BOARD OF MANAGEMENT

Tuesday 17th March at 5pm
Room A-IS-103, Arbroath Campus and Hybrid on Teams

Draft confirmed by Chair.

PRESENT:	Laurie O'Donnell (Chair)	Robert Young
	Jenna Lawrence	Simon Hewitt
	Adele Lawrence	Carri Cussick
	Brian Lawrie	Neil Lowden
	Ged Bell	Connor Pithie
	Colin Smith	Richard Gordon
	Steve Oakley	Kirstin Marsh
	Brian Mooney	Kelly McIntosh
	Ronnie Donegan	Donald MacKenzie

IN ATTENDANCE: Julie Grace (Vice Principal Curriculum and Partnerships)
Steve Taylor (Vice Principal Support Services and Operations)
Nicky Anderson (Director of Finance)
Megan MacQueen (Executive Coordinator)

1. WELCOME

L O'Donnell welcomed Board members to the meeting and extended a warm welcome to R Donegan for her first full Board meeting.

2. APOLOGIES

Apologies were received from Helen Honeyman and Derek Smith

3. DECLARATIONS OF INTEREST OR CONNECTION

There were no declarations of interest or connection.

4. MINUTE OF LAST MEETING – 9th December 2025

The minute of the Board of Management meeting held on 9 December 2025 was approved as an accurate record.

5. MATTERS ARISING

The Board noted challenges with the including the page numbers within the PDF papers pack. This would continue to be reviewed.

The Governance Professional recruitment was progressing, with the external advert scheduled to go live in next week.

6. NATIONAL ACTIVITY UPDATE

L O'Donnell provided a verbal update and noted there was limited information given the ongoing election period. S Hewitt advised that Colleges Scotland has published its manifesto and confirmed that this has been shared with the Board.

7. INFRASTRUCTURE VISION UPDATE

S Hewitt introduced the paper for noting and provided a detailed update, building on the recent workshop session. He confirmed that governance and related risks are a continuing focus and that data gathered at the workshop was being collated to inform future steps.

He reported that Ian Simpson has been appointed as Programme Director, funded through SFC monies, bringing previous experience of managing the Gardyne project (amongst many) and that he will commence on 1 April. He further reported that a Tay Cities Deal bid has been submitted for £20 million and highlighted a current £27 million underspend in capital.

A ministerial meeting took place on 16 March, following which it was confirmed that the project can get underway with funds in place for the phase one OBC; delivery will proceed through the Scape framework. The target operating model has been completed.

The Minister for FE and HE visited the College, accompanied by Shona Robison, Graeme Dey and Joe Fitzpatrick. It was noted that the confirmation of £700k in funding will unlock access to the £4.5 million UK funding for the phase one Green Skills Innovation Hub. The Board welcomed this positive progress and agreed on the importance of maintaining momentum.

The further detail in respect of governance of a major programme of infrastructure works was discussed and it was agreed that this would be finalised for Board approval and implementation. **L O'Donnell, S Hewitt and S Taylor to progress.**

8. FINANCE & INFRASTRUCTURE ITEMS

8.1 Financial Sustainability

S Hewitt provided a verbal update summarising the c£2.5m savings achieved and the impact on an improved outturn forecast for 2025/26. Budget planning for the forthcoming year is underway. N Anderson summarised the feedback from the recent meeting with SFC to discuss the budget planning assumptions being used and next steps. Whilst limited in what they could confirm, discussions with SFC had been useful in helping to establish initial baselines and ongoing assumptions to support the budget process.

8.2 Financial Strategy

The Board considered the Financial Strategy as presented to the Finance and Infrastructure Committee. In response to a question from C Smith regarding whether gas and electricity costs should be remodelled due to developments in the Middle East, it was confirmed that APUC is providing guidance and monitoring the situation; while minimal impact is expected in the current year, pressures in 2027/28 are anticipated.

Responding to a question from B Mooney on infrastructure development over the next five years, N Anderson confirmed that any such spend would be from capital and was anticipated to be reported on separately.

Following minor change the Financial Strategy was approved.

8.3 Finance and Infrastructure Committee Management Accounts

The Financial Accounts were for information only and were noted by the Board.

9. STRATEGIC PROJECTS UPDATE

J Grace presented the Strategic Projects Update for noting and highlighted positive progress across SME Skills and significant advancement on the new Tay Cities project. She advised that the UKSPF will cease on 31 March. . She confirmed that the Offshore Wind project is underway and that Steve Swinley has been appointed as Project Manager. R Young praised Steve Swinley's work and his success in connecting with partners across the region.

B Lawrie queried options for replacing UKSPF and J Grace confirmed that the Child Poverty Fund ANNOUNCED IN THE Scottish budget will be used to support relevant activity where appropriate.

10. STUDENTS' ASSOCIATION REPORT

C Pithie and A Lawrence presented the Student's Association report.

C Pithie highlighted the Green Pots project, where ESOL students are transforming a neglected area in Stobswell into a community garden and growing produce, supported by £2,500 raised to date from the College Creative Fund.

