

**Minute of the Board of Management Meeting
Held in the Boardroom, Kilmarnock Campus
On Wednesday 25 June 2014 at 5.30 pm**



Present: Willie Mackie (Chair)
Heather Dunk
Nicki Beveridge
Steven Fegan
Barbara Graham
Stephen Greenwood
Waiyin Hatton
Gordon James
Marie Macklin
Mary Palmer
Tom Wallace
Alan Walker

In attendance: Brendan Ferguson (Board Secretary)
Sharon Graham (Observer)
Michael Breen
Jane McKie

1 Welcome and Introductions

The Chair welcomed everyone, noting this was the final Meeting of the academic year.

2 Apologies

Apologies were received from Bill Costley, Jackie Galbraith and Bernadette McGuire.

3 Declarations of Interest

There were no declarations of interest.

4 Chair's Report

The Chair reported the following

The Principal had been awarded an OBE in the Queen's Birthday Honours List for her services to Further and Higher Education. The Board expressed delight and pride at this honour.

The Board of Management had recently received presentations from students who had attended the College over the last year. Members had heard from the students, in their own words, of their experience as a student of the College and how that experience had impacted on their lives and their family and friends. This had been quite an inspirational and very positive afternoon for those in attendance. The students had shown confidence in standing up in front of Board Members to make their presentations and had demonstrated, in a manner that no amount of documents ever could, the true mission and vision of the College

and the added value that it was bringing to their lives. The presentations had been videoed and were available to view on the College Website.

Financial Closure of the New Campus Project had been completed in early June with construction work on site beginning immediately. The First Minister, Alex Salmond, had attended at the College and the construction site on 25 June to carry out the official ground breaking ceremony. In so doing the First Minister had spent significantly more time than had been planned with students, staff, Board Members and site construction staff and had clearly enjoyed the experience. The Chair acknowledged the efforts made by all involved in the organisation of this event for their work in making it such an outstanding achievement. The First Minister's team had specifically commented on the outstanding nature of the event and how enjoyable it had been.

During April and May the Chair, the External Support Person (Roger Mullin) and the Board Secretary had spent considerable time scoping person specifications, advertisements, short listing applications received and subsequently interviewing all short listed applicants for non-executive membership of the Ayrshire College Board of Management with effect from 1 August 2013.

The Chair was pleased to record that all of the current Board Members had applied for appointment to the new Board and that, in addition, circa 10 further applications had been received. As a result the recommendation was forwarded to the Cabinet Secretary that all current non-executive members of the 2013/14 Board of Management plus four additional new members be appointed to the new Ayrshire College Board of Management.

The Chair reported that the "green light" had now been provided by the Cabinet Secretary to confirm all of the nominations made with effect from 1 August 2014. This represented excellent news and meant that Ayrshire College would have its full complement of Board Members, established under the requirements of the new act, in place for the start of the new academic year. It was believed that Ayrshire College was the first of the regional colleges to achieve this position. In addition a gender balance of eight females and eight males had been achieved within the new membership. The Chair confirmed that the four new members would be:

Jim English; General Manager of Hyspec Engineering

Professor Alan McGregor; Professor of Economic Development at the University of Glasgow and Chair of the North Ayrshire Economic Development and Regeneration Board

Dr Robin Northcote; Consultant Cardiologist and Registrar to the Royal College of Physicians and Surgeons of Glasgow

Fiona Skilling; General Manager within the Council of Voluntary Organisations in East Ayrshire

All members would take up their membership roles on 1 August 2014, dependent on the successful completion of the PVG process. Time would now

be spent looking at committee structures to ensure that skills sets would be appropriately matched to each of the committees.

The Chair expressed gratitude on behalf of the Board for the efficiency of the Cabinet Secretary's Office in turning around the recommendations received from the College.

