

**Minute of the Board of Management Meeting
Held in the Kilmarnock Campus on Tuesday
28 September 2016**



Present: Willie Mackie (Chair)
Holly Bates
Julie Bradley
Margarette Bryan
Bill Costley
Heather Dunk
Fiona Fawdry
Barbara Graham
Alan McGregor
Lainey McKinlay
Juliana Pyper-McFarland
Alan Walker
Tom Wallace
Marri Welsh

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen
Jackie Galbraith
Jane McKie
Donna Vallance
Lisa Cattanach (Presentation Only)
Donna Stevenson (Presentation Only)

Presentation on the New Campus Development.

Prior to the start of the meeting, Donna Vallance, Donna Stevenson (SFT) and Lisa Cattanach (CDR) provided the Board of Management with a presentation on the progress of the New Campus development in Kilmarnock.

The Board noted the content of the presentation and asked that the Board and the appropriate standing committees be kept informed of any significant further developments.

The Board asked the EMT to continue their consideration of what contingencies may need to be in place.

The Board noted that the Principal would be meeting with SFC the following day and would inform them of the current position.

1 Welcome

The Chair welcomed everyone to the meeting, and in particular Margarette Bryan and Laney McKinlay to their first meeting as members of the Board.

2 Apologies

Apologies were received from Board members Nicki Beveridge, Gordon James and Douglas McIvor.

3 Declarations of Interest

There were no declarations of interest.

4 Student Association Report (*Paper 1*)

H Bates took members through the Ayrshire College Student Association (ACSA) Report as presented, in the process updating several of the items. The Board noted and echoed the view recorded at the recent meeting of the Learning & Teaching Committee that a tremendous amount of ground had been covered by ACSA in a very short period since the start of the 2016/17 academic year.

The Board congratulated the Student Association on their progress and commitment to date and for the external recognition being received, in particular the shortlisting of #ThisAyrshireGirlCan at the forthcoming Herald Diversity Awards.

The Board also congratulated Lainey McKinley on her forthcoming award of Student of the Year for the Caring Professions

5 Chairs Report

The Chair reported on matters pertinent to the Board since its previous meeting including:

- The resignation of board member Jim English (noted under Paper 3A) had been received by the Board Secretary. Mr English was leaving Ayrshire to take up a new post in the Middle East. The Chair thanked Mr English for all his work on behalf of Ayrshire College and wished him well in his new venture.
- The recently published SFC Report: Impact and Success of the Programme of College Mergers in Scotland, and the recently published Audit Scotland Report: Scotland's Colleges 2016. The Chair noted that both of these reports were provided for information under Part C of the Agenda and commended them to the Board for reading.
- The Chair noted the requirement, contained within the recently revised and published version of Colleges Scotland's "*Code of Good Governance for Scotland's Colleges*", and mentioned in the above noted Audit Scotland Report, that all Board and Committee Papers must be published on colleges' websites. Ayrshire College currently published Board and Committee agendas and minutes, and would now be working

towards also publishing Board and committee reports. In so doing the Board and the College would be looking towards streamlining the reports and minutes considered by the Board and its committees in order to make them more accessible.

- The Chair noted the plans announced by East Ayrshire Council for the further development of the former Diageo site in Kilmarnock, on which the new Kilmarnock Campus of Ayrshire College was currently under construction.
- The Chair noted that the video of the weeklong Mission Discovery event, held during June 2016 at the Ayr Campus in association with NASA and designed to encourage young people to enter STEM careers, was now available for viewing and commended it to the Board.

The Board noted with regret the resignation of Mr Jim English and joined with the Chair in thanking him for his valued contributions to the work of the Board and its committees. The Board wished Mr English every success in his new role.

The Board noted the intention to prepare Board and committee papers for publication in addition to the agenda and minutes already published. It was agreed that a summary of the decisions and actions recorded for each Board meeting should be prepared immediately following the meeting and, following approval by the Chair, circulated to members.

6 Minutes of the Ayrshire College Board Meeting held on 23 June 2016
(Paper 2)

The minutes of the meeting held on 23 June 2016 were approved as a correct record.

Proposed: T Wallace, Seconded: A McGregor

7 Matters Arising

There were no matters arising which were not considered elsewhere on the agenda.

8 Board & Committee Structure and Membership 2016/17 *(Paper 3)*

The Chair introduced Paper 3 and noted that the Committee Structure and Membership would be further reviewed during 2016/17 in the light of the resignation of Mr Jim English and the completion of the new campus development.

9 The Board noted and approved Paper 3.
New Campus Progress Report *(Paper 4)*

D Vallance introduced Paper 4 and confirmed that the College was expecting the handover of the new Kilmarnock Campus Building from the contractors to take place on the following Friday. Teaching was expected to commence in the new campus building on 25 October 2016.

The Chair confirmed that the official opening of the New Kilmarnock Campus had now been scheduled and would take place on 12 December 2016. The building would be officially opened by Nicola Sturgeon MSP, First Minister of Scotland.

The Board noted and welcomed the above announcements.

10 Draft VS Scheme 2016/17 (Paper 5)

J McKie took the Board through the paper in detail. In so doing J McKie referenced key points from the discussion held at the June meeting of the Board together with the guidance since received.

