

**EDINBURGH COLLEGE BOARD OF MANAGEMENT
MINUTES OF MEETING OF 19 MARCH 2013
14.00, BOARD ROOM, MILTON ROAD CAMPUS**

Present: C Arthur; M Cahill J Donaldson; M Exley; M Frizzell; A Johnston; I McKay (Chair); J Martin; N Paul; D Rutherford; R Stimpson; I Young.

By invitation: J McCran; J Moohan; S Colburn (part of meeting)

In attendance: P Davis; M Kelso; V McFarlane.

1 APOLOGIES

Apologies received from M Crewe, J Richardson and K McPhillips.

2 DECLARATIONS OF INTEREST

It was noted that the Student President would withdraw from the meeting for an item relating to ECSA to be raised under AOB.

3 MINUTES OF PREVIOUS MEETING

Paper A

Decision: The minutes of the meeting held on 5 February 2013 were approved.

4 MATTERS ARISING

Paper B

The following items were remitted to the next meeting: 5.2.1.1(Business Continuity update only); 5.5.3; and 5.5.4. Other actions were complete, on track or on the agenda.

5 COMMITTEE REPORTS

5.1 Nomination Committee

Oral update

5.1.1 Membership

I Young gave an update on the recruitment of new members to the Board. Meetings were being arranged with two candidates and, subject to Board approval in the interim, new Members would be invited to the 30 April Board meeting.

5.1.2 Development Trust progress report

Paper C

I Young outlined progress to date and advised that initial priority would

be given to developing the constitution and framework of the Trust with a launch planned for September 2013. A paper considering implications for the Thomas Telford Trust would be brought to the 11 June Board meeting.

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| 5.2 | Audit Committee | Oral update |
| 5.2.1 | Minutes 20.02.13
The Minutes of the Audit Committee were noted. D Rutherford (DR) highlighted the: | Paper D |
| 5.2.1.1 | reporting requirements to the Board; it was agreed that these were appropriate and that any additional reporting would be on an exception basis; | |
| 5.2.1.2 | confirmation by the external auditor that the College met the accounting criteria for FRS6, Mergers and Acquisitions; and | |
| 5.2.1.3 | the Committee had requested further revision of the Complaints | |
| 5.2.1.4 | Policy prior to approval.
The next meeting would take place on 14 th May 2013. | |
| 5.2.2 | Risk Management Update | |
| 5.2.2.1 | A consolidated risk register was presented, incorporating a ‘traffic light’ system and arrows to indicate movement. Changes since the previous report were as follows. <ul style="list-style-type: none">• TR3 Industrial Action had been upgraded to red.• TR2 Loss of Senior Staff had been upgraded to amber.• TR6 Failure to Attain Student Numbers had been upgraded to amber. | Paper E |
| 5.2.2.2 | A review of business continuity arrangements across the College was underway. | |
| 5.2.3 | Management Accounts | |
| 5.2.3.1 | The Board reviewed management accounts to February 2013. | Paper F |
| 5.2.3.2 | The Board requested a paper be brought to the meeting on 30 April considering the impact of national developments on the College’s financial forecast. | |
| 5.2.3.3 | Clarification would be sought from the Director of Finance on the impact of below-budget tuition fee income. | |
| 5.2.3.4 | The Chair advised that a thorough-going review of Board structures and procedures would be carried out by the end of June, which would take account of the impact of the Post-16 Education (Scotland) Bill. | |
| 5.3 | Academic Council | Oral update |
| 5.3.1 | Academic Council would next meet on 11 April 2013. | |

5.3.2 The Chair noted that J Donaldson's retirement left a vacancy for the Chair of the Academic Council. He proposed N Paul as the new Chair; the proposal was seconded and N Paul accepted the position.

5.4 **Remuneration Committee**

Oral update

5.4.1 The Remuneration Committee would next meet on 3 April 2013.

5.5 **Estates Working Group**

5.5.1 The Estates Working Group would next meet on 18 April 2013.

Oral update

6 **EDINBURGH COLLEGE STUDENTS' ASSOCIATION (ECSA)**

6.1 **Six month report and budget**

Paper G

6.1.1 The ECSA President, J Martin, was joined by the Vice President (Granton) James Moohan and Vice President (Sighthill) Sandra Colburn; Vice President (Milton Road/Midlothian) Kelly-Marie Parry sent her apologies. The President highlighted the:

- large number of activities in which ESCA had been engaged;
- considerable liaison with Students' Associations of other further education colleges which had taken place;
- improvement in structures, processes and communications, and
- restructuring of the Vice Presidents' posts from campus focus to specific functional remits. It was confirmed that the new structure would be part of the constitutional document.

