

**Minute of the Board of Management Meeting  
Held in the Kilmarnock Campus on Thursday  
15 December 2016**

**Present:** Willie Mackie (Chair)  
Nicki Beveridge  
Julie Bradley  
Bill Costley  
Heather Dunk  
Fiona Fawdry  
Barbara Graham  
Gordon James  
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  
Alistair Gordon

**1 Welcome**

The Chair welcomed everyone to the meeting and noted that it was the first in the magnificent new Kilmarnock Campus Building.

**2 Apologies**

Apologies were received from Board Members Holly Bates, Margarete Bryan and Douglas McIvor.

**3 Declarations of Interest**

There were no declarations of interest.

#### **4 Student Association Report (*Paper 2*)**

L McKinlay thanked those Board Members and members of College staff who took part in the Student Association Executive Officers Training Day. L McKinlay added that the training had been cascaded from SPARQS to the Sabbaticals, the Student Association Executive Officers and down through the Association.

L McKinlay took members through the Ayrshire College Student Association (ACSA) Report, adding and updating as she progressed through the report.

Members welcomed the report, again commenting on the range of work being undertaken and the level of achievement demonstrated by ACSA.

**The Chair proposed a vote of thanks on behalf of the Board for the work undertaken by Holly Bates and Lainey McKinlay, the two ACSA Sabbatical Officers, as a part of the three Ayrshire College Graduation Ceremonies which took place in October and November 2016. The proposal was approved by acclaim.**

**The Chair also congratulated the Students Association and the College in receiving The Herald Diversity Award for “Best Diversity Marketing and Social Issues Campaign” for #ThisAyrshireGirlCan. The award was received at the recent Herald Diversity Awards Ceremony held in Glasgow in recognition of the work done by the Students Association and the Ayrshire College Marketing Team in tackling the gender gap through #ThisAyrshireGirlCan. The Chair’s congratulations were greeted with acclaim by the Board.**

**The Board also thanked ACSA for their work in raising funds for The Foodtrain.**

**The Board also noted and commended the Vote of Thanks proposed by Holly Bates, ACSA President, in front of the First Minister, Invited Guests, Students and Staff on the occasion of the recent formal opening of the New Kilmarnock Campus by the First Minister, Nicola Sturgeon.**

#### **5 Chairs Report**

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

- The New Kilmarnock Campus Building was officially opened by the First Minister, Nicola Sturgeon, MSP on 12 December 2016. The First Minister described the new campus building as “stunning”, a sentiment which, in the Chairs view, few would disagree with. The Chair thanked all Board Members who had attended what was widely considered as a warm and embracing occasion. The Chair added that he had written to the First Minister thanking her for the warmth in which she had undertaken the opening ceremony.

- The three Graduation Ceremonies, held in Kilwinning, Kilmarnock and Ayr had, as always, been wonderful occasions for all involved, in particular the graduates, their families and friends. The Chair thanked all Board Members for their attendance and commitment to these ceremonies.
- The Chair thanked the College Events and Marketing Team for all of their efforts in ensuring that the New Campus Opening Ceremony and the Graduation Ceremonies were such resounding successes.
- The Chair noted the awards received by the College and ACSA since the previous meeting.
- The Chair confirmed to the Board that Tracy Stark had been appointed as the new Chair of the Ayrshire College Foundation and would take up office with immediate effect.
- The Chair noted that he and the Principal continued to work on the matter of the PFI payments for the Kilwinning and would report ongoing progress to the Board.

## **6 Minutes of the Ayrshire College Board Meeting held on 28 September 2016** *(Paper i)*

Subject to the completion of a minor editorial amendment noted by the Board Secretary, the minutes of the meeting held on 28 September 2016 were approved as a correct record.

Proposed: A McGregor, Seconded: B Graham

## **7 Matters Arising**

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

## **8 2015/16 Outcome Agreement Self Evaluation Report** *(Papers 3a/b)*

J Galbraith introduced the above papers, reminding the Board in the process that as result of the work carried out by the College during last year's Quality Action Learning Pilot involving Ayrshire College, North East Scotland College, South Lanarkshire College and Education Scotland, new arrangements for assuring and enhancing the quality of provision in Scotland's Colleges are being rolled out in 2016/17. The new arrangements involve self-evaluation of the performance of the College against the Outcome Agreement and, as such, the College was currently in a transition year in terms of the evaluation to being carried out.

The above papers contained the self-evaluation and J Galbraith took members through it. In the process a number of questions were asked and answered and discussion took place.

**The Board noted the new national quality framework, as set out in the above papers, and welcomed the introduction of the revised approach.**

**The Board approved the 2015/16 Outcome Agreement Self Evaluation Report for signature by the Chair.**

## **9 Health Safety and Wellbeing Report (*Paper 4*)**

N Beveridge, as Chair of the Human Resources and Organisational Wellbeing Committee (HROWC), introduced Paper 4 and commended it to the Board for approval. N Beveridge stated that HROWC had fully considered Paper 4 and considered it to be an exemplary report.

Several questions were asked by members and satisfactory responses received.