B Graham, as Vice Chair of the Human Resources and Organisational Wellbeing Committee, confirmed that considerable discussion had been held at the recent meeting of the Committee which had approved the draft scheme for submission to the Board on the understanding that further progress would depend on SFC approval and subsequent affordability.

H Dunk added that such a scheme would not normally be presented for Board consideration without associated costings being attached. However, it was felt to be prudent to seek the views of SFC on the likelihood of the draft scheme receiving their approval before taking the decision to embark on an Organisational Review.

The Board went on to discuss the draft scheme at length with questions being asked and responses provided.

The Draft VS Scheme as presented was approved by the Board on the understanding that it permitted dialogue with SFC and that if the draft scheme were approved by SFC, this in turn would allow a further discussion at the Board on the feasibility and affordability of the scheme's implementation.

The Board agreed that any future implementation of the Draft VS Scheme would be resultant on the Board's future consideration of a fully costed Organisational Review Paper and knowledge of funding available to the College.

The EMT were asked to ensure that the Risks Section of the Draft Scheme included affordability as a risk factor.

11 Prevent Position Statement (Paper 6)

W Mackie reminded members of their obligations under the Counter Terrorism and Security Act 2015 and of the requirement for the Board to agree a position statement on how it will fulfil those obligations and have due regard for the need to prevent people from being radicalised and drawn into terrorism.

The Board approved Paper 6 for immediate signature by the Chair of the Board and the Principal.

12 New Campus Risk Register (V17) at September 2016 (Paper 7)

D Vallance took the Board through the New Campus Risk Register and confirmed that it had received the approval of the Project Board and the Estates and New Campus Development Committee.

The Board approved the New Campus Risk Register.

13 2016/17 Ayrshire College Corporate Risk Register (V1) at August 2016 (Paper 8)

M Breen reminded members of the journey undertaken following the internal audit of the Risk Register and the subsequent recommendations in relation to methodology, including the implementation and presentation of a risk appetite section. M Breen continued that for V1 of the above document, each of the recommendations had now been properly considered by the Board and committees and incorporated into the Risk Register.

Each Committee had reviewed their own risk extracts in the current cycle of meetings. This included an assessment of Risk Appetite. Those assessments had been considered and approved by the Audit Committee at its meeting on 13 September 2016.

The Board were reminded that while the Corporate Risk Register was an Audit Committee responsibility, it had been agreed that for the first year of operation of the revised methodology the Board would receive the Corporate Risk Register in full at each meeting. Thereafter the Board would receive only its own extract from the Risk Register together with any reporting by exception.

In considering the papers presented alongside the above introduction from M Breen, the Board were supportive of all that had been achieved and congratulated all who had contributed to the preparation of the revised risk methodology.

The Board approved the 2016/17 Corporate Risk Register V1 and commended M Breen on his work in its preparation and presentation.

14 Revised Procurement Policy (*Paper 9*)

M Breen took members through the revised and updated Procurement Policy, as contained in the above paper, and explained that while the Financial Policy cannot be updated at this time, pending receipt by the College of the new Financial Memorandum from SFC, it was entirely appropriate that the procurement policy be reviewed and revised.

The Board noted and approved the revised Procurement Policy

15 Committee Chairs Reports

The Committee Chairs provided verbal reports on the matters considered by the Committees since the last meeting of the Board and not already dealt with under the agenda for this meeting. The confirmed minutes of these meetings would be received by the Board at its next meeting. The reports made included the following:

Human Resources and Wellbeing Committee – 12 September 2016: H Dunk reported in relation to the industrial action taken by some members of the Unison and GMB unions. H Dunk stated that the action had been well managed and resulted in minimal disruption to students and classes. There had been no health and safety issues reported and the College was well prepared for any future action. One issue had been a level of disinformation communicated by some union members to students and staff. While this had been unfortunate, both students and staff had responded well when provided with factual information by the College.

The Board noted and welcomed the information that the action had resulted in minimal disruption to students and classes and congratulated College staff on their management of the situation.

Finance Committee – 31 August 2016: T Wallace reported that a first draft of the Management Accounts for 2015/16 had been received and considered. While adjustments had still to be made, the Committee had been satisfied that the figures demonstrated excellent management of the funds available and, given the circumstances under which the College was operating, were better than could reasonably have been expected.

The Board noted the above report from the Chair of the Finance Committee and awaited with interest the audited accounts to be received at its next meeting, in December 2016.

All of the Chairs reports were noted by the Board.

16 Standing Committee Minutes

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

- **Audit Committee:**
 - 16 June 2016 (*Paper 11*),
- **Estates and New Campus Development Committee:**
 - 19 May 2016 (*Paper 12*)
- **Finance Committee:**
 - 08 June 2016 (*Paper 14*)
- **Human Resources and Organisational Wellbeing Committee**
 - 26 May 2016 (*Paper 13*)
- **Learning and Teaching Committee**
 - 2 June 2016 (*Paper 15*)
- **Search & Nomination Committee**
 - 27 November 2015 reconvened 16 February 2016 (*Paper 16*)
 - 26 April 2016 (*Paper 17*)

17 Date of Next Meeting: Thursday 15 December 2016 at 4.00pm, Ayr Campus.