

**Minute of the Board of Management Meeting  
Held by Hybrid Attendance at Kilmarnock Campus and  
via Video Conference Using Microsoft Teams  
on Thursday 15 June 2023**

**Present:**

Fiona McQueen	Chair
Norman Bone	Non-Executive Board Member
Steve Graham	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Gillian Murray	Non-Executive Board Member
Gordon Neil	Non-Executive Board Member
Mike Stewart	Non-Executive Board Member
Alison Sutherland	Non-Executive Board Member
Matthew Wilson	Non-Executive Board Member
Lisa Keggans	Elected Member, Service/Support Staff
Janette Moore	Elected Member, Curriculum Staff
Ellie Jamieson	Elected Student President
Angela Cox	Principal, Ex-Officio

**In attendance:**

Yvonne Melvin	Board Administrative Officer (Minutes)
Anne Campbell	Vice Principal – Curriculum
David Davidson	Vice Principal – People, Performance and Transformation
James Thomson	Vice Principal – Finance (Interim)
Hilary Denholm	Board Governance Adviser (Observer Only)
Linda Corbett	Incoming Elected Student President (Observer Only)
Alice Barnard	Lecturer – Health & Social Care (Agenda Item 3)
Sharon Menzies	Employability & Engagement Officer (Agenda Item 3)
Charlotte Mitchell	Student Association Advisor (Agenda Item 3)
Caroline Sloan	Lecturer – Hair, Beauty, Complementary Therapies & Make-up Artistry (Agenda Item 3)
Michelle Wallace	Team Leader – Digital Marketing (Agenda Item 3)

**1. Welcome and Declarations of Interest**

The Chair welcomed all present to the meeting.

The Chair welcomed Hilary Denholm as an observer to her first Board of Management Meeting in her new role as Board Governance Adviser. The Chair also welcomed the incoming Student President, Linda Corbett, as an observer to the meeting.

There were no declarations of interest.

**2. Apologies**

Apologies were received from Non-Executive Board Members Beth Clelland and Steven Wallace, and Robert Kean, Elected Student Vice President.

The meeting was confirmed as quorate.



The Board noted:

- Student Elections closed on 12 May and successfully resulted in the election of two new elected officers: Student President, Linda Corbett, and Student Vice-President, Tim Chan. The new elected officers will commence in their roles from 1 July, with the outgoing Student President, Ellie Jamieson, and Student Vice President, Robert Kean, leaving their roles on 30 June 2023.
- The Student Association undertook a team self-evaluation exercise, attended by the Head of Quality and Enhancement. All team members found this useful and expressed a desire for this to be conducted earlier in the Academic Year and revisited at the end of the Academic Year to identify progress and growth.

The Chair thanked E Jamieson and R Kean for their hard work as Elected Officers on behalf of the Board and wished them both well in their future endeavours.

**The Board noted the report as presented.**

## **7. Chair's Report (*Verbal*) (P)**

The Chair provided a verbal update on activities carried out since the previous Board Meeting on 28 March 2023.

The Board noted:

- A number of stakeholder meetings had taken place and were ongoing.
- Strategic work with Colleges Scotland continues and discussions have primarily been around the current economic environment and future transformational changes.

**The Board noted the report as presented.**

## **8. Principal's Report (*Paper 3*) (P)**

The Principal introduced Paper 3 as presented.

The Board noted that the purpose of the paper is to update Board Members on key activities and developments not covered elsewhere in the papers.

The Principal highlighted some key points to the Board:

- A response has been received from the Minister regarding the College's proposed Institute of Technology. A further meeting was being organised to discuss the proposal in more detail.
- A meeting with the CEOs of the three Local Authorities is also being organised to discuss the College's proposed Institute of Technology.
- There has been no resolution to the ongoing pay dispute to date, despite a revised two year pay deal being put forward. A meeting with the Minister and further discussions with the Trade Unions is being organised.
- The Wither's Review has now been published, which recognises the importance of the college sector. A copy of the report has been provided to the Board for information.

**The Board noted the report as presented.**

## 9. Strategic Planning and Monitoring (Presentation) (P)

D Davidson provided the Board with a presentation on the proposals for monitoring college performance. The proposed areas aligned with the four tests that were highlighted by SFC at the Board development day. . (A copy of the presentation is available to Board Members on Microsoft Teams). D Davidson highlighted the four SFC Tests, advising that they were designed to provide Boards with reassurance of organisational effectiveness:

1. Quality of Student experience
2. Skills Alignment
3. Business Planning
4. Partnerships

The Board noted:

- Organisational effectiveness is made-up of a number of interconnected areas and that the College performance management cycle had been reviewed and strengthened
- The College's current strategy documents would be streamlined to allow focus on key priorities.

