

## **EDINBURGH COLLEGE BOARD OF MANAGEMENT**

### **MINUTES OF MEETING OF 24 September 2013**

#### **14:00 Boardroom, Granton Campus**

**Present:** Colin Arthur; Maidie Cahill; Sandra Cairncross; Jan Cutting; Mandy Exley; Moira Frizzell; Alan Johnston; Ian McKay (Chair); Kelly Marie Parry; Nigel Paul; David Rutherford; Robin Stimpson; Ian Young

**In attendance:** Su Breadner; Penny Davis; Simon Earp; Ray McCowan; Julie McCran; Graham Short (Minute taker); Alan Williamson; Craig Wilson

#### **1 WELCOME AND APOLOGIES**

1.1 The Chair welcomed S Breadner and S Earp to their first meeting of the Board and congratulated P Davis on her appointment as Governance Director.

1.2 Apologies had been received from J Richardson and M Crewe.

#### **2 DECLARATIONS OF INTEREST**

2.1 In relation to current discussions between the College and Lothian Buses regarding bus routes, the Chair advised those present of his membership of the Board of the latter.

#### **3 MINUTES OF PREVIOUS MEETING**

**PAPER A**

3.1 **Decision:** The Board approved the Minutes from 11 June 2013 as an accurate record of the meeting.

#### **4 MATTERS ARISING**

**PAPER B**

4.1 It was noted that there were three ongoing actions, all of which were on the agenda.

4.2 8.1/11.06.13 – P Davis informed the Board that Kellie Bradford had been elected as Support Staff Member to the Board.

#### **5 COLLEGE STRUCTURE/ONS RECLASSIFICATION**

**PAPER C**

5.1 *Paragraph 5.1 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

5.2 The Board noted progress with the Edinburgh College Development Trust and the option to transfer some capital funds to the Trust once it was established.

5.3 The Board noted the change of the college financial year in 2014 to April 1st – March 31st.

5.4 *Paragraph 5.4 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

5.5 **Decision:** The Board endorsed the direction of travel set out in the paper.

## 6 EXECUTIVE REPORT

## PAPER D

### 6.1 Strategy and Planning

With reference to the previously agreed KPIs, clarification of the term “positive student destination” was requested for the November Board together with further advice on how progress towards this target would be monitored.

### 6.2 Finance

The Board approved banking arrangements as recommended by the Director of Finance, including an overdraft facility of £500k. Arrangements had been reviewed following the formal change of name to Edinburgh College.

### 6.3 Human Resources and Staff Engagement

6.3.1 The Board noted that agreement had been reached with Unison in relation to both the RPA and harmonisation of terms and conditions for Support Staff.

The Board noted the Principal’s update on negotiations with EIS in relation to pay and conditions and the request that had been passed to the EIS to ballot members on this matter.

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

6.3.2 The Board noted that merger of payroll systems was ongoing.

6.3.3 **Decision:** The Board approved the Health & Safety Policy that had been presented in a training session prior to the meeting.

6.3.4 HR policies were under review and would be brought to the Board or, where appropriate, Committees of the Board for approval in due course.

6.3.5 *Paragraph 6.3.5 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

### 6.4 Monitoring Performance

6.4.1 J McCran outlined the approach being taken to performance monitoring. A mapping process would be undertaken to allocate targets to relevant Committees of the Board and a report would be provided to the November meeting.

6.4.2 The Board discussed the present Committee structure.

**Decision:** It was agreed that a working group would be created to focus on commercial development. A Johnston agreed to chair the group and report back to the November Board on whether a formal Committee with this remit was required.

- 6.4.3 The Board noted that an Education Scotland review would be carried out on 28 April 2014. J McCran would provide updates and advise on any need for Board involvement.

## **7 COMMUNICATIONS STRATEGY PAPER E**

- 7.1 The Board noted that good progress had been made and endorsed the approach being taken to developing a Communications Strategy. A final version and operational plan would be brought to a future Nominations Committee meeting.

## **8 STUDENTS' ASSOCIATION REPORT PAPER F**

- 8.1 The Board thanked the Student President for a comprehensive report and noted with interest plans for 2013-14.
- 8.2 K Parry and K McCran had agreed to set up a series of meetings at which processes and systems impacting on the student experience would be kept under review.
- 8.4 The Board reaffirmed its view that that the Students' Association should be included in management level discussions wherever possible. The Student President felt that this was the case and that the Students' Association were seen as partners in the College.
- 8.5 It was agreed that Student Officers should be included in the Leadership Links to the Board.

## **9 COMMITTEE REPORTS**

### **9.1 Nomination Committee PAPER G**

- 9.1.1 **Decision:** The Board approved the Committee structure and membership for 2013-14 notwithstanding any changes associated with implementation of the Post-16 Act.
- 9.1.2 The Board noted progress towards the establishment of Edinburgh College Development Trust (ECDT) and agreed that reporting on this matter would be to the Nominations Committee.
- 9.1.3 At its meeting on 4 October 2013 it was understood that the Thomas Telford Trust would consider the option of transferring remaining funds to ECDT in due course.
- 9.1.4 It was confirmed that final programme details for the two Graduation ceremonies and the First Anniversary event would be forwarded to Board Members.

### **9.2 Audit Committee**

#### **9.2.1 Appointment of Internal Auditors PAPER H**

**Decision:** The Board endorsed the Audit Committee's decision to appoint Scott Moncrieff as Internal Auditors to Edinburgh College.

#### **9.2.2 Management Accounts**

The Board noted the most recent Management Accounts.

It was agreed that financial appendices should be printed in A3 format where necessary for legibility.

### 9.2.3 **Risk Management and Business Continuity Update**

The Board noted that the Risk Management Committee met in August 2013.

**Decision:** It was confirmed that the Principal reviewed risk reports on a weekly basis to ensure that robust action was being taken.

**Decision:** The Board asked the Principal to ensure that it receives an annual summary report on FOI requests.

### 9.3 **Academic Council**

No report since the last meeting.

### 9.4 **Remuneration Committee**

The meeting scheduled for 21 June 2013 had been postponed. Minutes of the previous meeting would be circulated for the next Board meeting.

### 9.5 **Estates Working Group**

The Board congratulated the Executive Team on the success of the Sighthill project and for completion of the work within budget.

The Board noted the minutes from the Estates Working Group held on 24 May 2013.

## 10 **INTERIM REPORT ON WOOD COMMISSION**

**PAPER J**

10.1 It was agreed that a paper would be prepared for discussion prior to the November Board.

## 11 **CHAIRS REPORT**

**PAPER K**

### 11.1 **Post-16 Bill Update**

The Chair provided an update on progress.

### 11.2 **National Developments**

The Chair updated members in relation to evolving national structures. With respect to National Pay Bargaining, S Breadner would feedback comments on the proposed structure to the group facilitator.

### 11.3 **27 August Board Event**

The Board recorded its appreciation of the recent event and its facilitation by Mike Willis of the Institute of Directors.

**11.4 Legal Advice**

The Chair provided an update and the Board agreed to proceed as per previous discussions and legal advice.

**11.5 Thomas Telford Trust**

This item had been discussed under item 9.1.3.

**12 AOB**

None.

**13 DATE OF NEXT MEETING**

The next meeting would be held on 19 November 2013 at Milton Road Campus.

The meeting closed at 1656 hrs.

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