**BOARD OF MANAGEMENT**

**Tuesday 1 October 2024 at 5.00pm in Room A-IS-103 Arbroath Campus and Hybrid on Teams**

***Draft confirmed by Chair***

|  |  |  |
| --- | --- | --- |
| **PRESENT:** | Laurie O’Donnell (Chair) | Jackie Buchanan |
|  | Derek Smith | Simon Hewitt |
|  | Adele Lawrence | Helen Honeyman |
|  | Neil Lowden | Donald Mackenzie |
|  | Brian Lawrie | Stephen Oakley |
|  | Roy McLellan | Margo Williamson |
|  | Matthew Beattie | Kara Ramsay |
|  | Ged Bell |  |

|  |  |
| --- | --- |
| **IN ATTENDANCE:** | Julie Grace (Vice Principal Curriculum and Partnerships) |
|  | Steve Taylor (Vice Principal Support Services and Operations) |
|  | Scott Anderson (Board Effectiveness reviewer) |

|  |  |
| --- | --- |
|  | **WELCOME**  L O’Donnell welcomed everyone to the Board of Management Meeting and welcomed Ged Bell to his first meeting as a new board member. |
|  | **APOLOGIES**  Apologies were received from Donna Fordyce, Daniel Rosie, Sally Middleton and Penny Muir. |
|  | **DECLARATIONS OF INTEREST OR CONNECTION**  There were no declarations of interest or connection.  In terms of transparency J Buchanan highlighted her role at Angus Council in respect of strategic projects being progressed between the Council and College. There was no conflict of interest or connection in respect of these. |
|  | **MINUTE OF LAST MEETING – 18 JUNE 2024**  The minute of the Board of Management meeting held on 18 June 2024 was approved as an accurate record, following one minor typo change. |
|  | **MATTERS ARISING**  One item remains open and will be addressed at the Board Strategy Development Day in October 2024. All other matters arising were complete or on the agenda. |
|  | **NATIONAL ACTIVITY UPDATE**  L O'Donnell provided a verbal update highlighting the outcome and potential impact of the change in UK government noting that there was little prospect of additional funding irrespective of the election outcome.  The resolution of the national pay awards was noted and would be picked up under the agenda.  The Government response to the Hayward review was noted, with a number of recommendations from this review not being progressed by Government.  L O’Donnell noted that an interim Chief Executive had been appointed to Colleges Scotland pending further review of the organisation and its role.  S Hewitt noted the on-going work of the Tripartite Group (Colleges, Scottish government and Scottish Funding Council) with work progressed on Asset Disposal and work progressing on flexibilities to better support financial sustainability and curriculum transformation. It was noted that the College was actively engaged in these discussions.  It was noted that a government response to the Withers Review and further clarity on arrangements for apprenticeship funding was expected during October 2024. |
|  | **STRATEGIC ITEMS**   * 1. **2030 Strategy Development Update**   S Hewitt highlighted the draft strategy updated following previous discussions and highlighted the changes made and the inclusion of high-level areas for metrics to be developed. The timeline for final draft in December 2024 and final approval by March 2024 was noted.  H Honeyman suggested that ‘People’ was a more up to date term in place of ‘Staff’ and this was discussed with staff member views sought. It was noted that wording around this would be reviewed to ensure that the Staff/Student distinction could be maintained but recognising the shift in terminology more generally to ‘Our People’.  G Bell suggested that metrics under the digital heading should be wider than artificial intelligence and this was recognised, whilst L O’Donnell noted the importance of highlighting student recruitment, outcomes and progression as measures. N Lowden also highlighted the importance of reflecting outcomes for groups such as Care Experienced Learners.  S Hewitt noted the comments made and confirmed that these would be reviewed for inclusion in the final draft for the December meeting. **S Hewitt to progress.**   * 1. **Strategic Projects Update**   J Grace reported that all major projects were progressing well and highlighted particular success in respect of the Multiply Project, including new engagement with Perth & Kinross Council and Perth College to extend work beyond Dundee and Angus.  R McLellan asked about recent staff changes in Business Partnerships and J Grace confirmed that a new manager had been appointed and that changes did not affect the Tay Cities SME project activity or outcomes.  J Grace noted work was progressing to embed the work of the Multiply Project within mainstream curriculum.  The update was welcomed.   * 1. **Board Strategy Day – October 2024**   L O’Donnell highlighted plans for the board development session on Tuesday 22 October 2024, 3.00 – 7.00pm session.  S Taylor noted that if the College was moving forward with major infrastructure projects, it is crucial to understand the governance needs underpinning these. S Taylor noted that there was also planned input around the report from Audit Scotland, focussing primarily on the future of public funding in Scotland  S Taylor highlighted there was also a need to focus on Risk Management and Risk Appetite as a refresher or introduction for Board members to address the recent audit recommendations.   * 1. **Future Infrastructure Vision & Next Steps**   S Hewitt provided a verbal update on discussions progressed over the summer period in respect of the Future Infrastructure Vision of the College. It was noted that these discussions with SFC and Scottish government had been positive, with support and encouragement to continue to develop arrangements and future plans for the College estate.  S Hewitt noted that to support these next steps further staff and specialist input would be necessary and summarised the proposed bid to the D&A Foundation for funding to support this work.  The bid was discussed, and J Buchanan asked about the potential risks around future funding. S Taylor noted these and summarised the steps and plans to seek funding in stages as future information and timelines became clearer.  Plans to update the D&A Foundation Trustees were discussed and welcomed, and discussion around the role and title of a potential Project/Programme Manager were noted.  Following discussion, the progress on the Infrastructure vision was noted and the Foundation bid approved for submission. **S Taylor to progress.** |
|  | **STUDENTS’ ASSOCIATION REPORT**   * 1. **Activity Report**   A Lawrence reported that the Students Association team is now fully staffed and noted changes arising from the departure of Cher Meldrum and appointment of Norma Payne.  Significant work had been supported over the summer to build the DASA team and to plan for the new academic year and establish clear areas of activity and focus. This included using the SPARQ Student Experience model to underpin their work.  Developments and fundraising to support Thrive were noted alongside the outcomes of the 2023/24 student led staff awards.  Kara Ramsay highlighted the summer activities offered for students and the success of the active induction sessions offered at the start of term. These had covered all departments and engaged over 1,700 students with over 94% satisfaction response.  Work to support the creation of the Student Charter was noted alongside the creation of a wide range of student clubs.  The engagement of staff in the ‘Freaky Friday’ Challenge was noted and it was suggested that this may be a good activity to offer with board members. This would be further investigated. **K Ramsay/A Lawrence to progress.**  Future plans for Class and department representative training were noted alongside individual and whole College projects and feedback.  The update on activity was warmly welcomed and N Lowden noted that the range of activity and outcomes was very positive. G Bell noted as a new member that he was blown away by the work and enthusiasm of the Students’ Association |
|  | **PRINCIPAL’S REPORT**  S Hewitt presented the paper for noting and highlighted the work progressed with Kingspark as a particularly positive activity. The launch of the Just One Hour initiative was also noted, and S Hewitt highlighted the recent shortlist success at the College development Network Awards.  B Lawrie asked if there was any information on uptake of the green skills training courses and J Grace advised that all scheduled courses were full, with further options being progressed.  L O’Donnell thanked S Hewitt for the report. |
|  | **NATIONAL BARGAINING UPDATE**  S Taylor summarised the paper noting that resolution of the pay award discussions had now been achieved for both Academic and Support staff negotiating groups. This resolution was welcomed and would allow discussions to progress nationally around arrange of other matters, including the long-standing Lessons Learner review on bargaining arrangements.  Arrangements for the implementation of the pay awards was noted and M Beattie asked about impact on student loan repayments. It was noted that this could be considered on a case-by-case basis and should be raised with the People Team.  S Oakley noted that it was good to have a settlement reached and noted that despite national arrangements, discussions and relationships had remained very positive within the College. D Mackenzie noted that this was important and that it was always important to look to the future and not be complacent around the need for, and importance of, these positive relationships at a local level.  The update was noted. |
