

UHI | ARGYLL

Approved Circulated
MINUTES OF MEETING OF ARGYLL COLLEGE BOARD
Held on Friday 9th June 2023, 11am - 2pm
In person and via Microsoft Teams

Present: Rosemary Allford (RA) [Chair and Interim Chair of LTE], Martin Jones (MJ) [Principal], Tom Walsh (TW) [Interim Chair of Audit], Andrew Farina (AF) [Support Staff Representative], Maggie Tierney (MT) [Vice Chair, Chair of Remuneration and FGP], Chris Wolfe (CW) [Teaching Staff Representative]

Present by VC: Heather Stevenson (HS) [Chair of HR], Bettina Sizeland (BS) (*left the meeting at 12.45pm and returned 13.10pm*), Vicky Gunn (VG) (left the meeting at 1.30pm), Elodie Nowinski (EN)

Apologies: Ahren Armstrong (AA) [HISA]; Iain Jurgenson (IJ)

In attendance: Ailsa Close (AEC) by VC, Elaine Munro (EM)

	Minute	Who	Date
23.2.1	<p>Welcome and apologies for absence. Apologies were received from Ahren Armstrong (AA)</p> <p>It was noted that P Graham had resigned from the Board. Board recruitment on-going. RA noted the appointment of a Governance Officer, starting 12/6/23</p>		
23.2.2	<p>Declarations of interest & to determine any items as confidential. HS noted that they were acting on employer's side for Colleges Employers Scotland (CES).</p> <p>Item 23.2.27 deemed confidential</p>		
23.2.3	<p>Minutes of the Previous Meeting a. Circulated The minutes of the meeting held on 17th March 2023 were approved.</p>		

23.2.4	<p>Outstanding Actions The outstanding actions were updated accordingly in the below table.</p>		
23.2.5	<p>Matters Arising There were no matters arising.</p>		
23.2.6	<p>UHI 2024 Update MJ provided an oral update:</p> <ul style="list-style-type: none"> • Programme director has left UHI • Curriculum review – focussed on HE curriculum. Consultants contracted to undertake the work, which was completed mid May. Decisions now internally within UHI to be completed by end June re which course start, stop, continue. • Shared services – admissions. Shared systems also being discussed – in particular HR & Payroll system. • Executive Office restructure • Governance stream – group has mapped the status quo • Strategy – being submitted to Court for approval • People & Culture – mapping data from partners re shape of workforce 		
23.2.7	<p>Chair’s Report: Overview of activity and key issues The Chair provided an oral summary of the current context within which we are operating:</p> <ul style="list-style-type: none"> • Decrease in student recruitment, increase in staff costs within a flat cash settlement • Across Scottish college sector there is targeted VS to address the financial position all colleges are facing • Transformational fund for Scottish education sector from SG has now been withdrawn • Chair and Principal continually being asked why UHI Argyll did not join the 3 college merger • Across college sector there is a drive for closer collaboration and potential structural change • UHI Argyll risks and risks related to UHI24 and how the audit committee are monitoring these risks was discussed <p>Action: Chair asked board members to reflect on the discussion and provide any comment to her and the Principal.</p>	Board members	asap
23.2.8	<p>UHI Argyll Futures (Argyll Ahead) Relates to college strategy and remains a standing agenda item</p>		

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	Action: options appraisal and scenario planning with supporting papers to be discussed in full when appropriate.	SMT	Sept
RESOURCES			
23.2.9	Draft Minute Finance & General Purpose 19th May 2023 The minutes of the meeting held on 19 th May 2023 were approved.		
23.2.10	Management Accounts for period ended 30 April 2023 The Chair of FGP noted the uncertainties on both the income and cost side. There remained an uncertainty around the amount of clawback from SFC for 21-22 and 22/23 and pay settlements for 22-23. HE income has reduced significantly from previous years.		
23.2.11	Draft Budget 2023/24 A number of scenarios were presented within the draft budget related to varying pay settlements. Budget option C was approved.. FFR to be submitted to SFC by end June.		
23.2.12	Update on leases: a) Nursery building leased to HIE until 31/8/23 b) Lease for land at MACCBase for period of one year under discussion c) Extension of lease for additional office space in Helensburgh for a further year d) Possible extension of lease of Oban portacabin to external firm Updates on leases were noted.		
23.2.13	Draft Minute of Audit Committee 19th May 2023 The minute of the meeting held on the 19 th May 2023 was approved. The board thanked D Clayton for his contribution to the board and in particular for chairing the audit committee.		
23.2.14	Risk Register – Risk Summary The risk summary was noted. MT suggested the risk for student engagement should be discussed and increased.	LTE	Sept

