

# BOARD OF MANAGEMENT



Tuesday 21 June 2022 at 5.00pm in  
KC Café Bar, Kingsway Campus

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*Draft confirmed by Chair*

Minute of the meeting of the Board of Management of Dundee and Angus College held on Tuesday 21 June 2022.

**PRESENT:**

A McCusker (Chair)	G Robertson
S Hewitt	M Williamson
K Ditcham	S Middleton (virtually)
D Mackenzie	S Mill
R McLellan	B Lawrie
N Lowden	N Dowie
K Keay	A Monks (virtually)
S Stirling	
B Carmichael	

**IN ATTENDANCE:**

J Carnegie (Vice Principal)	J Grace (Vice Principal)
S Taylor (Vice Principal/Secretary to the Board)	
T D'All (Principal's/Board Chair PA)	

## 1. WELCOME

A McCusker welcomed everyone Board Meeting including R McLellan and B Lawrie attending their first meeting. A McCusker noted this was S Mill and N Dowie's last meeting, thanking them for their contribution to the Board.

## 2. APOLOGIES

Apologies were noted from D Fordyce and H Honeyman

## 3. DECLARATIONS OF INTEREST OR CONNECTION

G Robertson noted his role as Chair of the of the Board for Gardyne Theatre Limited (will step out for item 11.5). K Keay noted her role with the Dundee & Angus Foundation along with M Williamson as Chief Executive Officer, Angus Council.

## 4. MINUTE OF LAST MEETING – 14 March 2022

### 4.1 Adoption

The Minute of the Board of Management meeting held on 15 March 2022 was signed and approved as an accurate record.

## 5. MATTERS ARISING

All matters arising had been closed out.

## 6. STRATEGIC ITEMS

### 6.1. Strategic Projects Update

S Hewitt noted the paper for information highlighting the steady progress of various projects. Caroline Hyland-Crichton, Senior Project Manager, has had an excellent impact on project management. Steph Toms, Curriculum Director, Strategic Projects and Partnership is also making strong progress in aligning project activities and curriculum plans. S Hewitt noted the Project Team undertook a Review of Governance presenting to the Senior Leadership Team the D&A approach to current and future strategic projects, including setting up Project Boards for each project.

#### **Michelin Skills Innovation Parc (MSIP) Skills Academy**

S Hewitt noted the College is working to progress a formal partnership agreement. Physical work on the site is on track including, with completion of the space expected for by August 2022. Curriculum and Operational Plan / Business Plans were progressing well.

It was confirmed that a more detailed presentation on the project would be provided for the Board at the September 2022 Meeting. **S Hewitt to progress.**

J Grace confirmed the curriculum planning was almost complete and we know what will be delivered by September 2022, however there is no current detail on what the tenants might need by way of course provision.

#### **Tay Cities Engineering Partnership (TCEP)**

S Hewitt noted the full Business Case for the TCEP project was accepted and the formal offer of grant made and accepted in April 2022.

S Hewitt stated that the partnership agreement document was being finalised to set out the aims of the project, the roles and responsibilities of each of the partners, and record the governance structure through which decisions will be made and the project managed. Once the project change request for this has been approved the job description for the TCEP Partnership Manager can be finalised and the role filled.

#### **Bio Tech and SME Skills Projects**

S Hewitt noted significant delays to the review process out with the College's control.

#### **Shared Apprenticeship Scheme**

S Hewitt noted that consideration of the Shared Apprenticeship Scheme under Phase 2 of the Tay Cities Deal Skills and Employability Development Programme would not now be taken forward.

#### **E Sports**

S Hewitt noted significant progress had been made with a range of cross-college staff contributing to the development of the curriculum framework as well as ESports Scotland Director, James Hood, bringing an industry perspective. This initiative is very beneficial for the sector across the UK

A McCusker enquired if a Board of Management member would be invited to join the individual Project Board. J Grace confirmed the Project Boards were to be very operational. However, plans are being developed for the individual Boards to feed into a Strategic Group that could have Board representation.

J Grace highlighted the Project Boards will be separate from the Senior Leadership Team who will have approval authority.

The Board noted the progress of the various projects and approved delegate approval of the MSIP partnership agreement to the Principal following consideration by members of the Finance and Property Committee.

## **6.2. Board Development Session**

S Hewitt noted the paper was for information. The Board Development Session took place on 23 May with 2 main objectives: reflecting on progress, successes, and further development in respect of the 2025 Strategy and Focus on our commitments and activities towards creating Thriving Communities.

S Hewitt noted that a revised set of strategy metrics and key Executive priorities related to the strategy would be presented to the Board in September. **S Hewitt to progress.**

## **6.3. Climate Emergency Action Plan**

J Carnegie highlighted the first formal report on progress towards the Climate Emergency Action Plan (CEAP). The format of which the Board would see on a regular basis.

