

EDINBURGH COLLEGE BOARD OF MANAGEMENT

MINUTES OF MEETING OF 10 JUNE 2014

14:00 Boardroom, Granton Campus

Present: Colin Arthur; Kellie Bradford; Maidie Cahill; Sandra Cairncross; Martin Crewe; Mandy Exley; Moira Frizzell; Alan Johnston; Ian McKay (Chair); Katy Nixon; Kelly-Marie Parry; Nigel Paul; Jane Richardson; David Rutherford; Robin Stimpson; Ian Young.

In attendance: Su Breadner; Penny Davis; Simon Earp; Ray McCowan; Julie McCran; Pauline MacPherson; Jeroen Van Herk; Marcus Walker (Clerk); Alan Williamson; Craig Wilson.

1 WELCOME AND APOLOGIES

- 1.1 Apologies had been received from Jan Cutting.
- 1.2 The Chair welcomed Jeroen Van Herk, the newly elected ECSA Student President for 2014-15, as an observer.

2 DECLARATIONS OF INTEREST

- 2.1 No declarations of interest were received.

3 *Paragraph 3 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

4 MINUTES OF PREVIOUS MEETING

- 4.1 The Board APPROVED the Minutes from 29 April 2014 as an accurate record of the meeting.

5 MATTERS ARISING

- 5.1 Actions from the previous meeting were complete, overtaken or on the agenda.

6 PRINCIPAL AND EXECUTIVE REPORT

6.1 HUMAN RESOURCES AND STAFF ENGAGEMENT

6.1.1 *Paragraph 6.1.1 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

6.1.2 *Paragraph 6.1.2 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

6.2 FINANCE

6.2.1 The Board NOTED the financial performance of the College, as highlighted in the Financial Accounts to April 2014.

6.2.2 The Board NOTED the College Regional Outcome Agreement Funding for 2014/15. The Principal informed Members that the College's individual WSUM 'price' was the most economical in Scotland. The Board NOTED that if the College received a higher price, consistent with some other colleges in the sector, Edinburgh College would gain financially by approximately £2 million.

The Board AGREED that the Principal and/or Chair should communicate with Colleges Scotland, on their behalf, to highlight the financial disparity arising through the College's low WSUM price.

6.3 PERFORMANCE MANAGEMENT

6.3.1 The Board NOTED that an Education Scotland Review of the College had taken place on the week commencing 28 April 2014. The Principal informed the Board that an interim Education Scotland report concluded that the College had in place 'effective' arrangements to maintain and enhance the quality of its provision and outcomes for students and other stakeholders.

The Board NOTED that following the publication of the full report on 27 June 2014, the Education Scotland Lead Reviewer, Sheila Page, would attend the Board meeting on 02 September 2014 to present the Review's findings.

6.4 CALENDAR OF EVENTS

6.4.1 The Board NOTED an update from the Governance Administrator on upcoming Board events for the remainder of the 2013/14 academic year.

6.4.2 The Chair commended the FE Awards held on 05 June 2014, which recognised the outstanding achievement of students, as a first class event.

7 COMMITTEE REPORTS

7.1 ACADEMIC COUNCIL

7.1.1 MINUTES 16 May 2014

The Board NOTED the Academic Council minutes from the meeting held on 16 May 2014.

The Board NOTED the initial outcomes of the Pre-Exit Survey 2014, as highlighted by the Academic Council Chair.

7.2 AUDIT COMMITTEE

7.2.1 TOP RISK REGISTER

The Board NOTED the Edinburgh College Top Risk Register for May 2014.

7.3 CAPITAL & INFRASTRUCTURE COMMITTEE

7.3.1 ESTATE STRATEGY

The Board NOTED the Estates Strategy approved by the Capital & Infrastructure Committee on 23 April 2014.

7.3.2 IT STRATEGY

The Board NOTED the IT Strategy approved by the Capital & Infrastructure Committee on 23 April 2014.

7.3.3 GREEN TRAVEL PLAN

The Board NOTED the Green Travel Plan approved by the Capital & Infrastructure Committee on 23 April 2014.

7.4 COMMERCIAL & INTERNATIONAL COMMITTEE

7.4.1 UPDATE 28 May 2014

The Board received an update from the Commercial & International Committee meeting held on 28 May 2014, for information. The Board NOTED that the meeting was inquorate.

Paragraph presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.

