

BOARD OF MANAGEMENT

Minutes of Meeting of Monday 22 June 2009 at 5.30 pm in the Board Room

Present	Mrs Elizabeth McAtear (Chairman)* Mr Kenneth Kennedy (Vice Chairman) Mr David R Green Mr Brian Chaplin Mr Donald Martin	Mrs Deanne Gilbert Mr John Huson (from 5.45 pm) Mrs Catherine McDiarmid Mr Graham Morrison Mr George Whyte
By Invitation	Mr Iain Macmillan	Mr David Matheson
In Attendance	Ms Sheila Page HMI	*from 5.45 pm

Pending the arrival of Mrs McAtear, delayed due to disruption of her travel arrangements, the chair was taken by Mr Kenneth Kennedy. He welcomed to the meeting Ms Sheila Page HMI, who would speak to the Board on the main findings of the HMI Annual Engagement Visit.

Action

1 Apologies

These were received from Mr Donald Nicholson, Mr Donald Macdonald and Mr Andrew Mackenzie. Mr Kennedy then invited Ms Page to speak to the Board.

6 HMIE Annual Engagement Visit: Main Findings

Ms Page summarised the changes in the HMIE approach - new quality arrangements and a new framework, with a risk-led approach. which focused on colleges' ownership of and accountability for quality, self management and self assessment. External review would be based on risk intelligence. The former grading system had been replaced by prognostic confidence statements with 3 key principles - High Quality Learning, Learner Engagement and Quality Culture, resulting in 4 high level questions:

How well are learners progressing and achieving relevant high quality outcomes?

How effective are the college's learning and teaching procedures?

How well are learners enhancing their own learning and the work and life of the college?

How well is the college led (leadership demonstrated throughout the college, not only at Principal level) and how well is it enhancing the quality of its services for learners and other stakeholders?

The result of this process would be confidence statements from HMIE, which might have caveats/recommendations for action attached. HMIE Reviews would in future involve 3 activities - An Annual Engagement Visit which would build up intelligence to prepare the agenda for future engagement, 4-5 aspect reviews carried out across the sector each year to examine selected subjects in detail, and 4 yearly external reviews, but with small teams instead of the previous large group visits.

Boards of Management would be required to sign off three reports -

(a) a one-off Baseline Report to SFC demonstrating that the Board recognises its statutory responsibility for quality matters and has a formal and real strategic overview of quality matters;

(b) an Annual Report to SFC by 30 November each year giving a reflective overview of key findings, strengths, weaknesses and areas for further development, QA processes and learner involvement in the self-evaluation review processes and planned internal reviews for the next academic year;

(c) the Post HMIe Review Report produced one year after the Review, to include action taken to address the issues raised, which would be published on the College's website.

Ms Page noted the improvement in student retention levels, and drew attention to the need for more engagement with the Student Union, the development of a single Equality Plan and Support Staff evaluation. She also commented on the intention to review the function and remit of the Learning and Teaching Committee and asked where its leadership was located - with the SMT or with Heads of Section? She also expressed her willingness to meet with the Board in an advisory/development capacity and added that links between Board members and specific College sections and with student focus groups should be encouraged. The Principal said that it might be possible to arrange for her visit to coincide with a joint meeting of the Q, L & T meeting and the Academic Board. The links she suggested between the Board and College sections had already been initiated. The HMI's advice with regard to the Student Union would be addressed, possibly using the provision of a budget allocation to encourage more activity.

[Mrs McAtear and Mr John Huson arrived at this point.]

Mr Kennedy thanked Ms Page for her presentation and her words of encouragement, and her promise to return, if free, for a future meeting.

[Ms Page left the meeting at 5.50 pm and Mrs McAtear took the chair.]

2 Minutes of Meeting of Monday 11 May 2009

These were approved.

3 Matters Arising

3-3 OFTTI Project - The deadline for tenders was 22 June 2009 and the College's tender had been submitted.

3-9 The Bridge Centre - See Principal's report attached.

6 Annual Report Format - The Reports of other colleges would be examined and a template for the LCC Report would be produced for the September meeting of the Board.

DRG

4 Report from Committee Meetings (v) Quality, Learning & Teaching Committee - The Action Plan had been completed.

Visit to TjD Premises - This would be arranged by the Principal when convenient for members.

DRG

4 Finance & General Purposes Committee - Monday 13 April 2009 - Communication with UHI network partners in relation to EU funded projects would be improved.

DRG

5 Principal's Report - A letter had been sent to Bord na Gaidhlig about the College's offer to produce its own Gaelic Plan, and this was being taken forward. Members were informed that UHI's draft Gaelic Plan had been signed by the Board of Governors the previous week and would now be going out to public consultation.

