

**Minute of the Board of Management Meeting
Held in Lecture Theatre 4, Kilwinning Campus on
Thursday 27 September 2018**

Present: Willie Mackie (Chair)
Nicki Beveridge
Margarette Bryan
Heather Dunk
Christopher Hall
Gordon James
Jack McCrindle
Fiona McQueen
Hazel Murphy
Juliana Pyper-McFarland
Kevin Simpson
Alan Walker
Steven Wallace
Tom Wallace
Marri Welsh

(Paper 1)

In attendance: Brendan Ferguson (Board Secretary)
Michael Breen
Jane McKie
Michael McHugh
James Thomson
Eleanor O'nions (Executive Assistant)

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting. There were no Declarations of Interest.

2 Apologies

Apologies were received from Board Members Fiona Fawdry and Scott Keir.

3 Board of Management Minutes *(Paper 1) (P)*

The minutes of the meeting held on 21 June 2018 were approved as a correct record.

Proposed: A Walker Seconded: M Welsh.

4 Matters Arising

Page 6, Item 12 – the Chair and the Principal continued to engage with SFC and elected representatives.

Page 7, Item 16 – the approved summer Capital Works Programmes had been completed within time and within budget. The Chair stated that the completed works represented an impressive and very significant enhancement of the facilities underpinning the student experience. Board members who had undertaken the tour of the completed works fully endorsed the Chair's view.

5 Student Association Report (*Paper 2*) (*P*)

K Simpson and J McCrindle took the Board through the papers as written and added that the Fresher's Fayre across campuses had been a great success.

The Board noted and welcomed the above report and its content, commenting that the amount of work already undertaken by the Student Association at this early stage of the academic year was very impressive.

6 Chair's Report

The Chair (W Mackie) reported on matters pertinent to the Board since its previous meeting including:

- The Chair and the Principal had attended the Employers Association (EA) away day at which the funding settlement agreed with the support staff trade unions had been supported and ratified. Ayrshire College had emphasised that their support extended to 2018/19, but not beyond at this stage as there was currently no indication of what funding would be in place beyond that period. The Chair added that unfortunately progress on reaching a settlement for 2018/19 with curriculum staff union EIS-FELA was not so positive. The Union had recommended to its membership that the final offer made by EA be rejected. There now existed a possibility of further industrial action being taken by EIS-FELA members in 2018-19. The Chair noted that, locally, the College maintains good relationships with the Campus trade unions.
- As noted above the Chair and Principal had continued their interactions with SFC, the Scottish Government and local elected representatives in an effort to reach a solution to the matter of Kilwinning Campus annual PFI payment. Any further information would continue to be reported to the Board as matters progressed.
- Because of a combination of circumstances, W Mackie had chaired the Learning and Teaching Committee and Business, Resources and Infrastructure Committee meetings held earlier in the month.

7 Board Matters

Terms of Reference and Board & Committees' Workplans (*Paper 3 – App 1*) P

The Board Secretary reminded members that the Terms of Reference are brought to the first meeting of the Board and each committee at the first meeting of the new session for members to scrutinise and comment on. In addition, the

Board and committees' Workplans are also presented for consideration and comment. Amendments may be proposed to either, and in the case of the Workplans, they are subject to revision at any time to take account of internal and external exigencies, including those of the Scottish Government and SFC.

The Board approved the Terms of Reference, and the Board and Committees' Workplans.

Committee Memberships (Paper 4) P

The Chair stated that the Committee memberships were brought to the Board for comment and formal approval. The Chair added that, in presenting the Board memberships, he wished to acknowledge the support received from the Committee Chairs and, in particular, the new Board members.

The Board noted and approved the Committee Memberships.

8 2017-18 Evaluative Report and Enhancement Plan 2018-21 (Paper 5) (P)

M McHugh introduced Paper 5 and took the Board through it as written. The KPIs were set out by M McHugh, together with a summary of the College's performance, for the Board to consider. Members were asked to consider the Colleges placing on the point grading scales across the three high level principles. This would then be the subject of scrutiny by SFC and Education Scotland who would decide, based on the available evidence, whether to endorse the Report and Plan presented.

Following lengthy discussion and consideration of all of the information and data presented, the Board agreed the grades to be included in the Evaluative Report and Enhancement Plan, and that it be forwarded as required under the SFC College Quality Arrangements AY 2018-19¹. The Principal stated that the Board would be kept informed of the meeting with and feedback from Education Scotland/SFC.

The Board approved the 2017-18 Evaluative Report and 2018-21 Enhancement Plan, including the Board agreed grades, be forwarded to Education Scotland/SFC.

It was further agreed that it be pointed out in the covering letter accompanying Paper 5 that the Enhancement Plan is underpinned by a detailed plan.

9 SFC 5 Year Financial Forecast Return (Paper 6) (R)

M Breen introduced the Financial Forecast Return and confirmed that it had been considered and endorsed by the Business, Resources and Infrastructure Committee.

¹ (see Paper 20 below).

The Board also noted that despite the requirement to produce a five-year plan, funding continued to be provided by SFC on an annual basis, with no indication of what funding was planned in future years.

The Board discussed the plan in detail and agreed that it be forwarded to SFC.

The Board approved the 5 Year Financial Forecast Return for return to SFC.

10 2018-19 Ayrshire College Risk Register (V1) at September 2018 (Paper 7) (R)

G James reported on the Risk Register considerations at the meeting of the Audit Committee held on 18 September 2018.

The Board noted and approved the 2018-19 Corporate Risk Register (V1) as at September 2018

11 Evaluation of Effectiveness of Board Chair (Paper 8) (P)

A Walker, as Vice Chair of the Committee took the Board through Paper 8, and reported that the review had been thorough and inclusive of all aspects of the public role of the Board Chair.

The Board welcomed and approved Paper 8.

12 Committee Chairs Reports

W Mackie provided verbal reports on the matters considered by the two Committees he had chaired since the last meeting of the Board², and not already dealt with under the agenda for this meeting. G James provided a verbal report on the deliberations of the Audit Committee. The confirmed minutes of these meetings would be received by the Board at its next meeting.

The Chairs' reports were noted by the Board.

13 Standing Committee Minutes

The following confirmed minutes were received and noted.

- Learning and Teaching Committee: 31 May 2018 (Paper 9)C/P
- Business, Resources & Infrastructure Committee: 5 June 2018 (Paper 10) C/P
- Audit Committee: 18 June 2018 (Paper 11) C/P

² See Item 6 Above

14 AOCB

15 Date of Next Meeting: Thursday 6 December 2018 at 4.00 pm, Ayr Campus.

16 Distributed for Information:

Board and Committee Schedule 2018/19 (P)	<i>Paper</i>	12	
Student Satisfaction Survey	<i>Paper</i>	13	(P)
Key Facts 2018	<i>Paper</i>	14	(P)
Audit Scotland Report 2018	<i>Paper</i>	15	(P)
Letter to W Coffey MSP from J Kemp (SFC)	<i>Paper</i>	16	(R)
Presentation of KPI's (delivered at L&T)	<i>Paper</i>	17	(P)
2018-19 Risk Management Methodology	<i>Paper</i>	18	(P)
2018-19 Risk Management Policy	<i>Paper</i>	19	(P)
SFC College Quality Arrangements AY2018-19	<i>Paper</i>	20	(P)