



## Board of Management

### MINUTES of the MEETING of the BOARD OF MANAGEMENT held in the Scottish School of Forestry, Balloch on Thursday 6<sup>th</sup> October 2016

<b>PRESENT:</b>	Jaci Douglas, Brenda Dunthorne, Brian Henderson, Louise James, Mick Longton, Kyran McCutcheon, Helen Miller, Lindsey Mitchell, Diane Rawlinson, Gavin Ross, Gabriel Starr, Kate White, John Wilson
<b>CHAIR:</b>	John Wilson
<b>APOLOGIES:</b>	Hazel Allen, Neil Stewart, Steve Walsh
<b>IN ATTENDANCE:</b>	Depute Principal Director of Organisational Development Director of Corporate Services Head of Curriculum Head of Student Services College Secretary

#### 1. PRESENTATION BY SIMON VARWELL OF SPARQS – STUDENT ENGAGEMENT

The Chair introduced Simon Varwell of Sparqs who had been invited to make a presentation on Student Engagement.

Simon explained a little about the organisation - Student Partnerships Quality Scotland (Sparqs) which was funded by the SFC and worked with all colleges, universities and student associations. He then took the Board through three main questions on Student Engagement – Why, What and How, referring to the legislative context, the Student Partnership Framework and how Boards could fully engage with students. He also made reference to the “four hats of the student board member”, namely, witness, representative, leader and governor.

The Board participated in a number of group discussions and provided feedback on these discussions.

The Chair, on behalf of the Board, thanked Simon for a very useful awareness raising and thought provoking session.

#### **Welcome**

*The Chair welcomed Kate White and Gabriel Starr, the new Teaching Staff and Student Member respectively to their first Board meeting and congratulated Kyran McCutcheon on his appointment as Student President.*

*On behalf of the Board, the Chair recorded his thanks to Dominic Thierry who had stepped down as the Teaching Staff Member on the Board of Management.*

*The Chair requested that an additional item of business be added to the agenda namely the appointment of the new Board Members to the Learning and Teaching Committee. This was agreed and it was considered as item 2 below.*

### **Declaration of Interest**

*Jaci Douglas, being a Member of Highland Council, and a Board Member of NHS Highland, declared an interest in items 4 and 5.*

## **2. COMMITTEE MEMBERSHIP**

The College Secretary advised that the Board was required to formally appoint Kate White and Gabriel Starr, the new Teaching Staff Member and Student Member respectively to the two vacancies on the Learning and Teaching Committee.

The Board of Management **AGREED** to appoint Kate White and Gabriel Starr to the Learning and Teaching Committee.

## **3. MINUTES**

1. Meeting of the Board of Management - 15 June 2016
2. Special Meeting of the Board of Management - 22 September 2016

The Minutes of the Meeting held on 15 June and the Minutes of the Special Meeting held on 22 September 2016 were **AGREED** as correct records and were **APPROVED** and signed.

## **4. ADDITIONAL SUPPORT FOR LEARNING POLICY**

The Learning and Teaching Committee, at its meeting on 20 September 2016, had considered the additional support for learning policy which had been substantially reviewed. The Committee had, subject to a final proof read, recommended the policy to the Board of Management for approval.

Following a query by a member, the Depute Principal confirmed that there was a dedicated post within the college and robust arrangements were in place to ensure that young people transferring from school to college received the support required.

The Board of Management **APPROVED** the additional support for learning policy, subject to the inclusion of appropriate wording to highlight that appropriate transitional links were in place between school and college.

## **5. CORPORATE PARENTING PLAN**

The Learning and Teaching Committee, at its meeting on 20 September 2016, had considered the Corporate Parenting Plan and recommended it to the Board of Management for approval.

As a post-16 Further and Higher Education body, Inverness College UHI was defined as a Corporate Parent under the *Children and Young People (Scotland) Act 2014*. As such, the College had a responsibility to understand the lives of Scotland's looked after young people and care leavers and respond to their needs as any parent should. As a corporate parent, the College had a duty to produce a corporate parenting plan.



The Board of Management **APPROVED** the corporate parenting plan.

