

**BOARD OF MANAGEMENT**  
**Minutes of Meeting held on**  
**Thursday 21 September 2023**  
**At 1330 hours in the Boardroom and on MS Teams**

**Present:**

Jamie Wilson (Chair)  
 David Patterson  
 Jessie McLeman  
 Dave McCallum  
 Rebecca Dewis  
 Stuart Cruickshank  
 Elizabeth Hudson

Ben Cookman  
 Caroline Webster (MS Teams)  
 Leigh Mair  
 Amy Wiggins  
 Dawn McKinstrey

**In Attendance**

Shelly McInnes  
 Carolyn Thomson  
 Eleanor Melton (Clerk)  
 Alex Hastings (Minutes Secretary)

Kenny McAlpine (Left at 4pm)

Item		Action	Date
<b>BM.23.05.01</b>	<b>(i) Resignations</b>		
1.1	Resignations were received from Paul Mitchell.		
	<b>(ii) Appointments</b>		
1.2	There have been no new appointments.		
	<b>(iii) Introductions</b>		
1.3	There were no further introductions.		
<b>BM.23.05.02</b>	<b>Apologies for Absence</b>		
2.1	Apologies for absence were received from Paul Mitchell.		
<b>BM.23.05.03</b>	<b>Any Additional Declarations of Interest including specific items on this Agenda</b>		
3.1	Stuart raised the Recovery Plan as a Declaration of Interest for staff, the Board agreed this would cover all employed members of staff.		
<b>BM.23.05.04</b>	<b>Draft Minutes of Previous Board Meetings held on 21 September 2023</b>		
4.1	The minutes of the meeting held on 21 September 2023 were accepted as a true and accurate record: Proposed: Jessie McLeman Seconded: Dave McCallum		
<b>BM.23.05.05</b>	<b>Matters Arising from Previous Board Meeting held on 21 September 2023</b>		
5.1	An update was provided on the following Matters Arising: <u>5.1.1</u> – Ongoing – Recruitment for a new Chair has been approved.		

	<p><u>6.8.2</u> - David provided an update to the board detailing the reasoning for the high number of changes in the Project Manager role.</p> <p>All other actions/matters were agreed as complete.</p>		
<b>BM.23.05.06</b>	<b>KPI Dashboard</b>		
6.1	<p>David supported his KPI Dashboard paper, notifying the Board that the report is not yet complete, as it has been one month since the last meeting.</p> <p>David spoke on the Graduation ceremony that was held on Friday 6 October, it was a great success and thanked all those involved for their hard work in facilitating the event.</p> <p>Graeme Dey, Minister for Higher and Further Education attended the Construction Prizegiving Event. David detailed his conversation, noting that he was very interested in how UHI is preparing to steady itself as a result of financial difficulties, in which he was pressed on several times.</p> <p>An update was provided on the BeHub project, notifying the Board that there has not yet been feedback received from the Scottish Government. David suggested that there would be no interference from the UK Government regarding the BeHub, therefore, on the condition that we receive approval from the Scottish Government, the planning process can be progressed.</p> <p>There are currently 2 items rated as a Red RAG Status which are the HE Funded FTEs, and EOY Forecasting Underlying Position.</p> <p>Kenny included a note of context to the HE FTEs, detailing that we are close to meeting FE target, suggesting that we could possibly strike balance with SFC by showcasing potential for growth in this capacity without major implications.</p> <p>Jessie queried the ability to gain an understanding on figures for students progressing from HE and the Board agreed to create an action looking into this.</p>		
<b>ACTION</b>	Investigate feasibility of analysing data on progressing students.	<b>KM</b>	
<b>BM.23.04.07</b>	<b>Learning and Teaching</b>		
7.1	<b>(i) Update on FE and HE Enrolments (post-census data)</b>		

