**BOARD OF MANAGEMENT**

**Tuesday 27 September 2022 at 5.00pm**

**in Room Y150, Gardyne Campus**

***Draft confirmed by Chair***

**Minute of the meeting of the Board of Management of Dundee and Angus College held on Tuesday 14 March 2023.**

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| **PRESENT:** | L O’Donnell (Chair) | G Robertson |
|  | S Hewitt | M Williamson |
|  | N Lowden | H Honeyman |
|  | B Carmichael | S Stirling |
|  | B Lawrie | S Middleton |
|  | R McLellan | L Strukanova |
|  | A Monks |  |
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| **IN ATTENDANCE:** | J Carnegie (Vice Principal) | J Grace (Vice Principal) |
|  | S Taylor (Vice Principal/Secretary to the Board) | |
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|  | **WELCOME**  L O’Donnell welcomed everyone to the Board Meeting and noted that this was the final meeting for George robertson and B Carmichael. The Board noted their appreciation to both for the service provided. |
|  | **APOLOGIES**  Apologies were noted from D Fordyce, D Mackenzie, K Keay, J Buchanan and K Ditcham |
|  | **DECLARATIONS OF INTEREST OR CONNECTION**  G Robertson noted his role as Chair of the of the Board for Gardyne Theatre Limited. M Williamson noted her role as Chief Executive of Angus Council in respect of the sale of Fairlie House, highlighting that she had no direct input into sale arrangements. |
|  | **MINUTE OF LAST MEETING – 13 DECEMBER 2022**  The Minute of the Board of Management meeting held on 13 December 2022 was approved as an accurate record. |
|  | **MATTERS ARISING**  Matters arising had been closed out or covered elsewhere on the agenda. |
|  | **STRATEGIC ITEMS**   * 1. **Strategic Projects Update**   J Grace summarised the update paper, highlighting progress being made across the range of strategic projects. Images in respect of the Tay Cities Engineering Project development in Arbroath were welcomed and it was noted that the equipment for the facility would be installed before the end of March. Progress in respect of some of the other Tay Cities Deal projects was slower, with significant bureaucracy within the bidding process to be overcome.  J Grace noted the approval of the Foundation degree in Esports (the first of its type in Scotland) as a significant step within this new sector.  The Board noted the progress of the various projects.   * 1. **Board Strategy Day**   S Hewitt noted discussions around the planned strategy day on 5 May 2023 and highlighted that the focus of this would be looking forward in terms of the college sector and region to begin to inform thinking around the post-2025 strategy. This would cover both national and local context with input from the Scottish Government and others.  Full details of the day would be circulated to Board members as soon as practicable. **S Hewitt to progress.**  B Lawrie asked if any of the content could be recorded for those unable to attend. L O’Donnell noted that this could be looked at.   * 1. **Strategic Risk Register**   S Taylor noted the paper for information, highlighting that this had been discussed and approved at the Audit and Risk Committee and conversations, including discussion around some specific risk areas highlighted by L O’Donnell for review.  B Lawrie noted that in some areas the post-mitigation risk was the same as the pre-mitigation risk and it was noted that in the instance highlighted significant elements (government funding and policy) were outwith College control.  M Williamson noted that she felt that there were now a lot of risks highlighted in the register, with the level of these also increasing over time and asked if this was reasonable given the size of the College. L O’Donnell stated that he was partly responsible for this, as he had asked for a range of risks to be reviewed. G Robertson noted that the allocation of risks for consideration by Committees should alleviate the some of the need for these to be considered in detail at the Board.  A number of specific risks and scores were discussed, and it was agreed that these would be considered further at the next Audit & Risk Committee meeting. H Honeyman stated that she was also happy to do an update session on risk management if Board members were interested.  Details around changes to the risk register were discussed and S Taylor noted that the covering paper provided to the Audit & Risk Committee could be shared with the Board. This was welcomed. **S Taylor to progress.** |
|  | **STUDENTS’ ASSOCIATION PRESENTATION**  A Monks presented the report [presentation](https://dundeeandangus.sharepoint.com/:b:/s/Groups-ExecutiveLeadershipTeam/EVJGsEWKfOxOidawYqYUXEYBSg32zIeeJw4Yp1mnm_sP3w?e=KHF3fE) to the Committee.  A Monks summarised the update to the Committee and noted key projects they were working on, including updates from class and department representative feedback, Thrive projects and support to assist with behaviour management activities.  A Monks noted that the elections for 2023/24 Office Bearers would commence after the Easter break.  Future events were noted including the establishment of a LGBTQIA+ forum to enhancer services and support for these students. The Thrive input had been extensive, with over 5,200 students benefitting from the DASA breakfast clubs and almost 150 students receiving free haircuts.  N Lowden highlighted the quote within the presentation and asked about the support provided to the Students’ Association in dealing with challenging situations. A Monks stated that the team had received training from the College on sensitive issues and safeguarding and had clear referral arrangements in place for significant issues or concerns to be raised with Student Services.  H Honeyman and M Williamson welcomed the update and m Williamson asked about the issue surrounding busses and if this would impact on student funding. A Monks noted that the unreliability of busses was a concern and that the work progressed was to minimise any impact on student funds. S Hewitt noted that the issues had been raised with the providers including discussions with local MSPs about the problems.  The numbers supported by the Thrive work were noted alongside the likely on-going need for support of this type.  S Taylor highlighted that the Students’ Association team had been shortlisted for a NUS Scotland education award for the innovative approach taken to class representative training.  The report was welcomed. |
