

**Minute of the Board of Management Meeting  
Held by Hybrid Attendance at Kilwinning Campus and  
via Video Conference Using Microsoft Teams  
on Tuesday 28 March 2024**

**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
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
Tim Chan	Elected Student Vice President
Angela Cox	Principal, Ex-Officio

**In attendance:**

Chris Boyce	Trade union nominee, EIS- FELA
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)

Confirmed

**1. Welcome and Declarations of Interest**

The Chair welcomed all present to the meeting.

There was one declaration of interest received from Matthew Wilson, Non-Executive Board Member, regarding Agenda item 12 (Paper 8) due to his employment with Glasgow Airport.

**2. Apologies**

Apologies were received from Gillian Murray, Non-Executive Board Member and Amanda-Louise Woods, Elected Student Executive Member.

The meeting was confirmed as quorate.

**3. Minutes of the Previous Meeting held on 14 December 2023 (Paper 1) (P)**

The minutes were approved as a correct record.

**Proposed:** Matthew Wilson

**Seconded:** Mike Stewart

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

### **4. Matters Arising**

There were no outstanding matters arising from the minutes.

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

The Board noted:

- The resignation of Linda Corbett as the Student President upon her successful appointment to the role of Student Association Advisor.
- A Student Officer from the Student Association Executive Committee, Amanda-Louise Woods, has taken up duties as a Member of the Board to ensure continued representation of the student voice.
- Executive Committee activities have continued following the report submission including supporting campaigns (LGBT+ History Month, 16 Days of Action, Mental Health and International Women's Day), with a very successful second Drag Show in Ayr.
- The Men's Group activity is being re-evaluated following a low turnout.
- The College had been awarded the LGBT Charter Mark at Foundation level.
- 8 students have signed up to participate in the Education Scotland visit.
- As part of the BRIT Challenge, free copies of cookbooks had been handed out to students.

Updates were provided regarding actions taken following the Class Ambassador network feedback.

- Delay in the implementation of Personal Learning and Support Plans (PLSPs) for those with additional learning support needs, and staff training has now been discussed with SLT.
- SLT have helped explain the rationale for the removal of some HND courses giving the Student Association more confidence in providing reasons to students affected.
- Discussions have taken place with the Catering Manager regarding students having more say on food choices available in the refectories.
- Advice has been given to report all IT issues via the IT Helpdesk, as they were going unreported.
- There will be a focus in March around timetabling issues and assessment scheduling, with dialogue encouraged between the Class Ambassadors and the Curriculum Managers.
- Work has begun with the Promoting Positive Behaviour Group to help influence student behaviour regarding amount of vaping/smoking taking place in inappropriate areas of the College.

The Chair thanked T Chan for his update and wished him well in the Student Association 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 14 December 2023, and highlighted some key points to the Board.

The Board noted:

- The range and volume of stakeholder and other engagement.
- Future activities planned, including the Board External Effectiveness Review, Board Strategy Day and Board recruitment and development.

The Chair took the opportunity to highlight that a dinner meeting had also taken place with the Chief Executives of the three LAs, the Chair of NHS Ayrshire and Arran, the Chief Executive and Chair of the Ayrshire Chamber and the Chair of the Regional Economic Strategy Working Group on the evening of 19 March at the Ayr Campus.

The Chair stressed that this was a very important and challenging time for the Board to show leadership and stewardship of the College.

The Chair requested that all members share the recruitment advertisement due to be circulated on 3 April for the two Non-Executive vacancies.

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

# Confirmed

## **8. 2024-25 Board & Committee Dates** *(Paper 5) (P)*

H Denholm presented the proposed dates and venues for the AY 2024-25, with discussion around increasing the rotation of venues across all three campuses.

**Decision - BOM45-D01: The Board approved the Board and Committee meetings programme for AY 24-25.**

## **11. Performance Balanced Scorecard Dashboard** *(Live update)*

D Davidson referred to the Performance Dashboard which had been updated and adapted following previous discussions.

A Campbell and D Davidson gave a verbal update on specific target results, and following questions, examples of actions being taken and discussion on other solutions took place.

**The Board received the above live update for noting.**

## **15. Mainstreaming Equality & Diversity Annual Report (Paper 11) (P)**

D Davidson introduced Paper 11 giving an annual update on how the College continues to build on its many strengths and achievements as highlighted in the April 2023 Mainstreaming Equality 2021 – 2023 and Equality Outcomes 2021-2025 Report.

**Decision - BOM45-D05: The Board approved the Mainstreaming Equality and Diversity Annual Report**

## **16. Committee Chairs' Reports on 3rd Quarter Committee Meetings (Papers 12, 13, 14) (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.**

## **17. Confirmed Minutes: Standing Committees (Papers 15, 16, 17) (P)**

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

- Learning, Teaching & Quality Committee 16 November 2023
- Business, Resources & Infrastructure Committee 21 November 2023
- Audit & Risk Committee 30 November 2023

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

## **18. Financial Regulations Annual Review (Paper 18) (P)**

This paper had been provided for information.

## **19. AOCB**

No further items were discussed.

## **20. Date of Next Meeting: Thursday 13 June at 4pm.**

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**Reserved items on next page**