

**Minute of the Board of Management Meeting
Held in the Room L111, Ayr Campus on
Thursday 21 June 2018**

(Paper 1)

Present: Willie Mackie (Chair)
Nicki Beveridge
Julie Bradley
Margarette Bryan
Fiona Fawdry
Barbara Graham
Alan McGregor
Lainey McKinlay
Lora Miller
Alan Walker
Marri Welsh

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen
Jackie Galbraith
Donna Vallance
Eleanor O'nions

By Invitation: Kevin Simpson (Student President Elect)
Jack McCrindle (Student Vice-President Elect)

1 Welcome

The Chair welcomed everyone to the meeting and, in particular, extended a warm welcome to Kevin Simpson and Jack McCrindle, the Student Sabbatical Officers Elect, who were attending the meeting as Observers.

2 Apologies

Apologies were received from Board Members, Bill Costley, Heather Dunk, Gordon James, Douglas McIvor, Juliana P-McFarlane and Tom Wallace. In addition, from EMT Member Jane McKie.

3 Declarations of Interest

There were no declarations of interest.

4 Student Association Report (Paper 1) P

L McKinlay introduced the Student Association report and highlighted various points within it. L McKinlay added that the Student Association had been shortlisted for a further three UK national awards:

Shortlisted for NUS UK People's category,
Shortlisted for NUS UK Participation category,
Shortlisted for NUS UK Representation and Campaign category,

Members welcomed the shortlisting for the national awards which again confirmed the strength of the Ayrshire College Student Association (ACSA).

L McKinlay then introduced Appendix 1 to the report, containing a proposed revision to the ACSA Constitution. It was explained that the proposal was designed to ensure that no person could hold a single ACSA Executive position for a period exceeding two years

The Board noted and welcomed the above Report and congratulated the retiring Student Members for the excellent work they had carried out over the 2017-18 academic year.

The Board approved the amendment to the ACSA Constitution as outlined in Appendix 1 to the Student Report.

5 Chair's Report

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

- Intimation that elected board members Julie Bradley, Lainey McKinlay and Lora Millar would be retiring from the Board on 31 July 2018 and that this would be their final board meeting. The Chair thanked the three retiring elected members for their highly regarded input and contributions during their period of office.
- In addition, the Chair intimated that non-executive board members Bill Costley, Barbara Graham, Alan McGregor and Douglas McIvor would retire from the Board on 31 July 2018. The Chair thanked each retiring member for the work they had undertaken on behalf of the Board during their periods of appointment, and thanked Barbara Graham for her outstanding work and leadership as Chair of the Learning and Teaching Committee. The Chair concluded by stating that a dinner would be held for all retiring Board Members in October 2018, which would provide the Board and the College with the opportunity to thank all the retirees for their service.
- The Chair had attended the recent College Development Network Board Conference, which had been a great success.

- The Strategic Dialogue meeting with SFC had recently taken place, with Nicki Beveridge and Douglas McIvor representing the Board in meeting with the SFC Team. The discussions which had taken place had been positive and the contributions made by the Board representatives had been informed and to the point. Both sides had appreciated the opportunity for open discussion and the Board representatives had felt that the current SFC position had been very clearly laid out, as set out in Paper 6 below.
- Mission Discovery, a week long space school providing 200 Ayrshire secondary school pupils with the opportunity to work alongside an astronaut and NASA leaders in learning about the benefits of space exploration and taking part in a competition to generate an experiment to be run by astronauts aboard the International Space Station (ISS), had returned to Ayrshire College for the third year and had taken place between June 11th and 15th at the Kilmarnock Campus. Mission Discovery was delivered by the International Space School Educational Trust. The programme was funded by the Ayrshire College Foundation, NATS, the Glasgow Prestwick Spaceport and East, North and South Ayrshire Councils. H Dunk, as Principal, had stated on announcing that Mission Discovery would return to Ayrshire College that it provided a tremendous opportunity and experience for young people, giving them a once in a lifetime opportunity to work with an astronaut and NASA leaders on a live space project. The Chair concluded by stating that the week had proved to be an excellent experience and a great success, both for the young people involved and the wider community who had taken the opportunity to attend an evening event and meet those involved. The winning experiment would be undertaken aboard the ISS in the near future.

The Board commended the College and the Ayrshire College Foundation for their initiative in continuing to support and provide Ayrshire young people with such a wonderful opportunity to take part in Mission Discovery.

The Board thanked all the retiring board members for their contributions during their periods of office and looked forward to the opportunity to wish them well at the dinner being organised in October 2018.

6 Board of Management Recruitment (*Paper 2.0*) P

The Chair introduced Paper 2 and took the Board through the processes and procedures undertaken by the Search & Nomination Committee (SNC) for the recruitment and appointment of the new board members being proposed for appointment with effect from 1 August 2018, and for the reappointment of existing board members whose period of appointment would end on 31 July 2018.

