

## Board of Management

**MINUTES of the MEETING of the BOARD OF MANAGEMENT held in the Inverness College Board Room, Inverness Campus on Wednesday 7 October 2015**

**PRESENT:** Hazel Allen, Robbie Bain, Carolyn Caddick, Hector Douglas, Elaine Harris, Jenny Loeffler, Helen Miller, Lizzie Munro, Donella Steel, Neil Stewart, Garry Sutherland, Dominic Thierry, John Wilson

**CHAIR:** Garry Sutherland

**APOLOGIES:** Louise James, Diane Rawlinson

**IN ATTENDANCE:** Depute Principal  
Director of Organisational Development  
Director of Corporate Services  
Head of Curriculum  
College Secretary

*The Chair welcomed the new Staff and Student Members to their first Board of Management Meeting.*

*The selection process for a new Chair and new Members of the Board had just been concluded. The Selection Panel had recommended to the UHI Court the appointment of four new non-executive Board members.*

*Also, the Chair was pleased to inform the Board that the Selection Panel had recommended to the UHI Court that Neil Stewart be appointed as the new Chair of the Board of Management.*

### 1. MINUTES

The Minutes of the Meeting of the Board of Management held on 17 June 2015 were **AGREED** as a correct record and were **APPROVED** and signed.

### 2. SFC FINANCIAL FORECAST RETURN (FFR) 2015

The Finance and General Purposes Committee, at its meeting on 25 September, had considered a report by the Director of Corporate Services which had provided details of the FFR for 2015, as well as forecasts for 2015/16 and 2016/17, a copy of which was sent to the SFC at the end of June 2015.

Every year the SFC requested information on the college's forward financial forecasts for the coming year, along with summary forecasts for subsequent years. These returns were based on the budget that was agreed at Finance & General Purposes Committee and the Board of Management.

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

### 3. **SALE OF MIDMILLS AND LONGMAN BUILDINGS**

The Finance and General Services Committee, at its meeting on 25 September, had considered a report by the Director of Corporate Services which provided an update on the progress of the sale of both the Longman and Midmills sites. The College's property agents, Lambert Smith Hampton had provided full details of all the bids and also an analysis of the offers and the associated risks for Midmills and had recommended that the College accept an offer.

With regards the Longman site, the Director of Corporate Services advised that the college had not had an update regarding the potential use for the site. As per a request from the Deputy First Minister the college had not put the site onto the market for sale. As the workshops in Burnett Road were not part of the main Longman site, the college could progress with their sale.

The Director of Corporate Services also advised that the net proceeds from the sale of both buildings would be returned to SFC. In terms of the holding costs, these were now being incurred for both Longman and Midmills. For Midmills, the formal sale of the site was expected to take around 6 months and so the holding costs would be netted off the sale proceeds. For Longman, it had been agreed that whilst discussions were on-going regarding the site, these costs would be met by the Scottish Government.

The Board of Management **AGREED** that the College accept the unconditional offer submitted by McCarthy and Stone to develop 45 retirement flats in the rear garden area of the site, with the front part of the site, which included the listed buildings, to be used by Highland Council for affordable retirement flats for the over 55's.

The Board of Management **NOTED** that the unconditional offer was still subject to McCarthy & Stone Board approval and a site investigation, with a period of four months to satisfy these conditions.

### 4. **ICT STRATEGY**

The Audit Committee, at its meeting on 15 September 2015 had considered the revised ICT Strategy which had been through due College process.

Reference was made to the discussion at the Audit Committee on why the ICT strategy was only considered by that committee when there could be potential issues relating to the management of risk which were under the remit of other committees.

Following a discussion, the Board of Management **APPROVED** the ICT Strategy subject to the inclusion of reference to the procurement of ICT equipment and **AGREED** that reports on the monitoring of the strategy be submitted to the Finance and General Purposes Committee.

### 5. **ANNUAL REPORT TO THE SCOTTISH FUNDING COUNCIL ON QUALITY ARRANGEMENTS**

The Depute Principal introduced the annual report to the Scottish Funding Council on institution-led review for academic year 2014-15. There had been significant improvements in the completed: partial success rate over the last three years. For both FTFE and PTFE, this stood at 19% in 2012-13 and it had fallen to 9% in 2014-15. The completed successful percentage for FEFT was now only 3% below the sector rate at 63%. Success rates on part-time programmes had also increased for the second year running, up by 5 points from 2013-14 and by 18 points over two years. Success rates for learners on PTFE programmes was now 6 percentage points better than the sector average.

Retention rates had fallen slightly on FTFE programmes and there were still improvements required and this would be the overall priority for 2015-16. On PT programmes, retention rates had improved again, with overall withdrawal rates 3 points lower (better) than last year and 9 points better than 2012-13.

The Chair of the Learning and Teaching committee commended the report, which was an open and honest summary of the significant improvements which had been made over the last three years, to the Board of Management.

The Board of Management **APPROVED** the submission of the annual report to the Scottish Funding Council.

#### **6. ADMISSIONS, APPLICATION AND ENROLMENT 2015/16**

A report by the Depute Principal provided a summary of the 2014-15 actual student activity and an overview of the applications and enrolment activity for 2015-16.

For 2014-15, the FE wSUMs target of 40,301 had been exceeded by 1,195 while the HE target of 1,256 FTE had been exceeded by 86.

The Depute Principal advised that recruitment for 2015-16 had been good overall, particularly at HE level and the College was well placed to make the increased HE FTE target of 1450. FE student numbers were in line with last year and the college was on track to meet its Credits target.

There had been a significant number of “no-shows” in some areas and this would be investigated as part of the complete review of the admissions process which would be carried out.

