

**Minute of the Board of Management Meeting
Held in the Boardroom, Kilmarnock Campus
on Thursday 29 March 2018**

(Paper 2)

Present: Willie Mackie (Chair)
Nicki Beveridge
Julie Bradley
Margarette Bryan
Heather Dunk
Barbara Graham
Lainey McKinlay
Douglas Mclvor
Lora Miller
Juliana Pyper-McFarland
Alan Walker
Tom Wallace
Marri Welsh

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

1 Welcome

The Chair welcomed everyone to the meeting.

2 Apologies

Apologies were received from Board Members, Bill Costley, Fiona Fawdry, Douglas Mclvor, Gordon James and Alan McGregor.

3 Declarations of Interest

There were no declarations of interest.

**4 Minutes of the Ayrshire College Board Meeting held on 14 December 2017
(Paper 1) P**

The minutes of the meeting held on 14 December 2017 were approved as a correct record. There were no matters arising which were not dealt with under the current agenda

Proposed: N Beveridge, Seconded: M Welsh.

5 Student Association Report (*Paper 2*) P

L McKinlay introduced the Student Association report and highlighted various points within it. In relation to the Student Association Sabbatical Elections for 2018-19, L McKinlay confirmed that the elections had now been completed. It was positive that the elections attracted the highest number of candidates since the vesting of Ayrshire College. The result of the election was:

Mr Kevin Simpson – Elected Student Association President 2018-19;
Mr Jack McCrindle – Elected Student Association Vice-President 2018-19

Mr Simpson and Mr McCrindle would serve on the Board of Management in 2018-19.

The Board noted and welcomed the above information. The Board also noted the Student Association Report and commended the progress made to date in 2017-18.

5 Chairs Report

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

- The Chair was delighted to confirm that the Office of the Cabinet Secretary for Education and Skills had confirmed that he was being re-appointed as Chair of the Board of Management of Ayrshire College for a further four-year period, until 31 March 2022.

The above news was welcomed by acclaim from the Board.

- The Chair had met with Scott McLarty, a former board member of the legacy Ayr College, who was now CEO with Spirit Aerospace. Mr McLarty had offered the Spirit Aerospace facilities for a Board Meeting to be held in the future, and the Chair had been delighted to accept the offer on the Board's behalf. Arrangement would be made for a Board Meeting to be held in Spirit's facilities during 2018-19.
- In January 2018, the Chair had been asked to Chair a business breakfast involving the CEOs of the three Ayrshire local authorities. The aim of the breakfast had been to explore joint co-operation on the implementation of the Ayrshire Growth Deal.
- The Chair noted that the Prime Minister had visited Ayr on the same day as this meeting had been held. The purpose of the PM's visit had been to provide support for the Ayrshire Growth Deal. It was the Chair's view that this represented a transformational opportunity for Ayrshire.

- The Chair and the Principal had meet with Ayrshire's elected representatives to provide them with a quarterly update on the business and progress of the College
- The Chair, together with other members of the Board, had attended the John Mather awards event in Kilmarnock Campus, at which the winners, 192 former students of Ayrshire College, had been presented with the tools of their trade. This was an inspirational event which the Chair commended to all members of the Board in the future.
- The Chair had attended staff meetings with the Principal during which the Principal had discussed with staff the current funding projections, based on the indicative funding information for 2018-19 received from SFC. The Chair added that staff had asked a number of thoughtful and well-structured questions in response to the information provided by the Principal and clearly welcomed the open and transparent style of these meetings.
- The Chair had attended the recent Ayrshire College Foundation meeting as a member of the Foundation Board. The ACF had, as part of their agenda, had considered a business case for funding in support of the proposed Ayrshire College 2018 Summer Works.
- The Chair had attended a Colleges Scotland Residential event at which the Scottish Government Minister for Further Education, Higher Education and Science had delivered a keynote address. Within her address, the Minister had been very complimentary of the progress made by Ayrshire College.
- The College had been selected as one of four representatives in the International Green Gown Awards 2017-18. The awards ceremony would be held in France in May 2018. The College was nominated in the category Student Engagement and was the only non-university institution nominated. The other 3 institutions nominated within this category were from Australia, Japan and England.
- The Chair was pleased to announce that Ellie O'nions had been appointed to the vacant Executive Assistant, Board of Management position. This news was welcomed by the Board who agreed that Ms O'nions would be a most valued addition to the Board support team. The appointment would take place from 2 July 2018.

