

**Minute of the Board of Management Meeting
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference Using Microsoft Teams
on Thursday 27 March 2025**

Present:

Fiona McQueen	Chair (From Item 13)
Matthew Wilson	Vice Chair
Alison Sutherland	Senior Independent Member
Tracey Dalling	Non-Executive Board Member
Jane Grant	Non-Executive Board Member
Gillian Longmuir	Non-Executive Board Member
Sharon Morrow	Non-Executive Board Member
Michael Ross	Non-Executive Board Member
Iain Shearer	Non-Executive Board Member
Chris Boyce	Elected Member, EIS-FELA Teaching Staff
Darcie Hamilton	Elected Student President
Connor Skipsey	Elected Student Vice President
Janette Moore	Elected Member, Curriculum Staff (From Item 14)
Angela Cox	Principal, Ex-Officio

In attendance:

Anne Campbell	Vice Principal – Skills and Enterprise
David Davidson	Vice Principal – People, Performance and Transformation
Hilary Denholm	Board Governance Adviser
Alan Ritchie	Vice Principal – Finance & Infrastructure
Angela Scoular	Executive Assistant to the Principal and Chief Executive (Minutes)

1. Welcome and Declarations of Interest

The Vice Chair welcomed all present to the meeting and chaired the meeting in the Chair's absence until item 13.

M Wilson declared an interest in the aeronautical components of the discussions that would be taking place which are associated with his employment at Glasgow Airport.

2. Apologies

Apologies were received from Jason Currie, Non-Executive Board Member, Gordon Neil, Non-Executive Board Member, and Lisa Keggans, Elected Member, Service/Support Staff.

The meeting was confirmed as quorate.

3. Minutes of the Previous Meeting held on 19 December 2024 (Paper 1) (P)

The minutes were approved as a correct record.

Proposed: Angela Cox

Seconded: Gillian Longmuir

Board of Management Action & Decision Log (Paper 1a) (P)

All actions due in the period were noted as complete.

4. Matters Arising

There were no outstanding matters arising from the minutes.

5. Student Association Report Q3 (Paper 2) (P)

D Hamilton and C Skipsey introduced Paper 2 as presented and summarised key highlights from the report.

The Board noted:

- During February, Refreshers events took place across all campuses which were met with great engagement from students and resulted in more students joining more events and clubs.
- The College recognised LGBT+ History Month during February when various events took place across the College in order to celebrate this event.
- In March, the Student Association took part in Neurodiversity Celebration Week and were on each campus to offer information, support and raise awareness.
- The team are working with Martin Hammond, Head of Health, Safety and Wellbeing to introduce Deaf Awareness and Mental Health campaigns.
- The Student Association extra curricular fund received 25 applications, 23 of which were successful. The fund was exhausted in early February and is now closed.
- The Student Satisfaction and Engagement Survey (SSES) has been circulated to students via email and also via CQMs and social media. So far, there have been 1,700 completions of the survey and the SA will continue to encourage more completions prior to the April deadline.
- The Brighten our Campus campaign is ongoing and new planters will be introduced on each of the campuses ready for Spring.
- The Virtual Reality Student Association project is well underway and a soft launch will take place week commencing 31 March.
- The Student Association have put forward a proposal to the VIEW Group regarding introducing an official Ayrshire College flower. This has been approved and the next stage will be to confirm a flower and then implement this campaign. The two flower options are a blue columbine or a blue cornflower and these options will be put to staff and students to vote.

A Sutherland commented that it was a great report and well received by the LTQ Committee.

The Board noted the report as presented.

6. Chair's Report (Paper 3) (P)

This item was moved down the agenda and taken at the end of the meeting.

The Chair provided an update on activities carried out since the previous Board Meeting as presented in the report.

In addition to this, the Chair provided an update regarding her formal appointment as Chair of the Scottish Police Authority. She stated that she plans to submit her resignation as Chair of the Board of Management to Minister Graeme Dey to allow the Scottish Government to start the public appointments process. The Chair will work closely with ELT and H Denholm to ensure a smooth transition to an interim Chair until the formal process is completed.

