

UHI | ARGYLL

Approved Circulated
MINUTES OF MEETING OF ARGYLL COLLEGE BOARD
Held on Friday 17th March 2023, 12pm-2pm
In person and via Microsoft Teams

Present: Rosemary Allford (RA) [Chair and Interim Chair of LTE], Martin Jones (MJ) [Principal], Ahren Armstrong (AA) [HISA], Elodie Nowinski (EN), Tom Walsh (TW) [Interim Chair of Audit], Andrew Farina (AF) [Support Staff Representative], Maggie Tierney (MT) [Vice Chair, Chair of Remuneration and FGP], Diane Sharp (DS)

Present by VC: Heather Stevenson (HS) [Chair of HR], Bettina Sizeland (BS), Vicky Gunn (VG), Iain Jurgensen (IJ)

Apologies: Chris Wolfe (CW) [Teaching Staff Representative], Paul Graham (PG), David Clayton (DC)

In attendance: Ailsa Close (AEC), Elaine Munro (EM) via VC, Lauren McDonald (LM) [Acting Board Secretary], Joe Wright (JW) for HR items

	Minute	Who	Date
23.1.1	<p>Welcome and apologies for absence. The Chair noted that this was the fourth in person board meeting and welcomed in person and virtual attendance from members.</p> <p>Apologies were received from CW, PG, DC and late arrival from IJ and AA.</p> <p>The Chair welcomed D Sharp and V Gunn, newly appointed to the Board.</p> <p>It was noted that D Clayton had resigned from the Board.</p>		
23.1.2	<p>Declarations of interest & to determine any items as confidential. HS noted that they were acting on employer's side for Employers Association.</p> <p>There were no items deemed confidential.</p>		

23.1.3	<p>Minutes of the Previous Meeting</p> <p>a. Circulated The minutes of the meeting held on 9th December 2023 were approved.</p> <p>b. Circulated Extraordinary Board Minute 25th January 2023 The minutes of the 25th January 2023 were approved.</p>		
23.1.4	<p>Outstanding Actions The outstanding actions were updated accordingly in the below table.</p>		
23.1.5	<p>Matters Arising There were no matters arising.</p>		
23.1.6	<p>UHI 2024 Update The Chair advised that programme is strategic work being undertaken across the partnership. It was noted that MJ was the lead for the Governance workstream. MJ presented the paper and provided contextual background around the programme of work.</p> <p>It was noted that the shared services area would take time to develop and put in place. It was noted that strategy would attempt to define the partnership shape in 2030.</p> <p>The focus of the curriculum strand was primarily on HE provision, and external consultants had been engaged. A report would be provided following the outcome of the first stage of their work. This provides opportunity for Argyll in new programmes and involvement of development/hosting degree activity.</p> <p>The Chair welcomed MJ leading on the workstream and the pace of change across the sector. The programme would be a significant piece of transformational change.</p> <p>The '2024' period was linked to the initial development period, but the implementation of the programme would not be complete by 2024 in some of the streams.</p> <p>Each programme had broad involvement across the partnership but with potential risk around capacity issues. The Board can expect this update to become a rolling agenda item.</p> <p>Some streams had set timelines e.g. curriculum and others are co-dependent on workstreams e.g. governance and strategy.</p> <p><i>B Sizeland left the meeting 12:30.</i></p>		

	<i>IJ joined the meeting 12:36.</i>		
23.1.7	<p>Chair's Report: Overview of activity and key issues The Chair updated the Board on the following activities:</p> <ul style="list-style-type: none"> • Attending various College's Scotland events. • Budget for tertiary sector had exceeded expectations with potential funding for transformational change for collaborative projects such as Colleges Scotland 'think the unthinkable' for collaborative change. • The board remains strong with a good representation across sectors. • UHI Argyll enhancement visit was hugely successful with minor areas of improvement and awaiting a report from HMle. <p><i>AA joined the meeting 12:49.</i></p>		
23.1.8	<p>UHI Argyll Futures The Chair noted this would remain as a standing item for review.</p>		
RESOURCES			
23.1.9	<p>Draft Minute Finance & General Purpose 24th February 2023 The minutes of the meeting held on 24th February 2023 were approved.</p>		
23.1.10	<p>Management Accounts to 31st Jan 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.</p>		
23.1.11	<p>Capital Expenditure Plan - Update The paper was noted for information.</p>		
23.1.12	<p>Draft Budget 2023/24 A conservative draft budget could be made available but due to the uncertainties it was agreed to postpone projections. SMT were tasked with arranging a proposal of potential options. MJ noted that a discussion had been held with SMT to gather thoughts and potential ideas. Further discussions and scenario planning would take place in due course.</p> <p>Action: A framework to be created for scenario planning to be brought to committees.</p>	SMT	June 2023