Angela Constance MSP had recently attended the Aerospace Centre talking to staff and apprentices. Ms Constance had stated how impressed she was with the facility and its contribution to the local economy. In addressing the assembly, the managing director from Ryanair had stated that Ayrshire College was the best that Ryanair dealt with across the UK.

5 Minute of the Ayrshire College Board of Management Meeting on 27 March 2014 (Paper 1)

The minutes of the meeting held on 27 March 2014 were confirmed as an accurate record

Proposed by Alan Walker
Seconded by Barbara Graham.

6 Matters Arising

Ayrshire College Students Association Structure: Student Association Advisor

J McKie advised that Helen Canning had been working closely with HR on the preparation of a job description for the role.

7 Standing Committee Meetings and Minutes

Audit Committee Minutes – 21 November 2013 (Paper 2)

A Walker, Chair of the Committee reported all actions had been completed

Audit Committee Minutes – 25 March 2014 (Paper 3)

A Walker reported that all actions had been completed

Audit Committee Meeting – 17 June 2014

A Walker reported the following as among the items dealt with at the above meeting:

- The Internal Audit Plan for 2014/15 had been approved;
- The updated Risk Register had been considered and approved;
- Discussion had occurred in relation to the consultation document on the Addendum to the Financial Memorandum with the SFC. In particular the

proposals for the implementation of self-insurance, as contained within the Scottish Public Finance Manual (SPFM) requirements for public sector bodies now relevant to the sector as a result of ONS reclassification, was discussed at length. The Audit Committee noted with considerable concern these proposals, which it was agreed could be enormously damaging to the sector. The Audit Committee welcomed the business case for derogation from the self-insurance requirement being prepared by Colleges Scotland and would strongly support the intervention of the Chairs of the Regional Colleges in this discussion.

Estates and New Campus Development Committee Minutes – 25 February 2014 (Paper 4)

W Hatton, Chair of the Committee, reported that all actions had been completed.

Estates and New Campus Development Committee Meeting – 10 June 2014

W Hatton reported the following as among the items dealt with at the above meeting

- Some of the estates work for completion over the summer period had started and the tendering process for the major works to be undertaken was nearing completion;
- The Ayrshire College Foundation had given approval for provision of the funding necessary to undertake the full Summer Works Programme as approved by the Board of Management
- The Irvine Royal Academy Skills Centre Project was welcomed and supported by the Committee who recognised its importance for Ayrshire College and the North Ayrshire Region as the first of its kind in Scotland and fitting precisely with the recently published recommendations of the Woods Commission;
- The updated proposals for 2014/15 capital spending programme were noted and approved by the Committee.

Finance Committee Minutes – 13 March 2014 (Paper 5)

T Wallace, Chair of the Committee, stated that he and M Breen were still scheduled to meet to discuss matters in relation to the Risk Register, but that all other matters had been completed.

Finance Committee Minutes – 12 June 2014

W Mackie, acting Chair of the Finance Committee for the above meeting, reported the main business of the June meeting had been consideration of the 2013/14 Management Accounts to year end of 31 March 2014. Over the coming

months the accounts would be finalised in line with year-end adjustments and in liaison with the external auditors, KPMG, prior to their presentation at the Finance Committee in August and then to the Board for approval and sign-off at its meeting on September 30 2014.

Other business considered had included:

- Capital Expenditure to March 2014 and approval of the proposed 2014/15 Capital Expenditure Programme;
- The approach to Cash Flow Forecasting resultant on ONS re-classification from 1 April 2014;
- The WSUMs report at 29 May 2014
- The updated Risk Register cluster applicable to Finance.
- The Consultation issued by the SFC regarding the Addendum to the Financial Memorandum with the SFC resultant on ONS reclassification and the requirements to comply with the SPFM. The Committee had expressed its serious concern at the content of the consultation document and its implications for the management of colleges. In the Finance Committee's view not only would these proposals seriously restrict the ability of college management to manage their affairs, any requirement to cancel commercial insurance would impose serious risks on the sector as a whole. The Committee asked that the Board note these concerns and take such action as is deemed appropriate at an early opportunity.

