

# BOARD OF MANAGEMENT



**Tuesday 13 December 2022 at 10.00am in Room A605, Level 6, 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 13 December 2022.**

<b>PRESENT:</b>	L O'Donnell (Chair)	G Robertson
	S Hewitt	M Williamson
	N Lowden	K Ditcham
	K Keay	A Monks
	B Lawrie	S Middleton
	D Fordyce	S Stirling
	R McLellan	L Strukanova
<b>IN ATTENDANCE:</b>	J Carnegie (Vice Principal)	J Grace (Vice Principal)
	M Sanderson (Executive Secretary)	P Muir (Board Administrator)

## **1. WELCOME**

L O'Donnell welcomed everyone to the Board Meeting and introduced Penny Muir as our recently appointed Board Administrator.

## **2. APOLOGIES**

Apologies were noted from B Carmichael, S Taylor, H Honeyman, and D Mackenzie

## **3. DECLARATIONS OF INTEREST OR CONNECTION**

G Robertson noted his role as Chair of the Board for Gardyne Theatre Limited.

## **4. MINUTE OF LAST MEETING – 27 September 2022**

The Minute of the Board of Management meeting held on 27 September 2022 was signed and approved as an accurate record.

## **5. MATTERS ARISING**

S Hewitt not yet in a position to present on MSIP developments. S Taylor to make arrangements for trade union observers.

## **6. STRATEGIC ITEMS**

### **6.1 Strategic Projects Update**

J Grace noted discussions and planning was progressing well around the facility and activity/curriculum plans.

J Grace highlighted the skills academic curriculum had been agreed for January- March 2023 with delivery starting from April 2023. G Robertson had highlighted if there were any issues around the deadline.

The impact of the delay in accessing the MSIP facility was discussed, and it was confirmed that whilst the College had targets to meet, that these were to be achieved within the first year of operation, which wouldn't commence until the facility was handed over.

The Board noted the progress of the various projects.

## **6.2 D&A Outcome Agreement 2022-2023**

S Hewitt highlighted the contract with Scottish Funding Council (SFC) stating the proposal of the D&A agreement outcome is structured by SFC. Meetings are taking place four times a year with some still to be confirmed.

K Keay noted that we need to revise some of the equality's terminology in the statutory accounts to reflect sex (as well as gender) and gender reassignment. This has been noted and actions taking place.

The draft ROA was approved.

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

A Monks presented the report [presentation](#) to the Committee.

A mini election took place at Gardyne Campus welcoming SM Stewart as Vice President.

A Monks summarised the update to the Committee and noted the key projects they were working on. Various Thrive events took place within Campus highlighting the cost-of-living crisis, offering guidance and support. The cosy coat appeal had a positive effect on children and adults within the College.

A Monks stated all Department Reps had issued 2 surveys for students regarding their wellbeing about the upcoming festive break. Students were asked how they were feeling and what support can be put in place. Star ratings highlighted that 50% of students were worried, with over 5% being very worried.

A Monks stated Educational Scotland provided amazing feedback for the Students Association and this has been recognised by the CDN awards receiving a Highly Commended award in November 2022 in the Innovation Category.

M Williamson highlighted the remarkable work the Students Association have done and praised the Thrive programme.

J Carnegie spoke about the Community benefit as part of procurement arrangements.

## **8. NATIONAL BARGAINING UPDATE**

S Hewitt summarised the update on the progress with National Bargaining, with pay negotiations still ongoing.

S Hewitt stated the budget was announced on 13 December 2022 with ongoing concerns and questions regarding the pay negotiations. This compromised of talks of minimum contracts and standard working week of 30 hours for support staff. Work was progressing slowly with the national job evaluation, but there remained significant areas of work to be progressed.

## 9. PRINCIPAL'S REPORT

S Hewitt stated the SSC Academy is successful- all participants are coming together and working in partnership. Education Scotland provided feedback; this will be presented in February 2023 at the next Board meeting.

L. O'Donnell highlighted the success of the good work.

## 10. FINANCE ITEMS

### 10.1 Financial Sustainability

S Hewitt noted that it continued to be a challenging time noting the high-level points within the Financial Forecast Return in respect of future finances.

S Hewitt noted there will be a meeting held with the Minister, Trade Unions, and staff to look at the ways the College can move forward positively with financial sustainability.

### 10.2 Annual Report from Audit & Risk Committee

J Carnegie presented the annual report to the Board.

The Committee approved this paper.

### 10.3 Audit Scotland Annual Report

J Carnegie highlighted the Audit Scotland report for approval, underlining the College deficit of 1.4million. This is in alignment of what was advised in the management accounts.

Discussion and comment from Audit Scotland highlighted that the audit outcome was positive, with no significant concerns or actions required prior to sign off. J Carnegie advised that the new External Auditors [name of company?] were in place, having been appointed by Audit Scotland for the next five years.

D Fordyce highlighted the feedback from the auditors, praising the positive engagement with the College.

J Carnegie had asked the committee for approval for S Hewitt to sign the document within the Audit Scotland Annual Report. This was confirmed. **J Carnegie to progress.**

### 10.4 Financial Statements for the year ended 31 July 2022

J Carnegie summarised the annual financial statements and noted that these would require to be approved by the board and signed off by S Hewitt and L O'Donnell. This was agreed. **J Carnegie to progress.**

G Robertson noted that current valuations of the Local Government Pension Fund indicated a good surplus, which impacted overall on the figures reported. B. Lawrie highlighted that this could be reversed over time and may be a concern in terms of sponsorship or funding bids.

### 10.5 Finance and Property Committee Update

J Carnegie stated the budget that the Board approved of in September 2022 is improving slightly, however there remained a deficit of £521,000.

## 10.6 Climate Emergency Action Plan

J Carnegie stated the Committee were delighted of the action plans in place and the progress being made. A few questions were raised around the structure of the sustainability goals.

J Carnegie asked the Board for their opinions regarding the style of graphs used within the Climate Emergency action plan. She suggested adding a new colour to the rag ratings to allow others to see and understand the action plans. Or in contrast, to have these removed once the action plan has been completed.

K Keay agreed to keep these action plans in place for future reference, to make these visible either below the information or within a table elsewhere within the report.

Updates to the report format would be considered. **J Carnegie to progress.**

## 11. Governance items

### 11.7 Membership Update

S Hewitt gave a brief update on the recent Board Recruitment exercise, with one recommendation made to the Scottish Government.

L O'Donnell highlighted G Robertson's Board position ending in March 2023. G Robertson and L O'Donnell to discuss early 2023..

The paper was approved.

### 11.8 Board Metrics

The Board metrics were noted.

## 12. MINUTES OF COMMITTEE MEETINGS

Updates from the Committees were noted.

## 13. CORRESPONDENCE

The list of recent correspondence was noted.

## 14. DATE OF NEXT MEETING

L O'Donnell asked Board Members to consider their preferred model for meetings. There was a strong preference for a hybrid model as default. This should maximise opportunities for members and staff to meet in person but always having the option of joining remotely.

Next meeting Tuesday 14 March 2023 **at 5.00pm** – on MS Teams and Y150, Gardyne Campus.

### **Action Point Summary**

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Annual accounts and audit confirmations to be signed and submitted.	S Hewitt / L O'Donnell	23 December 2022
Format updates to the CEAP to be considered and progressed	J Carnegie	14 March 2023