

**Minute of the Board of Management Meeting
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference Using Microsoft Teams
on Tuesday 14 December 2023**

Present:

Fiona McQueen	Chair
Steven Wallace	Vice Chair
Norman Bone	Non-Executive Board Member
Faroque Hussain	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Mike Stewart	Non-Executive Board Member
Matthew Wilson	Non-Executive Board Member
Lisa Keggans	Elected Member, Service/Support Staff
Janette Moore	Elected Member, Curriculum Staff
Tim Chan	Elected Student Vice President
Linda Corbett	Elected Student President
Angela Cox	Principal, Ex-Officio

In attendance:

Chris Boyce	Trade union nominee, EIS- FELA, observer status
Anne Campbell	Vice Principal – Skills and Enterprise
David Davidson	Vice Principal – People, Performance and Transformation
Hilary Denholm	Board Governance Adviser
Alan Ritchie	Vice Principal – Finance & Infrastructure
Angela Scoular	Executive Assistant to the Principal and Chief Executive (Minutes)
Margaret Williamson	Board & Organisation Development Consultant (Observer)

1. Welcome and Declarations of Interest

The Chair welcomed all present to the meeting. The Chair also welcomed as an observer Margaret Williamson, Board and Organisation Development Consultant, attending to aid her preparation for our Board Development Day in January 2024.

There was one declaration of interest received from Matthew Wilson, Non-Executive Board Member, regarding Agenda item 8 (Paper 5) due to his employment with Glasgow Airport.

2. Apologies

Apologies were received from Non-Executive Board Members Gillian Murray, Gordon Neil and Alison Sutherland, and from Unison Board Observer Fiona Wallace

The meeting was confirmed as quorate.

3. Minutes of the Previous Meeting held on 31 October 2023 (Paper 1) (P)

The minutes were approved as a correct record.

Proposed: Mike Stewart

Seconded: Steven Wallace

Board of Management Action & Decision Log (*Paper 1a*) (P)

The Chair highlighted that all three Committees had discussed and had agreed to maintain a four-meeting cycle for AY 24/25, and that a revised meeting schedule would be brought to the March meeting for approval.

4. Matters Arising

There were no outstanding matters arising from the minutes.

5. Student Association Report (*Paper 2*) (P)

T Chan advised that the Student Association had been making progress to strengthen their governance structure by recruiting student officer posts and posts were beginning to be filled. New roles had been added such as an ESOL officer (still to be recruited) and a Men's Officer role which had been filled.

The Board noted:

- With regards to the class ambassador programme, training was complete and there were 295 class ambassadors, 40% of which had completed the online training.
- Two rounds of class ambassador meetings had taken place and the next stage would be for feedback to be shared with teams and this information would also be presented at future committee meetings.
- There was an increase of clubs and community groups available for students to participate in.
- Student Association visibility across the campuses was going well and positive feedback had been received.
- Social media continued to be a key focus and the branding refresh was progressing well and would be featured in Refreshers week.
- With regards to the Student Association Funding Scheme, the fund received 13 applications where 8 applications were successful. The others did not meet the criteria however were being provided with other support. The process would be reviewed and another round would commence in Semester 2.
- The Student Association were working with Charlotte Mitchell on the 16 Days of Action campaign and liaising with Frank Lynch on campus events.
- The College hosted the 'Reclaim the Night' event recently where 40-50 people attended.
- 'Wear It On Your Sleeve' Group – the Student Association are engaging the skills and experience of their new Men's Officer and liaising with teams across the College to look at additional training and drop-in sessions.
- Winter Wellbeing Fayres had taken place across the campuses this week where hot chocolate and warm clothing was available for students.

The Chair thanked T Chan and L Corbett for their update and wished them well in their future activities.

The Board noted the report as presented.

6. Chair's Report (*Paper 3*) (P)

The Chair provided an update on activities conducted since the previous Board Meeting on 31 October 2023.

The Board noted:

- A Non-Executive Board Recruitment process had taken place recently and would be discussed further later in the agenda.
- Meetings were scheduled with the three Council Leaders. The Chair had already met with Cllr Douglas Reid, Leader of East Ayrshire Council (EAC) and the other two meetings were to follow. Discussion took place around education and training and the regional economic strategy. EAC appeared to be very supportive of the College and appreciated the challenges that were being faced.
- College Chairs had met recently to discuss how to deliver ministerial requirements and how to best provide leadership moving forward.

The Board noted the report as presented.

7. Principal's Report (*Paper 4*) (P)

The Principal updated the Board on activities conducted since the previous Board Meeting on 31 October 2023, and highlighted some key points to the Board.

The Board noted:

- On 5 November, the Minister for HE, FE and Veterans, Graeme Dey, provided a statement to the Scottish Parliament on Post School Education and Skills Reform. The Minister updated MSPs on the Scottish Government's response to the recommendations included in the various reviews published throughout 2023, in particular the Skills Delivery Landscape Review led by James Withers. In doing so, he outlined his view that the education reform agenda is a process as opposed to an event, but that the Scottish Government is genuinely seeking to deliver reform as soon as possible.
- A refresh of the College Vision would start to take place in January with ELT and SLT strategy days planned in the New Year. Twilight online sessions would also be available to Board members in March with final sign off in May and implementation in 2024-25.