6.1.2 The Board commended ESCA on its smoking cessation service and its peer mentoring support.

6.1.3 J Martin introduced the balance sheet and cost summary for the year to 31 January 2013. He asked for an early approval of next year's budget. The Board asked for clearer accounts to be brought to the 30 April meeting, and flagged up the necessity of transition arrangements and exit strategy for the end of the Scottish Funding Council (SFC) grant in AY 2014/15. The Chair recommended that the College and ESCA work together to agree suitable targets and processes post SFC funding and bring a report to the 30 April Board meeting.

6.1.4 ECSA asked that Members consider the issue of gender balance on the Board. It was confirmed that the Nomination Committee had considered gender as part of a wider equality and diversity discussion at its meeting on 16 October 2012.

6.1.4.1 The Board agreed that the Committee should revisit the issue of gender

balance in the context of changes to membership under forthcoming legislation on governance.

6.1.5 ECSA raised concerns over course relocations between campuses, and asked that the Board resolve that there should be no further relocations.

6.1.5.2 After discussion, the Board concluded that:

- Local access should be preserved to entry-level programmes and curriculum strategy should reflect this.
- It was important that thorough and timely consultation and communications processes were carried out in relation to such moves.
- Taking account of the two points above, relocations that were in line with agreed strategy should go ahead.

7 STUDENT REPORT

7.1 Supporting students of the future

Paper H

7.1.1 The Paper and presentation by the Vice Principal Customer & Student Services and the Student Vice President Granton gave the Board an update on:

- current activity to support Outcome Agreement (OA) targets;
- actions to improve performance, present draft targets and
- what is planned to be in place for August 2013.

The Chair thanked both for the presentation and the Board commended the hard work and enthusiasm of the students.

7.2 Balanced Score Card Update

Paper I

7.2.1 The Paper gave the Board an update on the progress towards targets set out in the College 2012-13 OA, highlighting, in particular, the indicators marked red.

7.2.2 The Chair asked that the balanced scorecard be revised to a simpler format to support high-level monitoring by the Board. The VP Customer and Student Services would take this forward.

8 EXECUTIVE REPORT

8.1 Operation & Integration Update

Paper J

8.1.1 The Paper gave the Board an update on activity across the College. The Principal highlighted in particular, the sections on:

- Voluntary severance and
- Policy Development – Equality Outcomes, dealt with in greater detail in separate appendices.

8.1.2 **Decision:** The Board approved the draft Equality Outcomes, with the following comments.

- It would be helpful to see figures in a regional context.

- There should be a statement from the Board at the front of the document.
- 8.1.3 It was suggested that consideration should be given to placing the Executive Report earlier on the Board agenda.
- 8.2 **Media Relations and Communications**
- 8.2.1 The Principal stressed the importance of different groups within the College working together in this regard, and the potential impact that negative press coverage could have on student recruitment.
- 8.2.2 The Board felt it was important to have a formal communications strategy, covering both internal and external communications, which would help avoid misdirection and misinformation. It was agreed that a draft strategy would be brought to the 30 April Board meeting.
- 8.2.3 The Board was informed of the appointment of Julie Gillies as Interim Marketing Manager.
- 8.2.4 The response to the recent Times Education Supplement (TES) article on the merger of Edinburgh College was discussed. The Chair acknowledged the sensitivity of the situation, however, the intention had been frank and open discourse on the challenges faced by the College.
- 8.3 **Community Planning Partnerships (CPP)**
- 8.3.1 The East Lothian and Midlothian CPPs had drafted Single Outcome Agreements (SOA) against 6 national priorities. The SOAs would be made available on the Board intranet, and the Board was asked to endorse these on the basis of a summary report prepared by the Principal.
- 8.3.2 **Decision:** The Board endorsed the draft CPP SOAs.
- 8.3.3 Discussion took place as to how the Board could “sound” business opinion in a comparable way through business partnerships and networks.
- 9 **POST -16 Bill** Paper K
- 9.1 A Paper outlining the status of parliamentary consideration of the Post 16 Education (Scotland) Bill was presented for information. The Board noted developments.
- 10 **LEGAL MATTER** Oral update
- Paragraphs 10.1 and 10.2 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*
- 11 **ANY OTHER BUSINESS**
- 11.1 **Presentation to J Donaldson**
On behalf of Members, the Chair formally thanked Jim Donaldson for his

contribution to the Board of Management and the Academic Council and wished him well in his retirement.

11.2 **ECSA Elections**

11.2.1 The Chair reported that the elections were due to take place in April 2013.

11.2.2 It was noted that the Education Act 1994 stated that a person should not hold sabbatical union office or paid elected union office for more than two years at an establishment.

11.2.3 **Decision:** The Board agreed that to comply with the Act, and the spirit of the Act, current officers who had held office previously for one or more years at any of the three merged colleges would not be eligible to stand for a third term.

11.2.4 The Returning Officer would be informed of the Board's decision.

12 **DATE OF NEXT MEETING:** 30 April 2013, 1400, Granton Campus