The Board welcomed and approved the proposals from the Search and Nomination Committee. It was agreed that a letter would now be prepared for consideration by the Cabinet Secretary for Education & Lifelong Learning recommending, on behalf of the Chair and the Board of

Management, that the following persons be appointed to the Board of Management with effect from 1 August 2018:

Mr Scott Keir	1 August 2018 – 31 July 2019 (3 years)
Ms Hazel Murphy	1 August 2018 – 31 July 2021 (3 years)
Mr Steven Wallace	1 August 2018 – 31 July 2021 (3 years)
Prof Fiona McQueen	1 August 2018 – 31 July 2022 (4 years)

In addition, to recommend that the following existing members, who are about to complete their first period of appointment, be reappointed with effect from 1 August 2018:

Ms Nicki Beveridge	1 August 2018 – 31 July 2022 (4 years)
Ms Fiona Fawdry	1 August 2018 – 31 July 2020 (2 Years)
Ms Marri Welsh	1 August 2018 – 31 July 2022 (4 Years)

7 Draft Minute of the Board of Management Meeting held on 29 March 2018 (Paper 2) and Board of Management Action Tracker (Paper 2A)) P

The Minute of the meeting held on 29 March 2018 were approved as a correct record. There were no matters arising which were not dealt with under the current agenda.

Proposed: N Beveridge, Seconded: L McKinlay.

The Board of Management Action Tracker was noted.

It was agreed that in relation to Item 4 on the Action Tracker, The Chair and the Principal would discuss the matter at an appropriate point early in the 2018/19 academic year.

8 Regional Outcome Agreement 2018-20 (Paper 3) P

B Graham, as Chair of the Learning and Teaching Committee (LTC), introduced Paper 3 and took the Board through as discussed at LTC. B Graham stated that there was some challenging information presented in terms of the Ayrshire economy and employment situation. This in turn presented a challenge to the College in providing the most appropriate skills base to attract industry to the region, with its consequent employment opportunities. Also noted was the demographic decline and the consequent increased competition for students with HE institutions. In turn this was exacerbated by the funding incentives provided to schools to retain pupils at S5 and S6 levels. This had implications for the College and the FE sector as a whole, which the Outcome Agreement sought to address.

The Committee noted Paper 3 and the issues raised by B Graham above. A number of questions were raised and discussed and it was agreed that some of the issues raised around declining numbers, demographic decline and increased competition, should be reflected in the Corporate Risk Register. J

Galbraith confirmed that the College was awaiting formal sign-off of the Outcome Agreement from SFC.

The Regional Outcome Agreement 2018-20 was approved by the Committee.

The Board agreed that issues raised around declining numbers, demographic decline and increased competition, should be reflected in the Corporate Risk Register.

9 15-24 Learner Journey Review (Paper 4) P

B Graham introduced Paper 4 and noted that the Scottish Government initiated a review the education and skills system and its impact on young people aged 15-24 had concluded in May 2018. As a result of the review, the Deputy First Minister launched the *15-24 Learner Journey Review* report. The report identified three priority improvements for the education and skills system:

- Young people need better advice
- There should be more work-based learning
- Learning journeys should be shorter.

With the short, medium and longer term improvements identified as:

- A shared vision and smoother transitions across sectors (1-3 years)
- A fully aligned 15-24 education and skills system (3 years plus).

The report then went on to identify the priority areas for improvement. B Graham confirmed that LTC had considered the above document and were content that the revised College Outcome Agreement demonstrated the College's commitment to addressing the priorities demonstrated.

The Board noted Paper 4

10 Strategic Workforce plan 2018-23 (Paper 6) P

N Beveridge introduced Paper 5 and outlined the discussions held at the Business Resources and Infrastructure Committee. N Beveridge added that the amendments suggested by the Committee had all been made and commended the Strategic Work Force Plan to the Board for approval.

Members commented that the document was well laid out and presented, easy to read and set out an excellent five-year strategy.

The Board welcomed and approved the Strategic Workforce Plan 2018-23.

11 National Bargaining Update (*Verbal*)

The Chair reported that little in the way of progress had been made since the previous meeting of the Board. EIS-FELA, representing curriculum staff, Unison and GMB, representing support staff, had provided notice that they were in dispute with the Employer's Association. Further discussions had been scheduled. The Chair concluded by confirming that Board members would be kept up to date with the progress of National Bargaining.

The Board noted the above verbal update.

12 Strategic Dialogue meeting (*Paper 6*) P

The Chair noted that he had reported on the Strategic Dialogue meeting above and Paper 6 was a record of how the meeting had progressed.