The Board noted the report as presented.

10. Annual Report to the Board of Management & Auditor General (*Paper 7*) (P)

A Ritchie introduced Paper 7 and referred to Page 3 within the report which summarised that there were no issues to report. The report was presented to the Audit and Risk Committee at their last meeting and the committee were content to approve. A Ritchie highlighted that three recommendations had been identified within the report which would be incorporated within the Audit Rolling Action Plan. One of these recommendations being medium grade and two low grades.

Decision - BOM44-D03: The Board approved the Annual Report to the Board of Management and Auditor General

11. Board of Management Report and Financial Statements 22-23 (Paper 8) (P)

A Ritchie introduced Paper 8 which provided Members with an overview of the College's year end position as at 31 July 2023. The final position per the audited 2022-23 Financial Statements was a deficit of £(3.896)m.

A Ritchie noted that in compiling the Financial Statements, the College had complied with the Scottish Funding Council's Accounts Direction for Scotland's Colleges 2022-23.

Decision - BOM44-D04: The Board approved the Annual Report to the Board of Management and Auditor General.

12. Letter of Representation (Paper 9) (P)

A Ritchie introduced Paper 9 which was provided to Azets in connection with their audit of the financial statements of the College for the year ended 31 July 2023 for the purpose of expressing an opinion as to whether the financial statements gave a true and fair view in accordance with relevant procedures. No exceptional disclosures were identified.

S Wallace took the opportunity to thank L Walker and all the team for their hard work.

A Ritchie noted that the Audited Accounts and Letter of Representation would be sent to F McQueen and A Cox via DocuSign for approval.

Decision - BOM44-D05: The Board approved the Letter of Representation.

13. 2022-23 Health, Safety and Wellbeing, Annual Report (Paper 10) (P)

D Davidson introduced Paper 10 which provided an annual report on the College's performance in relation to health, safety and wellbeing for the period 1 August 2022 to 31 July 2023.

S Morrow raised a query regarding civil action claims and whether they would have a financial risk to the College and what learning procedures were in place. D Davidson advised that there would be no financial risk to the College as the insurance that the College has in place would cover this area. D Davidson added that the outcomes from incident investigations are shared and, thereafter, processes are reviewed and training implemented, as necessary.

With regards to item 3.2 within the report, M Wilson highlighted the recent change to the fire activations procedure and suggested that a change to local arrangements should be included in future reports.

With regards to items 4.1 and 4.2, M Wilson suggested that focussing more on compliance than completion may be beneficial.

With regards to item 9.1, M Wilson noted that a comparison of the staff and student target year on year may be useful to demonstrate whether the College is on target

for 2025. D Davidson confirmed that these figures would be incorporated within the quarterly reports.

Decision - BOM44-D06: The Board approved the 2022-23 Health, Safety and Wellbeing Annual Report.

14. 2022-23 Annual Procurement Report (Paper 11) (P)

A Ritchie introduced Paper 11 which summarised how the College had performed in its procurement activities and on delivery of its Procurement Strategy.

The report was considered by BRIC at their meeting on 21 November who, after review, were content to recommend the Annual Report for consideration and approval by the Board of Management.

A Ritchie added that no concerns had been raised around discussions with the APUC representative and the College looked to be in a positive position.

F McQueen enquired about community benefits and whether the College was getting maximum use of this. A Ritchie noted that the College had some big contracts and continued to push for any local benefits that were available but also trying to tap into national benefits.

Decision - BOM44-D7: The Board approved the 2022-23 Annual Procurement Report.

20. Responsibilities and Standing Orders V12 (Paper 16) (P)

H Denholm introduced Paper 16 and highlighted the alterations and updates:

- Section 2: Inclusion of 2 Trade Union Staff Board Members
- Section 3: Updates to Board & Committee Terms of Reference
- Section 7: Updates to Board Members' Terms and Conditions & Letter of Appointment for Trade Union Staff members

Decision - BOM44-D12: The Board approved the updates to the Responsibilities and Standing Orders.

21. Committee Chairs' Reports on 2nd Quarter Committee Meetings (Papers 09, 10, 11) (P)

The Board received a written report from each Committee Chair outlining a summary of key issues considered by the Standing Committees since the last meeting of the Board.

The confirmed minutes of these meetings will be received by the Board at its next meeting.

The Board noted the report from each Committee Chair.

22. Confirmed Minutes: Standing Committees (Papers 12, 13,14) (P)

The following confirmed Standing Committee Minutes were received by the Board:

- Learning, Teaching & Quality Committee 28 September 2023
- Business, Resources & Infrastructure Committee 03 October 2023
- Audit & Risk Committee 10 October 202

The Board received the above minutes for noting.

23. 2022-23 Annual Complaints Report

This paper had been provided for information.

24. 2022-23 Annual FOI Report

This paper had been provided for information.

25. AOCB

No further items were discussed.

26. Date of Next Meeting: Thursday 28 March at 4pm.

(C/P) Confirmed minutes will be published on College Website; (P) – Paper will be published on the College Website; (R) – Paper is reserved, because it contains data or information of a personal nature, which is restricted by legislation, or because it contains commercially sensitive information, and will not be published on the College Website

