



BOARD OF MANAGEMENT

Minutes of Meeting of Monday 21 September 2009 at 5.30 pm in the Board Room

Present	Mrs Elizabeth McAtear (by vc)	Mr Graham Morrison
	Mr Kenneth Kennedy (Chairman)	Mr Andrew Mackenzie
	David R Green (Principal)	Mr Brian Chaplin
	Mr Donald Nicholson	Mrs Deanne Gilbert
	Mrs Catherine McDiarmid	Mr Donald Macdonald
	Mr John Huson	Mr George Whyte

Action

1 Apologies

Mrs McAtear was stranded in Barra and appeared by vc. In her absence she had asked Mr Kenneth Kennedy, Vice Chairman, to chair the meeting. Apologies were received from Mr Donald Martin and Mr Iain Macmillan.

2 Minutes of Meeting of Monday 22 June 2009

These were approved.

3 Matters Arising

3-6 Annual Report Format - Additional requirements by SFC meant that production of the final format had been delayed. It would be circulated for the November Board meeting.

DRG

4 - Visit to TfD Premises - Arrangements would be made for this on request.

13 - Appointment of Vice Chairs for Committees - Appointment of a Vice-Chair for the Quality, Learning & Teaching Committee was still pending.

Carbon-Lite Project - A 6 month student placement had been made. The initial analysis had been completed and an Action Plan was being prepared. Investigation of the heating problems at the Bridge Centre was being undertaken. The potential for recycling of various materials would be included in the Carbon Project Action Plan.

4 Reports from Committee Meetings - Finance & General Purposes Committee Monday 13 April 2009 - Communications between UHI partners involved in EU funded projects had been improved and they had been alerted to potential problems of lack of exchange of information.

(iii) Quality, Learning & Teaching Committee - Wednesday 27 May 2009 - A joint meeting would be arranged with the Academic Board. The link requested between the Strategic Plan and approval of new courses would be actioned. The QA Baseline Report had been discussed by the QLT Committee. Suggested changes to the Learning & Teaching

DRG

Action

Committee had also been reported, involving the holding of 8 workshops for academic staff during the year, delivered by 7 different practitioners and the Director of Academic Affairs. The QLT Committee and the Board would be given feedback from the workshops, which would include one involving students, in order to encourage their engagement in learning.

DJM

Quality Enhancement Themes for the 21st Century - Despite the efforts of the Principal to have ethics included in these themes, UHI had decided that, as the themes were set at national level, they could not be amended. However, inclusion of this theme for LCC purposes would be considered at the next meeting of the Academic Board.

DRG

7 Strategic Plan - The final version of this would be circulated to members.

DRG

11 Graduation 2009 - Mrs McAtear asked for acknowledgement to be recorded of the contribution made by lecturing and administrative staff and tutors to making this such a successful and memorable event. She also thanked the Board members who came to both Stornoway Graduations, and to the Uist students' event at Taigh Chearsabhagh.

4 Reports from Committee Meetings

(i) **Finance & General Purposes Committee Meetings,**

Monday 22 June 2009 - These Minutes would be circulated.

(ii) **Thursday 17 September 2009** - In an oral report by the Chairman of the Committee, members were informed that the Principal had attended the first meeting of the newly formed UHI Budget Committee. It had decided that the UHI budget would be changed to reflect the national economic situation. More information would be provided as the budget was finalised. (See attached paper.) The Finance & General Purposes Committee had also examined the Management Accounts to 31 July 2009, which indicated that a small surplus would be achieved when the Statutory Accounts were finalised. Significant savings had been made during the year in energy costs. CnES had invited tenders for the replacement for the OFTTI Service, but none, including the one from LCC, had been accepted. CnES planned to take the OFTTI project in-house. However, it was important to note that all OFTTI clients would be taken care of either in-house by CnES or by the Social Work department. It was unclear where the services would be located, and it was possible that LCC facilities might be required, although no approach had yet been made to the College with regard to this. One redundancy would be created in OFTTI Benbecula, which would be dealt with by LCC. A paper on the situation had been given to the Community Planning Partnership meeting on Thursday 17 September. Any assets on the College premises relinquished by OFTTI would be utilised by the Land Based Skills Course.