Speaking from the Chair, W Mackie commended the cash management of the College and the robust structures and focus in place for cash flow forecasting. W Mackie added that the College Finances were clearly very well managed and congratulated T Wallace and the EMT for all of their work in ensuring that such robust management processes were in place.

HR & OW Committee Minutes – 4 March 2014 (Paper 6)

N Beveridge, Chair of the Human Resources and Organisational Wellbeing Committee (HR&OW) reported that the Committee had thanked and commended the HR Team for the extensive support they have provided, during the Organisational Review. All other matters of business had been completed

HR & OW Committee Minutes – 3 June 2014

N Beveridge highlighted the following as among the items dealt with at the June meeting of the Committee:

- A report on the progress of the Organisational Review Phases 1 and 2

- Development work with Investors in People was underway. This involved supporting the SMT and EMT in embedding the liP framework linking College strategy and College culture.
- A variety of staff development and staff events were underway for employees.
- The PDR process was currently being developed for implementation in 2014/15.
- Attendance was being monitored rigorously and compared favourably with the national average
- The HR cluster within Risk Register was received, with no overall change within the risk cluster noted.
- It was noted that excellent progress was being made in relation to the move from the Largs Campus
- The Marketing and Press Report demonstrated excellent media coverage over the period and was commended by the Committee.

Learning and Teaching Committee Minutes – 19 March 2014

B Graham, Chair of the Learning and Teaching Committee, reported the following from the meeting:

- The Draft Outcome Agreement had been considered in detail and the Committee's comments incorporated by J Galbraith.
- The Internal Audit Report on Childcare Provision was discussed and the Committee's comments were reported to the Audit Committee

Apart from an outstanding item in relation to the provision of Chaplaincy services, all actions had been completed.

Learning and Teaching Committee Minutes – 19 June 2014

B Graham reported the following as having been dealt with at the above meeting:

WSUMs report

- There was the possibility of a shortfall of 4,473 WSUMs [2.4% below target]. It was hoped that this would be reduced by the end of July. A conservative estimate of 5,000 WSUMs shortfall could result in a clawback of £872,000 by the Scottish Funding Council. SFC's decision would not be known until October, however, the College's financial statement required to be signed off by 30th September. It was noted that in previous years a 2% variance had been permitted although this had changed over the intervening years.

Student funds report

- It was noted that the SFC allocation for 2014-15 was 1.2% higher than the original allocation for 2013-14, but that a discretionary in-year allocation of £1.22 million was required to bring the College to an almost break-even position of a £62,029 overspend [0.6%]. In 2014-15 the College would have a higher WSUMs target and a larger student body, but no guarantee of an in-year additional allocation. This was not a satisfactory position for the College to be placed in, could threaten the College's bursary allocations to its students and was a matter that would require to be addressed in discussion between the College and the SFC.

Applications for 2014-15

- Over 14,500 applications had been received to date, with variable rates across disciplines. Extensive marketing was in operation, with a special emphasis on North Ayrshire.

Extended Learning Support

- There had been an increased uptake across all campuses, although Kilwinning campus still lagged behind Kilmarnock and Ayr. Every effort was being made among staff and students to raise awareness of the support available.

Largs / Irvine arrangements

- The solution to new accommodation for Sports students displaced from Largs had resulted in a sector leading opportunity to create a College presence at Irvine Royal Academy, where a range of courses would be available by 2015-16. It was noted that other local authorities were now keen to have similar initiatives in their areas.

Directorates' reports

- Every Director had success stories to report, including a wide range of opportunities for students from several courses to participate in the Commonwealth Games' Queen's Baton Relay events.

Risk Register

- There was an increased risk in L & T 1 – Failure to meet SFC activity and performance targets [up from 8 to 16]. This was due to the WSUMs shortfall. This risk was being well managed and SFC was aware of the reasons for the shortfall.