In response to questions from members, the Chair confirmed that SFC, at this meeting, had chosen to open proceedings by stating that no further financial support for the PFI contract beyond 2018-19 would be provided.

The Board noted Paper 6.

The Board further noted that SFC had chosen this meeting, chaired by a member of the SFC Board, to confirm that no further PFI funding support would be provided, beyond the single year amount agreed for 2018-19. The Board reiterated its view that this was an issue which would not disappear and which would continue to pose a very significant risk to the ongoing financial health of Ayrshire College. This risk had first been identified following the vesting of the College in 2013. By offering support for a single year of the PFI Contract and no further discussion on how this matter could be resolved, the identified financial impact had effectively been deferred for a year.

13 Digital Skills Strategy (*Paper 7*) P

B Graham introduced the Digital Skills Strategy and took the Board through the discussions held at LTC. B Graham added that it was an excellent strategy document and the LTC were pleased to commend it to the Board.

M Breen added that it was the intention to launch the Digital Skills strategy at the all staff event in August. The Board discussed the Digital skills strategy and agreed that it represented an excellent piece of work.

The Board welcomed and approved the Digital Skills Strategy.

14 Nethermain Campus Update (Verbal)

M Breen reported that the lease for the Nethermain Campus had been extended until December 2019 to ensure that the facility remained in place while discussions with North Ayrshire Council (NAC) and other key partners continued. NAC within their overall budget had committed to providing funding to support a new development within the Kilwinning Campus site. M Breen reminded Members that the College had discussed a new development with SFC and a request would be made for capital investment.

The Board noted the above report and the progress being made.

15 2018-19 Budgets for the Academic Year Ending 31 July 2019 (Paper 8) R

M Breen reported on the deliberations which had taken place at the Business Resources and Infrastructure Committee (BRIC) on the draft budget and also noted the input derived from the Board Strategy Day in April 2018. M Breen added that the sum of £1.1million agreed with SFC to support the payment of the PFI Contract in 2018-19 had been included in the budget, as had the funding included within the SFC grant for National Bargaining.

N Beveridge, on behalf of BRIC, stated that the Committee had felt the draft was a well prepared budget and Members were pleased to note the level of consultation involved in its preparation.

The Board discussed the budget at length and were reassured that it represented a well prepared budget within the context of a challenging financial environment. The Board were also pleased to note that the savings identified were designed to ensure a minimal impact on the student experience. The Board was also aware that variables existed within the budget which were beyond the control of the College and which could impact on the eventual budget outturn.

The Board approved the budget for the year ending 31 July 2019.

16 Capital Expenditure for Financial Year 2018/19 (Paper 9) P

D Vallance introduced the proposed Capital Expenditure Programme as written, and commented that it represented the most challenging and comprehensive summer works that the College had undertaken to date. The Board noted that the proposals had been fully considered at the recent meeting of BRIC and had been commended for approval

The Board noted and approved the proposed capital expenditure programme.

17 Revised Committee Structure 2017-18: Review of Operation and Proposals. (Paper 10) P

The Chair presented Paper 10 as written and the rationale for the proposals contained therein.

The Board approved Paper 10 and the proposals contained therein as follows:

- **A further year of operation of the revised committee structure would be appropriate in order to reach a fully considered position on the confirmation or otherwise of the new structure.**
- **A cross-representational link should be put in place between the Audit Committee and BRIC from the start of the 2018/19 academic year.**
- **The introduction of committee mentoring for new members, as set out in the Board Development Plan, be introduced as a priority when new Board members are appointed. This to enable Committee members to quickly grasp the nuances of the various strands being dealt with.**
- **The Student Event Calendar be circulated as early as possible to allow committee members to plan their diaries.**
- **More presentations from/meetings with students be an objective for both the Board and committees in the future.**
- **Admincontrol to allow all Board members access to all committee and Board papers with immediate effect.**

18 Committee Chairs Report (Papers 12 and 13) R

The Committee Chairs provided written or 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 Chairs reports were noted by the Board.

19 Standing Committee Minutes

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

- Learning and Teaching Committee: 8 March 2018 (*Paper 14*)C/P
- Business, Resources & Infrastructure Committee: 13 March 2018 (*Paper 15*) C/P
- Audit Committee: 20 March 2018 (*Paper 16*) C/P

20 Board Development Day: Rolling Board Development Plan 2018/19 (Paper 17) P

B Ferguson and N Beveridge introduced the updated Board Development Plan, reminding members that it set out what had been agreed at the recent Board Development Day.

The Board formally approved Paper 17 for forwarding to SFC.

21 Date of Next Meeting: Thursday 27 September 2018 at 4.00 pm, Kilwinning Campus.

Distributed for Information:

22 Scottish Funding Council – Letter of Guidance 2018/19 (Paper 19)

Reserved items on next page