**The Board of Management welcomed and approved the above report.**

## **10 The 2015/16 Annual Financial Statements (*Paper 5*) and Annual Report by KPMG to the Board of Management and the Auditor General (*Paper 6*)**

T Wallace, as Chair of the Finance Committee, introduced the Annual Financial Statements which had been discussed by the Committee on 16 November 2016 and approved for forwarding to the Board. T Wallace noted that a further degree of complexity had been introduced this year as a result of the compulsory adoption of the new accounting standard which applied to both the public and private sectors.

T Wallace went on to note that in terms of the Trading Account items over which the College had control, a modest surplus was returned for the year 2015/16. However, a number of exceptional items, as listed in the accounts and over which the College had no control, had to be applied. This led to the final outturn as recorded in the financial statements.

The Board then discussed the accounts, asking a number of questions in the process with responses provided.

A Walker, as Chair of the Audit Committee, introduced Paper 6 and noted that the KPMG Annual Report had been considered by the Audit Committee and approved for forwarding to the Board for consideration and approval. Following the meeting of the Audit Committee, KPMG had informed the College that they wished to make a further adjustment to the Financial Statements. The College was disappointed at the timing of this proposed adjustment and discussed the matter with the Chairs of the Finance and Audit Committees. Following discussion, it was agreed that this final adjustment was not material to the

overall College results and balance sheet and the proposed adjustment was therefore accepted.

**The Board approved the Financial Statements for signature by the Chair and Principal.**

**The Chair thanked and congratulated the College Finance Team for their professionalism and excellent work in the face of significant challenges.**

**The Chair also thanked the Chairs of the Finance and Audit Committees for their stewardship throughout the previous year.**

**11 Letter of Representation to External Auditors (KPMG) (Paper 7)**

**The letter of representation was approved for signature by the Chair and the Principal.**

**12 2015/16 Annual Internal Audit Report (Scott-Moncrieff) (Paper 8)**

A Walker proposed acceptance of the Annual Internal Audit Report which had been considered by the Audit Committee and commended to the Board for approval.

A number of questions were asked and answered and the Board commented on what was considered to be an excellent report.

**The Board welcomed and approved the Annual Internal Audit Report prepared by Scott-Moncrieff.**

**13 2015/16 Audit Committee Annual Report (Paper9)**

A Walker introduced the Audit Committee Annual Report which had been commended by the Committee to the Board for approval.

**The Audit Committee Annual Report was welcomed and approved by the Board.**

**14 New Campus Risk Register as at October 2016. (Paper 10)**

G James, as Chair of the Estates & New Campus Development Committee (ENCDC), reported that the Committee had given full consideration to the New Campus Risk Register and had approved it for forwarding to the Board.

**The Board noted and approved the New Campus Risk Register.**

**15 2016/17 Ayrshire College Corporate Risk Register (V2) at October 2016**  
*(Paper 11)*

A Walker introduced the Corporate Risk Register, reminding the Board in the process that each section had been considered as an extract by the appropriate parent committee and each committee's deliberations had been incorporated into V2 of the Risk Register. This had been approved by the Audit Committee for forwarding to the Board.

**The Board noted and approved V2 of the Ayrshire College Corporate Risk Register.**

**16 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.

**All of the Chairs reports were noted by the Board.**

**17 Standing Committee Minutes**

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

- **Audit Committee:**
  - **13 September 2016** *(Paper 13)*
  
- **Estates and New Campus Development Committee:**
  - **18 August 2016** *(Paper 14)*
  
- **Human Resources and Organisational Wellbeing Committee**
  - **12 September 2016** *(Paper 15)*
  
- **Finance Committee:**
  - **31 August 2016** *(Paper 16)*
  
- **Learning and Teaching Committee**
  - **8 September 2016** *(Paper 17)*

## 18 **AOB**

The Principal, H Dunk, reported the following items:

1. As previously discussed by the Board, Ayrshire College had been in discussion with North Ayrshire Council (NAC) regarding the movement of the provision currently offered at the Nethermains Campus to spare capacity at Kilwinning Academy. This would have been a development similar to the relationship between the College and Ayrshire Royal Academy. Unfortunately, NAC had indicated that they would not support the proposal. As a result, it may now be necessary to move the Nethermains provision to a suitable location elsewhere in Ayrshire. The College would continue to explore the position with NAC Councillors before taking a decision.

**The Board noted the decision of NAC with disappointment and encouraged the College to continue discussion with the Council where possible.**

2. The Principal was delighted to be able to inform the Board that the new Kilmarnock Campus had been nominated for the architecture award of “Best Public Building”
3. The settlement of the national industrial dispute involving some members of College Support Staff was reported, with payment of the settlement being made in the new year. The Principal added that no indication had been received to date on whether additional funding would be provided by the Scottish Government.

A Walker reported that he had recently attended the first meeting of sector wide board of management Senior Independent Members and informed members of the discussions which took place.

**The Board joined the Chair in thanking the Principal and the EMT for what they had delivered over the previous which was considered to be outstanding, particularly in light of the challenges faced.**

**In wishing everybody the complements of the season, the Board Chair also thanked the Committee Chairs for all their hard work and achievements over the previous year, and thanked all members for their work and commitment during 2016.**

**19 Date of Next Meeting: Thursday 30 March 2016 at 4.00pm, Ayr Campus.**