

EDINBURGH COLLEGE BOARD OF MANAGEMENT

MINUTES OF MEETING OF 11 JUNE 2013

14:00 Boardroom, Milton Road Campus

Present: Ian McKay (Chair); Colin Arthur; Sandra Cairncross; Martin Crewe; Jan Cutting; Mandy Exley (Principal); Alan Johnston; John Martin; Karen McPhillips; Nigel Paul; Jane Richardson; David Rutherford; Robin Stimpson

In attendance: Penny Davis; Lynne Feeney (Minute taker); Martin Kelso; Pauline MacPherson; Ray McCowan (part of meeting); Kelly Parry; Alan Williamson (part of meeting)

The Chair welcomed two new Board members, Sandra Cairncross and Jan Cutting, to their first Board meeting, along with Kelly Parry, President Elect of ECSA, and Pauline MacPherson, the new PA/Administrator to the Board of Management.

1 APOLOGIES

1.1 Apologies had been received from M Cahill, M Frizzell and I Young.

2 DECLARATIONS OF INTEREST

2.1 None.

3 MINUTES OF PREVIOUS MEETING

PAPER A

3.1 The Board noted that 5.3 of the minute should refer to staff being 'redeployed' rather than reverting to former roles.

3.2 **Decision:** Taking account of 3.1 above, the Board approved the Minutes from 30 April 2013 as an accurate record of the meeting.

4 MATTERS ARISING

PAPER B

4.1 5.4/30.04.13 – The Principal gave an update, reassuring the Board that affected staff would be dealt with on an individual basis and that redeployment may be possible in some cases.

4.2 5.13/30.04.13 – The Principal informed the Board that the new Director of OD and Communications would be taking up post on 1 July 2013. A draft Communications Strategy would be brought to the September Board.

The Chair took the opportunity to thank Members for engaging in College events.

The Principal confirmed that P Davis would be progressing links between the Board and Leadership Team members.

- 4.3 7.2.1 (minutes): Risk Management Update. The Chair reported that he had asked for a review of complaints procedures following further complaints in relation to the HND Hospitality Management. The Principal confirmed that the Audit Committee would receive an annual report on complaints.

5 CURRICULUM STRATEGY

- 5.1 Ray McCowan, Vice Principal, Education Leadership, gave a presentation on the curriculum for 2013-14, the first unified curriculum for the new College. He tabled a paper highlighting key points.
- 5.2 There was discussion around local access to courses. It was agreed that as a matter of policy entry level courses should be available on all campuses, but that specialist centres would be based in particular locations. The Board confirmed its commitment to making courses as accessible as possible.
- 5.3 It was agreed that for future presentations Executive Team members would provide a paper in advance to allow time in the meeting for questions and answers.
- 5.4 It was noted that the presentation would be welcomed at Academic Council and that a presentation of this kind might also be made to MPs/MSPs and businesses.

6 EXECUTIVE REPORT

PAPER C

6.1 Strategic Plan

Moira Findlay, Head of Communications, and Deborah Robertson, Head of Marketing, joined the meeting to outline plans. It was explained that three versions of the Strategic Plan would be produced for different target audiences. The Board would receive mock-ups of the documents on 27 August.

Members felt that the document formats should highlight a small number of key messages rather than try to present too much information in too much detail.

Decision: The Board approved the overall content and direction of the Strategic Plan.

6.2 Outcome Agreement

Decision: The Board approved the Outcome Agreement for signature by the Principal and Chair.

6.3 Human Resources and Industrial Relations

A paper had been brought to the meeting containing an EIS-FELA Edinburgh College Branch Resolution together with a brief report from HR on the issues raised.

The Board reaffirmed its support for the collective bargaining structure and the need for commitment from both management and the unions to protecting and promoting that structure.

Decision: Members agreed that:

- The outcome would be awaited of the meeting taking place on 19 June between EIS-FELA and College management.
- Thereafter, Members of the Board would meet with both Branch representatives and College management at an early date to review progress and discuss next steps. The Chair, Vice Chair and Chair of Remuneration Committee were chosen to represent the Board at that meeting.

6.4 **Policy Development**

The Board noted that remaining policies that required Board approval would be brought to the September Board.

6.5 **Voluntary Severance**

The Principal provided a brief update on voluntary severance.

6.6 **Pay and Terms and Conditions**

The Principal outlined proposed parameters for discussion with the unions in relation to pay and terms and conditions.

Decision: The Board agreed that this matter should be regarded in the context of affordability and the budget. The Board agreed the proposed parameters for discussion.

7 **STUDENTS' ASSOCIATION REPORT**

7.1 **ECSA End of Year Report** **PAPER D**

The Board had received the Annual Report 2012/13 from ECSA, and J Martin presented an executive summary.

ECSA were congratulated on their achievements during a difficult period and the Board thanked all the student officers who had served during 2012-13.

