

**Minute of the Board of Management Meeting
Held in Kilmarnock Campus Board Room on
Thursday 28 March 2019**

Present: Willie Mackie (Chair) *(Paper 1)*
Nicki Beveridge
Margarette Bryan
Jack McCrindle
Fiona McQueen
Hazel Murphy
Kevin Simpson
Steven Wallace
Tom Wallace
Carol Turnbull

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

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting. In particular, the Chair warmly welcomed Carol Turnbull and Anne Campbell to their first Board meeting. There were no declarations of interest.

The Chair also noted that this would be the last meeting of the Board attended by Ellie O'nions before her retirement. On behalf of the Board, the Chair thanked Ellie for her tremendous service to Ayrshire College and wished her well in retirement.

2 Apologies

Apologies were received from Board Members, Christopher Hall, Fiona Fawdry, Gordon James, Juliana Pyper McFarland, Alan Walker and Marri Walsh.

2 Board of Management Minutes

- **Minute of the Ayrshire College Board Meeting on 6 December 2018**
(Paper 1) P

The minutes of the meeting held on 6 December 2018 were approved as a correct record.

Proposed: T Wallace; Seconded: N Beveridge.

- **Board of Management Action Tracker** (*Paper 1A*) P

Item 4: The Chair confirmed that he would discuss the matter with the Principal.

Action: Chair to discuss Item 4 with the Principal

- **Minute of the Extraordinary Board Meeting on 29 November 2018** (*Paper 2*) R

The minutes of the meeting held on 29 November 2018 were approved as a correct record.

Proposed: S Wallace; Seconded: H Murphy

- **Minute of the Extraordinary Board Meeting on 12 March 2019** (*Paper 3*) R

The minutes of the meeting held on 12 March 2019 were approved as a correct record, subject to a minor editorial amendment on Page 2.

Proposed: S Wallace; Seconded: C Turnbull

4 Matters Arising

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

5 Student Association Report (*Paper 4*) P

K Simpson took the Committee through the report as written and confirmed that Jack McCrindle, Student Association VP, had been elected to the NUS Executive Committee.

It was further reported that the Pink Jumper (Mental Health) Campaign would have a soft launch in April and a full campaign launch in May 2019. In response to questions, J McCrindle expanded with a fuller explanation of the Pink Jumper Campaign and the fact that Kris Boyd of Kilmarnock FC was involved in and fully supportive of the campaign.

The Board welcomed the above report and, in particular, commended the work that has been undertaken in support of the Pink Jumper Campaign. The Board also congratulated J McCrindle on his election to the NUS Executive Committee.

The Board further agreed that the ACSA Newspaper should be circulated to Board Members in the future.

The Board asked that Charlotte Mitchell, Student Association Support Officer, be invited to attend the next meeting of the Board.

Action: Future ACSA News publications to be circulated to board members.

Action: Charlotte Mitchell be invited to attend the June Board Meeting.

6 Chair's Report

The Chair reported on the following matters:

- The Board Strategy Day, postponed on 31 January 2019 because of the decision to make a Ministerial Announcement at the Kilmarnock Campus on the same date, had been re-arranged for 20 April 2019 with the same participants.
- The Chair had recently attended two meetings of the Enterprise and Skills Board. Prof Jim McDonald, Principal of the University of Strathclyde, had agreed to come to Ayrshire College with his Management Team to hold a workshop with the Ayrshire College Management Team, with a view to the development of an integrated enterprise and skills working partnership.
- The new Principal, C Turnbull, had been meeting with all of the regional MSPs and had been very encouraged by the level of support forthcoming.
- The Board would endeavour to take up the kind offer from Spirit Aerospace to hold the June Board meeting there, preceded by a tour of facilities. If the June date could not be accommodated, then the Board Office would seek to arrange the September 2019 meeting to be held at Spirit.
- The Chair thanked the executive management team for all the work being undertaken on the Organisational Review. The Chair added that letters from the support staff trade union Unison, dated 19 March 2019, had been delivered to the Board Office for circulation to all non-executive board members. The content of the letters was in relation to the Organisational Review outcome decisions to be taken by the Board. However, the meeting where the decisions had been taken took place on 12 March 2019. As such, a decision had been taken to deliver the letters to non-executive members at this meeting.

The Board agreed to draft a single Board response to the Unison letter. The response to make the point that a full consideration had been given to all aspects of the Organisational Review outcome proposals, as contained in the minute of the meeting held on 12 March 2019, but that the Board's deliberations and decisions had preceded the date of the Unison letter.