D Davidson proposed a Balanced Scorecard approach which could be adopted by the Board to monitor each of the SFC Test areas. The Board noted that the Balanced Scorecard would:

- Provide an overview of the health of key areas of the organisation.
- Focus on service, quality and performance.
- Present business critical information in a single report
- Measure organisational effectiveness.

D Davidson then outlined the next steps to members and A Cox advised the Board that feedback from Board members on the SFC Tests would be gained through a series of meetings being organised during the summer period.

**The Board thanked D Davidson for the presentation and look forward to receiving future updates.**

## 12. Key Performance Indicator Dashboard (Paper 6) (P)

A Campbell introduced Paper 6 as presented, advising that the College's credit position had changed, positively, since the paper was written.

The Board noted:

- The College is predicted to be under the SFC Core credit target but was striving to achieve the 2% tolerance level introduced by SFC.
- The College was on course to exceed the Foundation Apprenticeship target.
- Overall, student retention was positive in comparison to previous academic years.
- Student satisfaction feedback had been positive but was still to be ratified by SFC.

**The Board noted the paper as presented.**

#### **14. Sustainability Strategy (Paper 8) (P)**

J Thomson introduced Paper 8 as presented, advising that the Sustainability Strategy had been considered by the Business, Resources & Infrastructure Committee at their meeting in May 2023. J Thomson confirmed that the Committee had commended the Report to the Board for approval.

The Board noted that sustainability was also a priority area for the College's Aspire Group and the outcomes from the work carried out by this Group were communicated to the College's Sustainability Group.

The Chair enquired about possible funding opportunities available in the relation to sustainability from the Scottish Government. A Cox advised that any funding available would be in relation to the transformational projects being undertaken by the College.

**Decision - BOM42-D02:** The Board approved the Sustainability Strategy.

#### **15. Digital Strategy Annual Report (Paper 9) (P)**

D Davidson introduced Paper 9 as presented, advising that the Digital Strategy Annual Report had been considered by the Business, Resources & Infrastructure Committee at their meeting in May 2023. D Davidson confirmed that the Committee had commended the Report to the Board for approval.

The Board noted:

- A comprehensive presentation was provided to BRIC from Brad Johnstone, Head of ICT Services, and Russell Wilson, Head of Digital Integration
- This was the first annual report on progress since the Digital Strategy (2022 - 2025) was approved by the Board.
- The Annual Report sets out the progress achieved in relation to the Digital Strategy implementation and highlights key action areas moving into 2023-2024.

M Stewart, in his capacity of Chair of the Business, Resources and Infrastructure Committee, advised that the presentation and report had been positively received by the Committee and had been subject to a robust and constructive discussion.

**Decision - BOM42-D03:** The Board approved the Digital Strategy Annual Report.

#### **17. Committee Chairs' Reports on 4<sup>th</sup> Quarter Committee Meetings (Papers 11.1, 11.2 & 11.3)**

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.**

## **18. Confirmed Minutes: Standing Committees** (*Papers 12.1, 12.2 & 12.3*)

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

- Learning, Teaching & Quality Committee 2 March 2023
- Business, Resources & Infrastructure Committee 7 March 2023
- Audit & Risk Committee 14 March 2023

**The Board received the above minutes from noting.**

## **19. Request to Board for Approval of VS Funds via circulation on 31.05.23** (*Paper 13*) (*R*)

Provided for information per agenda Item 4 - Paper 1b.

## **20. Skills Delivery Landscape Review – Wither’s Report** (*Paper 14*) (*P*)

Provided for information.

## **21. AOCB**

The Chair advised that this would be the final Board meeting for the Board Administrative Officer, Yvonne Melvin, who would be undertaking a secondment for a 2-year period. The Board thanked Yvonne for her work and wished her well in her secondment.

The Chair advised that this would be the final Board meeting for Student President Ellie Jamieson and Student Vice-President Robert Kean, who will be leaving their posts on the 30 June 2023. The Board extended their thanks to Ellie and Robert for their work with the Student Association and wished them well for the future.

The Chair also advised that this would be the final Board meeting for James Thomson, Interim Vice Principal – Finance, who will be leaving the College for pastures new on 16 June 2023.

James’s contribution and service to the College has been greatly received over the past 6 years. James has played an important role as a member of the Senior Leadership Team and will be greatly missed.

The Board thanked James for his outstanding service and offered their best wishes for his future endeavours.

The Chair noted that the next meeting of the Board, scheduled to take place on Thursday 19 October, falls within the Colleges October break. It was agreed that the meeting would be re-scheduled and that a Doodle Poll with alternative dates would be issued to members for consideration.

**Action - BOM42: A01:** Doodle Poll with alternative dates for the next Board of Management meeting to be issued to members for consideration.

## **22. Date of Next Meeting: Thursday 19 October 2023 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***