

Board of Management

Meeting of the Performance and Nominations Committee

MINUTE OF THE 1st MEETING HELD ON MONDAY 8 AUGUST 2022 AT 1500 HRS (PNC1) VIA MS TEAMS

Present	
Lesley Woolfries (LW) (Convener)	Graham Mitchell (GM)
Lorna Hamilton (LH)	
Audrey Sullivan (AS)	
In attendance	
Michael Cross (MC) (Interim College Secretary/Minute)	Paul Little (PL) Jon Gray (JG)
Not Present	
Alisdair Barron (AB) (Board Chair)	

Item PNC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from AB.	

Item PNC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None declared.	

Item PNC1-3.1	Minutes of the Performance & Nominations Committee	
Paper No: PNC1-A & B	Lead: Convener	Action requested: Approve
Discussion/ Matters Arising	Meeting held on 25 April 2022. Approved, subject to correcting the intervention from "AW" to Audrey Sullivan. Meeting held on 23 May 2022.	
Decision/Noted	Approved	

Item PNC1-3.2	Board Self Evaluation Report	
Paper No: PNC1-C	Lead: M Cross	Action requested: Approve
Discussion/ Matters Arising	MC explained that progress on the self-evaluation report was delayed as a result of other priority work in his portfolio. He aimed to get a summary paper to the Board meeting on 24 August.	

Decision/Noted

Noted.

Item PNC1-4.1		Meeting Arrangements	
Paper No: Verbal	Lead: M Cross	Action requested: Discussion/Decision	
Discussion/ Matters Arising	Members discussed the optimal arrangements, taking account of the experience gained since 2020 in the capability of online meetings, and the capacity individuals had built in their use; additionally, the flexibility of such platforms was helpful in minimising travel (and other) commitments. Members also noted the importance of in-person meetings in supporting a continued collective and collegiate approach, and in facilitating larger numbers of attendees.		
Decision/Noted	It was agreed to maintain PNC (and LTC) meetings on-line for the next session, but to (a) keep arrangements under review; and (b) ensure at least one in-person session a year. Members agreed a 15.00 start.		

Item PNC1-4.2		Performance Against the Sector AY 2020-21	
Paper No: PNC1-D	Lead: J Gray	Action requested: Discussion/Decision	
Discussion/ Matters Arising	<p>The Committee discussed the College's AY2020-21 performance relative to the rest of the College sector. Mindful of the continued disruption to learning caused by regional lockdowns, the Committee acknowledged the significant achievement made to exceed the sector in the numbers of learners successfully completing their course.</p> <p>In AY2020-21, the College exceeded the sector average for the numbers of learners successfully completing full-time courses, for both FE and HE (61.6% vs 61.3%) (76.6% vs 72.1%) respectively.</p> <p>The College was second overall in the sector in terms of the percentage of its full-time Further and Higher education students successfully completing their course, doing so with the highest volume of learners – almost 10,000 learners.</p> <p>The College also performed significantly better than sector average in completion rates for FE part-time courses (84.2% v 76.3%).</p> <p>The Committee acknowledged that the challenges arising from the pandemic have continued during this academic year, and noted the need for the College to continue to do more to tackle withdrawal rates, especially for its FE learners.</p> <p>The Committee welcomed and reiterated the importance of the focus on employability outcomes. It recommended the College discuss this in more detail at the Learning & Teaching Committee in the Autumn (given consideration of the performance of AY20-21 leavers) and at the same time understand the progress being made with the College's new Skills Academies.</p>		
Decision/Noted	Noted		

Item PNC1-4.3		External Scrutiny of College Performance	
Paper No: PNC1-E	Lead: J Gray	Action requested: Discussion/Decision	
Discussion/ Matters Arising	<p>The Committee acknowledged the volume of work undertaken this year responding to the multiple requirements of external assurance agencies. This included EFQM; Education Scotland; recertification of our Customer Service Excellence standard and BSI 9001.</p> <p>The Committee was especially pleased with the successful outcome of the Education Scotland Progress Visit and the subsequent successful outcome of their reviews of our overseas activity and Safeguarding practices.</p> <p>The Committee was informed that a full report on the EFQM assessment will follow, to feature at a future Committee discussion, mindful that its recommendations will help inform the future work of the Committee.</p> <p>It was noted that the College's STEM Assured Status was being reviewed on the 8th August and that an update on this would follow.</p> <p>Finally, the Committee noted the ambition to extend the central oversight of the compliance process to provide greater assurance over the management of the external audit of the seventeen external bodies.</p>		
Decision/Noted	Noted		
Item PNC1-4.4		Principal's Report	
Paper No: Verbal	Lead: P Little	Action requested: Discussion/Decision	
Discussion/ Matters Arising	<p>The Principal highlighted:</p> <ul style="list-style-type: none"> - work to manage the College's financial position - adversely affected by COVID and its aftermath – including consideration of the optimal staffing configuration. - the very positive reports from the recent scrutiny by a team from the European Foundation for Quality Management (EFQM) - pending advertisements for a substantive College Secretary and a Dean of Creative Industries - the sad new of the death of a valued and long-standing member of staff in Louise - An approach from possible donors 		
Decision/Noted	Noted.		
Item PNC1-4.5		Strategic Risk Review	
Paper No: PNC1-F	Lead: S Lodge	Action requested: Discussion/Decision	
Decision/Noted	Paper agreed.		
Item PNC1-5.1		Performance Reporting	
Paper No: PNC1-G	Lead: J Gray	Action requested: Note	

Discussion/ Matters Arising	JG shared with the Committee the latest iteration of the College balanced scorecard including benchmarks and targets. It was noted that this will be circulated shortly for end of year reporting. A final version will return to the next meeting of the Committee for a discussion on performance and the related processes.
Decision/Noted	Noted

Item PNC1-5.2	EFQM Assessment June 2022	
Paper No: PNC1-H	Lead: J Gray	Action requested: Note
Discussion/ Matters Arising	JG shared initial feedback from the June EFQM assessment visit; the Committee welcomed the positive outcome of the visit, including the highlighted best practice on people and culture, innovation, and consistency of purpose, and scale and reach.	
Decision/Noted	The Committee noted a fuller, final EFQM report is due in August. This will be the subject of further discussion at the next meeting of PNC.	

Item PNC1-6	Any Other Notified Business	
Paper No:	Lead: Convener	Action requested:
Discussion/ Matters Arising	Conscious of the need to recruit new board members – in the light of some members signalling their intention to stand down - the Committee agreed on the need for a wider review of the need to consider Board membership. To that end, the executive should circulate a paper summarising members' current terms of appointment and expiry dates.	
Decision/Noted	Noted for further discussion.	

Item PNC1-7	Disclosability of Papers	
Paper No: Verbal	Lead: Convener	Action requested: Note
Discussion/ Matters Arising	No changes proposed.	
Decision/Noted	Noted.	

Item PNC1-8	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Monday 1 October 2022	

The meeting closed at 17.00.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
	None		

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PNC4-3.2	Investigate externally facilitated session of the new Code of Conduct	PC	ASAP (confirmed for 24 Aug 22)
PNC4-3.2	Circulate Board Self-evaluation questionnaire	PC	ASAP Done
PNC4-4.4	Arrange special meeting of PNC to agree Strategic PIs/Performance Framework	PC/JG	ASAP
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