9 Ayrshire College Board of Management Constitution and Governance Arrangements (*Paper 7*)

B Ferguson, Board Secretary, advised the Board that the Constitution and Governance arrangements had been reviewed in the light of one year's operational experience and the requirements incumbent upon the roll out of the Post-16 Education (Scotland) Act 2013. A number of amendments had been proposed as highlighted in Paper 7 above. Most of the amendments related to changes resultant on the roll out of the new act, but there were some which flowed directly the experience gained by the Board over the previous year. The

revisions were commended to the Board which was invited to approve the revised Constitution and Governance Arrangements for implementation with effect from 1 August 2014.

B Ferguson added that revisions to the terms of reference of the Board's Committees were not included in the above paper, but would be considered separately over the summer. Any proposals for revision would be brought to the September meeting of the Board for consideration. In the meantime the existing committee terms of reference would remain extant until such time as any amendments were approved.

Members noted and approved the revisions contained within Paper 7 and proposed a number of editorial amendments which were noted by the Secretary for incorporation.

The Board noted and approved the revisions made to the Constitution and Governance Arrangements, subject to the completion of the editorial changes noted by the Board Secretary.

10 Ayrshire College Strategic Plan (Paper 8)

On behalf of J Galbraith the Principal introduced the Strategic Plan, explaining that feedback received from the various sources within the College had been incorporated into the revised document. On page 10 the College's Vision, Mission and Values were presented in diagrammatic form in order to more clearly express the relationship between these pillars of the Colleges strategy. In addition the plan now clearly explains the College's 7 star ambition. The Principal took the Committee through the document which had been prepared and formulated as a high level document, accessible to all College stakeholders, in particular staff and students, and which could be clearly understood by all parties.

The Board unanimously commended the preparation and content of the Strategic Plan Document which was considered to be an excellent production, fully reflecting all aspects of the College. Members commented that it was both uplifting and easy to read. The 7 star explanation was also commended as was the matching of photographs to the text. A number of comments designed to further improve the document were made. These included using a larger font size to make the text even clearer and the addition of a map of Ayrshire on the back page which located all of the Ayrshire College campuses.

The Principal thanked the Board for the comments made and confirmed that the feedback received would be incorporated into the final version of the document.

The Committee welcomed and approved the Ayrshire College Strategic Plan document and commended the team responsible for its production. The Committee considered this document to be a worthy and worthwhile addition to the internal and external stakeholder communication strategies adopted by the College.

11 **Ayrshire College Foundation** (*Paper 9*)

M Breen introduced the above paper and stated that it was designed to update the Board on the progress of securing the funding for the approved programme of summer works. The Ayrshire College Foundation (ACF) had met on 7 May 2014 and had considered the proposals presented by the College. The proposals were approved by the ACF and the requested funding of circa £4 million is now in place.

T Wallace asked what would happen in the event that all of the above funding was not used. M Breen replied that that the money would be drawn down as and when required. Any unspent funding would not be drawn down and would remain with the Foundation.

The Board of Management were pleased to note the content of the above paper and the successful funding applications made to the Ayrshire College Foundation.

12 **New Kilmarnock Campus Development** (*Presentation*)

M Breen delivered a photographic presentation on the Ayrshire College New Kilmarnock Campus Development. (A paper copy of the presentation is maintained within the record of the meeting.) Areas covered in the presentation included:

- Financial close took place 4 June 2014 and marked the completion of the Procurement Phase of the Project.
- Site works started immediately on 4 June 2014 and marked the beginning of the Construction Phase of the Project
- The Contractors McLaughlin and Harvey would be taking on a number of Ayrshire College students as apprentices. The first of these apprentices, Rachel Kyle, had already been appointed and the Contractors reported that they were delighted with the quality of Rachel's application and with her subsequent interview performance.
- The Project Partners in the Construction Phase are:
 - C3 – Investment in Ayrshire College Education
 - 3i – Infrastructure plc Sponsor
 - McLaughlin and Harvey – Building Contractor
 - SPIE – FM Contractor
- The target service commencement date for the new build campus is 19 May 2016.