23.1.13	I & E Comparison. The paper was noted for information.		
23.1.14	HIE proposal re Nursery Building The paper was noted for information.		
23.1.15	Draft Minute of Audit Committee 24th February 2023 The minute of the meeting held on the 24 th February 2023 was approved. It was noted that quoracy was not met and decisions would be ratified by the Board.		
23.1.16	Risk Register – Risk Summary The Chair of the Audit committee advised this was a previous action of the committee and was created by MJ. It was agreed that further access to the risk register would be made available to members. The risk summary approach was agreed. Action: MJ to report updates from UHI risk review group as it emerges. <i>V Gunn left the meeting 13:22 and re-joined 13:28</i>		
23.1.17	Internal Audit Reports TW noted the report for review.		
23.1.18	Internal Audit Plan 22/23 TW presented the plan and noted that student support, student funding and KPIs would require a follow up review. The Board approved the plan on behalf of the audit committee.		
23.1.19	Quarterly Health and Safety Report for period 31 Jan 2023 The report was noted for information.		
23.1.20	Policies: <ul style="list-style-type: none"> • Health and Safety Policy • Fire Policy and Arrangements <p>The policies were approved by the Board.</p>		
STRATEGY AND PERFORMANCE			

23.1.21	<p>Principal's Report for period ended 17th March 2023</p> <p><i>VG left the meeting 2pm, IJ left the meeting 2pm and HS left the meeting 2:30pm.</i></p> <p>MJ noted the following updates:</p> <ul style="list-style-type: none"> • UHI 2024 programme was ongoing. • Concerns around student footfall were raised, with limited on campus student presence and discussions were being held between SMT to plan for the future. • There was an aim for more staff presence within centres, although there were space constraints in some centres. 		
23.1.22	<p>Draft Minute of Learning, Teaching & Engagement committee held on 17th February 2023</p> <p>The minutes were approved by the Board.</p> <p><i>HS left the meeting 14:31</i></p>		
23.1.23	<p>Education Scotland Annual Engagement Visit</p> <p>The paper was noted for information. EM noted that the final report would be shared with the LTE committee and the HMIE Inspector would be invited to join the June board for a discussion around the outcomes.</p> <p>Action: EM to invite the HMIE Inspector to join the June board.</p>	EM	June 2023
23.1.24	<p>Education Scotland Safeguarding Visit</p> <p>The visit was noted for information.</p>		
23.1.25	<p>Corporate Parenting Plan</p> <p>The corporate parenting plan was approved.</p>		
23.1.26	<p>Update on recruitment and progress towards targets 22/23</p> <p>The paper was noted for information.</p>		
23.1.27	<p>Early and Further Retention KPIS – full time FE 22/23</p> <p>The paper was noted for information.</p>		
23.1.28	<p>College Leaver Destination Data – 20/21 leavers – comparisons to the rest of sector</p> <p>The paper was noted for information.</p>		

23.1.29	<p>Lecturer individual self evaluation – Dec 2022 The paper was noted for information.</p>		
23.1.30	<p>Update on learning, teaching and enhancement items in last quarter:</p> <ul style="list-style-type: none"> • Short full time January start courses • Feb staff development activities • Open days/events • Lecturer input re student engagement • Apprenticeship Manager becomes HMle associate assessor • UHI Research Conference – Argyll lecturer presents published paper <p>The paper was noted for information.</p>		
PEOPLE			
23.1.31	<p>Draft Minute of Human Resources committee meeting of 24th February 2023 <i>The Head of HR and OD joined the meeting 13:34.</i></p> <p>The minutes of the meeting on the 24th February 2023 were approved as accurate.</p>		
23.1.32	<p>HR Report The Chair of HR noted the progress made with GTCS with successful validation for UHI rgyll and other UHI bodies. Progress was being made for provisional registration for lecturers who do not hold TQFE.</p> <p><i>BS rejoined the meeting 13:38</i></p>		
23.1.33	<p>Attendance Management Guidance The paper was noted for information. HS noted that the Head of HR and OD had created a comprehensive Attendance Management Guidance.</p>		
23.1.34	<p>National Bargaining Update HS noted that the ballots for industrial action or action short of strike action from April 2023 were being held and the college awaits the outcome. The discussions around job evaluation remained ongoing. The Board requested that the Head of HR&OD investigated the implications of support for staff on lower pay scales. Within UHI, one college noted they had a staff hardship fund for COVID and may extend for cost of living pressures but others haven't and aren't considering specific support. AC noted that there was staff access to the ScotWest Credit Union available.</p>		