The Support Staff Representative, Mr George Whyte, informed members that, as Acting Manager of the OFTTI project, he would be leaving employment with the College at the end of November, or possibly earlier, together with his colleague on the OFTTI project, John Maclean, in order to prepare for their new jobs with CnES Training Section. Other OFTTI staff in the College would be transferred to the Social Care section of CnES. The Acting Chairman expressed sympathy for OFTTI clients and staff, adding that the College had tried to make the transition as smooth as possible. Mrs McAtear asked that CnES be informed of the Board's disappointment at the way in which the whole situation had been handled by the Comhairle, with confusion throughout. She thanked Mr Whyte for the valuable contribution he had made to the work of the Board on behalf of the support staff, during his term of office. Concern was also expressed at the unreliability of undertakings given by CnES in the course of the transition process. It was pointed out that the feasibility study had recommended that the project be moved out of CnES to a lead agent, who would be able to secure more funding. In the end this had not materialised and the project would be taken in-house instead. The Board would be informed of any issues affecting College staff and assets.

DRG

The impact of SFC's withdrawal of funding from leisure and recreational courses had also been discussed by the Finance & General Purposes Committee. The majority of these classes had been part of Community Education's provision and the College would offer as many vocational classes as possible in the programme due to begin at the end of October, providing the optimum service available within SFC rules. Expenditure on estates would focus on the essential requirements of the survey undertaken between November 2008 and February 2009. The costs of maintenance were likely to increase over time, though energy costs were being reduced. An environmental audit was taking place, and the Carbon Management Plan would be ready by the end of November.

(iii) Audit Committee Monday 18 May 2009 - Topics discussed at the meeting included the External Audit Planning Memorandum and the Review of Scottish Colleges' Financial Statements for 2007-08.

(iv) Audit Committee Thursday 17 September 2009 - At this meeting members had noted the report following the Disclosure Scotland Compliance Audit, and the changes which would need to be made by 16 October 2009. Three Internal Audit Reports had been received - on Treasury, Financial Management and Payroll - with recommendations on the first two being noted. The Revised Financial Procedures had also been issued and would be circulated to all Board members for information.

[IMcM]

Mrs McAtear paid tribute to the Chairman of the Audit Committee, Mr Donald Nicholson, whose period of membership on the Board was coming to an end. He had indicated that he would be willing to continue as a co-opted member of the Audit Committee, subject to the approval of the Board. She thanked him for the contribution he had made to the work of the Board and the Audit Committee over the past 8 years, often in difficult times for the College, and for his record as an ambassador for the College. His departure would create a vacancy on the Board, which it was hoped would be filled in due course.

Asked what changes were required as a result of the Disclosure Scotland Audit, the Principal replied that some had already been planned and their implementation had been delayed pending the Audit visit. These included the need for more than one counter-signatory for the application forms, and slight changes to the type of disclosure required for some students. More attention would be given to rehabilitation of offenders, in addition to the College's focus on protection of children and vulnerable adults, and there would be minor record-keeping changes. All these would be implemented by the 16 October deadline.

DRG

(v) Quality, Learning & Teaching Committee Meeting, Monday 21 September 2009

The Chairman of the Committee, Mrs Catherine McDiarmid, informed Board members that the Director of Academic Affairs had described the new initiative to be undertaken by the LCC Learning and Teaching Committee, with a series of workshops dealing with teaching from undergraduate to postgraduate level. The Head of Quality Improvement, in discussion about the College's QA Report to UHI, had considered areas of quality improvement and the difficulties encountered in relation to the introduction of peer review. Reports on both these developments would be brought to a future meeting of the QL&T Committee. In preparation for the HMIE Review in March 2010 the change of emphasis likely to be involved was considered, with more focus on PIs and published documents, and highlighting student engagement and self-evaluation. Changes in Evening Class provision resulting from SFC's funding rules, and the HIE Report on Youth Migration had also been discussed. Asked if the College operated under a quality standard, the Principal replied that SQMS no longer applied, but LCC was required to comply with UHI's Quality Framework for its HE activity and with the HMIE Quality Framework for FE activity.

[Mr Nicholson left the meeting at 6.35 pm.]