He noted that Student-Led Staff Awards opened on 2 March and had received 492 nominations to date, with the closing date set for 27 March. He advised that Student Elections are being progressed candidates currently gathering nominations and voting due to open next week for a month. A Lawrence will be present at polling stations, and C Pithie noted that he is standing for re-election.

C Pithie confirmed that the Spring Learning Survey has gone live, and he described collaboration with Abertay University on the accessibility of student clubs with a proposed £1 annual membership to help familiarise students with university campuses.

In discussion, G Bell highlighted the potential for the Dundee Community Planning Partnership to provide funding for the Green Pots project and agreed to send information to C Pithie. R Young suggested there may be opportunities for staff from his workplace to volunteer to support the project. Both opportunities were welcomed by the Board.

The Board also noted ongoing work led by L Lappin on positive masculinity and male mental health and agreed that a Board presentation on this work would be welcomed.

11. PRINCIPAL'S REPORT

S Hewitt presented the report for noting and highlighted the successful Dungeons & Dragons event at Gardyne and the February Staff Development Day, with feedback now closed and to be reported to the People, Culture and Wellbeing Committee.

He confirmed that the Health and Social Care facility will open soon and noted positive employer feedback on the IT apprenticeship. The Board recorded its thanks to staff for their continued work and achievements.

12. NATIONAL BARGAINING UPDATE

S Taylor summarised the paper noting that a new national procedure agreement is now in place. He advised that discussions on academic staff salary arrangements had commenced and that a settlement is hoped for in time for the September implementation date.

The update was welcomed.

13. GOVERNANCE ITEMS

13.1 Board Development Arrangements

L O'Donnell confirmed that the proposed Board development actions outlined within the paper would be progressed over time. This included a Board Award from the 2027 Staff Awards, L O'Donnell will work with the Marketing and People Teams to develop the approach. **L O'Donnell to progress.**

A 'Board Digest' was suggested to be sent out to staff, after board meetings. The Board agreed that papers submitted for information should not normally be discussed in depth.

13.2 SFC Report on Expectations of Good Governance

The paper, produced in response to the Dundee University situation and the Prof Gillies report, was approved. The Board noted that the majority of areas were already in place and rated green. Members praised the College's assumption tracking approach within financial planning and emphasised the importance of regularly reviewing assumptions.

B Mooney noted that having sight of the key assumptions was important and B Lawrie highlighted these as appendix b of the Financial Strategy. In response to a question from D MacKenzie on keeping assumptions dynamic in a fluid environment, S Taylor advised that assumptions and related actions are broadcast across the Board, Committees, papers and minutes, with the range of Board Metrics provided and Finance Strategy being a strong examples.

K Marsh noted that in her role the key assumptions are recorded alongside the risk register. This approach was noted and K Marsh agreed to share an example of this. **K Marsh to progress.**

L O'Donnell noted that incorporating assumption review into annual arrangements in respect of the budget and other key developments was a useful process that a summary would be useful for the Board.

13.3 Strategic Risk Register

S Taylor presented the Strategic Risk Register for review and approval. He confirmed that an AI-related risk will be considered and an update brought back to the Audit and Risk Committee. The paper was approved.

13.4 Membership Update

The Board noted the extension of appointment for B Lawrie and the appointment of R Donegan as a new Board member. It was noted that the Board is operating at maximum membership.

13.5 Board, Committee & Development Meeting Calendar 2026/2027

Meeting dates for the next academic year were approved, with the main change being the incorporation of Board workshop sessions into the cycle.

13.6 Board Metrics

S Taylor noted the usual range of Board metrics, which set out figures aligned to strategic measures and assumptions.

The report was noted.

14. MINUTES OF COMMITTEE MEETINGS

The minutes presented were approved. D MacKenzie commended the senior team for the last round of savings, noting the regular updates via Committees.

B Lawrie noted his approach at the Finance & Infrastructure Committee of taking papers as read and only asking SLT members to update on any developments or changes since the paper was issued. This approach was noted with interest.

The Audit and Risk update included a report from HEFSTIS on cyber resilience across the College.

15. CORRESPONDENCE

The list of recent correspondence was noted.

16. AOCB

B Mooney asked if confirmation of the £700k allocation from the Scottish Funding Council could be shared. S Hewitt agreed to update the Board and to forward the Grant Offer Letters. **S Hewitt to progress.**

17. DATE OF NEXT MEETING

Tuesday 16th June at 5pm, room K-TO-226, Kingsway Campus

Action Point Summary

Action	Responsibility	Date
Infrastructure Programme Governance arrangements to be finalised.	L O'Donnell, S Hewitt, S Taylor	16 June 2026
Board Development Actions to be further reviewed and progressed	L O'Donnell	16 June 2026
Example of strategic assumptions linked to Risk Register to be shared	K Marsh / S Taylor	16 June 2026
Circulate Grant Offer Letter for Phase One OBC developments	S Hewitt	31 March 2026