6 SFC Indicative Funding of Ayrshire College for 2018-19 (Paper 3) P

M Breen introduced Paper 3 which had previously been considered by the Business Resources and Infrastructure Committee. Although only indicative at this stage, with the agreed budget settlement being confirmed to the College in May, the indicative figures represented a significant increase on the 2017-18 figures to take account of the financial implications of the National Bargaining agreements. M Breen also confirmed that a letter had been received by the College confirming that £1.1m would be provided as a one off amount to support

the Kilwinning PFI payment for a single financial year. This figure would be set against the receipts from the sale of the Holehouse Road site in Kilmarnock.

H Dunk added that she had been able to report this news in her recent meetings with staff on the three main campuses. The news had been very well received by staff and the subsequent feedback had been very positive.

The Board noted and welcomed the above information and, in particular, the letter confirming the availability of funds to offset the PFI payment in a single financial year.

The Board, however, remained cautious. While the news of the funding to support the PFI payment was very much welcomed, it was recognised that this represented support for a single financial year and the Kilwinning Campus PFI contract payment remained a significant challenge for the College to resolve. To this end, the Board and the College would continue to ensure that all relevant stakeholders remained fully briefed on the impact that the PFI payment was continuing to have on the fiscal health of the College.

7 In Year 2017-18 – Budget Efficiencies (Paper 4) P

T Wallace introduced Paper 4 and stated that it represented proposals prepared by the Executive Management Team to make savings in 2017-18. The Business Resources and Infrastructure Committee considered this paper and had confidence that it was bold, but realistic and deliverable, subject to ongoing monitoring on the impact of implementation to ensure that they were not acting to the detriment of the student experience.

The Board approved Paper 4 for implementation, subject to ongoing monitoring to ensure that the efficiencies had a minimal impact on the overall student experience.

8 Ayrshire College People Strategy 2017-20 (Paper 5) P

N Beveridge introduced Paper 5 and explained that it had been considered and discussed at the Business Resources and Infrastructure Committee. The strategy document had been prepared in full discussion with and the approval of the College staff and clearly demonstrated the Ayrshire College people culture.

The Board welcomed the above document in discussion. It was considered to be well prepared, succinct and fully representative of the Ayrshire College culture.

The Board approved Paper 5, the Ayrshire College People Strategy.

9 Ayrshire College Infrastructure Strategy 2018-20 (Paper 6) P

T Wallace introduced Paper 6, which had been considered and approved by the Business Resources and Infrastructure Committee. T Wallace stated that the Committee had felt the Document to be clear, concise, well written and to the point. The Committee had commended to the Board for approval.

A number of questions were asked and satisfactory responses received.

The Board approved Paper 6, the Infrastructure Strategy 2018-20.

10 Learning & Teaching Strategy 2017-20 (Paper 7) P

B Graham introduced Paper 7 and stated that, like Paper 6 above, it had been prepared in the same clear and succinct style. It had been discussed by the Learning and Teaching Committee who had considered to be a lively and very informative document. Those present at the L&T Committee had noted that the L&T Strategy had been prepared in full consultation with College staff. It demonstrated organic growth, and the design made it very easy to measure progress against the strategy in the future.

The Board approved Paper 7, the Learning and Teaching Strategy 2017-20.

11 Outcome Agreement Addendum 2018-19 (Paper 8) P

B Graham introduced Paper 8, which had been considered and approved by the Learning and Teaching Committee. Those present at the Committee had very much welcomed the document and its content, but considered that it set very ambitious targets to achieve.

H Dunk explained that the targets were indeed stretching and ambitious. However, the Senior Management Team agreed they were achievable.

The Board discussed Paper 8 in some detail, during which a number of questions were asked and positive responses received. The Board noted that there was recognition of the improvements in performance achieved by Ayrshire College year on year. These improvements showed up very positively in terms of the overall performance of the College.