Action: A response from the Board of Management to the Unison letter be prepared and forwarded to Unison.

7 Organisational Review 2018-19

C Turnbull reported that following the Extraordinary Board Meeting held on 12 March 2019, detailed papers had been prepared and provided to staff. Discussions had been held with Campus Unions. EIS-FELA had stated that they were pleased with the structure presented, which they considered robust and sound. Unison wished to consider the matter further and discussions were still ongoing.

The draft Voluntary Severance Scheme had been submitted to SFC for approval. SFC had approved the scheme, with amendments to fit with their current guidelines

A discussion followed during which a number of questions were asked and satisfactory responses provided.

C Turnbull also confirmed that the Vice Principal (Curriculum) post had been advertised as agreed by the Board.

The Board noted the above verbal report and welcomed the endorsement of the Organisational Review outcome received from the curriculum staff union.

8 National Bargaining Update

J McKie reported that EIS-FELA had completed the first 4 days of non-continuous strike action. A ballot was currently taking place on pursuing action short of strike, which could involve the withholding of the assessment results of students.

In relation to job-evaluation, service staff unions had agreed a position with management and the rollout of job-evaluation for service staff would begin after the Easter break. Discussions with curriculum staff unions were still ongoing.

The Board noted the above verbal report and welcomed the progress on Job Evaluation that had been made with service staff unions.

9 SFC Indicative Funding 2019-20 (*Paper 5*) P

M Breen took the Board through Paper 5, noting that while there had been an increase in the Teaching Funds, this had been fully absorbed by the costs of National Bargaining and Job Evaluation. In effect, it represented a standstill, flat cash outcome. It was also noted that the Capital and Maintenance grant had been significantly decreased. Paper 5 had received a full consideration by the Business, Resources and Infrastructure Committee and would now form the basis of the of the 2019-20 budget preparations.

A number of questions were asked and satisfactory responses received.

The Board noted Paper 5 and agreed that it should form the basis of the 2019-20 budget preparations, for consideration at the June 2019 meeting of the Board.

10 Draft Regional Outcome Agreement 2017-20 (Revised for 2019-20) (Paper 6) P

N Beveridge, as Chair of Learning and Teaching Committee introduced Paper 6, and stated that a useful discussion had taken place at the Committee before it had been recommended to the Board for approval. In recommending approval, the Committee, nevertheless, had recognised the challenges associated with meeting the outcomes flagged in the covering paper and wished to draw this to the attention of the Board.

A discussion ensued. T Wallace asked whether any help, support or advice had been signalled by SFC in support of the outcomes highlighted in the five bullet points contained within Section 2 of the covering paper. C Turnbull advised that it would be down to how the College worked with its partners in contributing to these areas. C Turnbull added that from a financial point of view it would be a challenging prospect trying to meet adequately all of these outcomes, particularly in the current financial environment. The Principals Group was currently in discussion with SFC Officials on this matter. The Board continued the discussion, and how best to articulate the impact that the current financial environment and flat cash settlements were having in undermining the best endeavours of the sector.

The Board noted and approved Paper 6.

In light of the above discussion, the Board asked that the Outcome Agreement and the achievement of the outcomes contained Section 2 of Paper 6 be the subject of a discussion between the College and the CEO of SFC.

Action: In the light of the above discussion, a meeting to be held with the CEO of SFC to discuss the Board's concerns regarding the Outcome Agreement, as set out in Paper 6 above, and the challenges associated in meeting the outcomes in the current financial environment.

11 Draft Board and Committee Meeting Dates 2019-20 (Paper 7) P

The Board Secretary introduced Paper 7 and commended it to the Board for approval.

Subject to the December 2019 Board Meeting being moved to Thursday 12 December 2019, Paper 7 was approved by the Board.

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.

The Chairs reports were noted by the Board.

13 Confirmed Standing Committee Minutes.

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

- **Business, Resources & Infrastructure Committee:**
 - **20 November 2018** (*Paper 9*) P
- **Learning and Teaching Committee:**
 - **15 November 2018** (*Paper 10*) P
- **Audit Committee**
 - **27 November 2018** (*Paper 11*) P
- **Search & Nomination Committee**
 - **14 September 2018** (*Paper 12*) P

14 AOCB

15 Date of Next Meeting: Thursday 20 June 2019 at 4.00 pm, venue to be confirmed.

Received for Information

16 2017-18 Sector KPIs Report (*Paper 13*) P

17 2017-18 Evaluative Report and 2018-21 Enhancement Plan (*Paper 14*) P

Reserved Items On Next Page: