.

**Signed by the Chair:**



**Date:**