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	<p>Action: LTE to discuss and propose an appropriate risk</p> <p>Action: Audit committee to make recommendations to other committees to provide input and justification for the risks (impact and likelihood)</p>	Audit	Sept
23.2.15	<p>Health and Safety Report for quarter to 30 April 2023</p> <p>The report was noted for information.</p>		
23.2.16	<p>Policies for review and approval:</p> <ul style="list-style-type: none"> • Procurement policy <p>Policy was approved.</p>		
STRATEGY AND PERFORMANCE			
23.2.17	<p>Principal's Report for period ended 31st May 2023</p> <p>MJ provided an oral report:</p> <ul style="list-style-type: none"> • Discussions continue on college involvement in STEM Hub activity and Queens Hall in Dunoon. • Has attended various meetings of Principals across the college sector - tensions and change are consistent across the sector. • Relationships with Argyll & Bute Council are improving and there are increasing collaborations between the college and the LA. • Growth deal – on-going discussions on whether the college can locate some provision within the Queen's Hall in Dunoon. • Up to 10% reduction in credits – need for UHI region to be more strategic in credits delivered. New FE Strategy group being set up with MJ as chair. • Opportunities in UHI24 for UHI Argyll to lead on a degree within the UHI partnership. 		
23.2.18	<p>Update on MITC project</p> <p>Draft business case was submitted by end March to A&BC; forwarded to Scottish Govt. Initial feedback has now been provided.</p> <p>March 2024 is when all strands of the Argyll Rural Growth Deal are expected to be submitted and further work would be required.</p>		

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23.2.19	Draft Minute of Learning, Teaching & Engagement committee held on 26th May 2023 The minutes of the meeting held on 26 th May 2023 were approved.		
23.2.20	Update on recruitment and progress towards targets 22/23 The paper was noted for information.		
23.2.21	Early and Further Retention KPIS – full time FE 22/23 The paper was noted for information.		
23.2.22	Student satisfaction and engagement survey The paper was noted for information.		
23.2.23	Update on learning, teaching and enhancement items in last quarter. The paper was noted for information.		
PEOPLE			
23.2.24	Draft Minute of Human Resources committee meeting of 26th May 2023 The minutes of the meeting on the 26 th May 2023 were approved.		
23.2.25	HR Report The report was noted. HS highlighted to the board that the attendance management guidance has been issued.		
23.2.26	National Bargaining Update The update was noted. Noted that neither trade union has accepted the CES pay settlement offer.		
BOARD GOVERNANCE AND DEVELOPMENT			
23.2.27	Remuneration Committee update Confidential item		

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23.2.28	AOCB No items		
23.2.29	Date of next meeting <ul style="list-style-type: none"> • 22nd Sept 2023 in the Oban centre 		
 Date Signed by Chair of meeting		

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Outstanding Actions

Meeting of 17 th March 2023					
Agenda Item	Action Ref	Action	Completion Date	Owner	Status
12	23.1.1	A framework to be created for scenario planning to be brought to committees.	June 2023	Secretary / SMT	On-going
16	23.1.2	MJ to report approach to UHI risk review group.	June 2023	MJ	On-going
23	23.1.3	EM to invite the HMle Inspector to join the June board.	June 2023	EM	Sept board
34	23.1.4	Further work would be undertaken by the Head of HR&OD to consider specific welfare support/initiatives to complement the mental health support provision including a relaunch of existing initiatives via Comms.	June 2023	JW	On-going
40	23.1.5	It was noted that an inaugural meeting of the Remuneration Committee would be held.	June 2023	Secretary	Completed

Meeting of 16 th June 2023					
Agenda Item	Action Ref	Action	Completion Date	Owner	Status
7	23.2.1	Board members to reflect on chairs report and discussion re current college context and provide any comment to Chair and Principal.	Sept 2023	RA	
8	23.2.2	SMT to produce options appraisal and scenario planning with supporting papers.	Sept 2023	SMT	
14	23.2.4	LTE committee to discuss and propose to Audit committee an appropriate risk for student engagement within risk register	Sept 2023	LTE	

14	23.2.5	Audit committee to make recommendations to other committees to provide input and justification for the risks related to the remit of that committee	Sept 2023	Audit	
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