The Board welcomed the above presentation and congratulated all involved in the successful completion of the Procurement Phase. Members were pleased to note that work on the Construction Phase began immediately and that the target completion date is 19 May 2016. The Board

also welcomed the appointment of the first student apprentice, Rachel Kyle, to the Project and looked forward to further appointments as the Project progressed.

13 Organisational Review Phases 1 and 2 (Paper 10)

J McKie introduced the above progress paper, stating that the paper highlighted a number of dates which she would seek to contextualise:

- Phase 1 of the Organisational Review (OR) Process was implemented on 1 April 2014. HR continued to work on a number of residual elements which have still to be resolved.
- Terms and conditions of service for service staff were agreed with Unison and approved by the staff concerned in March 2014. Staff who took up post with effect from 1 April were able to do so on the basis of the newly agreed salaries and terms and conditions of service negotiated to date.
- The Phase 2 consultation process concluded on 3 March 2014 with all immediately affected staff subsequently having one-to-one meetings before the Easter break in order to discuss the process of implementation and their personal position.
- The College and HR in particular were now immersed in Phase 2 of the OR and were seeking to ensure that that the recruitment and selection process was carried out as efficiently as possible.
- The Voluntary Severance scheme had been open since November 2013 and was scheduled to close on 27 June 2014. At the time of the meeting 139 applications had been received. The EMT had considered each application individually on the basis of business need and, where appropriate, the skills required for the new roles. In all more than 80 applications had been approved and more than 50 had not been approved. The costs of the scheme would continue to be met from the College Transformation Fund (CTF). The SFC, in its feedback from the 6 month merger review, had commented positively on the College approach to the management of the VS scheme. It was noted that a further request for CTF funding had been submitted and this was being considered by the SFC the day following this meeting.
- On 6 June 2014 EIS-FELA had confirmed its members' acceptance of the offer made by the College on 28 May 2014 on salaries and terms and conditions for curriculum staff. This was considered to be very positive news and would now enable the College to move forward in implementing the outcome for lecturing staff in choosing from the options available to them under the terms of the offer.
- In terms of risks, the agreement reached on 6 June marked a significant watershed. Nevertheless there were risks that remained to be managed as negotiations continued with regard to terms and conditions and policies..

The Principal added to the above report that at the staff meetings recently held across the three main campuses, staff had responded very enthusiastically when the scheduled programme of works had been explained to them in terms of how it linked directly into the OR and Curriculum Development Plan.

The Principal also reported that she had been invited to sit on the Employers side of the National Bargaining Group for National Pay Bargaining. This was a new initiative within the sector and if successful would remove pay bargaining from the local to the national level.

The Board welcomed the above report and noted the progress to date. The HR team were commended for the tremendous volume of work already completed and the Board reiterated its support for the continuation of the Organisational Review Process.

14 Irvine Royal Skills Centre of Excellence 2014-15 (*Paper 11*)

In introducing the above Paper the Principal stated that many members would already be fully aware of the progress reached as a result of the discussions held at the Learning and Teaching, Finance and Estates Committees. The proposals for the Development of a Skills Centre of Excellence at Irvine Royal Academy emanated directly from the requirement to locate students and staff away from the Largs Campus. In discussion with North Ayrshire Council (NAC) on the relocation of the Sports Students to Irvine Royal Academy it became clear that the potential existed to extend the use of the facilities to other areas of curricula delivery. A proposal was therefore developed in tandem with NAC, underpinned by the key recommendations of the “Commission for Developing Scotland’s Young Workforce” chaired by Sir Ian Wood. The proposal was subsequently taken to the Cabinet of NAC on 3 June where it received overwhelming support and approval. Simultaneously the recommendations of the Wood Commission were publicly released. On 4 June the College and NAC announced the plans to create the first Scottish Skills Centre for Excellence at Irvine Royal Academy.

