

Board of Management

MINUTES of the MEETING of the BOARD OF MANAGEMENT held at the Scottish School of Forestry, Balloch on Thursday 26 October 2017

PRESENT:	Robert Berg, Ollie Bray, Sarah Burton, Andy Gray, Brian Henderson, Helen Miller, Lindsey Mitchell, Innis Montgomery, Chris O'Neil, Gavin Ross, Gabriel Starr, Neil Stewart, Steve Walsh, John Wilson
CHAIR:	Neil Stewart
APOLOGIES:	Hazel Allen, Jaci Douglas, Kate White
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:	Carron McDiarmid, Fiona Neilson, Tom Speirs (co-opted members)

The Chair informed the Board of the very sad and very sudden death of Mick Longton. All present took a minute to remember Mick and the contribution he had made since his appointment in January 2016. It was agreed that a letter of condolence be sent to his family.

Declarations of Interest. Carron McDiarmid and Steve Walsh declared an interest in agenda items 4 and 16. Fiona Neilson declared an interest in agenda items 16 and 18.

The Chair asked if any board member wished to raise anything under the items on the agenda which were for noting only. No-one wished to do so.

The Chair asked if any board member wished to raise anything under AOCB. Sarah Burton wished to raise the matter of Higher Media Studies. The Chair wished to advise the Board of the meeting to be held with AP Chairs.

1. **PRESENTATION BY HISA**

Graeme Kirkpatrick, Chief Executive of HISA, assisted by Gabriel Starr and Robert Berg made a presentation on the history of student associations and on the evolution and future plans for HISA.

2. **MINUTES**

The Minutes of the Meeting of the Board of Management held on 20 June 2017 were accepted as a correct record, subject to the correction of a spelling error and were **APPROVED** and signed by the Chair.

these discussions it was proposed that a grade of “very good” be submitted for each of the three principles of

- Leadership and quality culture
- Delivery of learning and services to support learning
- Outcomes and impact.

The Board considered the draft report and enhancement plan, asked a number of questions and **APPROVED** the evaluative report and enhancement plan for submission to the SFC by 31st October.

6. FINANCIAL REGULATIONS

The Finance and General Purposes Committee, at its meeting on 28 September 2017, had considered the revised financial regulations and subject to a small number of further changes, recommended them to the Board of Management for approval.

The members asked a number of questions and it agreed that some further amendments be made and specifically that Fiona Neilson and the Director of Finance agree on some additional wording within the section on intellectual property rights.

The Board of Management **APPROVED** the financial regulations subject to the amendments referred to above and **AGREED** that they be reviewed on an annual basis by the Finance and General Purposes Committee and if necessary, submitted to the Board of Management for final consideration.

7. SFC FINANCIAL FORECAST RETURN (FFR) 2017

The Finance and General Purposes Committee, at its meeting on 28 September 2017, had considered the SFC Financial Forecast return (FFR) 2017. The Chair of the Finance and General Purposes Committee stated that a very professional approach had been made to the forecasting and that it was disappointing that there was a lack of consistency across UHI and the wider sector.

The Board of Management **APPROVED** the FFR 2017.

8. PRINCIPAL PERFORMANCE AND REMUNERATION PROCESSES

The Chairs Committee, at its meeting on 14 September, had considered a proposed procedure for establishing and reviewing the Principal’s objectives, performance and salary. This was a requirement of the Code of Good Governance for Scotland’s Colleges. There had been discussion on how to include the input of staff and students to the appraisal process, which was a requirement under the Code. It was suggested that the IIP framework would allow the views of staff and students to be gathered through a random selection of participants from these two groups.

It was proposed that peer review be part of the process but it was suggested that this should be considered in the future as the Principal had only just joined the College and because the process needed to be very carefully managed.

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

13. KEY PERFORMANCE INDICATORS 2016-17

A report by the Principal provided an update on the 2016/17 institutional KPIs. His assessment was that the college was performing well with motivated and engaged staff. However, it must address the shortcomings in some of the curriculum areas and deliver growth in HE to address the significant financial issues around national bargaining.

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

14. STUDENT PERFORMANCE INDICATORS 2016-17

A report by the Depute Principal provided a summary of high-level performance indicators (PIs) relating to student outcomes, in terms of retention, attainment and progression, for all FE and all taught undergraduate HE students studying at the college in 2016/17 as well as highlighting student satisfaction PIs.

The Board discussed the PIs in some depth and noted that there were plans in place for each of the areas for development and these would be reported to the Learning and Teaching Committee. The Board noted the level of Highers withdrawals, the dip in HE success rates and in hospitality, the importance of STEM subjects and the need to break into the MA programme. There were however difficulties with the approach being taken by SDS on the MA programme as previously reported to the Finance and General Purposes Committee. The low uptake of students into computing courses and the high withdrawal rate was also discussed.

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

15. STUDENT RECRUITMENT 2017/18

A report by the Depute Principal provided an update on student recruitment so far in 2017/18. FE and HE enrolments were ahead of the totals reported to Board in October 2016. Based on these figures and previous trends, both looked likely to achieve target.

The Board of Management **WELCOMED** the current position.

16. HEALTH AND SAFETY ANNUAL REPORT

A report by the Director of Organisational Development advised that the annual report summarised the issues which had been included in the quarterly reports throughout 2016/17. It also included the accidents/ near misses by visitors as requested by the Audit Committee.

The Board of Management **WELCOMED** the significant progress in health and safety over the last year.

17. SPORTS DEVELOPMENT PROJECT

A covering report by the Depute Principal provided an update on the work of the Inverness Campus Sports Development Steering Group. The aim of the group was to identify opportunities for the development of sports activities

21. SECURITY PLANNING AND RESPONSE

A briefing paper by the Director of Organisational Development outlined the steps the college was taking to raise awareness of potential terrorist and other attacks and the outline dates scheduled for training.

22. AOCB

a. Meeting of Incorporated College Board Chairs

The Chair advised that a meeting of the 5 incorporated college Chairs would be held on 27th October. This followed the statement which had been issued following the meeting of Court with academic partner Chairs earlier in the month. He would update the Board on the discussions at the earliest possible opportunity.

All members in attendance, with the exception of the Board Secretary and all observers left the meeting.

b. Higher Media Studies – CONFIDENTIAL

The Chair of Learning and Teaching, who had oversight of the management investigation into the failure of all students on the Media Studies Higher, provided an update on the current position. The draft investigation report had highlighted 6 areas of concern. Five areas of concern had been confirmed as being correct and were supported by the findings.

The Director of Business Development had commenced an investigation, under the formal HR processes, to ascertain if there had been a failure of leadership and management. One further interview had to be completed.

There was a wide ranging discussion on this matter and the Chair of the Board confirmed that the content of the investigation report would not change as a result of the discussion. A further update would be provided in due course.

23. DATE AND TIME OF NEXT MEETING

Tuesday 19th December 2017 at 4.30 p.m.

Signed by the Chair:



Date:

19 / 12 / 2017