7.2 **ECSA and the Year Ahead** **PAPER E**

K Parry presented Paper E, outlining plans for 2013-14.

It was noted that the ECSA Constitution would be finalised before the next Board meeting, for approval by the Chair and N Paul.

It was noted that funding may be available for an ECSA Manager. A more detailed funding proposal taking account of all ECSA roles would be drawn up for consideration alongside the Constitution.

8 COMMITTEE REPORTS

8.1 Nomination Committee

PAPER F

A Johnston reported in I Young's absence. He highlighted that gender balance on the Board as of July 2013 would be 50:50.

The Board noted that John Martin and Karen McPhillips were leaving the Committee and they were thanked for their contribution to the Committee.

P Davis confirmed that elections would be held to elect a new Support Staff Member in time for the September Board meeting.

Committee Membership would be reviewed over the summer, taking account of new Members.

8.2 Audit Committee

8.2.1 Minutes of Meeting on 14 May 2013

PAPER G

The minutes of the meeting held on 14 May 2013 were noted.

8.2.2 Risk Management and Business Continuity Update

PAPER H

8.2.2.1 D Rutherford reported that a Risk Management Group had been established, which would meet quarterly. D Rutherford would be a member of the Group.

8.2.2.2 The Board noted that the internal Auditors had assessed the College as 'Strong' on its risk management reporting structure.

8.2.2.3 The Committee to continue with the internal auditors for a further year before going out to tender for this service.

8.2.2.4 A Williamson reported further on the international student complaint under emerging risks. A review would be carried out to assess the risk of similar issues arising in connection with any other courses. In response to advice that staff on the affected course were anxious about the outcome of the complaints procedure, the Chair gave assurance that there was no expectation of the procedure impacting on current staff. The Principal added that programmes of this type were no longer offered by the College.

8.2.3 Management Accounts

PAPER I

The Board noted the accounts, to which there had been only minor adjustments since April.

8.2.4 **Budget 2013-14**

PAPER J

J Martin suggested that the Student Association funding be shown as a separate item in the detailed budget and this was agreed.

With regard to the projected income from the Solar Meadow Project, the Board noted that it would receive an update at the end of the first year, but the return on a project of this kind would take several years.

The final budget would be circulated to the Audit Committee in July and thereafter to the Board.

The Board noted the detailed indicative budget.

8.2.5 **ONS Reclassification of Colleges**

A Williamson confirmed that there may be scope to protect some commercial income through a subsidiary company or trust. He had offered his services to the Government led project team and would report in more detail following further meetings of that group.

8.3 **Academic Council**

PAPER K

8.3.1 N Paul introduced minutes from the meeting on 24 May for noting, and outlined main points discussed.

8.3.2 N Paul reported that the Sub-Group structure for Academic Council would be in place by the beginning of the next academic year. The importance of both student and staff involvement in the new structures was noted.

8.4 **Remuneration Committee**

It was noted that this meeting would now be held on 21 June 2103.

8.5 **Estates Working Group**

The next meeting would be held on 12 June 2013, and R Stimpson confirmed that revised terms of reference would be submitted to the September Board for approval.

M Kelso confirmed that the site handover date for the Sighthill redevelopment was 26 August. The Board would have an opportunity to view the project on 27 August.

9 **THOMAS TELFORD TRUST**

PAPER L

9.1 M Kelso presented a supplementary paper to the Board with a summary of Paper L.

- 9.2 **Decision:** The Board approved the appointment of R Stimpson as a Trustee. It was noted that due to a limitation on the number of Trustees, a review of membership would now need to be carried out.
- 9.3 The Board was advised that the Trust would meet on 14 June and would consider a paper recommending that the Trust either review its criteria and resources or wind down with the option to transfer funds to the new Development Trust. It was noted that gaining OSCR approval of a transfer may be difficult.

10 POST-16 BILL UPDATE

PAPER M

- 10.1 The Board noted progress with the Post-16 Education (Scotland) Bill, and that a legal framework for national bargaining was being established. An FE Code of Governance would be drawn up by a Government led team. The Public Appointments process for Regional Chairs was likely to begin in August.

11 AOB

11.1 Legal Matter

Paragraph exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 36, Confidentiality of Communications.

10.2 Name of College

The Chair informed the Board that following receipt of formal consent from the Cabinet Secretary the organisation's name was Edinburgh College with effect from 10 June 2013.

10.3 Farewell to Departing Board Members

On behalf of the Board, the Chair expressed thanks to the two Members for whom this would be their last Board meeting: John Martin, Student President, and Karen McPhillips, Staff Board Member.

11 DATE OF NEXT MEETING

The next meeting would be held on **24 September 2013** at Granton Campus.

The meeting closed at 1730 hrs.

..... (Signature of Chair) (date)