**6. SFC FINANCIAL FORECAST RETURN (FFR) 2016**

The Finance and General Purposes Committee, at its meeting on 22 September 2016 had considered the SFC Financial Forecast Return (FFR) for 2016. The SFC requested information on the college's forward financial forecasts for the coming year, along with summary forecasts for the subsequent years.

The Board of Management **ENDORSED** the 2016 return and the commentary which had been submitted to the SFC in June.

**7. STUDENT RECRUITMENT 2016/17**

A report by the Depute Principal provided provisional (pre-audit/SFC return) student activity levels for 2015/16 and a high level report on student recruitment for 2016-17. Both FE and HE student activity levels for 2015-16 were showing as having exceeded targets.

In terms of progress towards target, FE recruitment was on track to make the overall credit target but it was expected that the College would not meet the very ambitious HE PPF target of 1622.9 which was a 9% increase on the previous year's actual recruitment. Growth in the two previous years had been at 13% in 2014-15 and 11% in 2015-16 respectively.

The Depute Principal advised that analysis would be undertaken to determine why the target was not reached and this would form the basis on which future target aspirations were set.

The Board of Management **NOTED** the position and looked forward to receiving further information on this issue.

**8. STUDENT PERFORMANCE INDICATORS 2015-16**

A report by the Depute Principal a summary of high-level performance indicators (PI) relating to student outcomes for the academic year 2015-16 and also included student satisfaction PIs.

Successful outcomes had improved across all levels and modes other than part-time FE, the outcomes of which had still to be finalised. Full-time FE outcomes had only improved marginally and were in line with the latest published college sector success rates. Part-time FE outcomes had dropped by 2 points (tbc) but were still well above the latest published sector level. Full-time HE outcomes had improved by 3 points on 2014-15 rates and had improved for the third successive year.

Full-time FE outcomes had improved in 6 areas and had fallen in 3 areas compared to 2014-15. Reports had been prepared which identified the reasons for the low PIs and outlined the measures that had already been put in place to prevent a recurrence.

Full-time HE outcomes had improved in 5 areas and had fallen in 4 areas compared to 2014-15 and the reasons for the fall in two of the four areas still needed further investigation.

There was discussion on some of the areas where outcomes had fallen and the Depute Principal referred to some of the actions which were being taken to address these.

The Board **REQUESTED** that the Learning and Teaching Committee together with the Depute Principal, monitor the situation closely, and satisfy themselves that the actions put in place have the desired outcomes.

Student satisfaction rates were still high overall although the FE and HE pre exit survey satisfaction results had fallen. From comments received, it was clear that difficulties in settling in to the new buildings had an adverse impact on some aspects of student experience. Other areas for improvement had also been highlighted, including organisation and management, student engagement and representation and career advice and guidance.

The college's NSS results improved by 8 points in 2015-16, a significant increase and the satisfaction rate was 80% or above in three areas – teaching on my course, academic support and personal development. Satisfaction was low for organisation and management, learning resources and the Student's Union/Association.

The Board of Management **NOTED** the student satisfaction rates.

#### **9. HEALTH AND SAFETY ANNUAL REPORT**

The annual report on matters pertaining to health and safety had been considered by the Audit Committee at its meeting on 13<sup>th</sup> September and was also presented to the Board of Management for discussion.

There was a discussion on how much of the near miss reporting came from students as opposed to staff and whether the need to report was highlighted enough during induction sessions. It was confirmed that health and safety was included in all student induction sessions and was tailored to each course.

It was suggested that the Student Class Representatives could have a role to play in highlighting health and safety issues and the reporting of accidents/near misses.

The Board of Management **AGREED** that it would be appropriate for the Director of Corporate Services to take this forward as an action and also that students would benefit from the College partnering with industry to highlight health and safety risks.

#### **10. UHI STRATEGY WORKING GROUP UPDATE**

The Principal provided an update on the work of the group which had been formed following the meeting with the Cabinet Secretary on 23 September. The group had met twice but had been unable to agree on the way forward. Two proposals had been put forward by the academic partner principals and the Vice Chancellor respectively. It had been agreed that these two proposals would be scored against a matrix to establish any points of

commonality and narrow the focus of the group to areas of contention. The Principal was of the opinion that consensus would not be achieved.

