

**Minute of the Board of Management Meeting
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference Using Zoom
on Thursday 16 June 2022**

Present:

Fiona McQueen	Chair (Interim)
Steven Wallace	Non-Executive Board Member (Vice Chair, Interim)
Elaine Anderson	Non-Executive Board Member
Beth Clelland	Non-Executive Board Member
Mary McClung	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Mike Stewart	Non-Executive Board Member/SIM
Alison Sutherland	Non-Executive Board Member
Matthew Wilson	Non-Executive Board Member
Ellie Jamieson	Elected Student President
Janette Moore	Elected Member, Curriculum Staff
Carol Turnbull	Principal, Ex-Officio

In attendance:

Pauline Donald	Board Governance Advisor
Yvonne Melvin	Board Administrative Officer (Minutes)
Michael Breen	Vice Principal – Finance
Anne Campbell	Vice Principal – Curriculum
David Davidson	Assistant Principal – HR&OD

1. Welcome and Declarations of Interest

The Chair welcomed all present to the first Board of Management meeting conducted using a hybrid approach. Members noted that a questionnaire seeking Board Member views on the approach will be circulated following the meeting to seek views on the experience/suggestions for improvement.

There were no declarations of interest.

2. Apologies

Apologies were received from Norman Bone, Non-Executive Board Member, Steve Graham, Non-Executive Board Member, Steven Fegan, Elected Member, Support Staff and Steven Oliver, Elected Member, Student Vice-President.

The meeting was confirmed as quorate.

3. Education Scotland Progress Visit – Update (*Verbal/Report*) (P)

• **Joe Mulholland, (Education Scotland)**

Joe Mulholland, Education Scotland, Lead Inspector, was in attendance and presented the Board with the final report on the Education Scotland Progress visit which took place between 26 and 28 April 2022 and summarised the key findings.

Joe Mulholland advised that the overall outcome grade of the inspection was confirmed as Satisfactory which is the highest level of grade the final report. He commended the College for its open and transparent approach to the challenges experienced against the background of COVID-19.

The Chair of the Learning, Teaching and Quality Committee (LTQ) meeting advised that a verbal report on the key findings had been presented and discussed in detail at the LTQ meeting on 26 May 2022. In this regard, the Chair of the LTQ commended the report to the Board.

The Board considered the key findings and areas identified for improvement noting specifically the assurance that the recommendations for improvement will be taken forward by the leadership team.

The Chair extended her thanks to the leadership and all staff involved in the Education Scotland Progress visit and their contribution to the achievement of the reported successful outcomes.

The Chief Executive extended credit to Anne Campbell, Vice-Principal Curriculum for her leadership and support to curriculum teams which had resulted in a very positive report under very challenging circumstances.

The Board formally received the Education Scotland Progress visit report.

Joe Mulholland left the meeting at this point.

4. Minutes of the Previous Meeting held on 24 March 2022 (Paper 1) (P)

The minutes were approved as a correct record.

Proposed: Alison Sutherland **Seconded:** Matthew Wilson

Minute of Board Strategy Day held on 18 May 2022 (Paper 1a) (R)

The minutes from the above Strategy Day were approved as a correct record.

Proposed: Elaine Anderson **Seconded:** Mike Stewart

Board Decision 2 June 2022 - Willie Mackie Future Skills Hub (Paper 1b) (R)

The Board confirmed endorsement in respect of the Willie Mackie Skills Hub - Award of Tender Contract paper approved by email on 2 June 2022 and noted the assurance provided on the queries raised.

The Board also noted a further verbal progress update received from the Assistant Principal; Finance, Estates and Student Funding as follows:

- Ashleigh is based in Prestwick and works primarily across South-West and Central Scotland.
- The tender letter was formally issued to Ashleigh on Monday 6 June, following formal Board approval.
- The College is now taking forward appropriate pre-start work with its appointed Design Team and Ashleigh Limited. This includes the College preparing a

Communications and Publicity Plan to help showcase and promote the Hub project throughout the duration of the construction work.

Decision: BoM38 D01: The Board endorsed the Board Decision BoM 020622 in respect of the Willie Mackie Skills Hub - Award of Tender Contract as follows:

- the award of tender for the Willie Mackie Skills Hub to Ashleigh Limited.
- the revised funding package of £2.550m.
- the delegation to the Principal of the relevant signing authorities.

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

All actions were noted as complete, included as a substantive agenda item or an update provided on progress.

5. Matters Arising

There were no outstanding matters arising from the minutes.

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

E Jamieson introduced Paper 2 as presented.