J Carnegie talked the Board through the appendix noting the 'RAG' rating highlighting good progress in most areas.

Focusing on the "red" RAG J Carnegie summarised the following progress:

- **Students Sustainability Committee** – awaiting the new academic year to progress with the student group
- **Customising the Carbon Literacy Programme** – training undertaken by some members of staff. Looking at developing an existing programme that can be adapted for D&A College.
- **Sustainability Travel Policy** – progressing but does links into other policies that may have an impact with the need to consult with unions.
- **College Vehicles** – work was progressing to replace all petrol/diesel cars and vans from the College fleet with electric alternatives
- **Partnership Agreements** – develop formal partnership agreements with existing and new partners to include carbon commitments
- **Collecting of Staff & Student data** – will be undertaken next academic year with work to be developed on how to capture reasonable data on how student and staff members travel to College.

G Robertson noted great progress and a job well done.

## **7. STUDENTS' ASSOCIATION PRESENTATION**

N Dowie and A Monks summarised the presentation provided, highlighting:

A Monks re-election as Student President and that N Dowie was moving on and this was to be her last Board Meeting

- Staff Awards – students nominated academic and support staff for various awards over 10 categories with over 2100 votes cast.
- Representation Days took place on all 3 campuses over 6 days in partnership with various support teams to encourage dialogue and engagement for students, particularly those in areas that traditionally engage less.
- Student Future WoW Event brought together class and department representatives with the Service Design Academy Team to hear the student voice and experience around different ways of working. There had been excellent participation and great feedback.
- The Student Association were invited to participate in this year's EduJam 2022 event as Service Design Mentors. The event hosted at V&A Dundee over a 3-day weekend explored "Choice in Education". The event welcomed people from all over the UK and overseas. The Team hosted an "Inspiration Station" to showcase how Service Design methodologies were used by the D&A Students' Association.
- Retention Calls continue to be undertaken by the 3 Student Association Assistants with over 4000 calls undertaken since the start of the Academic Year. Education Scotland identified this as "Highly Effective Practice" and the Team were successful in winning the Exec Awards for Success at the Staff Awards.
- Attend to Spend remains to be a great success with hopes of continuing the opportunity to enter and win prizes for 100% attendance next academic year.
- Two Wellbeing Service Design sessions had taken place to inform future activities.
- S3 Taster Sessions along with Prepare Me Days had given opportunities to school pupils, teachers; new and existing students to learn more about College life and opportunities. The Students' Association also supported the Senior Phase sessions for school pupils attending College for the first time
- SPARQS had invited A Monk to participate in Scottish Parliament Education Committee Roundtable event giving evidence on college regionalisation 10 years on.

J Grace highlighted the great bond with College support and academic staff with the Students Association on the Students of the Future Pieces. A huge effort by the team that makes a significant difference.

A McCusker stated that she was sure the retention calls undertaken by the Students Association would have changed the life of so many students and congratulated the Team on their success at the Staff Awards.

S Hewitt said he had been contacted by a local MSP who had commended A Monk's input and approach at the Scottish Parliament Roundtable event.

## **8. NATIONAL BARGAINING UPDATE**

S Taylor stated that it was positive to report that agreements had been reached with the unions on the 2021/2022 settlements.

Academic staff had confirmed approval of the agreement reached, with the support agreement out to ballot with a recommendation for approval.

## 9. PRINCIPAL'S REPORT

S Hewitt summarised his report, noting the following:

- the recently announced partnership with Dundee Football Club which had generated a great media coverage for D & A College. The partnership includes the renting of facilities at Gardyne Campus along with significant investment in College facilities.
- the Launch of the Electric Vehicle Training School, in partnership with Robert Lawson, a first in Scotland's, took place in May.
- Discover Work Services Employability, S Hewitt Chairs the Dundee Employability Partnership, which was undertaking a strategy refresh in the areas of "need" particularly with the young inactive people. Angus Employability Partnership was also working on its Action Plan.

S Hewitt noted current recruitment that remains a challenge for the Senior Leadership Team.

A discussion around credits and applications compared to 2019 took place.

S Hewitt noted the Student Satisfaction Survey results, highlighting that these were very positive and a great whole College effort.

S Hewitt noted his pride at being asked to present the certificates to the graduating first group of interns from Dundee and Angus College's DFN Project SEARCH programme, proudly celebrating their achievements alongside family and friends

This year's Staff Awards had also taken place, giving a great opportunity to celebrate College and individual successes, with over 200 people joining in person or online.

The report was noted with interest.

## 10. FINANCE ITEMS

### 10.1 Finance Sustainability Plan

S Hewitt noted that it continued to be a challenging time noting the high-level points within the paper.

J Carnegie noted FPC members had had the opportunity to go through the Financial Sustainability Plan in some detail, with an Interim Budget £2.78 deficit projection. Work was on-going through the savings plan to reduce this down to a £500,000 deficit.