The Board of Management expressed their disappointment at this turn of events and would await further information and updates.

#### **11. KEY PERFORMANCE INDICATORS 2015-16**

A report by the Principal provided a high level overview of the key student activity, financial and human resources performance indicators in 2015-16. HE early withdrawal and further withdrawal percentages and PTFE completed successful percentages were still of concern and were shown as red on the RAG table. Health and safety reporting was amber but all other PIs across the three areas were green. The Principal considered that while there was no room for complacency, she felt that the college was performing well in a challenging financial context.

There was a discussion on the role of the Board of Management in performance management and reference was made to the revised Code of Good Governance with required boards to ensure that it had a comprehensive performance measurement system in place which identified key performance indicators.

The Board of Management **AGREED** that the setting of performance measures should be part of the wider strategic planning process.

#### **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:-

- Strategic Planning Process
- Graduation
- Recruitment
- Student Residences
- Support Staff – Pay Negotiations for 2016/17

The Principal provided an update and advised that the support staff pay negotiations had been referred to ACAS.

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

#### **13. AUDIT SCOTLAND REPORT - SCOTLAND'S COLLEGES 2016**

A report by the Principal referred to the annual review undertaken by Audit Scotland of the college sector. In 2016, the Audit Scotland report had focused on progress made against the strategic aims of the college regionalisation agenda that followed the enactment of the Post-16 Education Act.

A number of recommendations had been made in relation to the development of long-term financial strategies, the implementation of a more systematic approach to workforce planning and the publication of Board of management agendas, supporting papers and minutes.



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

**14. BREXIT – POTENTIAL IMPLICATIONS FOR INVERNESS COLLEGE**

A joint report by the Depute Principal and Head of Research Development provided a summary, for consideration and discussion, of the potential risks posed to the college by the UK's decision to leave the European Union (EU).

It was considered that the biggest risk of BREXIT related to EU students but there were still so many issues where the potential implications were unknown.

The Board of Management **NOTED** the position and looked forward to receiving further information once there was more clarity.

**15. MINUTES OF MEETINGS OF BOARD COMMITTEES**

- a. Chairs Committee – 19 July 2016
- b. Chairs Committee – 18 August 2016
- c. Audit Committee - 13 September 2016
- d. Human Resources Committee - 19 September 2016
- e. Learning and Teaching Committee - 20 September 2016
- f. Finance and General Purposes Committee - 22 September 2016
- g. Chairs Committee - 28 September 2016

The Board of Management **NOTED** the minutes of the meetings of the committees held in the period from 19 July to 28 September.

**16. CONDUCTING EXTERNALLY FACILITATED EFFECTIVENESS REVIEWS**

A guidance note had been issued by Colleges Scotland on how to conduct externally facilitated effectiveness reviews. This had been discussed at the recent meeting of the Chairs Committee on 28<sup>th</sup> September and was presented to Board Members for information.

**17. 2015-16 ACCOUNTS DIRECTION**

The Scottish Funding Council had issued the 2015-16 Accounts Direction which Colleges and Universities had to follow in the preparation of their annual accounts. This had been discussed at the recent meeting of the Chairs Committee on 28<sup>th</sup> September. The Committee had agreed that Scott Moncrieff, the College's External Auditors be asked to provide a briefing on the FRS102 conversion arrangements and also make Board members aware of the high level impacts on the management accounts and the financial statements as a result of the implementation of the new standards. This briefing would be made at the start of the Joint Audit/Finance and General Purposes Committee on 8<sup>th</sup> December (to which all board members would be invited to attend) so that all Board members had a level of knowledge and understanding to allow them to take part in the discussion on the audited accounts at that meeting and also at the Board of Management meeting on 20<sup>th</sup> December.

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

Tuesday 20<sup>th</sup> December 2016 at 4.30 p.m. (rescheduled date)

**Signed by the Chair:**

Nail Galt

**Date:**

20-12-16