The Board noted the outcomes from the recent student president elections resulting in the re-appointment of E Jamieson as Student President and the appointment of Robert Kean as Student Vice-President with the current Student Vice-President, Steven Oliver demitting office on 30 June 2022 following completion of his second-year term of office.

The Board also commended the involvement of the Student Association in their participation in the Education Scotland Progress visit.

The following points were confirmed in response to Board review:

- E Jamieson advised that the first on-campus Freshers Week since 2019 was currently in planning stages. Board Members were advised that the dates will be confirmed in due course and that they would be very welcome to attend.
- The Student President/Vice President will have an introductory meeting with the newly appointed mental health champions in due course to gain an understanding of their role and working together with the Student Association.
- The Board Governance Advisor extended support in the review of the Student Association Constitution which will be presented to the Board in September.

The Board extended their congratulations to Ellie on her re-appointment as Student President and looked forward to welcoming Robert Kean to the next Board meeting.

The Board acknowledged the significant contribution made by Steven Oliver during his tenure as Student Vice President and advised of their best wishes for the future.

The Board noted the report as presented.

7. Chairs Report (*Verbal*) (P)

The Chair reported on the following matters that had occurred since the previous meeting of the Board:

- The Public Appointments Team had today advertised for the post of Chair of the Board of Management with a closing date of 14 July 2022 and proposed appointment timeline of 1 November 2022.
- The Chair advised of her visits to Ayr and Kilmarnock campus and her plan to visit Kilwinning campus on 17 June. The Chair expressed her thanks to all teams involved in supporting these introductory visits.
- The Chair and also some Board Members had attended the Student Excellence Awards which had taken place at each campus.
- A ground-breaking ceremony for the Willie Mackie Future Skills Hub is currently planned for 26 July 2022 and further information will be provided in due course.

The Board noted the updates provided by the Chair.

8. Governance Report (*Paper 3*) (P)

P Donald introduced Paper 3 as presented.

The Board noted that the Search and Nominations Committee, on behalf of the Board, has the responsibility to direct the process to appoint a new CEO/Principal. The Board noted the summary of the appointment process, including the minutes from the SNC meetings (9 February and 14 April 2022) and the E-mail notification to the Board sent on 25 April 2022 advising of the outcome of the recruitment process.

Decision: BoM38 D02: The Board endorsed the SNC recommendation on the appointment of Angela Cox to the position of Principal and Chief Executive of Ayrshire College.

Ayrshire College Code of Conduct

As previously advised and presented to the Board, the revised Model Code of Conduct for Members of Public Bodies had been issued by the Scottish Ministers and Ayrshire College is required to adopt the Model Code in full, with approval required from the Board of Management. The Board noted the following next steps that will be required:

- Following Board approval, and as required, a copy of the Ayrshire College Code of Conduct will be forwarded to the Scottish Government.
- The updated Code (Appendix 2) will replace the version as included in Section 5 of the Board of Management Responsibilities and Standing Orders.
- As part of the annual review of Board requirements, a notification will be circulated to Board Members with a request to update their Register of Interests in accordance with the new Ayrshire College Code of Conduct.

The Board confirmed their approval to adopt the revised Ayrshire College Code of Conduct.

Decision: BoM38 D03: Ayrshire College Code of Conduct, June 2022 approved by the Board.

Action: BoM38 A01: The Ayrshire College Code of Conduct, June 2022 will be submitted to the Scottish Government.

Action: BoM38 A02: Following formal receipt of confirmation from the Scottish Government, the Ayrshire College Code of Conduct, June 2022, will be incorporated into the Board of Management Responsibilities and Standing Orders.

9. Commercial Due Diligence Policy (Paper 6) (P)

M Stewart, Chair of BRIC provided a summary report on BRIC discussion of Paper 6 as presented and advised that the report had been considered in detail by BRIC. The Board noted that the BRIC had acknowledged the requirement for this policy, had commended the work involved in its development, and recommended for Board approval.

M Breen advised of the following in response to Board review:

- As per BRIC recommendation, contingency for absence under the delegation of authority had been reflected in the version to the Board.
- Changes to the financial thresholds as outlined will be updated within the forthcoming review of the financial regulations.
- The information requirements outlined in the policy is equitable for all contracts. The policy also aligns to the Procurement Policy which also applies in this context; both of which demonstrate good public sector practice.

Decision: BoM38 D04: The Board approved the Commercial Due Diligence Policy.

