

**Minute of the Board of Management Meeting
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference Using Microsoft Teams
on Thursday 03 October 2024**

Present:

Fiona McQueen	Chair (with exception of item 11)
Matthew Wilson	Vice Chair
Alison Sutherland	Senior Independent Member
Norman Bone	Non-Executive Board Member
Jason Currie	Non-Executive Board Member
Tracey Dalling	Non-Executive Board Member
Jane Grant	Non-Executive Board Member
Gillian Longmuir	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Michael Ross	Non-Executive Board Member
Iain Shearer	Non-Executive Board Member
Chris Boyce	Elected Member, EIS-FELA Teaching Staff
Connor Skipsey	Elected Student Vice President
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
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 members – Gillian Longmuir, Tracey Dalling, Jane Grant and Connor Skipsey.

M Wilson declared an interest in the aeronautical components of the discussions that would be taking place which are associated with his employment at Glasgow Airport.

2. Apologies

Apologies were received from Non-Executive Board members Faroque Hussain and Gordon Neil, and also Darcie Hamilton, Elected Student President

The meeting was confirmed as quorate.

3. Minutes of the Previous Meeting held on 13 June 2024 (Paper 1) (P)

The minutes were approved as a correct record.

Proposed: Sharon Morrow

Seconded: Alison Sutherland

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

All actions due in the period were noted as complete.

The minutes were approved as a correct record.

4. Matters Arising

There were no outstanding matters arising from the minutes.

5. Items to be homologated (Paper 2)

5a. Standing Order Update

Following discussion at the Search & Nomination Committee on the 20 June 2024, the Search & Nomination Committee recommended to the Board of Management the approval of an immediate update of the Standing Orders to remove the specific restriction of the term of office offered to successful applicants that replace a Non-Executive member who is leaving before their full 4 year term is completed. The request email was issued on the 25 June 2024, with responses requested by 27 June 2024. The majority of Board Members (13 out of 16 existing members) indicated by return their approval of the recommendation. No negative responses were received.

5b. Recruitment Approval

Following the successful Search & Nomination Committee Panel interview on 25 July 2024 for the vacant position of Non-Executive Board Member, the Interview Panel recommended to the Board of Management the individual as meeting the requirements for the appointment to the position of Non-Executive Board Member, moving from Co-optee Member status to Non-Executive Member on 01 October 2024 (dependent on Scottish Government approval). The request email was issued on the 29 July 2024, with responses requested by 12 August 2024. The majority of Board Members (13 out of 19 existing members) indicated by return their approval of the recommendation. No negative responses were received.

6. Student Association Report Q1 (Paper 3) (P)

C Skipsey introduced Paper 2 as presented and summarised key highlights from the report.

The Board noted:

- Freshers Fayre – approximately 1,000 students attended which was an increase of around 200 students from last year.
- E-Sports Tournament – colleges and universities take part in this annual event and the College was due to take part again this year with play-offs starting w/c 7 October.
- Class Ambassadors – new staff guidance had been issued to ensure a College approach and the Student Association would be liaising with sparqs

to organise training sessions which should be up and running by November. So far, 210 Class Ambassadors had registered.

- The equalities calendar was being updated.
- The Student Association had submitted an application to access some money from the ACF to add to the Student Association Extra Curricular Fund. The bid had been rejected, however the College was able to confirm that it was able to provide £2,000 to assist the SA deliver extra-curricular activities.
- A new project – Brighten our Campus – had been introduced and would look at introducing flowers on the College campuses and wellbeing gardens on all campuses. Key staff and key stakeholders would be approached with regards to supporting this project and donating any materials.
- A Pathways of Hope campaign would be running and the design of the logo for this was being finalised.

The Board noted the report as presented.

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

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

The Board noted:

- Several 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.
- Jane Grant had now been appointed as a Non-Executive Member of the Board following approval from Scottish Government.
- Progress on the LRPA was being attempted however there were still negotiations ongoing with UNISON.
- The College Graduation had taken place on 27 September which was one of the momentous occasions of the College year and the Chair noted that she was sorry to miss the event.
- The Chair continued to meet with new members and would start to plan soon for the next Board Development Day on 30 January 2025.

The Board noted the report as presented.

9. Board and Committee Terms of Reference and 2024/25 Work Plans (*Paper 6*) (*P*)

H Denholm highlighted key updates and alterations.

S Morrow noted some amendments that were required to be made and advised that would liaise with H Denholm following the meeting to update.

Action – BOM47-A01: H Denholm to update the documents as per S Morrow's comments.

Decision - BOM47-D01: The Board approved the Board and Committee Terms of Reference and 2024/25 Work Plans.

10. Board Effectiveness Report 2023/24 & Development Plan 2024/25

(Paper 7) (P)

H Denholm highlighted key points and noted that the College was required to submit these reports to the SFC as a requirement of grant funding, and as identified in the Code of Good Governance for Scotland's Colleges and to publish these on the College website.

The Board was asked to review, advise of any further feedback, consider if any further actions should be incorporated into the Board Development Plan 2024/25, and approve the reports and plan for publishing and forwarding to the Scottish Funding Council.

It was suggested that the Development Plan could be altered to reflect realistic timescales and highlight key priorities for each year and provide a narrative of why targets have been prioritised in such a way.

Action – BOM47-A02: H Denholm to look at adding some narrative to the Development Plan and highlight key priorities for each year and then send to members for approval.

Decision - BOM47-D02: The Board approved the Board Effectiveness Report 2023/24 & Development Plan 2024/25.

17. Performance Dashboard Update *(Verbal)*

D Davidson noted that within the system, members could now view last year's data as well as this year's data to show a comparison. Training would be organised for any members who had not yet received a demonstration on how the system works.

A Campbell advised that with regards to skills alignment, the College had received verbal notification of no recommendations on the 2023-24 student activity audit and, therefore the College had met its overall credit target.

18. Committee Chairs' Reports on 4th Quarter Committee Meetings *(Papers 14, 15 & 16)*

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.

There was also a verbal update by A Sutherland regarding the last performance Review & Remuneration Committee held on 20 June 2024.

The Board noted the report from each Committee Chair.

19. Confirmed Minutes: Standing Committees (Papers 17, 18 & 19)

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

- Learning, Teaching & Quality Committee 23 May 2024
- Business, Resources & Infrastructure Committee 28 May 2024
- Audit & Risk Committee 04 June 2024

The Board received the above minutes from noting.

20. AOCB

No further items were discussed.

21. Date of Next Meeting: Thursday 19 December 2024 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