7.5 NOMINATIONS COMMITTEE

7.5.1 MINUTES 20 May 2014

The Board NOTED the Nominations Committee minutes from the meeting held on 20 May 2014.

The Board APPROVED the Committee's recommendation to change its title to the '*Nominations & Engagement Committee*', to reflect the wider remit of the Committee.

The Board NOTED that following the inquorate meeting highlighted under minute 7.4.1, the Committee would look to strengthen the Commercial & International Committee's membership.

7.5.2 COMMUNITY ENGAGEMENT STRATEGY

The Board NOTED the Community Engagement Strategy approved by the Nominations Committee on 20 May 2014.

7.6 REMUNERATION COMMITTEE

7.6.1 MINUTES 16 April 2014

The Board NOTED the Remuneration Committee summary minutes from the meeting held on 16 April 2014.

7.7 MEETING OF COMMITTEE CHAIRS

The Board NOTED that a meeting of Chairs from all committees would take place on 31 July 2014, to discuss the implications for the Board and its committees of the new Financial Memorandum and related external developments. The Board NOTED that the meeting would aim to ensure that spending decisions within the College's governance structure were both compliant and efficient.

8 MONITORING OUR PERFORMANCE

- 8.1 The Board NOTED a Monitoring Our Performance updated on all the targets set out within two of the three Edinburgh College Strategic documents to end of May 2014.
- 8.2 The VP Customer & Student Experience informed the Board of the current status of targets 75, of which had been achieved or were on target. The Board NOTED that 31 indicators were behind target within the accepted tolerance levels, whilst 18 indicators were considered below target.
- 8.3 The Board NOTED the National Measures used in the 2014/15 Outcome Agreements.
- 8.4 The VP Customer & Student Experience confirmed a final report would be presented to the Board on 02 September 2014. The Board welcomed the opportunity for further discussion on developments to the College's outcome agreements.

9 EDINBURGH COLLEGE STUDENTS' ASSOCIATION

- 9.1 The Board NOTED an ECSA End of Year Report highlighting the outcome of recent elections and other areas of ECSA activity.
- 9.2 The Board NOTED the elections results as follows:

President:	Jeroen Van Herk
Vice-President (VP Wellbeing):	Jenni Behan
Vice-President (VP Education):	Diane Erasmuson
Vice-President (Women):	Zoe Croy

The new sabbatical officers would take post from 01 July 2014, with the outgoing team's terms ending on 14 July 2014.

9.3 The Board NOTED an ECSA report entitled 'Engaging Vocational Students in Post-16 Education'. Members AGREED that recommendations within the report would be considered and responded to by the Academic Council.

9.4 The Student President thanked the Board for their hard work, dedication, cooperation and support of the development and success of ECSA, during the two years of her tenure.

The Chair thanked the Student President and all the ECSA sabbatical officers for their hard work and dedications, and wished all them all the best in the future.

10 POST-16 EDUCATION ACT: APPOINTMENTS PROCESS

10.1 The Board NOTED the draft appointment process for the Board of Management, through to March 2015.

10.2 The Board NOTED that an advertisement would be placed at the end of 2014. The Chair informed the Board that Tony Jakimciw, the Chair of Borders College, had agreed to act as an independent consultant to support the interview process, in line with the appointments guidance.

11 CODE OF CONDUCT

11.1 The Board NOTED a revised Model Code of Conduct for College Board Members, and the Governance Director highlighted changes to the extent Code of Conduct.

11.2 The Board APPROVED the revised Code's adoption, and it was AGREED that the Governance Director would provide a summary guide to emphasise key points to the Board.

12 NATIONAL REPORT

12.1 The Board NOTED that the five agreed Board committees of Colleges Scotland were now in operation.

12.2 The Board NOTED that the current Colleges Scotland Chief Executive had stepped down, and that two new separate Chief Executive posts had now been advertised at Colleges Scotland and the College Development Network.

13 ANY OTHER BUSINESS

13.1 *Paragraph 13.1 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

13.2 BOARD MEMBERS

To acknowledge both the Student President and Vice President's (Women) attendance and participation at Board and committee meetings, the Chair, on behalf of all Board Members, presented a card and gift to both departing Members.

14 DATE OF NEXT MEETING

The next meeting would be held 14:00 hrs on 02 September 2014 at the Milton Road Campus.

The meeting closed at 17:00 hrs.

..... (Signature of Chair) (Date)