The Principal added that all consultations on the proposals had met with an overwhelmingly positive response. In particular, and of great importance, the parents of the school students at Irvine Royal Academy had indicated their positive support for the proposals.

The Board enthusiastically welcomed the proposals set out in paper 11 for the establishment of the Skills Centre for Excellence at Irvine Royal Academy and recognised the support received from NAC in taking the proposals forward so effectively. Members agreed that this Project will make a very significant impact within North Ayrshire, both to the overall presence of Ayrshire College and the opportunities for young people, their families and their friends. In addition it would provide a boost to local employers, who would articulate their requirements in partnership with the College, and the employment prospects of the North Ayrshire workforce. The Principal added that the College was now in discussion with Skills Development Scotland and was actively seeking SDS support

In discussion members asked if there were plans to extend this Project to the other Ayrshire regions. The Principal replied that ideally that would be the case, however discussions were at a very early stage. The Chair confirmed that any proposals in relation to East Ayrshire and South Ayrshire would require to be formally considered through the Board's financial planning processes.

The Board noted the proposals contained in Paper 11 and confirmed its enthusiastic support for the proposed development of the Skills Centre for Excellence at Irvine Royal Academy. The Board looked forward to receiving reports on the Project's progress at future meetings.

15 Ayrshire College Risk Register (*Paper 12*)

M Breen introduced the first version of the Ayrshire College Risk Register for Financial Year 2014/15 (V1). M Breen stated that 23 risks had been identified and clustered by the various responsibilities of the Board and its Committees. These clusters would now be presented at the relevant committees for their consideration, comment and update where appropriate. A Risk Assessment Summary Grid had also been prepared as an appendix to the Risk Register. In overall terms, no risks had been added or removed and there had been no increase or decrease in the risks identified. While not impacting on the relevant risk scores, the Risk Summary highlights in yellow those areas which have changed from the previous version of the Risk Register.

M Breen added that at its recent meeting the Audit Committee had commended the progress that occurred in the development of the Risk Register over the previous year and the processes which were now in place. The Committee had concluded, however, that further work was required in increasing the understanding of the EMT and the Board on how to make the best operational use of the Risk Register and a Board development would be organised to this effect in the autumn of 2014.

The Board noted and welcomed the ongoing development of the Ayrshire College Risk Register to date and confirmed their ongoing support for the implementation process

16 Scottish Colleges Insurance Arrangements (*Paper 13*)

This item relates to the discussions held recently at the meetings of the Finance Committee and the Audit and reported under Item 8 above.

Many members were already aware of this matter and its implications from the committee based discussions previously held while other were alerted by the above reports from the Committees. The Board emphasised its serious concerns at the implications of the proposals in relation to college spending limits and Self-Insurance coming as a result of the implementation of the Public Finance Manual as a result of ONS reclassification. The Board considered that were the proposals to be fully implemented then they presented the potential to cause significant damage to the progress of the sector as a whole.

The Board was fully supportive of the preparation of a Business Case by Colleges Scotland for derogation from the self-insurance requirement. The Board were also fully supportive of all discussions planned with the Chief Executive of the SFC in favour of exempting the College sector from Self-Insurance Requirements and for an immediate review of the proposed Addendum to the Financial Memorandum in relation to spending limits. The Board also asked the Chairs of the Regional Boards to exercise their combined influence in raising awareness of these proposals and their implications for the progress of the newly regionalised College sector.

The Chair reported that the Regional Chairs had already met with the Cabinet Secretary who had expressed his concern at the proposals. As a result he ordered the establishment of a task group to consider the proposals in full and recommend a workable solution in the best interests of the College sector. The Cabinet Secretary had also indicated that he was not supportive of self-insurance and that the same task group should give the matter urgent consideration.

