

**Minute of the Board of Management Meeting
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference Using Microsoft Teams
on Thursday 13 June 2024**

Present:

Fiona McQueen	Chair
Steven Wallace	Vice Chair (From Agenda Item 7)
Mike Stewart	Senior Independent Member
Norman Bone	Non-Executive Board Member
Jason Currie	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Gordon Neil	Non-Executive Board Member
Michael Ross	Non-Executive Board Member
Alison Sutherland	Non-Executive Board Member
Matthew Wilson	Non-Executive Board Member
Tim Chan	Elected Student Vice President
Amanda Woods	Elected Student Executive Member
Lisa Keggans	Elected Member, Service/Support Staff
Janette Moore	Elected Member, Curriculum Staff
Angela Cox	Principal, Ex-Officio

In attendance:

Anne Campbell	Vice Principal – Skills and Enterprise
David Davidson	Vice Principal – People, Performance and Transformation
Hilary Denholm	Board Governance Adviser
Candy Munro	CDN (observing for External Effectiveness Review)
Alan Ritchie	Vice Principal – Finance & Infrastructure
Angela Scoular	Executive Assistant to the Principal and Chief Executive (Minutes)

1. Welcome and Declarations of Interest

The Chair welcomed all present to the meeting.

The Chair welcomed new Non-Executive Board members, Michael Ross and Jason Currie, along with Amanda Woods, Elected Student Executive Member and finally Candy Munro from the College Development Network who is observing the meeting as part of the External Effectiveness Review.

It was noted that Gillian Murray has left the Board, and thanks were given for all her contributions initially as a Co-optee then as a full Board member.

There were no declarations of interest.

2. Apologies

Apologies were received from Iain Shearer, Non-Executive Board Member, Farouque Hussain, Non-Executive Board Member and Chris Boyce, Elected Member, EIS-FELA Teaching Staff.

The meeting was confirmed as quorate.

3. Minutes of the Previous Meeting held on 28 March 2024 (Paper 1) (P)

The minutes were approved as a correct record.

Proposed: Alison Sutherland

Seconded: Gordon Neil

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

There were no outstanding actions, and logged decisions were noted.

4. Matters Arising

There were no outstanding matters arising from the minutes.

A Cox gave a verbal update on the current pay negotiations. (R)

5. Student Association Report Q4 (Paper 2) (P)

T Chan introduced Paper 2 as presented and summarised key highlights from the report.

The Board noted:

- Positive feedback had been received as part of the recent Annual Engagement Visit regarding the high level of awareness of the Student Association.
- Class Ambassador meetings were now complete for this academic year and rich feedback had come through these meetings. Any issues that had been raised were put forward to SLT and acted upon as necessary.
- Some student clubs would continue to run throughout the summer period.
- Volunteering Awards were awarded this academic year for the first year and this was a great success.
- The Mental Health Agreement was now finalised and would be published on the College website.
- A mental health app had also been launched.
- Two bids had been submitted to the Ayrshire College Foundation for Essential Radio and the Student Association extra-curricular fund and decisions were awaited.
- Student President elections had taken place and Darcie Hamilton had been selected as the new Student President, with Conner Skipsey as the Student Vice President. A handover and induction process would be carried out prior to them taking up post at the beginning of July.
- The Student Association will continue to prepare for the new academic year.
- A Class Ambassadors Mid-Year Review Report was provided which highlighted any issues and concerns which had been addressed through discussions with SLT.

T Chan and A Woods took the opportunity to thank members for their support and noted that they had gained a lot of knowledge and experience during their time on the Board.

The Chair thanked T Chan and A Woods 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.

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

The Chair provided an update on activities carried out since the previous Board Meeting.

The Board noted:

- The College Chairs' Group had met with the Minister and it was noted that the pay dispute would be raised at a national level.
- It was hoped that a Unison representative would join the Board soon.
- One to one meetings for Board members had been scheduled for during the summer period.

The Board noted the report as presented.

7. Principal's Progress & Priorities Update (*Presentation*) (*P*)

The Principal gave a presentation which provided members with an update on the success measures for 2023-24 and outlined the priorities for 2024-25.

