

Board of Management

Meeting of the Performance and Nominations Committee

MINUTE OF THE 4th MEETING HELD ON MONDAY 25 APRIL 2022 AT 1500 HRS (PNC4) VIA MS TEAMS VC

Present	
Lesley Woolfries (LW) (Convener)	Paul Little (PL)
Lorna Hamilton (LH)	Graham Mitchell (GM)
Karen Kelly (KK)	Audrey Sullivan (AS)
In attendance	
Paul Clark (PC) (College Secretary/Minute)	Jon Gray (JG)
Not Present	
Alisdair Barron (AB) (Board Chair)	

Item PNC4-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None received.	

Item PNC4-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None declared.	

Item PNC4-3.1	Minute of the Performance & Nominations Committee meeting held on 24 January 2021	
Paper No: PNC4-A	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	All actions completed. JG advised that the Performance Team was back to its full complement, and a session with the Board might be most appropriate in June (following EFQM assessment). LW noted the action to develop high-level PIs for Board review - to be progressed.	
Decision/Noted	Noted: PIs to be developed	

Item PNC4-3.2	Board Self-evaluation	
Paper No: PNC4-B	Lead: Paul Clark	Action requested: Approve
Discussion/ Matters Arising	PC introduced the Board Self-evaluation process, which is structured around the Code of Good Governance, its guidance, and directions.	

	<p>This ensures that Board evaluation as well as any development actions that may arise from the process will be similarly aligned.</p> <p>LW recommended a session on the Code of Conduct for Board members. Action - identify a facilitator and set a date of the session.</p> <p>PL reported on the process for identifying a successor to PC as Secretary to the Board/Governance Professional. PL indicated that MC would fill the role in the interim period, and the post will be advertised soon. The experience of SLC demonstrates the importance of continuity in governance support. PC has also recorded an interview for future use by managers. PL to update on the recruitment process at the next Board meeting.</p> <p>LW requested that there is Board representation on the recruitment panel, which was agreed (Chair, Vice Chair, and a Committee Convener). GM suggested that the interview process might be broken down into two groups.</p>
Decision/Noted	<p>Self-evaluation approved.</p> <p>Actions: PC to circulate Self-evaluation questionnaire (asap) PC to investigate externally facilitated session on the new Code of Conduct (asap)</p>

Item PNC4-4.1	EFQM Application Update	
Paper No: Verbal	Lead: Jon Gray	Action requested: Discuss
Discussion/ Matters Arising	<p>JG indicated that the assessment process is on track, and the assessment documentation has now been prepared and submitted. This week, a substantive summary document will be finalised and produced in hard copy. Board members will be provided with this document. The assessors will meet with the Principal on 3 May, and arrangements for the assessment visit on 13 June will be finalised.</p> <p>With the assistance of the Design Team a “Pitch Pack” is being prepared.</p> <p>PL reflected that EFQM is a means to an end, with several benefits, one of which is to capture our processes, data, and achievements for multiple uses. This represents a major management effort, and one which other organisations would struggle to achieve. The College now has a repository of high-quality information and documentation, some of which includes long-term trend data, which will serve many purposes.</p>	
Decision/Noted	Noted	

Item PNC4-4.2	Principal’s Update	
Paper No: Verbal	Lead: Paul Little	Action requested: Discuss
Discussion/ Matters Arising	PL referenced the strategic quadrants in providing his update report.	

Education Scotland to visit next month. Date to note: 28 June - Learning and Teaching Conference - to focus upon lessons learned from the pandemic and the investment and development of blended learning. Workforce planning and wellbeing work is ongoing, and the Principal noted that staff absence is on the increase. Some of this is directly due to Covid, however many absences may be a consequence of the sustained stress over the past 2 years.

The Principal noted that some staff were reluctant to work on campus. PL reported that hybrid working will be in place for the foreseeable future, however this flexibility will have disadvantages that need to be examined. PL will undertake various scenario planning exercises with the Board in due course.

Student Satisfaction has increased with blended learning.

Microcredentials have been developed, comprising small (20hr) units of learning. Adult learning will now be a priority, especially in consideration of adult learning needs, such as evening provision. This represents a significant shift in focus for the sector.

PL reported that progress is being made in addressing the College's financial position. This has included savings from postponing the filling of current vacancies.

Industrial action is ongoing, and the Principal provided an opinion as to how this might develop.

PL noted that no Section 22 report will be forthcoming as a consequence of the fraud.

Decision/Noted

Noted

Item PNC4-4.3		Progress Visit – Education Scotland	
Paper No: PNC4-C	Lead: Jon Gray	Action requested: Discuss	
Discussion/ Matters Arising	<p>JG highlighted the dates (6 and 9 May) of the Education Scotland visit, and the detailed schedule. This visit will focus upon how the College managed the impact of the Covid pandemic. The visit will include focus sessions with staff and students.</p> <p>AS referred to the additional work and pressures upon the senior team as a result of this visit, as well as the EFQM assessment. It was noted that significant work had already been prepared in relation to the College's management of the consequences of the pandemic, and that this evidence can serve a number of purposes, including the Education Scotland visit.</p>		
Decision/Noted	Noted		

Item PNC4-4.4		Refinement of College Performance Measures	
Paper No: PNC4-D	Lead: Jon Gray	Action requested: Discuss	
Discussion/	JG reported that this work had largely been completed, and given the		

Matters Arising	timing of SMT and Board meetings, should be finalised this session as agreed. The Committee considered the recommendation from the 2020-21 External Audit, noting the need to complete this exercise within the current session as per the agreed recommendation. While recognising the progress already made, LW proposed a single item PNC meeting to close this action.
Decision/Noted	Action: PNC to meet to consider and approve the refined PIs aligned with the Supporting Strategies.

Item PNC4-5.1	Complaint Handling Update (Jan-March 2022)	
Paper No: PNC4-E	Lead: Jon Gray	Action requested: Discuss
Discussion/ Matters Arising	The Committee considered the nature of some complaints, recognising the variation in the seriousness of some complaints.	
Decision/Noted		

Item PNC4-6	Any Other Notified Business	
Paper No:	Lead: Convener	Action requested:
Discussion/ Matters Arising	None. LW noted the absence of the Chair, which PL explained was possibly due to a family engagement.	
Decision/Noted	PC undertook to circulate information regarding the student exhibition.	

Item PNC4-7	Disclosability of Papers	
Paper No: Verbal	Lead: Convener	Action requested: Note
Discussion/ Matters Arising	No change currently proposed.	
Decision/Noted		

Item PNC4-8	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Monday 8 August 2022	

The meeting closed at 1645.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
PNC4-3.2	Investigate externally facilitated session of the new Code of Conduct	PC	ASAP
PNC4-3.2	Circulate Board Self-evaluation questionnaire	PC	ASAP
PNC4-4.4	Arrange special meeting of PNC to agree Strategic PIs/Performance Framework	PC/JG	ASAP

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PNC3-3.1	Continue informal Board meetings	PC	25.04.22 Complete
PNC3-3.2	Increase Risk Score of Risk 27 as agreed	PC	ASAP Complete
PNC3-4.4.5	Update Leadership Chart	JG	25.04.22 Complete
PNC1-5.1	Agree and circulate suitable date for the Performance Team to meet Board members informally	JG/PC	24.01.22 TBA (June 2022)
PNC2-4.2	Complete the review of strategy PIs for next Board meeting.	JG	17.11.21 Ongoing – ref action at PNC4-4.4 above