

COMMERCIAL AND INTERNATIONAL COMMITTEE

MINUTES OF MEETING ON 28 JANUARY 2014

14:00 Boardroom, Milton Road Campus

Present: Alan Johnston (Chair); Simon Earp; Ray McCowan; Sandra Cairncross;
Craig Wilson; Ian McKay

In attendance: Alan Williamson; Marcus Walker; Pauline MacPherson (Minute taker)

1 APOLOGIES

1.1 Apologies had been received from J Cutting.

2 MINUTES OF PREVIOUS MEETING

Decision: The Committee approved the Minutes from 24 October 2013 as an accurate record of the meeting.

3 MATTERS ARISING

3.1 All matters arising had been actioned or were covered in the agenda.

3.2 It was confirmed that branding would be led by the Nominations Committee with appropriate input from across the College, including this Committee.

4 TERMS OF REFERENCE

The Chair confirmed that KPI definition will be presented at next Committee meeting.

It was agreed that the purpose of the Committee should include advising on generating income and surplus for the College.

It was noted that duty number two seemed quite different from the other duties of the Committee and that it should be connected to commercial activity. It was agreed that

the sentence should be turned around so that the Committee was using its monitoring of market trends to help it give advice on curricular issues.

Under duty 8 it was asked if there was a mechanism in place for the Commercial Committee to monitor risk and make appropriate recommendations to the Audit Committee.

It was agreed that the VP, Corporate Development would bring risks identified by the Commercial Committee to the Executive and it would be brought to the attention of the Audit Committee that way.

Decision: The Committee approved the Terms of Reference noting the amendments stated above. The amended Terms of Reference to be submitted at the next Board meeting for approval.

4.1 Financial Situation

Paragraph 4.1 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 33, Commercial Interests and the Economy.

4.2 KPI & Risk Monitoring

VP, Corporate Development advised Members that the fifth column contained the current KPI targets that were developed and approved as part of the strategic plan. He had highlighted in blue all KPIs that required amendments.

The Chair confirmed that KPIs should measure success and failure and that they should measure something beyond activity.

Decision: KPIs to be considered by the Executive Team and then resubmitted to the Committee for final approval.

5 SAUDI PROJECT

The Chair confirmed that it was the correct decision to stop the Saudi bid before final submission. However, he did not want this to stop the College from pursuing other future projects.

VP, Corporate Development confirmed that a bid was submitted by three of the consortia partners and they are currently waiting to hear if their bid was successful. He confirmed that a lot of goodwill had been built up with the other consortia partners and there are encouraging signs regarding other possible projects for the college.

6 COMMERCIAL AND INTERNATIONAL STRATEGIES

VP, Corporate Development confirmed that both strategies would go to the next Committee meeting in May.

7 R&D FUND

VP, Corporate Development confirmed that 5 bids had been submitted (4 under £10k) and these bids were currently being considered by the College.

One bid had been received under the Developing our Future fund.

VP, Corporate Development confirmed that a 3 year business plan was required as part of the application process for the Developing our Future fund and asked if a member of the Committee would be able to sit on the panel when final decisions are made.

Decision: Members agreed that a member of the Committee should sit on the final panel for submissions to the Developing our Future fund.

Bids under £10k are reviewed by Jan Thompson and then recommended by VP Corporate Development for Executive approval.

8 CURRICULUM STRATEGY AND EMPLOYER ENGAGEMENT / CONSULTATION

VP, Educational Leadership advised Members that the Curriculum Strategy is currently being drafted.

The first draft of the Curriculum Strategy will be given to the Executive Team for approval on the 3rd March and the Academic Council on the 14th March. If it receives approval from both the Executive and Academic Council it will then go to external consultation. An employer consultation would be undertaken over the summer.

The role of this Committee would be to advise on the type of employer engagement activity that the College should be undertaking.

VP, Educational Leadership confirmed that employer councils would be established and they would help structure employer relations with the College.

VP, Educational Leadership confirmed that he would request feedback on the Curriculum Strategy from organisations such as the IoD and Chambers of Commerce.

The Chair advised that the VP, Educational Leadership may find it helpful to use the expertise of the Board as Board members have a lot of contacts within their own subject areas.

9 AOB

Chair of the Board of Management referred Members to the SQW presentation at the Board Development Session on the 21st January. He described how the presentation showed the proportion of people working within job sectors and how this related to education and training. He added that it would be good to see this type of comparison for Edinburgh College.

Decision: The Chair confirmed that a paper looking at this comparison would be brought to the next meeting. The paper will also look at sector specific skill demands from both a curricular and commercial point of view.

It was noted that the College should look at getting the balance right between filling sector gaps and genuine skill shortages. VP, Educational Leadership confirmed that the College is in conversation with schools to align the school/college partnership to help students make more informed career choices.

The Chair thanked the Acting Principal and the Chair of the Board of Management for joining the first meeting of the Committee.

The Chair confirmed that he would be unable to attend all Board and Committee meetings over the next six weeks.

Decision: S Cairncross to report on the Committee at the next Board meeting.

8 DATE OF NEXT MEETING

The next meeting will take place on **28 May 2014** at 10.00 at Milton Road Campus.

The meeting closed at 1540 hrs.