

**Minute of the Board of Management Meeting
Held in the Boardroom, Ayr Campus
On Tuesday 16 December 2014 at 5.30 pm**

Present: Willie Mackie (Chair)
Angela Alexander
Heather Dunk
Nicki Beveridge
Julie Bradley
Jim English
Barbara Graham
Stephen Greenwood
Emma Hall
Gordon James
Alan McGregor
Marie Macklin
Fiona Skilling
Alan Walker
Tom Wallace

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen
Jackie Galbraith
Jane McKie

1 Welcome and Introductions

The Chair welcomed everyone to the meeting

2 Apologies

Apologies were received from Bill Costley and Wai-yin Hatton

3 Declarations of Interest

There were no declarations of interest.

4 Chair's Report

The Chair reported the following:

- As a result of the industrial action which had been taking place at the Kilwinning Campus the Chair, on behalf of the Board, had asked the EMT to concentrate their energies on managing the impact of the industrial action and ensuring, as far as was possible, the impact on the College and its learners be minimised. As such, the Chair had asked that Committee meetings be cancelled in the run up to this Board meeting and the EMT refrain from the preparation of information papers for these

Committees, in order to concentrate on core business and decision taking. In the same spirit, business being considered at this meeting had been truncated to those items requiring decision only. It was expected that the business of the Board and its committees would return to normality in the New Year.

- Angela Constance had been appointed as the new Cabinet Secretary for Education & Lifelong Learning and had announced her intention to visit the Irvine Royal Academy Skills Centre for Excellence in the New Year. In welcoming Ms Constance's appointment, the Chair stated that he looked forward to working with her in the future in supporting the development of Scotland's College Sector.
- A number of events had recently been attended on behalf of the College and, in particular, the Chair highlighted the College Development Network Annual Awards at which Angela Alexander, Ayrshire College Board Member and Student President, had been presented with the Student Contribution Award.

The Board greeted this with acclaim and warmly congratulated Angela on her achievement.

- A number of "roadshow" meetings with staff had taken place across the Ayrshire College Campuses which the Chair had attended alongside the Principal. These meetings had been designed to keep staff informed in relation to developing EIS/FELA matters and provide staff with the opportunity to pose questions to the Chair and the Principal.
- Mr Alan Walker had recently been appointed to the role of Vice Chair of the Ayrshire College Board of Management. The Chair reminded the Board that Mr Walker is currently Chair of the Audit Committee and, having checked the position, he was content that there was no Governance conflict of interest in the Vice Chair being Chair of the Audit Committee. However, were the situation to arise where the Vice Chair was required to assume the Chair's role on more than an ad hoc basis Mr Walker would require to relinquish his role as Chair of the Audit Committee.

The Board congratulated Mr Walker on his appointment as Vice Chair.

- Dr Wai-yin Hatton was stepping down from her role as Vice Chair. The Chair offered his personal thanks to Dr Hatton for her role in supporting him, the Board and the College in undertaking and performing this role in both the Partnership Board, which led to the establishment of Ayrshire College, and the first year of operation of the Ayrshire College Board of Management.

The Board joined the Chair in warmly thanking Dr Hatton for her contribution as Vice Chair.

Summary of Board Self Evaluation Feedback

The Chair reported the following as a brief summary of the analysis of the Board Self Evaluation Exercise:

- The implementation and maintenance of good governance was a palpable strength of the Ayrshire College Board of Management.
- Further consideration could be given to the structure of meeting agendas to ensure that members were clear what items required consideration and approval, in order to enhance the efficiency of meetings and to maximise the contribution of members.
- Consideration was required on the length and detail contained in the minutes to ensure that minutes recorded the decisions taken but were not overburdened with the detail of meetings.

The Chair added that the analysis undertaken by the Secretary to the Board would now be circulated to members and a meeting of the Chairs would take place early in the New Year at which the analysis would be discussed with a view to how best to take it forward.

5 Minute of the Ayrshire College Board of Management Meeting on 30 September 2014 (*Paper 1*)

Subject to a minor editorial amendment noted by the Secretary, the minutes of the meeting held on 30 September 2014 were approved as a correct record.

Proposed: Barbara Graham
Seconded: Gordon James

6 Matters Arising

Page 12, Item 15 – Risk Management Workshop: the Chair reported that the Board/EMT Risk Management Workshop Development Day, scheduled to take place in November 2014, had been postponed as a result of industrial action and the requirement for the EMT to prioritise management of activity at the Kilwinning Campus. The Workshop had been rescheduled for 15 January 2015.