The Board of Management **NOTED** the report and expressed their delight at the improvements which had been made

#### **7. 2014-15 REPORT ON PERFORMANCE INDICATORS**

A report by the Depute Principal provided a summary of provisional student outcome performance indicators (PIs) for 2014-15. The PI calculations were those used by the Scottish Funding Council and by Education Scotland, enabling national benchmarking and the tracking of trends over time.

Success rates had improved in all categories and the percentages were as follows:-

Level of Study	Success%
FTFE	63%
PTFE	84%
FTHE	73%
PTHE	59%

The Board of Management **NOTED** the PIs and congratulated the Principal, the Depute Principal and all staff on these figures and expressed their satisfaction at being able to discuss and debate the PI's at Board level.

#### 8. **UHI SHARED SERVICES LTD**

The Director of Corporate Services advised that the most up to date position on UHI Shared Services Ltd was that Highland Council had agreed to accept the UHI guarantee without the requirement of a bond. In addition, it was likely that the employers contribution rate could be agreed at, or close to the current UHI rate of 16.6% and that additional funding previously allocated to this project from SFC would still be forthcoming. Given the need to undertake a number of activities, not least consultation with staff who would be involved in the TUPE process, it was very doubtful if the launch would take place on 1 December.

The Director of Organisational Development also confirmed that the original agreement for the Shared Services model was still on the table but there was still an identified risk as the ongoing budget had not yet been determined.

The Board of Management expressed serious concerns that a full business case with the perceived costs and benefits had not yet been issued to academic partners despite these matters having been first been raised by the Board in December 2013.

The Board of Management **AGREED** that the Chair of the Board should write to Alun Hughes, Director of Shared Services requesting clarification on when the outstanding facts and figures would be available to allow the Board to make an informed decision on the Shared Services project.

#### 9. **UHI STUDENT RESIDENCES PROJECT**

A report by the Director of Corporate Services provided an update on the key points of the UHI Residences Project. An agreement between UHI and the preferred developer, CityHeart Limited had been signed and initial work had started on the site.

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

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

A report by the Director of Organisational Development provided the Committee with an annual report on matters pertaining to health and safety, the key points to note being as follows:-

- There were 2 Reported RIDDOR accidents/incidents during the reporting year.
- There had been a marked increase in the number of reports relating to accidents/incidents and near misses in comparison to the previous



year. This had been anticipated and was not a failing on the College but marked a significant improvement in reporting.

- During the last reporting year the College had introduced and had run a number of health and safety courses.
- The college was moving forward in a positive way and further improvements to understanding Health and Safety were assisting in this journey and the continual involvement of staff at all levels was to be commended.

The Chair of the Audit Committee welcomed the improvement and overall approach to Health and Safety within the College. The Board of Management **NOTED** the report.

#### 11. **KPI REPORT**

A report by the Principal provided an overview of Key Performance Indicators for the Academic Year 2014-15, with the traffic light indicator system providing a quick view of the current position. The KPIs for the College indicated a positive outcome for the year.

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

#### 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.

- **Financial Memorandum and Academic Partnership Agreement**  
The Board of Management discussed the draft Financial Memorandum and the draft Academic Partner Agreement and expressed considerable disappointment that both documents, but particularly the Academic Partner Agreement, set out measures of control by the Regional Strategic Body which did not appear to be aligned to any identified risks. The Board also expressed concern that the Academic Partnership Agreement had been drafted by Solicitors rather than being drafted in discussion with the Academic partners. It was pointed out that the Deputy First Minister had expressly stated that no public body could have legal recourse against another.

The Board of Management **REQUESTED** the Principal to feed in the comments made above to the workshop which would be held on 12<sup>th</sup> November and **AGREED** that the Chair of the Board should raise the concerns with the Chair of the UHI Court.

- **Board of Management Strategy Day – 20<sup>th</sup> November**
- **SMT Roles and Responsibilities** – The Depute Principal also advised that the College had appointed a new Head of Student Services, Lindsay Snodgrass. Lindsay was currently the PDM Education and a recruitment process would be undertaken to fill this role.
- **PR and Events**
- **Official opening of the New Campus**
- **New Campus Matters**

The Board of Management **NOTED** the activities as outlined in the report.

**13. RESIGNATION OF BOARD MEMBER – WILLIE CAMERON**

The Chair advised that he had received a letter from Willie Cameron resigning as a Board Member. Due to increased work commitments he felt that he could not contribute to Board duties as he would like.

The Chair asked that the appreciation of the Board of Management be recorded and that it was pleased to note that Mr Cameron would continue in an ambassadorial role.

**14. MINUTES OF MEETINGS OF BOARD COMMITTEES**

- a. New Campus Project Board held on 26 June 2015
- b. New Campus Project Board held on 23 July 2015
- c. New Campus Project Board held on 20 August 2015
- d. New Campus Project Board held on 2 October 2015 Chairs Committee held on 8 September 2015
- e. Audit Committee held on 15 September 2015
- f. Human Resources Committee held on 17 September 2015
- g. Learning and Teaching Committee held on 18 September 2015
- h. Finance and General Purposes Committee held on 25 September 2015

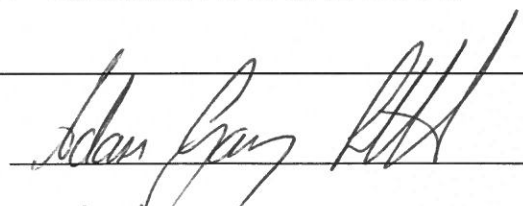
The Board of Management **NOTED** the minutes of the aforementioned meetings.

**15. AOCB**

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

Thursday 17<sup>th</sup> December 2015 at 12 NOON

Signed by the Chair:



Date:

17/12/15