J Carnegie noted that significant work was progressing to deliver the savings needed and that this was happening alongside the formal budget process. As part of this, it had been assumed that there would be c £1million reduction in cash balances to fund VS costs, although this was proving to be challenging.

Discussion around the Careers Transition Support available for staff, and the promotion of wider opportunities around the Dundee and Angus region was held.

J Carnegie noted that the consultation phase was being completed, with final information around cuts and implementation steps to be provided to staff.

J Carnegie noted the Financial Forecast Return (FFR) (later on the agenda) was a 5-year model and SFC would expect a balanced budget by then. This would be challenging given what the Scottish Government had highlighted around all public sector organisation receiving significant funding cuts.

J Carnegie noted that, as well as securing the College's financial sustainability it was important to remain relevant and continue to develop our services and curriculum to respond to the future skills needs of our Region. The consultation included reference to investments necessary. These included Green Skills, Esports, Schools/College Partnerships, HN Next Gen along with the Network Replacement.

J Carnegie confirmed proposals to approach the Dundee & Angus Foundation to support elements of new investment in the College.

A McCusker recognised that the Executive and Senior Leadership Team have had a very tough time and really appreciated the work undertaken.

The recommendations in the paper were approved, with work to progress to develop a bid to go to the D&A Foundation. **J Carnegie to progress.**

## **10.2 2022/2023 Interim Budget**

J Carnegie noted the 2022/23 Interim Budget was presented to Finance & Property Committee with no changes. It was noted that there were too many uncertainties around the savings plan outcomes to finalise an appropriate budget and it was planned that this would come back to the Board in September 2022. This was agreed, **J Carnegie to progress.**

## **10.3 Financial Forecast Return (FFR)**

J Carnegie summarised the work underpinning the FFR document produced. The Board approved submission to the Scottish Funding Council by the end of June deadline of the FFR as recommended.

## **10.4 Finance & Property Committee Update – Management Accounts Month 9**

J Carnegie noted the paper was for information only.

# **11. GOVERNANCE ITEMS**

## **11.1 Chair Recruitment & Interim Chair Arrangements**

S Taylor confirmed recruitment interviews had taken place with one candidate being interviewed. The College is awaiting a final Ministerial decision which expected by the end of June 2022.

## **11.2 Board Self-Evaluation**

S Taylor summarised the detailed paper developed from the evaluation conversation with the Chairs Committee, Gail Graham, Quality Manager and himself.

The Board approved the self-evaluation and resulting Board Development Plan.

## **11.3 Board Membership**

S Taylor summarised the paper the proposals to recommend the Vice Chair as Interim Chair should this be required if the new Regional Chair is not in post at the beginning of July. This was approved.

S Taylor sought approval from the Board to recruit the Board vacancy in the autumn. This was approved.

S Taylor noted the planned changes to the Student Board member from the start of the academic year.

#### **11.4 Board Metrics**

The information within the Board Metrics documents was noted.

#### **11.5 Gardyne Theatre Limited (GTL)**

J Carnegie noted the GLT paper (an extended version of which had been discussed at FPC).

The proposal (up to December 2023) to allow GTL to continue to operate Gardyne Theatre based on a licence to occupy fee and service level charge was approved.

J Carnegie noted a review of the GTL Articles of Association had been undertaken and approved by the GTL Board, but also needed to be considered and agreed by the D&A College Board.

The Board approved Option 5 in respect of the operating model for the Theatre and the changes in terms of the Articles of Association for GTL. J Carnegie to progress.

### **12. COVID 19 UPDATE**

S Hewitt noted most of the national COVID groups were being wound up and getting back to business as usual.

S Taylor noted the continuation of Branch 4 into the next Academic Year to support students and staff if there was further disruption due to COVID.

### **13. MINUTES OF COMMITTEE MEETINGS**

Updates from the Committees were noted.

### **14. CORRESPONDENCE**

The list of recent correspondence was noted.

### **15. ANY OTHER BUSINESS**

S Hewitt thanked A McCusker for her contribution to D&A College over the last 8 years along with thanks to S Mill and N Dowie for their service to the Board.

### **16. DATE OF NEXT MEETING**

Tuesday 21 June 2022 **at 5.00pm** – on campus.

## **Action Point Summary**

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
MSIP Presentation to the BOM	S Hewitt	27 September 2022
Updated metrics underpinning the 2025 strategy to be developed for discussion / approval	S Hewitt	27 September 2022
Investment bid to the D&A Foundation to be developed to	J Carnegie	27 September 2022
Extensive FFR Paper to the Board	J Carnegie	27 September 2022
2022/2023 Budget to be finalised for September meeting	J Carnegie	27 September 2022
Board recruitment to be progressed	S Taylor	December 2022
College contractual arrangements with GLT to be implemented alongside changes to GTL articles of Association.	J Carnegie	27 September 2022