7 Revised Budget for the year ending 31 March 2015 (*Paper 2*)

T Wallace, Chair of the Finance Committee, reported that the Finance Committee had met immediately prior to this meeting and considered the above paper. T Wallace went through the paper as presented and commented that while there had been some individual movements, overall the changes had balanced out and the budget remained break even as previously presented and approved.

The Board approved the Revised Budget for year ending 31 March 2015.

8 Financial Regulations (inc. Procurement Policy Addendum) (Paper 3)

T Wallace introduced the above paper and stated that the paper had been reviewed by the Finance Committee which had commended it to the Board for approval. The regulations had been updated by the EMT to take account of organisational and sectoral changes. In addition the opportunity had been taken to move the section on Procurement into a separate "Procurement Policy", modelled on a document provided by the Advanced Procurement for Universities and Colleges (APUC). This was presented as an Addendum to the Financial Regulations

The Board approved the revised Financial Regulations and its associated Procurement Policy Addendum.

9 Procurement Strategy (Paper 4)

T Wallace reported that the above document had also been reviewed by the Finance Committee which recommended its approval. The document had been developed and modelled on a Procurement Strategy recommended by APUC and used across the sector.

The Chair expressed the view that the above document represented an excellent piece of work which would greatly benefit procurement by Ayrshire College.

The Board approved the Procurement strategy and commended its development by the EMT.

10 2014/15 Ayrshire College Risk Register (V3) at November 2014 (Paper 5)

A Walker introduced the above Risk Register, as approved by the Audit Committee, and stated that two Risks had been raised:

BOM7 – Consequent on the current EIS/FELA industrial action.

L&T1 – Consequent on situation in relation WSUMs activity.

The Board noted the above report and stated the reasoning for the raised risks were very clear.

The Board approved the Ayrshire College Risk Register (V3) as at November 2014.

11 New Campus Risk Register (V2) (Paper 6)

M Breen introduced the New Campus Risk Register explaining that no significant risks to the College had emerged and that the project is on time and on course for completion by May 2016.

The Board approved the Ayrshire College New Campus Risk Register (V2)

12 2013/14 Outcome Agreement: Self-Assessment Report and Statement of Assurance (Paper 7)

B Graham, Chair of the Learning & Teaching Committee introduced the above paper and expressed the view that it was an excellent piece of factually based work of which the College should justly be proud.

The Chair echoed this view and on behalf of the Board offered congratulations to Jackie Galbraith and Bernadette McGuire.

The Board approved the Self-Assessment Report Statement of Assurance and recorded its congratulations to the College.

13 Health, Safety & Wellbeing Annual Report (Paper 8)

N Beveridge, as Chair of the Human Resources & Organisational Wellbeing Committee, introduced the above report. It represented the first full Health, Safety and Wellbeing Report produced by Ayrshire College, pulling together information from the three separate legacy systems. N Beveridge expressed the view that it represented an excellent piece of work and will provide the benchmark on which to base future judgements.

The Health, Safety and Wellbeing Report was welcomed and approved by the Board. The authors of the report were commended for producing an excellent and very useful document against the background of collecting data from three differing legacy systems.

14 Board Training & Development Plan 2014/15 (Paper 9)

The Secretary formally commended the above document to the Board. While training and development was part of the Board's scheduled list of activities, the Governance Audit undertaken earlier in the year, as a part of the 2013/14 internal audit schedule, identified the production of the above plan for approval by the Board as an action for completion. B Ferguson added that it should be noted that the Plan was an organic document, liable to change and addition as the year progressed.

The Board approved the 2014/15 Training & Development Plan

15 Any Other Business.

H Dunk, as Principal, provided an update on the in-year student funding allocation by the Scottish Funding Council. The allocation received was £580K. This compared with the £1.9 million requested to permit break even on projected student bursary funding. The Board agreed with the Principal's assessment of the award as disappointing. The Board also noted that this was a structural issue which required further detailed discussion with the SFC and that this discussion would continue to be conducted as a matter of urgency early in the New Year. The Board further noted the potential budgetary implications this situation may have for the 2014/15 budget and that this would also require to be addressed urgently in the New Year.

16 Date of Next Meeting: Thursday 26 March 2015 at 5.30 pm, Kilmarnock Campus