	<p>Action: Further work would be undertaken by the Head of HR&OD to consider specific welfare support/initiatives to compliment the mental health support provision including a relaunch of existing initiatives via Comms.</p>		
23.1.35	<p>Staff Support Pay Claim The claim was noted for information.</p>		
23.1.36	<p>Policies:</p> <ul style="list-style-type: none"> • UHI Argyll Menopause Policy <p>The policy was approved which was based on national policy negotiations and included within contractual agreements.</p> <p><i>The Head of HR and OD left the meeting at 2pm.</i></p>		
BOARD GOVERNANCE AND DEVELOPMENT			
23.1.37	<p>Argyll Ahead - Strategy Development (Final) The Chair noted the paper for information.</p>		
23.1.38	<p>Policies</p> <ul style="list-style-type: none"> • Policy on Board Member Recruitment <p>The policy was approved. The Chair thanked the Acting Secretary for the implementation of governance systems and processes.</p>		
23.1.39	<p>Nominations Committee</p> <ul style="list-style-type: none"> • Draft Minute of Nominations committee meeting on 15th December 2022 • Draft Minute of Nominations committee meeting on 8th March 2023 <p>The minutes of the previous minutes were approved.</p>		
23.1.40	<p>AOCB</p> <p>Action: It was noted that an inaugural meeting of the Remuneration Committee would be held.</p>	Secretary	June 2023
23.1.41	<p>Date of next meeting</p> <ul style="list-style-type: none"> • 19th May 2023 (Committees) • 9th June 2023 (Board) to be hosted in Dunoon. 		

	<p>.....</p> <p>Date.....</p> <p>Signed by Chair of meeting</p>		

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Outstanding Actions

Meeting of 30 th September 2022					
Agenda Item	Action Ref	Action	Completion Date	Owner	Status
7	22.3.1	The Board would welcome an opportunity to feedback their discussions around the UHI Revitalisation Programme to the Chair of UHI Court. The Chair would arrange a feedback session with the Chair of Court.	Dec 2022	Chair	—Ongoing— update within Chair's report
21	22.3.2	AC to review the chart and add in the health and safety remit for the Property Manager	Dec 2022	AC	Appointed from May 2023
26	22.3.3	The remit of the newly formed HR&R and Remuneration committee to be presented to the December 2022 board.	Dec 2022	HS	Approved 9th Dec 2022
28	22.3.4	Wording changes to be fed back to Marketing for the Argyll Ahead Strategy	Dec 2022	LM/MJ	—Approved
31	22.3.5	LM to add the 2023 schedule of meetings to the diary.	Dec 2022	LM	To revisit based on Court meetings
Meeting of 9 th December 2022					
Agenda Item	Action Ref	Action	Completion Date	Owner	Status
25	22.4.1	At present the fixed pay point would be retained and The Head of HR and OD would conduct a benchmarking exercise with options to be presented to the newly formed Remuneration Committee.	March 2023	HS/JW	Ongoing
29	22.4.2	The Nominations Committee would convene and adverts for new board members would follow.	Dec 2022	LM	Complete
29	22.4.3	Board members were asked to share the new member adverts across their networks.	Jan 2023	ALL	Complete
34	22.4.4	An extraordinary meeting would be set up for early January 2023 to discuss Trade Unions on Boards.	Jan 2023	LM	Complete

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	
16	23.1.2	MJ to report approach to UHI risk review group.	June 2023	MJ	
23	23.1.3	EM to invite the HMle Inspector to join the June board.	June 2023	EM	
34	23.1.4	Further work would be undertaken by the Head of HR&OD to consider specific welfare support/initiatives to compliment the mental health support provision including a relaunch of existing initiatives via Comms.	June 2023	JW	
40	23.1.5	It was noted that an inaugural meeting of the Remuneration Committee would be held.	June 2023	Secretary	