

EDINBURGH COLLEGE BOARD OF MANAGEMENT

MINUTES OF MEETING OF 04 FEBRUARY 2014

14:00 Boardroom, Granton Campus

Present: Colin Arthur; Kellie Bradford; Maidie Cahill; Sandra Cairncross; Martin Crewe; Jan Cutting; Mandy Exley; Moira Frizzell; 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; Pauline MacPherson; Marcus Walker (Clerk); Alan Williamson; Craig Wilson

1 WELCOME AND APOLOGIES

- 1.1 Apologies had been received from Alan Johnston and Jane Richardson
- 1.2 The Chair welcomed Marcus Walker, the new Clerk to the Board of Management. The Board NOTED that a full Governance Team was now in operation.
- 1.3 The Board welcomed back the Principal, Mandy Exley. The Chair informed Members that the Principal was on a phased return.

2 DECLARATIONS OF INTEREST

None.

3 MINUTES OF PREVIOUS MEETING

- 3.1 The Board APPROVED the Minutes from 19 November 2013 as an accurate record of the meeting.

4 MATTERS ARISING

- 4.1 Actions from the previous meeting were complete, overtaken or on the agenda, with the exception of the following item:

4.1.1 SAUDI ARABIA BID (minute 7.5/ 19.11.13 refers)

A Commercial & International Committee Sub-Group had been established, and had considered a proposal on Edinburgh College's participation in a Scottish Consortium bid. The Board NOTED that the Sub-Group decided not to participate in the Consortium.

5 PRINCIPAL AND EXECUTIVE REPORT

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 STRATEGY AND PLANNING

5.2.1 The Board NOTED the latest position with regard to development of the Leadership Strategies. The Acting Principal confirmed that the Leadership Team and their Executive Line Managers would meet in February to carry out a six month review of the corporate plan.

5.2.2 The Governance Director confirmed to the Board that policies would be held in a central location.

5.3 MONITORING OUR PERFORMANCE

5.3.1 Members of the Board NOTED that Education Scotland Reviewers would visit the College on the week commencing 28 April 2014. The involvement of Members of the Board in the Review process was DISCUSSED, along with the reporting of the Review's finding to the Board.

The Chair and Members of the Board all wished the VP, Customer and Student Engagement and her team well with their preparations.

5.3.2 An update on the Outcome Agreement Schedule was NOTED by the Board.

5.4 FINANCE

5.4.1 The Board NOTED the information provided on income, expenditure and the balance sheet.

The Board NOTED that under the ONS reclassification the 2013/14 financial year will end on 31 March 2014 - resulting in an 8 month accounting period. The Director of Finance also provided the Board with an update on the financial implications of the ONS reclassification.

5.4.2 The Director of Finance updated Members on financial aspects of the Development Trust. Members were content for the Development Trust to proceed as expected, and AGREED the Chair should meet with the Chair of the Trustees, once elected.

5.5 HUMAN RESOURCES AND STAFF ENGAGEMENT

5.5.1 *Paragraph 5.5.1 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

5.5.2 *Paragraph 5.5.2 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

5.5.3 *Paragraph 5.5.3 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.*

5.6 COMMERCIAL AND INTERNATIONAL DEVELOPMENT

5.6.1 *Paragraph 5.6.1 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 33, Commercial Interests and the Economy.*

5.6.2 *Paragraph 5.6.2 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 33, Commercial Interests and the Economy.*

5.6.3 *Paragraph 5.6.3 presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 33, Commercial Interests and the Economy.*

5.7 CALENDAR OF EVENTS

5.7.1 Members NOTED a Calendar of Events for the remainder of the 2013/14 academic year. The Chair commended the circulation of upcoming events to the Board.

6 DRAFT REGIONAL OUTCOME AGREEMENT

6.1 The Board DISCUSSED a draft version of the Regional Outcome Agreement. The VP, Customer and Student Engagement informed the Board of developments to the draft, and the on-going consultation with stakeholders.

6.1.2 The Board welcomed feedback on a recent consultation event with a cross-section of students on the College's Outcome Agreement. The Board NOTED that five measures highlighted at the event had been incorporated into the draft agreement.

6.2 The Board AGREED that a finalised version of the Outcome Agreement would be circulated to Board Members for approval in March 2014. The VP, Customer and Student Engagement agreed to liaise with the Governance Director with regards to circulation of a final Outcome Agreement draft to the Board.

7 EDINBURGH COLLEGE STUDENTS' ASSOCIATION

Graeme Kirkpatrick entered the meeting.

7.1 ECSA REPORT

7.1.1 The Chair welcomed Graeme Kirkpatrick, the ECSA Manager to the Board meeting.

7.1.2 The Board NOTED a report on ECSA activities and projects, introduced by the Student President.

7.1.3 The Board DISCUSSED the upcoming '*Imagine Tomorrow, Change Today*' focus groups, which ECSA will be the first College in Scotland to host. Board Members AGREED that discussions from the event should be fed back to the Academic Council.

The Chair left the meeting; the Vice Chair deputised.

7.2 PARTNERSHIP AGREEMENT

7.2.1 The Board DISCUSSED the Partnership Agreement paper put forward by the ECSA Manager. The Board NOTED that the Agreement would be the first of its kind in the Scottish college sector.

7.2.2 The term 'Partnership' was DISCUSSED, as Members of the Board were concerned about the legal sensibilities of the term. The ECSA Manager informed the Board that 'Partnership' was promoted by sparqs (Student Participation in Quality Scotland) and supported by the Scottish Government.

The Board agreed that 'Partnership Agreement' was appropriate, due to its use in the sector, and students' identification with the title.