5 Principal's Report

(i) **The Scottish Budget** - The Government's announcement appeared to indicate that funding for the coming year would be less difficult than anticipated, but the implications for future years were more serious, particularly in the case of capital funding. The letter would be circulated to members.

DRG

(ii) **Staff Changes** - At ASC the recently appointed Chief Executive of ASC had left his post and had been temporarily replaced by Ray Harris, formerly Principal of Telford College.

At Lews Castle College staff changes due to take place included the retirement at the end of December of Miss Margaret Macleod, Head of Section Computing and IT and Mrs Edith Macleod Senior Finance Assistant, the two longest serving members of staff. Mrs Christine Murray was also leaving the Finance Section in December. Mrs Annie Macsween, Head of Section, Gaelic had indicated her intention to retire from the end of August 2010.

(iii) **The Bridge Centre** - The Principal had been involved in a number of initiatives aimed at ensuring completeness of the building, the correct functioning of renewable energy systems and improved supervisory and security arrangements. Two trained night supervisory staff had been appointed, and improvements had been achieved. The complex nature of the residents, who now included Foyer project clients as well as College students, had created problems which would be addressed. (See attached report.)

6 SFC: Advice to Colleges following a recent Audit Review - Letter of 9 June 2009

The Board considered the draft response prepared by the Principal and, with the deletion of the words 'nor had in 2008/09', it was agreed that the letter be sent to SFC.

7 Strategic Plan 2009/10-2011/12 and Equalities Duties

The Principal explained that the Draft Strategic Plan had to be subjected to an Equalities Impact Assessment. This had been completed in a half day event undertaken by a team of College managers and had proved useful and informative. The resulting Action Plan would be used as a template for setting and monitoring Performance Indicators. UHI had secured a suite of e-learning modules to be completed by staff, with the aim of improving the quality process. A report on Equalities Duties would be brought to the Board as part of the Annual Report.

DRG

8 UHI Matters

(i) **UHI Annual Lecture** - This would be held at An Lanntair, hosted by Lews Castle College and organised by UHI. Mark Batho, Chief Executive of SFC would attend, and informal meetings with members would be arranged for him during his 2 days in Stornoway.

DRG

(ii) **Organisational Review** - A report on the newly created UHI Budget Committee had been given to the Finance & General Purposes Committee on 17 September and would be included in the Minutes of that meeting. Its task was to prepare a new budget for UHI by 8 December, on the basis that the previous assumptions about the UHI budget were untenable. Mark Batho had attended its first meeting and had made clear SFC's views. The Principal would continue to report developments to the Finance & General Purposes Committee and the Board.

DRG

(iii) **UHI Partners** - The loss from the UHI partnership of the Sustainable Development Research Centre based in Forres, following its closure in July, was noted.

(iv) **Board of Governors' Meetings** - The Chairman and the Principal had attended the meeting on 8 September between the Board of Governors and representatives of

Inverness College, to discuss the location of their new building. The outcome had been inconclusive and would be followed by another meeting on 22 September. Mrs McAtear said that the situation drew attention to the need for partner colleges to maintain awareness of the importance of not compromising their autonomous status, while recognising UHI's aspirations for university title. There was also concern locally at CnES that a significant level of HIE funding was being directed to UHI who would then use it to fund the new Inverness College building. The meeting on 22 June, which would be attended by Mrs McAtear, was likely to raise numerous and complicated issues. The risk was that delaying a decision further might result in withdrawal of the proposed funding from the Inverness College project and the chance of a new building being lost.

After further discussion it was agreed that in the event of a vote being required at the meeting on 22 September, Mrs McAtear, on behalf of the Board of Lews Castle College, should indicate her support for Inverness College as an autonomous body with a right to make its own decision with regard to the location of its new building.

EMcA

9 Forthcoming HMIe Review

The date of the Review in the week beginning 8 March 2010 was noted. The Principal would bring reports to the Board on preparations for the Review and would pass on information through the Quality Learning and Teaching Committee to those Board members, in addition to the Chairman, likely to be involved in it.

DRG

10 Investors in People Review

The report on this Review was noted. The Principal was now working on an Action Plan for various items identified in the report. The next part of the 'rolling review' would take place in November 2010. Asked for their view on the College's continuing to participate in this programme, Board members agreed that it was a useful external standard and participation should continue.

