

# UHI | ARGYLL

## Minutes of the Board Meeting held at 10 am on Friday 14 June 2024 via MS Teams

**Present:** R Allford (Chair); T Walsh (TW); H Stevenson (HS); M Tierney (MT); B Sizeland (BS); A Farina (AF); E Munro (Acting Principal); A Rodgers (AR); Vicky Gunn (VG)

**Apologies:** E Nowiski (EN); M Jones (MJ)

**In Attendance:** A Close (AEC)

No	Item	Action
24.2.1	<p><b>Welcome and apologies for absence:</b></p> <p>Apologies were received from EN and MJ</p>	
24.2.2	<p><b>Declaration of interest &amp; to identify if any items deemed to be confidential.</b></p> <p>There were no declarations of interest.</p>	
24.2.3	<p><b>Draft Minutes of the Board meeting held on: 1 March 2024</b></p> <p>a) Board meeting 1 March 2024 - the minutes were approved</p> <p>b) RESERVED Board meeting 1 March 2024 – the minutes were approved.</p>	
24.2.4	<p><b>Outstanding Actions</b></p> <p>There were no outstanding actions.</p>	
24.2.5	<p><b>Matters arising</b></p> <p>There were no matters arising.</p>	
24.2.5	<p><b>Chair's Report : Overview of activity and key issues</b></p> <p>RA met Vice-Chancellor of UHI on 12 June re the OBC and assistance with governance. Timeline on OBC – completed 31 May, draft presented to UHI University Court. Revised by 17 June, and re-sent to Court on 26<sup>th</sup> June. On 28<sup>th</sup> June, dissemination meeting for Boards and Court, RA has asked for a copy of the OBC to go the Argyll Board by 26<sup>th</sup> June. Mid-August there will be meetings with individual Boards.</p> <p>RA is arranging a meeting in early July to discuss Argyll Futures and the leadership of the college.</p> <p>Oral report was noted.</p>	<p><b>Action: EM to request copy of OBC before 28 June</b></p> <p><b>Action: RA</b></p>
24.2.7	<p><b>Principal's Report</b></p> <p>Reported that staff meetings have been held, meetings with Chief Executive and Education Dept of Argyll &amp; Bute Council, attended regular Principals meetings, and planning for HMIE visit.</p>	

24.2.8	<b>Draft Minutes of F &amp; GP Committee Meeting on 31 May 2024</b>  These were approved.	
24.2.9	<b>Management accounts to 30 Apr 2024</b>  These were noted.	
24.2.10	<b>Budget for year to 31 July 2025, projections to 31 July 2024</b>  Budget for year to 31 July 2025 was approved. Agreed that option d) in paper was the agreed option going forward, bearing in mind the level of uncertainty in the figures. The Board asked that there is clarity provided on options for cost reductions and how that will be managed.	
24.2.11	<b>Rural Growth Deal Update</b>  This was noted.	
24.2.12	<b>Audit Strategy Memorandum</b>  RA would like all titles removed from the ASM. Otherwise, approved.	<b>Action: AEC to ask the auditors to remove all titles from the ASM</b>
24.2.13	<b>Draft minute of Audit Committee held on 31 May 2024</b>  These were approved subject to the following changes:  Vicky Gunn's attendance at meeting to be added.  Under Agenda item 24.02.08 ii), to be noted that the 'missed opportunity' to apply for external grant funding was <b>not</b> an omission by the Finance Director	
24.2.14	<b>Risk Register</b>  This was discussed and agreed as helpful.	
24.2.15	<b>Quarterly Health and Safety Report for period to 30 Apr 2024</b>  This was noted.	
24.2.16	<b>Internal Audit Reports 2023-24</b> i) Timetabling – It was noted that this was an excellent report, and thanks to staff involved expressed. ii) Environmental sustainability – noted that work will be required, but also that resources which may not be available are also required, and that priorities will have to be considered. iii) Follow-up reports – noted these are still to be completed	
24.2.17	<b>Policies for Review and Approval:</b>  i) Health and Safety Policy was approved	
24.2.18	<b>Draft Minutes of L, T &amp; E Committee Meeting held on 31 May 2024</b>  These were approved.	
24.2.19	<b>Progress towards targets 2023/24 and target predictions for 2024/25</b>  Paper was noted.	

24.2.20	<b>Withdrawals to date 2023/24 – FT and SFT FE</b> Paper was noted.	
24.2.21	<b>College Enhancement Plan - update</b> Paper was noted.	
24.2.22	<b>HMIE annual engagement visit</b> Noted development points from the HMIE visit. New enhancement plan will have to be put in place by Sept, likely to be revisited by HIME in early 2025.	
24.2.23	<b>Modern Apprenticeships – metaskills and contract values for 2024-25</b> Paper was noted.	
24.2.24	<b>Update on Learning, Teaching and Enhancement items in last quarter</b> This item was noted.	
24.2.25	<b>Draft minutes of HR Committee meeting held on 31 May 2024</b> These were approved.	
24.2.26	<b>HR Report</b> Report was noted.  Enhancement of statutory redundancy payments by 50% should it be necessary to effect any staff loss – This was approved.	
24.2.27	<b>National Bargaining Update</b> Paper was noted.	
24.2.28	<b>AOCB</b>  i) List of proposed meeting dates – RA would like these to align with UHI Court dates. 27 <sup>th</sup> Sep proposed date to be changed. ii) EDI Policy – this was noted iii) CITB Safeguarding audit – this was noted iv) Trauma informed college – agreed that we would invite them to next Board meeting	<b>Action: AEC to get Court dates from UHI</b>  <b>Action: EM to issue invite</b>
24.2.29	<b>Date of next meeting</b>  • Board Committees - 13 Sept 2024 • Board Meeting – date to be agreed	
	<b>Signed by</b>  ..... Date ..... <b>Chair of Board</b>	