

## Board of Management

### Meeting of the Board of Management

MINUTE OF 4<sup>th</sup> MEETING HELD ON WEDNESDAY 17 FEBRUARY 2021 AT 1800 HRS  
(BoM4) HELD VIA MS TEAMS

Present	
Alisdair Barron (AB) (Chair)	Paul Hillard (PH)
David Cullen (DC)	Karen Kelly (KK)
David Eaton (DE)	Paul Little (PL)
Sarah Erskine (SE)	May Miller (MM) (Co-optee)
Nicolas Garcia (NG)	Ronnie Quinn (RQ)
Lorna Hamilton (LH)	Audrey Sullivan (AS)
Iona Gibson (IG)	Lesley Woolfries (LW)
In attendance	
Paul Clark (PC)	Ann Butcher (Minute)
Apologies for absence	
George Galloway (GG)	Stuart Patrick (SP)
Graham Mitchell (GM)	Rebekah Widdowfield (RW)

Item BoM4-1	Apologies for Absence	
Paper No:	Lead: Chair	Action requested: Note
Decision/Noted	Apologies for absence were received from GG, GM, SP and RW.	

Item BoM4-2	Declarations of Interest	
Paper No:	Lead: Chair	Action requested: Note
Decision/Noted	None.	

Item BoM4-3.1	Minute of the Previous Board of Management Meeting held on Wednesday 16 December 2020	
Paper No: BoM4-A	Lead: Chair	Action requested: Approve
Decision/Noted	That subject to amendment under Item 5.4, the minute be approved.	
	<p><b>Matters Arising</b> NG confirmed that the Student's Association have been consulted in advance of distribution of communications to students. The Head of Communications is currently drafting a Communications Procedure.</p>	

Item BoM4-3.2	Strategic Risk Review	
Paper No: BoM4-B	Lead: P Clark	Action requested: Approve

<b>Discussion/ Matters Arising</b>	<p>The recent status of Risk Scores and related Risk MAPs, which are regularly updated and reported to appropriate Committees, were submitted. The following Risks were particularly highlighted for discussion:</p> <p>Risk 24 '<i>Failure of Compliance with GDPR</i>'. PC reported that a Data Protection Officer has now been appointed from Thornton's Solicitors. A reduction in risk score was proposed (12, AMBER) and will be further considered at the next meeting of the AAC on 24 02 21.</p> <p>Risk 1 '<i>Failure to Support Successful Student Outcomes</i>'. The previously proposed reduction in Risk Score was considered by members. As Convener of the LT Committee, AS recognised the extent of collaboration and commitment from staff to deliver student success. However given the recent First Minister's statement (16 02 21) announcing an extended lockdown and following reports received at the Quality Assurance and Enhancement Committee (17 02 21) AS recommended that the current Risk Score remain at RED. Following further discussion, it was agreed that the Risk Score be increased from 15 to 20 (RED). AS further requested that the Principal write to the CEO, SQA, advising of the Board's concerns.</p>
<b>Decision/Noted</b>	<ul style="list-style-type: none"> <li>• That the College Risk Register at 11 February be approved.</li> <li>• That the Risk Score to Risk 1 be increased to 20 (RED).</li> <li>• That the Principal write to the CEO, SQA.</li> </ul>

<b>Item BoM4-4.1</b>	<b>Planning Day - Reflections</b>	
<b>Paper No: Verbal</b>	Lead: P Little	Action requested: Discuss
<b>Discussion/ Matters Arising</b>	<p>The Board reflected upon the investment agendas presented by the Principal at the preceding Board Planning event. This included the following themes:</p> <ul style="list-style-type: none"> <li>• Staff and Staff Development</li> <li>• Digital Transformation - digital architecture</li> <li>• The College Portfolio (including TDAP)</li> <li>• The Student Experience - Lifetime Learning and targeted support</li> </ul> <p>Members agreed in principle with the investment proposals as presented, however requested each detailed proposal be supported by a Business Case for consideration at relevant Committee/Board meetings. Members were reminded that a robust approval process was in place for all investment plans. It was further suggested that an outline investment proposal paper be submitted at the next meeting of the Board.</p> <p>KK further requested that investment proposals should also be presented within the long-term financial planning report for further discussion and agreement on prioritisation.</p>	
<b>Decision/Noted</b>	<ul style="list-style-type: none"> <li>• To note the outcomes from the Planning Event held on 17 02 21.</li> <li>• To provide an outline investment paper at the Board meeting on 24 03 21.</li> </ul>	

<b>Item BoM4-5</b>		<b>Any Other Notified Business</b>	
Paper No: Verbal	Lead: Convener	Action requested: Note	
Decision/Noted	<b>Timings of Board and Committee Meetings</b> AB reported that some members had enquired regarding a review of Board and Committee meeting times, to allow as many members as possible to attend during the current crisis period. It was recognised that Board members, and staff, had very different home responsibilities at present. AB welcomed members feedback and suggested that consultation with individual Committees re timing of future meeting should be undertaken. A compromise option of 1600 hours was further suggested. Members will provide feedback to P Clark through the Committees.		
Decision/Noted	To provide feedback to P Clark on timings of Board and Committee meetings during current crisis.		

<b>Item BoM4-6</b>		<b>Disclosability of Papers</b>	
Paper No: Verbal	Lead: P Clark	Action requested: Note	
Decision/Noted	That the disclosability status of papers remain unchanged.		

<b>Item BoM4-7</b>		<b>Date of Next Meeting</b>	
Paper No:	Lead:	Action requested: Note	
Decision/Noted	Date of Next Meeting –Wednesday 24 March 2021		

*The meeting closed at 1850 hours.*

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
BoM4-3.2 17 02 21	<b>Strategic Risk Review:</b> Write to CEO, SQA expressing Board concerns.	PL	ASAP
BoM4-4.1 17 02 21	<b>Planning Day – Reflections:</b> To provide an outline investment paper at the Board meeting on 24 03 21.	PL	24 03 21
BoM4-5 17 02 21	<b>AONB:</b> Provide feedback to P Clark on timings of Board and Committee meetings during current crisis.	ALL	ASAP

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
BoM3-8 16 12 20	<b>AONB: College and Staff Achievements:</b> Circulate letter of thanks to staff.	PC/AB	12/20 <b>Complete</b>
BoM2-2.1	<b>Student Profile and Performance 2018-19:</b> Provide a more detailed breakdown of the success outcomes for the key student groups.	PC (for DD/GP)	BoM Mtg 04 12 19 <b>Complete</b>
	PC to ensure Board member training and development includes 'responsibilities as a charity trustee'.	PC	Ongoing <b>Complete</b>
	A series of Faculty presentations to be incorporated into Board work plans to ensure Board members are fully informed of the College industry related activities.	PC	Ongoing <b>Complete</b>
BoM2-5	<b>Property Disposals/Development Update:</b> Continue to develop a strategy for a regional innovation centre in collaboration with GCRB.	PL/ST	Ongoing