A query was raised with regards to employer engagement and new partnerships and it was confirmed that the College had engaged with 30 new businesses across various sectors and the College is also looking at different relationships with employers and to be more transformative in our approach.

A point was raised about The Ayrshire Way and it was noted that staff were beginning to talk more about this and the protected time element was welcomed.

The Board noted the progress and update as presented.

8. Strategic Ambition Update (*Presentation*) (*P*)

D Davidson gave a presentation detailing the following key areas:

- Our Mission – three options were presented
- Our Ambition
- Our Objectives
- Our Values
- The Ayrshire Way
- Our Measures of Success

A query was raised regarding what discussions had taken place to date and it was noted that sessions had taken place with staff and feedback taken from student surveys and any comments made had been reflected in the plans.

It was added that the following events had taken place or were still to follow:

- Sessions had taken place with SLT and CLT to gain a common understanding of delivery.

- A private meeting took place in March with the Chief Executives of the three local authorities, NHS Ayrshire and Arran, Ayrshire Chamber and the Chair of the RES Delivery Group.
- An MP/MSP event had been postponed to the start of next academic year.
- An employer event had been postponed to the start of next academic year.
- A staff conference will take place on 15 August where staff will assist in writing the enabling strategies which underpin the overall strategic ambition.

With regards to the three options presented for the mission statement, the preferred option from the majority of members was 'Empowering People for a changing world'.

The Board noted the presentation and approved the Strategic Ambition Update.

Decision - BOM46-D01: The Board approved the Strategic Ambition Update.

11. Key Performance Indicator Dashboard *Verbal (P)*

A Campbell referred to the updated information and noted that the College was currently 294 credits above the credit target. The position is despite school/college programmes not running due to strike action by EIS-FELA. Recognition was given to the effort of the whole team.

The Board noted the update as presented.

12. Education Scotland Report (*Paper 6*) (*P*)

A Campbell introduced this report that was discussed in detail at the LTQC.

The Board noted:

- The purpose of the Annual Engagement Visit is to review and record annual improvements and areas for further action.
- The themes highlighted were Learner Progress and Outcomes, Approaches to Assuring and Enhancing the Quality of Learning and Teaching and Learner Engagement.
- Significant improvement was noted across Learner Progress and Outcomes.
- Good practice under Approaches to Assuring and Enhancing the Quality of Learning and Teaching were highlighted within the report including Trauma-informed approaches to curriculum planning, building future pathways and the Aspire programme. It was also highlighted that many teaching staff make effective use of professional learning opportunities to gain full professional registration with GTCS.
- The report positively demonstrated the impact of the Student Association and the learner awareness of its impact. It was reported that diversity and inclusion is well promoted and evidenced in the inclusion of the S Word Campaign, 16 Days of Action and The White Ribbon Campaign.
- Within the final report, there are three areas for development:
 - Delivery of Core Skills and recognition of Core Skills.
 - Embedding and development of Meta Skills.
 - Learner participation rates in the Student Engagement and Satisfaction Survey.

- The overall outcome of the Annual Engagement Visit highlighted no main points for action and all areas of development identified within the 2023-24 Annual Engagement Visit have been actioned.

The Board welcomed the report, and thanked College staff and the Student Association for all their participation and support.

15. Committee Chairs' Reports on 4th Quarter Committee Meetings (Papers 8, 9 & 10)

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.

16. Confirmed Minutes: Standing Committees (Papers 11, 12 & 13)

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

- Learning, Teaching & Quality Committee (7 March 2024)
- Business, Resources & Infrastructure Committee (12 March 2024)
- Audit & Risk Committee (19 March 2024)

The Board received the above minutes from noting.

17. AOCB

The Chair advised that this would be the final Board meeting for Student Vice President, Tim Chan, and Amanda Woods, Student Executive, who will both be leaving their posts on 30 June 2024. The Board extended their thanks to Tim and Amanda 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 the Vice Chair, Steven Wallace, and the Senior Independent Member, Mike Stewart. The Board extended their thanks to Steven and Mike for all their work with the Board over the years, and wished them both well for the future.

Date of Next Meeting: Thursday 3 October 2024 at 4.00pm

(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