Board members congratulated the Chair on her appointment and looked forward to continuing to work with her over the coming months prior to her departure.

The Board noted the report as presented.

8. Board & Committee Programme of Meetings AY2025-26 (Paper 5) (P)

H Denholm referred to Paper 5 and noted that the proposal was based on the current academic year and addressed feedback which had been provided around the timings of meetings and introducing a joint ARC and BRIC meeting during the second cycle in order to review the Financial Statements only.

It was suggested that meetings should be rotated around the three campuses, at least once during the academic year, in order for Board Members to have visibility across the College.

Decision: BOM49-D01: The Board approved the AY2025-26 Programme of Meetings subject to consideration being given to rotating meetings across the three campuses.

10. Board Responsibilities & Standing Orders Annual Update (Paper 7) (P)

H Denholm referred to Paper 7 which presented an annual update of the Board Responsibilities and Standing Orders.

The Board noted:

- The updates made were highlighted in the paper for easy reference.
- The next review would be due in March 2026 and the Scheme of Delegation would also be reviewed at that time.

Decision: BOM49-D03: The Board approved the changes presented.

11. Student Association Constitution (*Paper 8*) (*P*)

D Hamilton introduced Paper 8 and summarised the key points.

The Board noted:

- The Constitution is reviewed every 3 years and the Student Association have set a deadline of 30 June 2025 for the current review.
- The Learning, Teaching and Quality Committee were asked to consider the proposed changes and recommended the report for approval by the Board of Management subject to minor changes which had now been included.
- An executive summary had been introduced in order to make it easier for students to read and understand.
- The document would go live on 1 July 2025 following approval.

M Wilson suggested including the executive summary at the beginning of the document, as this is a common formatting practice for similar documents.

Decision: BOM49-D04: The Board approved the Student Association Constitution.

17. Mainstreaming Equality Report 2023-2025 and Equality Outcomes 2025 – 2029 (*Paper 13*) (*P*)

D Davidson referred to Paper 13 and noted that this report follows a progress review in April 2023 and an interim report in 2024, focusing on the Equality Outcomes which were set for the period 2021-2025. The report also proposes Equality Outcomes for the period 2025-2029. The report was received very positively by BRIC and recommended to the Board for approval.

D Davidson noted that S Morrow had sent on amendments via email therefore these would be taken into account in the final version.

Decision - BOM49-D07: The Board approved the Mainstreaming Equality Report 2023-2025 and Equality Outcomes 2025 – 2029

18. Committee Chairs' Reports on 3rd Quarter Committee Meetings (*Papers 14, 15 & 16*)

The Board received a written report from each Committee Chair outlining a summary of key issues considered by the Standing Committees since the last meeting of the Board.

The confirmed minutes of these meetings will be received by the Board at its next meeting.

The Board noted the report from each Committee Chair.

19. Confirmed Minutes: Standing Committees (Papers 17, 18 & 19)

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

- Learning, Teaching & Quality Committee 28 November 2024
- Business, Resources & Infrastructure Committee 03 December 2024
- Audit & Risk Committee 10 December 2024

The Board received the above minutes from noting.

20. AOCB

AI Toolsets

A Ritchie noted that with regards to Board members using any AI tool such as Copilot which are provided out with the College IT operating environment, these must not be used. Licences for MS Copilot can be provided to Board members in order to cover data under College protections. Training can be provided as required and the ICT Team will be in touch with members to ascertain IT and licence requirements.

21. Date of Next Meeting: Thursday 19 June 2025 at 4pm

(C/P) Confirmed minutes will be published on College Website; (P) – Paper will be published on the College Website; (R) – Paper is reserved, because it contains data or information of a personal nature, which is restricted by legislation, or because it contains commercially sensitive information, and will not be published on the College Website

Reserved items on next page