The Board approved Paper 8, the Outcome Agreement Addendum 2018-19.

12 Reconciliation of the 2017 Summer Works (Final Outturn) (Paper 9) R

T Wallace introduced Paper 9, which had been considered and noted by the Business Resources and Infrastructure Committee, and took the Board through it. The works had been on time and within budget, with the exception of the roof of the new kitchen facility in the Dam Park Building. T Wallace explained that during the construction phase, issues had been identified with the ventilation required for the training kitchens, which then had to be resolved. This had necessitated further work, which had delayed completion, and had increased the cost of completion of the project. The Committee was content that the necessary further works had been undertaken within an acceptable budget envelope and were content with the above Paper.

The Board noted the content of Paper 9, the final outturn of the 2017 Summer Works Programme.

13 Proposal for the 2018 Summer Works (Paper 10) R

D Vallance introduced Paper 10, which had been considered by the Business Resources and Infrastructure Committee. The Committee had been supportive of the proposals, but asked that further work be carried out on the business case before submission to the Board and the Ayrshire College Foundation.

D Vallance explained the rationale and proposals linking to the early years and care curriculum. Paper 10 reflected the demand in this area, with the proposal being a re-design of the first floor of the Dam Park Building to consolidate the care curricula into a single area.

The Board noted the business case and approved the paper. The Board suggested that in the future, works of this nature be referenced to the Infrastructure Strategy.

The Board noted and approved Paper 10, the proposed 2018 Summer Works, to go out to tender.

14 Draft Board and Committee Meeting Dates 2018-19 (Paper 11) P

The Board Secretary introduced Paper 11 as written.

The Board approved the Meeting Dates for 2018-19.

15 Evaluative Report and Enhancement Plan (Paper 12) R

B Graham reported that, since its approval at the Board Meeting of December 2017, and as reported at the Board Strategy Day in February 2018, the above Paper had been redrafted at the request of Education Scotland. The redrafted

document had now to be formally approved. It had been considered by the Learning & Teaching Committee who had commended it for approval and homologation by the Board.

The Board approved and homologated into the record Paper 12, the revised Evaluative Report and Enhancement Plan.

16 SFC Strategic Dialogue Meeting 17 April 2018. (Verbal)

The Chair reported Douglas Mclvor and Nicki Beveridge would be the two non-executives who would represent the Board at the forthcoming SFC Strategic Dialogue meeting. The SFC team would be led by Douglas Mundie, and member of the SFC Board.

H Dunk added that that in addition to the Board representatives, the SFC team would also meet with curriculum staff, service staff and students during the course of the day. There were three items for discussion:

1. Governance and Finance – chosen by SFC
2. Mental Health – chosen by Ayrshire College
3. Foundation Apprenticeships (and the need to ensure support from the schools) – chosen by Ayrshire College.

Following their meetings, the SFC team would provide verbal feedback on the day, which would then be followed up with a written report on the outcome from the day's meetings.

The Board noted the above Report.

17 Committee Chairs Report

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.

Within the reports provided, B Graham as Chair of the Learning and Teaching Committee, drew the Boards attention to the early withdrawal statistics for 2018-19. B Graham pointed to the fact that that the completion of a relatively small number of students, who had been close to the completion of their course, would have made a significant difference to the early withdrawal rates. B Graham added that there were variety of reasons for early withdrawal, including being offered employment. However, the College was addressing this issue by developing strategies to support students in the completion of their course of studies.

All of the Chairs reports were noted by the Board.

18 Standing Committee Minutes

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

- Business, Resources & Infrastructure Committee:
14 November 2017 (*Paper 15*) P
- Learning and Teaching Committee:
23 November 2017 (*Paper 16*) P
- Audit Committee:
5 December 2017 (*Paper 17*) P

19 Date of Next Meeting: Thursday 21 June 2018 at 4.00 pm, Ayr Campus.

Distributed for Information:

20 Colleges Scotland – Business Insurance Derogation (*Paper 18*) P

21 Care Inspectorate – Services for Children and Young People in East Ayrshire March 2018 (*Paper 19*) P

Reserved items on next page