

MINUTES of the MEETING of the CHAIRS COMMITTEE held in Room 220, 1 Inverness Campus on Tuesday 31 January 2017

PRESENT: Brian Henderson, Louise James, Neil Stewart, John Wilson
CHAIR: Neil Stewart
APOLOGIES: Hazel Allen
ATTENDING: Principal
Board Secretary

1. MINUTES OF MEETING OF THE COMMITTEE HELD ON 24 NOVEMBER 2016

The Minutes of the Meeting held on 24 November 2016 were agreed as a correct record, **APPROVED** and signed.

2. STRATEGY / KPI HALF DAY EVENT

The Chair reminded members that at the Board Meeting in December it had been agreed that a half day event be held to discuss the underpinning strategies and KPIs.

Following a lengthy discussion on how to plan the event and reach a meaningful outcome, it became evident that there was not enough time set aside to discuss all the supporting strategies (14 in total) and KPIs. The Chairs considered how best to take this forward and concluded that rather than have a specific event to discuss all the strategies, each of the committees would consider the supporting strategies relevant to that committee remit and also consider the KPIs.

It was noted that many of the strategies overlapped with each other e.g. business development and enterprise, business development and curriculum so it was **AGREED** that the Lead Officers, when preparing their covering reports on each of the strategies would highlight the overlaps.

All Board Members would also be invited to attend each of the committees if they so wished.

The Committees would look to agree the supporting strategies and the KPIs and make a recommendation to the Board of Management meeting on 15th June that they be approved. This would ensure that the supporting strategies and the KPIs were in place for the beginning of the 2017-18 academic year.

It was **AGREED** to defer discussion on Risk Appetite as the Chair of the Audit Committee was not present.

3. **COMMITTEE STRUCTURE AND TERMS OF REFERENCE**

a) Committee Structure

The Committee discussed the current committee structure and agreed that it was still fit for purpose. The Vice Chair asked a question relating to governance in that the New Campus Project Board had not met since October 2015. He suggested that a recommendation be made to the Board of Management that the New Campus Project Board be wound up and that any extant issues become the responsibility of the Finance and General Purposes Committee.

The Principal reported that there had been nothing to report to the New Campus Project Board as Equitix had not progressed the outstanding issues relating to Group 2 or the Compensation event. In addition, the College had not yet received the final account.

The Committee **AGREED** that it would be useful to call a meeting of the New Campus Project Board to review the current position and requested the Board Secretary to identify a suitable date when all members could attend.

b) Terms of Reference

The Committee **NOTED** the committee terms of reference and **AGREED** that these be considered by each Committee, in the May/June cycle of meetings.

4. **NON-EXECUTIVE BOARD MEETING**

The Chair advised that it was good practice for the Board to meet with only non-executive members.

The Committee **AGREED** that the Chair and the Board Secretary should identify an appropriate date for such an event in late spring.

5. **ARTICLES OF GOVERNANCE**

A report by the Board Secretary advised that incorporated colleges were established under the Further and Higher Education (Scotland) Act and under that Act, Boards of Management were responsible for developing Standing Orders, Schemes of Delegation and Staff Member Election Rules.

The Committee

1. noted the Guide relating to the key functions, constitution and proceedings of Boards of Management and
2. considered the Scheme of Delegation and Standing Orders and staff member election rules and recommended them to the Board of Management for approval.

6. **BOARD MEMBER EVALUATION – UPDATE**

The Chair confirmed John Wilson's evaluation was complete and that Brian Henderson's evaluation was scheduled for later in the day.

The outstanding evaluations would be scheduled over the next two months.

7. **ACADEMIC MANAGEMENT COMMITTEE MINUTES**

The Committee discussed whether or not the minutes of the academic committees should continue to be included in the Board committee papers.

As the minutes were mainly reporting on operational matters it was **AGREED** that they would no longer be included in Board Committee papers.

8. **ASSURANCE FRAMEWORK**

As the Chair of the Audit Committee was not present, it was **AGREED** that this item be carried over to the next meeting in February.

9. **UHI STRATEGY EVENT AND MARCH COURT MEETING**

The Chair advised that he was unable to attend this event on 21 and 22 March as he was away on business that week.

It was **AGREED** that the College Secretary would seek a substitute.

10. **DATE OF NEXT MEETING**

Thursday 23 February 2017 - 8.30 am

Signed by the Chair: _____



Date: _____

23 - 02 - 2017

