

**Minute of the Board of Management Meeting
Held by Hybrid Attendance at Kilmarnock Campus and
via Video Conference Using Microsoft Teams
on Thursday 19 June 2025 at 4.00pm**

Present:

Fiona McQueen	Chair
Matthew Wilson	Vice Chair (<i>from Item 12</i>)
Alison Sutherland	Senior Independent 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
Chris Boyce	Elected Member, EIS-FELA Teaching Staff
Darcie Hamilton	Elected Student President
Connor Skipsey	Elected Student Vice President
Lisa Keggans	Elected Member, Service/Support Staff
Janette Steel	Elected Member, Curriculum Staff
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 Chair welcomed all present to the meeting.

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 I Shearer, T Dalling, J Currie and G Neil.

The meeting was confirmed as quorate.

3. Minutes of the Previous Meeting held on 27 March 2025 (*Paper 1*) (*P*)

The minutes were approved as a correct record.

Proposed: A Sutherland

Seconded: A Cox

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 Q4 (*Paper 3*) (*P*)

The Chair took the opportunity to congratulate both D Hamilton and C Skipsey for their reappointments as Student President and Vice President and noted that the Board looked forward to working closely with them again in 2025-26.

D Hamilton and C Skipsey introduced Paper 3 as presented and summarised key highlights from the report.

The Board noted:

- Throughout March and May, various campaigns and events took place such as Neurodiversity Celebration Week, Pathways of Hope campaign, Deaf Awareness Week and Mental Health Awareness Week.
- The Class Ambassador Mid-Year Review was completed in March where Class Ambassadors are asked about a range of elements relating to the programme with a view to making improvements. The Student Association were pleased to note various improvements which had been made however there were still areas that required further development and improvement.
- The Nexus, which is the name for the Student Association Virtual Reality Platform, has gone through a soft launch to the student body. Positive feedback has been received and the next steps will be to work with the Student Induction Working Group to look at how Nexus can be integrated into Induction practices.
- For the Brighten our Campus project, results of previous planting are starting to show, particularly at the Kilmarnock Campus, and there are plans to do more gardening activities at the Ayr and Kilwinning campuses.
- The Student Association suggested the introduction of an Ayrshire College Official Flower and are pleased to advise that students and staff alike voted on the options available and have chosen the Blue Columbine. Appropriate planting sites will be identified and it is hoped that, with the help of the Marketing team, the flower will be officially launched soon.
- The Student Association Constitution review has now been completed and the documents will go live on 1 July 2025.

A Sutherland commented that the report was well received by the LTQ Committee and members were delighted with D Hamilton and C Skipsey's reappointments. Members look forward to a demonstration of the Nexus platform at their next meeting in September.

The Board noted the report as presented.

6. Chair's Report (*Paper 4*) (*P*)

The Chair provided an update on activities carried out since the previous Board Meeting.

The Board noted:

- Leading and Learning opportunities – those Board members who expressed an interest in participating with this development were offered departmental visits and found the visits to be very helpful. The Chair encouraged members who have not yet participated to do so.
- The Chair confirmed that one new Board member had been selected from interviews that had taken place recently and they would take up post at the end of the summer.
- The Chair encouraged Board members to complete the Board Self-Evaluation of Effectiveness Questionnaire. Responses received will be consolidated and analysed and a report presented to the Board for review. The findings from the report will inform the annual Board Development Plan.

The Board noted the report as presented.

10. 2025-2026 Internal Audit Plan (*Paper 8*) (*P*)

A Ritchie referred to Paper 8 and noted that the document outlines the internal audit plan for the upcoming academic year, aimed at ensuring effective internal controls and addressing key risk areas. The College Audit Needs Assessment (CANA) indicates the audits undertaken since 2020-21 and the planned work for 2025-26, expanded to include other areas that may be subject to future audit assignments.

BOM50: D04: The 2025-26 Internal Audit Plan was approved.

15. Committee Chairs' Reports on 4th Quarter Committee Meetings (*Papers 12, 13 and 14*)

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.

16. Confirmed Minutes: Standing Committees (*Papers 15, 16 and 17*)

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

- Learning, Teaching & Quality Committee
- Business, Resources & Infrastructure Committee
- Audit & Risk Committee

The Board received the above minutes from noting.

17. AOCB

Kilwinning Campus Transfer

A Ritchie confirmed that the transfer of the Kilwinning Campus to the College on 13 June was successful and that the affected staff had transferred over to College employment on that date. A Ritchie took the opportunity to thank the College team who were instrumental throughout the whole process.

A Campbell

The Chair noted that this would be A Campbell's last Board meeting and took the opportunity to wish her well in her new role on behalf of the Board of Management and thanked her for her valued support over the years.

F McQueen

A Cox noted that this would also be the Chair's last meeting and took the opportunity to thank her for her support and input over the past few years and wished her well in her new role.

18. Date of Next Meeting: Thursday 25 September 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 pages