

UHI | ARGYLL

Minutes of Meeting of Board of Governors held on Friday 8 December 2023 at 9.30am via MS Teams

Present:

M Tierney (MT) A Farina (AF)
V Gunn (VG – joined at 10.05am) T Walsh (TW)
H Stevenson (HS) E Nowinski (EN)
C Wolfe (CW)
Martin Jones (MJ)

In Attendance:

E Melton (EM – Clerk) A Close (AC)

Apologies:

E Munro (EM) B Sizeland (BS)
R Allford (RA)

Agenda No.	Item	Action by
BG.23.06.01	Welcome and Apologies for Absence	
1.1	MT welcomed all to the meeting, explaining that due to Rosemary's absence, she would be taking on the role of Chair for today's meeting.	
BG.23.06.02	Apologies for Absence	
2.1	Apologies were received from EM, RA and BS	
BG.23.06.03	Any Additional Declarations of Interest including specific items on this Agenda	
3.1	HS remains a temporary employers secretary for Colleges Employers Scotland.	
BG.23.06.04	Draft Minutes of Board Meeting held on 30 October 2023	
4.1	This minutes of this meeting were reserved and therefore discussed within the reserved items of the agenda.	
BG.23.06.05	Actions from Board Meeting held on 30 October 2023	
5.1	This minutes of this meeting were reserved and therefore discussed within the reserved items of the agenda.	
BG.23.06.06	Draft Minutes of Committee meeting held on 24 November 2023	
	(i) Joint Finance & General Purposes and Audit Committee	
6.1	The minutes were provided and approved.	
	(ii) Learning, Teaching and Engagement Committee	
6.2	The minutes were provided and approved.	
	(iii) HR Committee	
6.3	The minutes were provided and approved.	
BG.23.06.07	Principals Report - Verbal	

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7.1	<p>MJ provided an update on the challenges being faced regarding recruitment. Having visited all the learning centres over the past week, the general feeling is that they are really quiet. Senior phase conversion rates are also concerning being so low. Members discussed the reasons that may be contributing to the low conversion percentage.</p> <p>Since the last update on the Target Operating Model, work has been ongoing, however, there have been no further meetings held or updates provided. An update is due to be provided by Max Brown, 11 December, at a meeting of Vicki Nairn, UHI Chairs and Principals.</p> <p>Following this, 12 December, there is to be a meeting of Scottish Funding Council execs, UHI Principals and Vicki Nairn – this will be to discuss the T.O.M and the cross partnership financial issues. Updates will be provided to members as and when available.</p> <p>MJ provided a brief update on MITC and the Rural Growth Deal.</p> <p>Members discussed the topics raised further.</p>	
	<i>Vicky Gunn joined 10.05am</i>	
BG.23.06.08	Audit Committee Annual Report to the Board	
8.1	TW supported the report provided. It was noted by members.	
BG.23.06.09	Annual report and Financial Statements for the year ended 31 July 2023	
9.1	AC supported the paper provided. It was noted by members.	
BG.23.06.10	Final External Audit Report	
10.1	This item is reserved, and the minute held in confidence.	
BG.23.06.11	Internal Audit Plan 2023/24	
11.1	TW supported the plan proposed for approval by the Board. TW explained the reasons for the suggested items. Members approved.	
ACTION	Risk Register to become a standing item on the Board agenda.	EM
BG.23.06.12	Student Recruitment Review 2023-23	
12.1	MJ supported the paper provided by Mo. This was presented to LTE committee on 24-11-2023. The paper highlights what works well, what hasn't and the actions that have been taken.	
BG.23.06.13	Management Accounts to 31 October 2023	
13.1	AC supported the paper provided. It was noted by members.	
BG.23.06.14	Property Update October 2023	
14.1	AC supported the paper provided. It was noted by members.	
BG.23.06.15	Health & Safety Report October 2023	

15.1	TW supported the paper provided with AC providing an update on a recent incident at one of the learning centres. We are hoping to have Scott (H&S Officer) in attendance at future meetings.	
ACTION	Invite H&S Officer to future Board meeting (as and when necessary)	EM
BG.23.06.16	HR Report period to October 2023	
16.1	HS supported the paper provided by Joe Wright (JW), highlighting the ongoing communications between JW and the Trade unions. HS also reported on the conclusion of the Employment Tribunal.	
BG.23.06.17	National Bargaining update	
17.1	A National Bargaining update was provided by JW within the HR Directors report. HS highlighted key points throughout the report.	
BG.23.06.18	Progress towards targets – FE Credits and HE FTEs	
18.1	MJ reported, 88% of FE credits have been achieved so far. There is a suite of courses due to begin in January. A further report will be provided at the next Board meeting.	
BG.23.06.19	Early and further withdrawal to date – FT and SFT FE	
19.1	MJ supported the information provided. Members noted.	
BG.23.06.20	SQA Systems Verification report	
20.1	MJ provided a brief update in the absence of Elaine. This takes place every 3 years to ensure the verification processes in place, work as they should. All went well, it was a positive outcome.	
BG.23.06.21	FE Academic Appeals Policy & Procedure	
21.1	Approved by members.	
BG.23.06.22	Learning and Teaching Update	
	(i) Early Student Experience Survey	
22.1	MJ supported the paper provided. It was noted by members.	
	(ii) Pilot of new lecturer induction programme	
22.2	This will be a new approach to support incoming teaching staff. A further progress update will be provided.	
BG.23.06.23	MITC Update	
23.1	MJ provided an update on MITC, although there has not been much movement. There have been no further updates since the meetings of Audit/FGP committees. The work being completed by consultants is due to conclude early in the new year. The Rural Growth Deal is not yet signed off – funding has not been finalised. Further updates to follow.	
BG.23.06.24	Emerging Future Options	
24.1	Having been discussed earlier in the agenda, MJ added that local issues are more pressing currently.	

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	VG noted the Budget announcement on 19-12-2023 will have an effect on how plans are able to progress.	
	<i>Elodie left at 11.20am</i>	
BG.23.06.25	AOCB	
	(i) Draft Board and Committee meeting schedule 2023-24	
25.1	Members approved.	
	(ii) UHI Argyll Letter of Representation	
25.2	Letter provided for noting. Letter to be signed by RA and MJ.	
	(iii) Bring your own device policy	
25.3	Policy approved.	
BG.23.06.26	Date of Next Meeting – Friday 8 March 2024	
26.6	Additional meetings may be required and will be arranged as and when.	
RESERVED ITEMS		
BG.23.06.27	Draft Reserved Minutes of Board Meeting held on 30 October 2023	
27.1	This item is reserved, and the minute held in confidence.	
	<i>Meeting closed 11.30am</i>	
	Signed by:	
 Date	
	Chair of UHI Argyll Board of Management	

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Matters Arising/Actions

ITEM	ACTION	ACTION BY	DATE	UPDATE/STATUS
BG.23.06.11	Internal Audit Plan 2023/24			
	Risk Register to become a standing item on the Board agenda.	EM	ASAP	
BG.23.06.15	Health & Safety Report October 2023			
	Invite H&S Officer to future Board meeting (as and when necessary)	EM		