

**Minute of the Board of Management Meeting
Held in the Ayr Campus (Room G93) on
Thursday 6 December 2018**

(Paper 1)

Present: Willie Mackie (Chair)
Nicki Beveridge
Margarette Bryan
Heather Dunk
Chris Hall
Gordon James
Jack McCrindle
Hazel Murphy
Kevin Simpson
Alan Walker
Tom Wallace
Marri Welsh

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

1 Welcome

The Chair welcomed everyone to the meeting and, in particular, Ayrshire College students Ross Munro, Reegan Stevenson and Fraser Wallace, who shared their stories of their student experience and recent success at student awards' ceremonies with Board members.

Ross was named as College Candidate of the Year at the recent SQA Star Awards, with Reegan receiving a 'Highly Commended' in the same category. Ross and Reegan are Sport and Fitness students at the Kilmarnock campus. Fraser was named as Scotland's Apprentice of the Year and attended the College as a Foundation Apprentice before going on to a full apprenticeship with GE Caledonian.

The Board congratulated Ross, Reegan and Fraser for their outstanding achievements and for their inspirational stories. That Board agreed that the three students were outstanding ambassadors for Ayrshire College.

2 Apologies

Apologies were received from Board Members, Fiona Fawdry, Fiona McQueen, Juliana Pyper McFarland and Steven Wallace.

3 Declarations of Interest

There were no declarations of interest.

4 Student Association Report (*Paper 2*)

K Simpson introduced Paper 2 and highlighted in particular:

- The recent visit to the Scottish Parliament. The Student President and Vice President attended a Parliamentary dinner at Holyrood in Edinburgh on 28 November. The meal was prepared and served by Ayrshire College Hospitality students. The event was a great success and K Simpson congratulated all students involved.
- The 'Reclaim the Night' march, due to take place on 29 November, regrettably had to be postponed due to adverse weather conditions – the event would be rescheduled.
- The success of the 'Christmas Markets' held on each campus between 4 – 6 December, which showcased the work of local crafters and gave students and staff the opportunity to purchase unique and unusual gifts for Christmas.
- Also mentioned was the success of the Bridge 2 Business, the outstanding Graduation Ceremonies and the SQA Focus Groups.

The Board noted and welcomed the above report and commended the breadth of work being undertaken, as highlighted in the report.

5 Chairs Report

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

- Confirmation that Carol Turnbull had been appointed as the new Principal of Ayrshire College. The Chair confirmed that applicants for the post had undergone a rigorous recruitment process before a decision on appointment had been reached by the Interview Panel. Carol would take up post on 1 March 2019 and would attend the Board Development Day scheduled for 31 January 2019. The Chair thanked the Search and Nominations Committee, Audrey Cumberford and Paul Holden as the external members of the Interview Panel, N Beveridge and the Board Office for their input and support during the recruitment process.
- Confirmation that Anne Campbell had been appointed as Vice Principal, Strategy and Skills, noting that C Turnbull sat on the final Interview Panel. Anne would take up her position on 1 March 2019, and would attend the scheduled Board Development Day on 31 January 2019.
- Four Ayrshire College Graduation Ceremonies had been held in October and November. The Chair particularly highlighted the first evening graduation at the Abbey Church in Kilwinning and noted the superb evening atmosphere the event had generated.

- A Regional Board Chairs meeting had been jointly held with the Chair of the Scottish Funding Council and Aileen McKechnie of the Scottish Government. One of the key messages highlighted was the increased focus in 2018-19 on the membership diversity of college boards of management. The 2018-19 membership analyses of college boards demonstrated that, nationally, boards were not yet meeting the Scottish Government's target of 50/50 gender balance in their non-executive memberships. In the view of the Scottish Government, further work was needed and expected. The Chair noted that Ayrshire College did demonstrate the requisite gender balance and had held a good record in this respect since vesting. There was no room for complacency however, and the Board would continue to keep diversity front and centre of its recruitment of new members.
- The Chair confirmed that Karen Watt had been appointed to the post of CEO, Scottish Funding Council with effect from 14 January 2019.
- The Chair noted the Scottish Government's strong focus on increased collaboration between the enterprise and skills agencies. To that end, the Government had created the Enterprise and Skills Strategic Board as an overarching authority whose role was to align and co-ordinate the activities of Scotland's enterprise and skills agencies, including SFC, Skills Development Scotland and Scottish Enterprise. The Chair added that as board member of both Scottish Enterprise and Skills Development Scotland he could confirm the recognition of the role the college sector played in increasing the economic growth and development of Scotland. To this end the CEOs of the above three agencies had been invited to take part in the forthcoming Board Development Day on 31 January 2019.
- The Chair informed Board members of forthcoming meetings involving the Chairs and Principals of the College Sector. Under consideration would be the offer being made by Employer Association as part of National Bargaining. Further information would be forthcoming in due course.
- The Chair, on behalf of the Board of Management, formally recorded thanks to S Keir, who had recently stepped down from the Board for personal reasons. The Chair noted that a Board recruitment exercise would take place, with the process beginning in the first quarter of 2019.