	<b>(ii) Overview of actions being taken on HE Enrolments – 2024-25 focus</b>		
7.2	<p>Kenny supported the paper providing an update on the status of enrolments for FE and HE. The current FE position is showing positive signs of recovery, withdrawal rates are down, and part time enrolments are increasing. On further discussion it was suggested that part time enrolments are increasing due to the economy driving this demand as students are finding it difficult to afford full time study.</p> <p>The drop in enrolments for Health and Social Care was noted as significant due to its previous position as the highest enrolled course within the college. Several reasons were discussed for this drop such as location difficulties following progression, as explained by Rebecca.</p> <p>The Board entered discussions into how we can improve enrolments with the suggestion that we focus on creating partnerships with local businesses. Questions were based on the age profile of students within the College, where there is a high number of mature students. Reflecting whether there had been a change in this trend, Kenny explained that we are in a largely similar position however this could be open to change.</p> <p>HE presents itself in a more challenging position. Full time numbers are down around 13%, and there has been a reduction in withdrawals, however, there has not been a sufficient amount to compensate for enrolments.</p>		
	<b>(iii) Teaching and Learning Update</b>		
7.3	<p>Kenny provided an update on matters arising since the last Board Meeting. Due to a break in industrial action, the College has had a window of opportunity to resolve issues caused as a result of ASOS. As of 13th September 2023, 19 members of academic staff were withholding 944 results from the College (826 at FE level and 118 at HE level). Kenny explained to the Board the process being undertaken by Registry for FE, ensuring that all results are reported, and any outstanding award letters are sent out. Similar arrangements are in place with Executive Office to co-ordinate HE results.</p> <p>Kenny raised a quality issue within Modern Apprenticeship Engineering following an External Verification visit resulting in a component of the course receiving a ‘Not Accepted’ result. Following discussions with the Board surrounding possible reputational damage, Kenny explained the plan being managed by the</p>		

	<p>STEM Head of Curriculum. It was agreed that this issue is raised at the next LTQ Committee Meeting.</p> <p>The Board was also updated on changes to the MA Engineering Framework. The principal change is that the frameworks demand a degree of specialism that will preclude the College from offering a broad Engineering apprenticeship. The Head of Curriculum for STEM has been tasked with preparing an impact assessment and proposed course of action, including costings attached to any investment required, and strategic alignment with proposed new curriculum developments.</p>		
<b>ACTION</b>	Include quality issues in reference to SQA sanctions on LTQ Committee Agenda.	<b>EM</b>	Immediate
<b>ACTION</b>	SQA sanctions to be resolved and situation reported back to the Board.	<b>KM</b>	Next Meeting
<b>ACTION</b>	Samantha Bright and Jacqui Taylor conducting impact analysis with the plan to be reported back to the Board.	<b>KM</b>	Next Meeting
<b>BM.23.05.08</b>	<b>College Operational Plan</b>		
	<b>(i) Missing Actions</b>		
8.1	The Board agreed to move this item to the Agenda for Board Meeting held in December.		
	<b>(ii) Agreed Measurable Outcomes</b>		
8.1	The Board agreed to move this item to the Agenda for Board Meeting held in December.		
<b>BM.23.05.09</b>	<b>Update on UHI Targeted Operating Model Work</b>		
9.1	The Board agreed to have this discussed at the Board Development Day being held on 10 December 2023		
<b>BM.23.05.10</b>	<b>Emerging Issues</b>		
10.1	<p>Clerk requested that skills assessment forms be submitted as soon as possible as the external auditors are chasing this up.</p> <p>The organisation of a Convener for LTQ Committee was discussed with Dave volunteering on a 6-month interim basis. A rota was then suggested for this in order to maintain quorum for these meetings.</p> <p>Staff Governance was also discussed as needing a Convener, Amy volunteered for this on the basis that training is received for this position. The Board agreed to investigate organising training sessions for Board Members.</p> <p>The Clerk also mentioned the need for a member to take on the position of Senior Independent Member. Following discussions, it was agreed that the Clerk</p>		

	circulate the role description to all members. Any notes of interest are to be sent to the Clerk.		
<b>ACTION</b>	Clerk to arrange training of Board Members chairing meetings.	<b>EM</b>	
<b>ACTION</b>	Circulate role description for role of Senior Independent Member	<b>EM</b>	<b>Immediate</b>
<b>BM.23.05.11</b>	<b>Date of Next Meeting – 14 December 2023</b>		
<b>RESERVED ITEMS</b>			
<b>BM.23.05.12</b>	<b>Draft Reserved Minutes of Board Meeting held on 21 September 2023</b>		
	This item is reserved, and the minute held in confidence.		
<b>BM.23.05.13</b>	<b>Reserved Matters Arising from Previous Board Meetings held on 21 September 2023</b>		
	This item is reserved, and the minute held in confidence.		
<b>BM.23.05.14</b>	<b>Options for Revised Recovery Plan</b>		
	This item is reserved, and the minute held in confidence.		
	<i>Meeting closed at 16.20pm</i>		