The Board expressed its serious concern at the proposals in relation to the Addendum to the Financial Memorandum and the implementation of Self-insurance from 2015/16. The Board supported the response being proposed by the Sector. In addition the Board were supportive of the action taken by the Cabinet Secretary in establishing a task group to look into these proposals. The Board looked forward to hearing further on the solutions being proposed by the task group.

17 Student Association Report (*Presentation / Paper 14*)

S Fegan reported that the major activity in recent months had been the nomination for and election of the new Sabbatical Presidents. As a result the following candidates were confirmed as being elected as the new Sabbatical Presidents for 2014/15.

- Sharon Graham, President of Learning and Teaching;
- Emma Hall, President of Positive Wellbeing; and
- Angela Alexander, President of Community Partnership

It was proposed that two of the Student Presidents would be members of the Board while the third would attend as an observer.

S Fegan added his personal thanks to the Chair, the Principal, the Board and the EMT for their continued support throughout 2013/14. S Fegan stated that it had been a challenging year on a number of levels and that without the above support the Student Association would have found it difficult to achieve the great progress made over the previous year.

M Palmer then delivered a presentation on student events and achievements that have occurred in 2013/14. (A copy of the presentation is maintained in the record of the meeting.)

The Principal congratulated Sharon Graham, attending as an observer, for her success in raising £1,300 pounds for charity as result of the sponsorship she received for having her hair shaved. On behalf of Sharon the Principal thanked those members of the Board who had contributed so generously to the funds raised.

The Board welcomed the presentation and congratulated the student members on their personal achievements and the progress of the Student Association over the previous year. The Board also welcomed the announcement of the new Student Presidents and confirmed that it would be pleased to see two in membership with the third attending the Board as an Observer.

18 Student Association Constitution (*Paper 15*)

S Fegan reminded members that an earlier version of the Constitution was brought to the Board for consideration in August 2013. A significant amount of feedback had been received and the Student Officers had been working on revising the document with the support of the Board Secretary and the Director of Student Services in the interim period. The revised document which had taken full account of the feedback received was now presented for consideration and approval. Several editorial comments were proposed by members and accepted by the Student Association

Subject to the completion of the editorial amendments noted by the Secretary and S Fegan, the Board were pleased to confirm their approval of the Ayrshire College Student Association Constitution.

19 Principal's Report (*Paper 16*)

The Principal reported with regret the recent sudden death of Milo Sheehan, a student of the College. The funeral had been held on 20 June and was well attended by staff and students from the College. The Principal and the Chair had subsequently met with Milo's family and had expressed condolences on behalf of the whole College. The Principal reported that Milo's family had greatly appreciated the gesture and had demonstrated great stoicism in the face of this tragedy

The Board expressed great sadness at the news of the death of Milo Sheehan. The Board also expressed their sympathies to Milo's family in their loss.

The Principal also introduced her report on the activities that had taken place since the previous meeting of the Board as contained in Paper 16 above.

The Board noted the above report and all of the uplifting activities that had occurred. It was considered that a great deal had been achieved in the previous three months. In particular the Board noted that the feedback from the Ambassadors Dinner had been excellent. The Board commended

this event and its success and recommended that it become an annual event.

20 AOCB

Reported by the Chair:

- That Kathryn Cole, a long standing board member elected from the curriculum staff, had now left the college. Kathryn had been a valued member of the Board and her last working day had been 19 June 2014.

The Board recorded its thanks to Kathryn for all of her valued work on behalf of the Board and wished her well in her future endeavours.

- That Steven Fegan and Mary Palmer had now attended their last Board meeting as Student Representatives. They complete their terms of office on 31 July. Both were considered to have been great ambassadors of the College, and had been fantastic Board members. The Chair passed on a vote thanks and appreciation for what they had achieved.

The Board greeted the Chairs vote of thanks to Steven and Mary by acclaim and wished them all the very best for the future.

21 Date of Next Meeting – Thursday 30 September 2014, Ayr Campus.