6 Minutes of the Ayrshire College Board Meeting held on 28 September 2017 (Paper 1)

The minutes of the meeting held on 27 September 2018 were approved as a correct record.

Proposed: C Hall, Seconded: N Beveridge

7 Matters Arising

There were no matters arising not dealt with on the agenda.

8 Statutory Financial Statements 2017-18

- **2017-18 Annual Financial Statements** (*Paper 3*)

T Wallace, as Chair of the Business, Resources and Infrastructure Committee (BRIC) introduced Paper 3, stating that it had been fully considered by BRIC and was in line with the Management Accounts reporting position also received by that Committee. T Wallace concluded that BRIC had been content to forward Paper 3 to the Audit Committee for consideration prior to it being brought to the Board.

G James as Chair of the Audit Committee confirmed that Audit had sought some minor editorial amendments, for clarification purposes, that had been satisfactorily completed.

The Chair thanked the BRIC and Audit Committees for their scrutiny work on the above document.

- **Annual Report to the Board of Management and Auditor General** (*Paper 4*)

The Board noted and welcomed the statements contained within Paper 4, the Annual Report to the Board and Auditor General prepared by external auditors, Mazars. The Board was pleased to note the unqualified opinions provided by the auditors.

- **Letter of Representation** (*Paper 5*)

G James confirmed that the Audit Committee had recommended the Letter of representation be signed by the Chair and the Principal.

- **Scott Moncrieff Annual Audit Report** (*Paper 6*)

The Board noted and welcomed the Annual Audit Report prepared by Scott Moncrieff.

- **2017-18 Audit Committee Annual Report** (*Paper 7*)

The Board noted and welcomed the Audit Committee Annual Report.

The Board approved the above Statutory Financial Statements, and for signing as appropriate.

9 2017-18 Health, Safety and Wellbeing Annual Report (*Paper 8*)

N Beveridge, as Vice Chair of BRIC, introduced Paper 8 and highlighted a number of aspects for information. N Beveridge confirmed that the paper had been approved by BRIC and had been commended to the Board.

A number of question of clarification were asked and satisfactory responses received.

The Health Safety and Wellbeing Annual Report 2017-18 was approved by the Board.

10 2017-18 Evaluative Report and 2018-21 Enhancement Plan (Paper 9)

N Beveridge introduced Paper 9 and stated that, following discussion with Education Scotland, the gradings contained within the Evaluative Report had been agreed. BRIC has considered the revised document and commended it to the Board for confirmation. Further discussion took place and questions of clarification answered.

Following discussion, the Board confirmed its approval of the Evaluative Report and Enhancement Plan

11 2018-19 Ayrshire College Risk Register (V2) at November 2018 (Paper 10)

G James as Chair of the Audit Committee introduced the Risk Register, as approved by the Audit Committee, and set out where individual risk levels had moved from previous assessments. The Audit Committee, having fully considered Risk Register (V2), was content that it was an accurate representation of the current Risk position of the College and had commended it to the Board.

The Board considered the Risk Register V2 as presented and agreed that it presented an accurate reflection of the current Risk position of the College.

The Board approved the 2018-19 Ayrshire College Risk Register V2 as at November 2018.

12 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.

13 Standing Committee Minutes

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

- **Learning and Teaching Committee:**
 - **6 September 2018 (Paper 11)**

- **Business, Resources & Infrastructure Committee:**
 - 11 September 2018 (*Paper 12*)
- **Audit Committee**
 - 18 September 2018 (*Paper 13*)
- **Search & Nomination Committee**
 - 16 August 2018 (*Paper 16*)

14 AOCB

The Chair conveyed his seasonal greetings to Board members and the Staff of the College.

- 15** Date of Next Meeting: Thursday 28 March 2019 at 4.00 pm, Kilmarnock Campus.

Received for Information

The Board received FOI Key – Key Facts Sheet and Annual Report (Paper 14) and Complaints – Key Facts sheet and Annual Report and noted for information.