BOARD OF MANAGEMENT

Chairs Committee Thursday 13 August 2020

Draft confirmed by Chair



Minute of the Chairs Committee meeting held on Teams on Thursday 13 August 2020 at 4.00pm via Teams.

PRESENT:

A McCusker M Williamson G Robertson S Mill

IN ATTENDANCE: S Taylor (Vice Principal) S Hewitt (Principal) J Carnegie (Vice Principal)

1. WELCOME

A McCusker welcomed members to the meeting.

2. APOLOGIES

Apologies were received from P Milne.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTE OF PREVIOUS MEETINGS

The minutes of the meeting held on 2 July 2020 was approved as an accurate record.

5. MATTERS ARISING

All matters arising had been closed out.

6. PROJECT 2020 RECOVERY PLAN UPDATE

S Hewitt summarised the progress being made across the range of Project 2020 workstreams and activities to support the reopening of the College in August 2020.

S Hewitt highlighted the range of national groups that the College was actively involved in, influencing the national agenda including the Principal's group, the Vice Principal's Curriculum Group, and the Quality Manager's Group. Two of the "Investible Propositions" presented by the College were now being taken forward nationally.

S Hewitt highlighted the success of the effort being placed on engagement and communications, and noted the positive input of the trade unions in these arrangements

J Carnegie provided a summary of the Estates & Infrastructure progress and priorities, including the COVID-19 campus adaptations, risk assessments (college/departmental/ individual) and union/Student Association engagement.

S Hewitt shared the work that had been completed to prepare for the deferred student return and welcoming the senior phase pupils onto campus.

Opportunities to seek feedback on learning as a result of the return of school pupils was discussed and learning from schools arrangements would be taken into account.

The arrangements for delivery in practical subject areas were discussed and it was noted that additional departmental (and activity) risk assessments were being developed as required to identify specific needs and mitigations in these circumstances.

The arrangements for catering, use of "bubbles" and what would happen in the event of an "outbreak" were discussed. It was confirmed that contacts were in place for public health service specialists to engage with the College in event of any outbreak.

The update and positive developments were noted and the Chairs Committee asked that their thanks be passed on to all of the staff engaged in the workstreams for their efforts.

7. REVIEW OF TERTIARY EDUCATION

S Hewitt summarised the consultation response produced in respect of the Scottish Funding Council call for evidence and highlighted the key themes outlined within this.

Developments and progress around collaboration with Abertay University and local schools was noted.

8. **REGIONAL ECONOMIC RECOVERY**

S Hewitt summarised the input of the College to the various groups and strands of activity being developed to support regional economic recovery. It was noted that these partnerships were working well and S Hewitt noted that the College had offered Service Design Academy support to the Dundee Employability Group Review.

Funding opportunities to support employability delivery within Angus were being progressed, with the College hopeful of picking up a significant contract for this work in the near future.

Work to further develop the range of 'investable propositions' developed in partnership with Colleges Scotland was discussed and it was noted that two key areas from the College (Gateway provision and household support) were being progressed as national options.

S Hewitt noted that the College was linked into the development of the local authority recovery plans and were in close conversation with the Chamber of Commerce over local economic support and opportunities.

Opportunities, and the flexibility to change the College course portfolio to meet changing economic demand, were discussed and it was noted that this needed to reflect the areas of potential growth as well as addressing issues of employability and recession.

The joint focus on both economic and social recovery was noted and welcomed.

S Hewitt stated that work was commencing to develop a College economic recovery action plan, with a senior leadership development session on this scheduled for 25 August 2020. It was agreed that an update on the strategy and action plan would be brought to the September Board meeting. **S Hewitt to progress.**

9. EXECUTIVE OPERATIONAL PRIORITIES

S Hewitt summarised the paper produced on key Executive priorities for the coming months. It was noted that the key element was obviously the COVID 19 business continuity and recovery work.

The paper was welcomed, and M Williamson cautioned around taking on too much given the current COVID situation. This was noted, and S Hewitt highlighted that the range of priorities and developments in ways of working noted dovetailed well with what was required of the College to take forward COVID 19 recovery.

S Mill noted that the update was very positive and sought confirmation that the points noted fitted alongside the new 2025 Strategy. S Hewitt confirmed that they did.

S Hewitt noted that the College would move as soon as practicable to fill the Vice Principal Curriculum vacancy.

10. ANY OTHER BUSINESS

J Carnegie summarised the anticipated end of year financial position and confirmed that cash balances at the end of 2019/20 would be positive. This was welcomed.

11. DATE OF NEXT MEETING

To be confirmed.

Action Point Summary

Action	Responsibility	Date
Economic Recovery update to be provided to Board of Management	S Hewitt	29 September 2020