|  | **FINANCE & INFRASTRUCTURE ITEMS**   * 1. **Financial Sustainability**   S Hewitt provided a summary of the current situation, highlighting that all signals were that future funding would remain very tight, but ‘flat cash’ likely to be the best that could be expected. S Hewitt stated that this message was clear within the recent Audit Scotland report and that the College would need to continue to be prudent and efficient in all that it did.  S Hewitt noted the likely out-turn for 2023/4 would be a surplus of c£1 million, which was a very positive position to be in. Work on this was progressing alongside updating to the 2024/25 budget and forecast to ensure that the current deficit forecast could be brought back to a close to breakeven position.  S Hewitt noted that the current pay award costs had all been budgeted for, but that the 2025/26 increase (and sector funding for 2025/26) would need to be planned. The UK and Scottish budget announcements would be critical in respect of this, although it was known that funding would remain exceptionally tight.  R McLellan asked about the status of the levelling up funding allocated to the College and S Hewitt stated that this was still unclear but that it was anticipated that funds already committed would be honoured.  B Lawrie stated that a positive discussion around the 2023/4 outturn and 2024/5 budget position had been held at the Finance and Property Committee meeting.   * 1. **Management Accounts (for information only)**   The report was noted. |
|  | **GOVERNANCE ITEMS**   * 1. **Voluntary Severance Scheme**   S Taylor provided an update on the arrangements required for the board to re-approve the proposed Voluntary severance scheme prior to seeking approval for continuation of the scheme from the Scottish Funding Council.  Following discussion, the scheme was reapproved, and agreement given for SFC approval to be progressed.  The Board also confirmed delegated authority to the Principal to approve any applications in line with the scheme terms that incurred ‘strain on the fund’ cost associated with the mandatory compensation arrangements in place through the Local Government Pension Scheme.  All arrangements were approved. **S Taylor to progress.**   * 1. **Strategic Risk Register**   S Taylor noted the most recent Strategic Risk Register as approved at Audit and Risk Committee alongside the summary papers considered at Audit & Risk outlining consideration and update of the Strategic Risk Register.  S Taylor noted changes made to the Risk management policy and the planned review of risk measurements as a result.  The Strategic Risk register was approved.   * 1. **Membership Update**   S Taylor noted the appointment of Ged Bell to the vacant Board position and highlighted recruitment arrangements in place to replace the Board position currently held by Sally Middleton. This was agreed. **S Taylor to progress.**  S Taylor noted that further vacancies would arise in spring 2025 and that it was possible for appointable candidates to be ‘held’ over until then if necessary.   * 1. **Board Metrics**   S Taylor noted the usual range of Board metrics including further details in respect of RIDDOR reportable incidents. M Williamson welcomed the inclusion of this detail and noted that the nature of the incidents provided additional comfort. |
|  | **MINUTES OF COMMITTEE MEETINGS**  Updates from the Committees were noted, with each Committee chair summarising key points within each minute. |
|  | **CORRESPONDENCE**  The list of recent correspondence was noted. |
|  | **DATE OF NEXT MEETING**  It was agreed that arrangements would be progressed to organise a Board Christmas Lunch and amend meeting arrangements as required to accommodate this. Board members would be requested to make a donation (if they could) to support the Thrive initiative.  The invite for Board members to attend the platform party at graduation on 1 November 2024 was highlighted. |

|  |  |  |
| --- | --- | --- |
| **Action Point Summary** |  |  |
| **Action** | **Responsibility** | **Date** |
| Final draft strategy to be developed incorporating board comments and planned metrics | S Hewitt | 12 December 2024 |
| D&A Foundation bid to be progressed | S Taylor | 30 November 2024 |
| Options to run a Freaky Friday event with Board members to be investigated | K Ramsay/ A Lawrence | 12 December 2024 |
| Voluntary Severance Scheme Approval Arrangements to be progressed. | S Taylor | 12 December 2024 |
| Board Recruitment to progress | S Taylor / L O’Donnell | 12 December 2024 |