10. Business Growth Strategy (2022-24) (Paper 7) (P)

M Stewart, Chair of BRIC provided a summary report on BRIC discussion of Paper 7 as presented. The Board noted that the report had been considered in detail by BRIC with substantive discussion. Effective assurance had been provided by M Breen and the Business Growth Team Manager, N Boyle in response to queries raised with the Committee content to recommend the Business Growth Strategy for Board approval.

The following was noted in response to Board review:

- The Leadership team provided assurance to the Board on the approach in place that supports the College to respond with pace and agility to stakeholder requirements, reactively and proactively, not only through the Business Growth Strategy but informed also through alignment with the Strategic direction of the College, network collaboration, partnership working and further supported by robust curriculum planning.

Decision: BoM38 D05: The Board approved the Business Growth Strategy.

11. Covid-19 Update (Verbal) (P)

The Principal provided an update on the status as related to COVID-19 advising that a COVID response group comprising cross-college representation would now take forward any future responses required, meeting quarterly or as required.

In discussion, the Board noted:

- A review of the hybrid working scheme will take place at the end of July 2023 to inform any future business model.
- Staff well-being is and will continue to be of significant importance. D Davidson outlined discussions at BRIC which had advised of the range of approaches being undertaken to ensure intentional well-being support to staff, including executive staff and staff in senior leadership roles.
- Staff engagement across the well-being activities offered is monitored on a regular basis and feedback sought to inform improvements. Where levels of engagement are lower, assessment is undertaken to adapt programs to attract more participation.

The Board noted the update provided.

12. National Bargaining Update (Verbal) (P)

The Principal provided an update on the status of the National Bargaining negotiations, highlighting that the College was part of the National Joint Negotiations Committee (NJNC) with collective bargaining undertaken at national level rather than local level. The Principal also noted that the College had a strong relationship with local reps and promotes positive working relationships with both EIS and UNISON.

The Board noted the following:

- The EIS Union had accepted the current pay offer with formal notification awaited from the Staff Side. This was considered a very positive step forward and it is therefore envisaged that there will be no negative impact on students obtaining their year-end results.
- The outcome position on pay negotiations from UNISON is awaited.

The Board acknowledged the positive news that EIS had accepted the pay offer.

13. Committee Chairs Reports on 4th Quarter Committee Meetings

- Learning, Teaching & Quality Committee 26 May 2022 (*Paper 10.1*)
- Business, Resources & Infrastructure Committee 31 May 2022 (*Paper 10.2*)
- Audit & Risk Committee 7 June 2022 (*Paper 10.3*)

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.

14. Confirmed Minutes: Standing Committees (Papers 11.1, 11.2, 11.3, 11.4 & 11.5)

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

- *Learning, Teaching & Quality Committee 3 March 2022 (Paper 11.1) (P)*
- *Business, Resources & Infrastructure Committee 8 March 2022 (Paper 11.2) (P)*
- *Audit & Risk Committee 15 March 2022 (Paper 11.3) (P)*
- *Search & Nominations Committee 9 February 2022 (Paper 11.4) (R)*
- *Search & Nominations Committee 14 April 2022 (Paper 11.5) (R)*

The Board received the above minutes from noting.

15. AOCB

No other business raised.

16. Overview of items under Part D For Information (Paper 12) (P)

The Board received the following documents for information:

- Ayrshire College Response – Colleges Scotland Draft Strategy Framework (04.05.22)
- Scottish Government Resource Spending Review Analysis - May 2022
- Gender Representation on Public Boards (Scotland) Act 2018
- Revised Code of Practice for Ministerial Appointments to Public Bodies in Scotland

The Board was advised that Colleges Scotland had today published the final Colleges Scotland Strategy document, and that this will be circulated to the Board for information.

17. Principal/Chief Executive

On behalf of the Board, the Chair expressed her thanks and best wishes for the future to Carol Turnbull, Principal/Chief Executive for her outstanding contribution to the College and to the Board throughout her tenure at Ayrshire College. The Board acknowledged in particular Carol's leadership throughout the unprecedented challenges that had presented due to the COVID pandemic and, similarly, acknowledged that the same leadership skills now leave the College in a significantly positive state to move forward to the future.

The principal thanked the Board for their acknowledgements, commenting also that the challenges and opportunities had been possible due to the support she had always received from her executive and senior leadership team and all staff.

Carol acknowledged the support of a strong Board of Management, both challenging and encouraging, which had ensured effective decisions for the College.

Carol expressed her best wishes to the College for the future.

18. Date of Next Meeting: Thursday 22 September 2022 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

Reserved items on next page