7.2.3 The Board APPROVED the creation of a Student Partnership Agreement between the College and ECSA.

The Chair returned to the meeting.

7.3 2014-15 BLOCK GRANT SUBMISSION

7.3.1 The Board received the ECSA's Block Grant Submission for 2014-15. The Student President introduced the paper and thanked Maidie Cahill for her input.

7.3.2 The Executive Team confirmed their support for the funding request, and the VP, Customer and Student Engagement commented on the challenges set out to fully engage with the student body.

7.3.3 The Board DISCUSSED the Block Grant proposal, including the following points;

- the long-term financial considerations for the College (should the SFC decide not to provide continued funding);
- the negative implications of short-term SFC funding on sustainability within the sector;
- the importance of a sustainable staff presence within the ECSA, and;
- the need to monitor the current sabbatical model.

7.3.4 The Board APPROVED the requested block grant figure of £274,677 (including Marketing Retainer and Manager Costs) for the academic year 2014/15.

7.3.5 Members AGREED that a letter on behalf of the Board and ECSA be sent to the SFC and Scottish Government advocating continued Student Association funding.

Graeme Kirkpatrick left the meeting.

8 COMMITTEE REPORTS

8.1 NOMINATIONS COMMITTEE

8.1.1 MINUTES 30.01.14

The Board NOTED the draft minutes from the Nominations Committee held on 30 January 2014. The Chair informed Members that the confirmed minutes would be received at a future Board meeting.

8.1.2 DEVELOPMENT TRUST UPDATE

Members NOTED an update on the Edinburgh College Development Trust.

8.1.3 COAT OF ARMS

The Board received a discussion paper on a proposed College coat of arms, supported by the Nominations Committee. The Board AGREED to a proposed coat of arms design competition, taking into consideration the College branding review and the Lord Lyon's process.

8.2 AUDIT COMMITTEE

8.2.1 MINUTES 22.01.14

The Board NOTED the Audit Committee minutes from the meeting held on 22 January 2014.

8.2.2 FINANCIAL REGULATIONS

The Board NOTED changes to the Financial Regulations for Edinburgh College, approved by the Audit Committee.

8.2.3 RISK MANAGEMENT REPORT

The Board received and NOTED a Risk Management Update. The Chair of the Audit Committee provided an overview of the Top Risk Register, the Committee's discussions on Risk Appetite, and recommended to the Board a training session on Risk Management.

The Board DISCUSSED Risk Management Training and AGREED that the Governance Director would coordinate the development of a suitable training event.

8.3 ACADEMIC COUNCIL

8.3.1 VERBAL UPDATE

The Chair of the Academic Council provided the Board with a verbal update on the Council's meeting held on 31 January 2014. The Board NOTED that the Academic Council agenda now covered various performance matrices, including performance, curriculum and sub-group updates.

The Board NOTED the positive feedback from members of the Academic Council, regarding the development of sub-groups and engagement with the

ECSA.

8.4 REMUNERATION COMMITTEE

8.4.1 MINUTES 13.11.13

The Board NOTED the Remuneration Committee minutes from the meeting held on 13 November 2013. The Chair of the Remuneration Committee explained to Members that summary minutes were provided to the Board for the purpose of confidentiality.

8.4.2 VERBAL UPDATE

The Board received a verbal update on the Remuneration Committee held on 30 January 2014.

The Committee's current method of working, and the planned agenda for the next academic year were NOTED by the Board. The Board AGREED that the Committee would have powers of approval on matters including; Executive pay and performance management.

8.5 CAPITAL & INFRASTRUCTURE COMMITTEE

8.5.1 MINUTES 17.12.13

The Board NOTED the Capital and Infrastructure Committee minutes from the meeting held on 17 December 2013.

8.5.2 VERBAL UPDATE

The Board received a verbal update from the Chair of the Capital and Infrastructure Committee meeting held on 29 January 2014. The Board NOTED that the tender for the College's catering contract was an on-going item of business.

8.6 COMMERCIAL & INTERNATIONAL COMMITTEE

8.6.1 MINUTES 28.01.14

The Board NOTED the draft minutes from the Commercial and International Committee meeting held on 28 January 2014.

8.6.2 TERMS OF REFERENCE

The Board APPROVED the Commercial and International Committee's Terms of Reference.

9 CHAIR'S REPORT

9.1 NATIONAL STRUCTURES

9.1.1 The Board NOTED the progress towards a national pay bargaining structure and the development of a new representative body for the sector.

9.1.2 The Chair informed the Board that discussions were on-going in relation to the future of the College Development Network.

9.2 POST-16 LEGISLATION UPDATE: APPOINTMENTS

9.2.1 The Board NOTED that regional colleges would be designated in March 2014, with the Board Chair confirmed in February 2014.

The Board NOTED the migration period from March 2014 to March 2015, and the draft appointments process. Board Members were also informed that a plan for implementation of the forthcoming guidance would be brought to the Board meeting in April 2014.

9.2.2 The Student President provided a brief update on the appointment process for a second student member of the Board. It was NOTED that this would happen at the next sabbatical elections.

9.2.3 The Board NOTED that changes to the appointments process had implications for all current members of the Board.

9.2.4 The Governance Director AGREED to liaise with the Communication Team, in order to raise College staff members' awareness of the College's 'regional' status.

9.3 BOARD CALENDAR 2014-15

The Board NOTED that a draft Board Calendar for 2014-15 was been considered by the Executive Team.

10 ANY OTHER BUSINESS

None.

11 DATE OF NEXT MEETING

The next meeting would be held 1400 hrs on 29 April 2014 at Milton Road Campus.

The meeting closed at 1645hrs.

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