11 Lews Castle College Gaelic Plan

The progress made was noted. The Director of Finance & Corporate Services had represented the College at a briefing meeting at UHI when the final stages of its Plan were discussed. The College would share resources with other Community Planning Partnership members to reduce the costs of compiling the LCC Plan, which would be completed by July 2010 with the help of Mr Donald Martin, Board member, and Mrs Annie Macsween, before her retirement.

DM

12 Graduation Ceremonies 2009 and 2010

In the absence of specific guidance from UHI it was agreed that the Graduation would take place **on Friday 20 August 2010**. The venue would be agreed by the SMT in due course. Lecturing and support staff involved in the arrangements for the Graduation on 21 August 2009 were congratulated for their contribution to its success. Provision should be made for non-Gaelic speakers in relation to those parts of the event conducted in Gaelic. Consideration would also be given to the appropriateness of the inclusion of the Chaplain's prayer in the ceremony, in relation to Equalities Duties.

ALL

DRG/
[SMT]

13 Summary Report on Recruitment of Full time Students to date

The Director of Academic Affairs informed members that there had been a significant increase in full time FE students - 33 more than at the same time last session. The number of part

time HE students was expected to increase in Semester 2, and opportunities would also be created for part time FE students in the Maritime and Construction Section. More information on the age range of current students would be made available once the figures had been analysed.

Action

[DJM]

[Mrs Deanne Gilbert and Mr George Whyte left the meeting at 7.50 pm.]

14 OFTTI

The discussion relating to this item was included under Item 4 (ii).

15 A O C B

(i) **Register of Interests** - The need to update this as required was noted.

16 Date of Next Meeting

This was scheduled to take place on **Monday 2 November 2009.**

ALL

There being no further business, the meeting ended at 7. 55 pm.

Chairman *Kenneth Kennedy*

Date *21 September 2009*

MATTERS ARISING FROM THE MEETING OF MONDAY 21 SEPTEMBER 2009

Item	Details	Action
3 3-6	<i>Annual Report Format</i> - to be circulated for the November Board meeting.	DRG
4 (iii)	Quality, Learning & Teaching Committee 27 May 2009 - Joint meeting to be arranged with Academic Board. Link between Strategic Plan and approval of new courses to be actioned.	DRG
	Feedback from Learning & Teaching workshops to be given to QLT Committee.	[DJM]
	<i>Quality Enhancement Themes for 21st Century</i> - Inclusion of ethics in these themes to be considered at next meeting of Academic Board.	DRG
7	Strategic Plan - Final version to be circulated to members.	DRG
4	(ii) Finance & General Purposes Committee Meeting Thursday 17 September 2009 - OFTTI Project - Board to be kept informed of any issues affecting College staff and assets.	[IMcM]
	(iv) Audit Committee Thursday 17 September 2009 - Revised Financial Procedures to be circulated to all Board members.	[IMcM]
	Disclosure Scotland Compliance Audit - Action points to be implemented by 16 October 2009.	DRG
5	Principal's Report - (i) The Scottish Budget - Letter from Cabinet Secretary of 17 September to be circulated to members.	DRG
7	Strategic Plan 2009/10 -2011/12 and Equalities Duties - Report on Equalities Duties to be brought to the Board as part of the Annual Report.	DRG
8	UHI Matters (ii) Organisational Review - New UHI Budget Committee - Principal to continue to report developments to the Board and to the Finance & General Purposes Committee	DRG
	(iv) Board of Governors' Meetings - 22 June 2009 - Mrs McAtear to indicate the Board of Management's support for Inverness College's right to decide the location of its new building.	EMcA
9	Forthcoming HMIe Review - Principal to report preparation for the Review through the QLT Committee and to Board members to be involved in the Review.	DRG
11	Lews Castle College Gaelic Plan - Mr Donald Martin to assist in preparation of this Plan.	DM
12	Graduation Ceremonies 2009 and 2010 - Graduation to take place on Friday 20 August 2010 . Provision to be made for non-Gaelic speakers. Consideration to be given to appropriateness of inclusion of Chaplain's prayer in the ceremony.	ALL DRG/SMT
16	Date of Next Meeting - Monday 2 November 2009	ALL