|  | **NATIONAL BARGAINING UPDATE**  S Taylor summarised the update on the progress with National Bargaining, noting both Academic and Support staff pay discussions were in dispute and national ballots were progressing, with industrial action likely after the Easter break.  Work was progressing slowly with the national job evaluation, but there remained significant areas of disagreement and significant work to be progressed. |
|  | **PRINCIPAL’S REPORT**  S Hewitt summarised his report, noting the partnership work with Dundee Football Club and Explore group that was developing.  B Lawrie noted the hyperlinks within the report were really helpful in providing additional information.  The report was noted with interest. |
|  | **FINANCE ITEMS**   * 1. **Financial Sustainability**   S Hewitt noted that it continued to be a challenging time and highlighted planning and modelling that was progressing against a series of assumptions around flat cash settlements and increasing wage and other costs. It was noted that this could result in a 2023/24 deficit of c£3 million and a need for cuts from the 2023/24 budget of at least £2.5 million.  S Hewitt stated that the biggest issue was the impact on any pay increase, with every 1% costing around £350k extra per year. It was noted that the savings figure was modelled on a similar increase to the teachers’ settlement.  The potential for additional flexibilities around credit targets and activity levels was noted and S Hewitt stated that the Scottish Funding Council (SFC) had highlighted that there may be up to 20% leeway around future activity targets.  S Hewitt noted that any such change would require a multi-year plan so that the College had the right profile and curriculum going forward and offered the right opportunities in terms of progression and links to regional employment.  Indicative allocations were expected around late March 2023 and it was hoped that these would include some clarity around the use of the £26million of one-off funds held by SFC.  G Robertson asked if this £26 million would be allocated to support voluntary severance costs. S Hewitt stated that this was unlikely and that funding would probably be focused more on strategic transformation. B Lawrie asked if this was likely to include ‘spend-to-save’ projects and S Hewitt noted that that could be the case.  N Lowden asked if the 20% reduction in activity would support future developments. S Hewitt stated that this was possible, but that it was likely that this would be needed to fund VS.  J Grace stated that work was progressing to ensure that the future curriculum offer was sustainable, but also met the needs of the region.  The update was welcomed, and the scale of likely cuts recognised.   * 1. **Disposal of Assets**   J Carnegie summarised the paper outlining plans to dispose of the former outreach premises in Montrose and Kirriemuir. It was confirmed that the proceeds from the sales could be retained by the College with it likely (but not finally confirmed) that these would have to be used to support capital works.  Following discussion, the disposal was approved. **J Carnegie to progress.**   * 1. **Finance and Property Committee Update**   J Carnegie highlighted that the budget monitoring report was provided for information, nut noted the work undertaken to get to a £7k deficit for 2022/23 (before any additional pay costs were applied). This position was welcomed. |
|  | **GOVERNANCE ITEMS**   * 1. **Membership Update**   S Taylor summarised the paper noting progress on the filling of Board vacancies and arrangements for the appointment of a Vice Chair.  J Carnegie noted that arrangements were also progressing to fill a Board vacancy (and Chair role) on the Gardyne Theatre (GTL) Board.  The arrangements outlined were approved. **S Taylor to progress.**   * 1. **Board Metrics**   Paper was noted.   * 1. **Board Meeting Dates**   The meeting dates were approved with a request that the consecutive meetings for Learning, Teaching & Quality and Human Resource & Development (13 and 14 September 2023) be reviewed. **S Taylor to progress.**  It was agreed that Board meetings be scheduled to alternate between campuses and Board members be given opportunities to undertake campus tours. **S Taylor to progress.** |
|  | **MINUTES OF COMMITTEE MEETINGS**  Updates from the Committees were noted.  H Honeyman provided a verbal update on the Audit & Risk committee meeting, and it was agreed that the minute be circulated to board members. **S Taylor to progress.** |
|  | **CORRESPONDENCE**  The list of recent correspondence was noted. |
|  | **DATE OF NEXT MEETING**  Tuesday 20 June 2023 **at 5.00pm** in room Y150, Gardyne Campus. A hybrid option on MS Teams would also be available. |

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| **Action Point Summary** |  |  |
| **Action** | **Responsibility** | **Date** |
| Board Strategy Day to be finalised | S Hewitt | 5 May 2023 |
| Risk update papers to be shared with strategic risk register at full board meetings twice per year | S Taylor | 26 September 2023 |
| Disposal of College properties in Montrose and Kirriemuir to be progressed | J Carnegie | 26 September 2023 |
| Board appointments to be progressed and arrangements for trade union observers to be developed | S Taylor | 20 June 2023 |
| Board meeting dates, Committee date changes and campus meeting arrangements to be organised | S Taylor | 20 June 2023 |
| March 2023 Audit & Risk minute to be circulated | S Taylor | 24 March 2023 |