

**MINUTES of the MEETING of the CHAIRS COMMITTEE held in the Board Room,  
1 Inverness Campus on Thursday 18 August 2016**

**PRESENT:** Hazel Allen, Brian Henderson (by VC), Louise James,  
Neil Stewart, John Wilson  
**CHAIR:** Neil Stewart  
**APOLOGIES:** -  
**ATTENDING:** Depute Principal (for item 1)  
College Secretary

**1. MEDIA STUDIES HIGHER**

The Depute Principal referred to the Media Studies Higher results where all candidates had been given “no award” and which had been reported in the press. He referred to the early notification of this matter to the Board of Management from the Principal, to the update which had been given at the beginning of the week by himself and outlined the steps which had been taken by members of the Senior Management team to mitigate the situation for the students concerned and to investigate this matter.

The Committee noted the positive results from previous year’s examinations and the anticipated passes this year and agreed that the “no award” to all candidates was extraordinary.

The Committee referred to the reputational damage to the college as a result of the many inaccuracies in the press reports and agreed that it would be appropriate to communicate the end result of the investigation onto online channels. Also, it was recognised that in future a complete audit trail would have to be kept to ensure that the processes followed by the college were correct and confirmed as such by the SQA in writing.

The Committee also agreed that this matter highlighted the need for a media protocol and appropriate media training for Board Members.

The Committee **NOTED** the position, would await further updates and an outcome from the Senior Team and commended Management for the exemplary way in which this issue had been managed.

**2. MINUTES**

a) The Minutes of the Meeting held on 19 May 2016 were **AGREED** as a correct record, were **APPROVED** and signed subject to the following amended wording under paragraph 6a)

“.....the SMT would be considering the high level strategic themes which had relevance to each of the standing committees and ensuring the mitigation of those risks which sat within the area of responsibility of each of the Committees”

The Committee requested the College Secretary to clarify with the Principal the progress being made in the identification of the strategic themes and risk from the discussions at SMT.

- b) The Minutes of the Meeting held on 19 July 2016 were **AGREED** as a correct record, was **APPROVED** and signed.

### **Matters Arising – Board Member Evaluation – timescale.**

It was **AGREED** that the Chair would carry out the evaluations on those board members who had been in post for a period of 12 months or more, namely John Wilson, Louise James and Hazel Allen in advance of the next meeting on 28<sup>th</sup> September.

### **3. COMMITTEE INDUCTION MATERIAL**

The College Secretary referred to the requirement under the Code of Good Governance for Scotland's Colleges that new committee members receive a committee induction pack.

The Committee considered a list of documents relevant to each committee and suggested some minor amendments. The Committee **REQUESTED** that the College Secretary also list the documents provided at general induction so as to put the committee documents into context.

### **4. COMMITTEE EVALUATION**

A report by the College Secretary referred to the committee evaluation exercises which had been undertaken for a number of years. Although this was not mandatory, it had been a useful exercise to undertake.

The Committee **AGREED** that the committee evaluation exercises should be continued and **REQUESTED** the College Secretary to make some minor amendments to the proposed formats before circulating to each of the Chairs to allow them to review the documents for their committee.

### **5. CODE OF GOOD GOVERNANCE – ACTION POINTS**

A report by College Secretary highlighted actions across a number of areas which would ensure further compliance with the Code of Good Governance.

The Committee **APPROVED** the following actions:-

- Each Board member be asked to sign a copy of the Code of Conduct as a measure of good practice. This would bring Inverness College in line with the majority of colleges.
- The Board to develop and scrutinise KPI's and ensure that these are reported on the website in a meaningful way.
- The Principal to provide board members with background information and an overview of the current regional outcome agreement for 2014-2017 in advance of the strategic planning day.
- In order to set the risk appetite of the college, as a first step, each Committee to discuss how best to align the committee agendas with the relevant strategic objectives within the strategic plan

- The role as Charity Trustees to be highlighted to all Board members.  
<http://www.oscr.org.uk/charities/managing-your-charity/trustee-duties>
- The Annual Report which is returned to OSCR each year be reported to the board of management at the annual Joint Audit/Finance Committee meeting.

#### 6. UHI AUDIT PROCESS

The Chair of the Audit Committee referred to an e mail which had been received from the UHI Head of Internal Audit which asked if there were any areas in particular, or specific areas of risk that that should be prioritised as needing consideration for UHI internal audit assurance from a partnership perspective.

The Committee discussed the communication and it was **AGREED** that the Chair of the Audit Committee would respond to the UHI Head of Internal Audit and also request that an item on risk be included in the Agenda for the Meeting of AP Audit Chairs which was scheduled for 16<sup>th</sup> November.

#### 7. DATE OF NEXT MEETING

It was agreed to postpone the meeting scheduled for Thursday 8<sup>th</sup> September until Wednesday 28<sup>th</sup> September – 8.30 a.m. and to cancel the meeting scheduled for 11<sup>th</sup> October.

Signed by the Chair:



Date:

28/09/16