- 6 SFC FE Funding Allocation 2009-10** - The offer of grant had been accepted in writing. **Action**
- 9 ROSCO Report** - The College's response to the Report had been sent to the Scottish Government.
- 10 Strategic Plan 2009/10-2011/12** - The electronic copy had been sent to all members.
- 11 UHI Board of Governors' Meeting 28 April 2009** - See Agenda Item 9.
- 13 Appointment of Vice Chairs for Board Committees** - Mrs Deanne Gilbert had agreed to become Vice Chair of the Finance & General Purposes Committee, but Mr Donald Macdonald had declined the invitation to be Vice Chair of the Quality, Learning & Teaching Committee, due to pressure of his Course Leader commitments. **DG**
- Carbon-Lite Project** - Members were informed that a graduate student would be recruited to collate information for this project, on a 6 month placement contract. **[IMcM]**
- 4 Reports from Committee Meetings**
- (i) Finance & General Purposes Committee - Monday 13 April 2009** - These Minutes had been approved earlier in the day and copies would be circulated. Communication with UHI partner colleges involved in EU funded projects would be improved. **DRG**
- (ii) Finance & General Purposes Committee - Monday 22 June 2009** - In an oral report the Chairman of the Committee, Mr Kenneth Kennedy, informed members that the items discussed had been the Management Accounts for the period to 31 May 2009, updates to the Financial Regulations and the Draft Budget for 2009-10. The Draft Budget was recommended for approval by the Board and this was agreed. An opportunity would be given in January for more detailed discussion of revisions to the Financial Regulations, when copies would be sent to all members for consideration. **[IMcM]**
- (iii) Quality, Learning & Teaching Committee - Wednesday 27 May 2009** - The Chairman of the Committee, Mrs Catherine McDiarmid, said that the Committee had received a presentation from the Tfd Programme Manager, Mr Donald J Macdonald, who had then answered members' questions about Tfd activity, both historically and since its acquisition by the College. His aim was to achieve accreditation for future LCC- integrated programmes, while the Tfd element continued to offer one to one training for small companies as in the past. He hoped to progress training opportunities in the Uists and Barra. The relationship between the Q, L & T Committee and the Academic Board had also been discussed, with disappointment being expressed at the decline by the Academic Board of the Committee's suggestion for one of its members to attend Academic Board meetings. It was hoped that the relationship would be strengthened in the future by adoption of the suggestion that joint meetings of the two groups might be arranged from time to time. It was agreed that all new courses approved by the Academic Board should be recorded in its Minutes as being in accordance with the Strategic Plan. The Quality Assurance Baseline Report had also been examined and would be discussed by the QA Committee and the SMT before returning to the Q, L & T Committee for final recommendation for approval by the Board of Management. Consideration of the proposed report on changes to the Learning & Teaching Committee had been deferred to the next meeting of the Q,L & T Committee. The initial report following the Computing Aspect inspection had been discussed and noted and the Committee had requested a report from the QA Committee on how the new Quality Enhancement Themes for the 21st Century would be addressed. The suggestion that these themes should include ethical values would be taken forward by the Principal. **DRG**
DRG
ALL
DRG

[Mr Chaplin left the meeting at 6.25 pm.]

5 Principal's Report

The topics included in this Report were an update on the tender process for the replacement of the OFTTI programme, the invitation to LCC to participate in the tender for a new Harris Tweed Skills Training Programme, a revised proposal to be submitted for the INTERREG IV EU funded project, a review of governance and membership issues at the Bridge Centre and an update on Lews Castle developments. (See attached paper.)

7 Strategic Plan 2009/10-2010/11

Following a second meeting to discuss the Plan, held on 10 June 2009, and discussions with all staff groups, the comments received, particularly in relation to its sequential layout - Mission Statement, Vision, Student Centred College - had been taken into account in drawing up the latest draft. Once performance indicators had been inserted with target dates, a final version would be circulated to members over the summer and then presented for discussion at the September Board meeting. The Chairman thanked Board members and staff for the useful comments made in their input to the discussions. The Board approved the proposal that the Plan be taken forward by the SMT.

DRG/
ALL

8 Budget 2009/10

The Budget had been examined in some detail by the Finance & General Purposes Committee and had met with its approval. The Director of Finance & Corporate Services informed members that the budget was based on current information available on FE funding and HE funding through UHI. It did not include provision for any salary increase for staff - any increase to be agreed would therefore need to be funded either from increased income, or reduced expenditure. The SUMmable income from Evening Class activity was included in the SFC Grant in Aid figure and arrangements with CnES might yet be further changed to improve the overall position with regard to this activity. Asked if payroll costs might be saved by taking this function in-house, Mr Macmillan said that the cost would be about the same, but that greater risk would be incurred by dependence on a single individual for this work. The Chairman thanked the Director of Finance & Corporate Services for producing a budget with a surplus. It would be monitored through the year. The budget was approved.

9 UHI Matters

(i) **Appointment of New Principal** - Members were informed that 6 people were being interviewed that day in Edinburgh for the post. The Board of Governors hoped to announce the successful applicant at its meeting on 23 June.

(ii) **UHI Budgets 2009-12** - UHI planned to present to the Board of Governors a £48 m budget with a deficit of £500,000 taking into account a pay freeze and savings on redundancies. SFC had been informed, but usually would only accept such a deficit budget as part of a recovery process towards financial stability. This seemed unlikely in the case of UHI, despite its prediction of a surplus by the end of year 4. Although LCC was now anticipating a slight increase in its income from cross-UHI teaching at the end of the year to 31 July 2009, UHI central costs tended to absorb a significant proportion of such increases. Asked if the UHI Board of Governors could legitimately approve a deficit budget as proposed, the Principal replied that the deficit was on the predicted outcome for 2009-10 - in cash terms they would carry forward a surplus from 2008-09. What they were really pleading for was an increase in the number of funded students permitted. It was understood that the recommendations resulting from the Organisational Review had not found favour with UHI Executive Office, and the £10 m promised by HIE to UHI over 10 years had now been reduced to £5 m over 3 years, despite the fact that many posts at Executive Office had been created on the strength of the original figure.

The Board's concern at the situation with regard to the proposed UHI budget was noted. The Principal would keep members informed of UHI developments in the staff bulletin and by e-mail.

DRG

(iii) UHI Annual Lecture - Arrangements for this event which would take place on 30 September 2009 at An Lanntair were progressing on schedule. Mr Green had been asked to sign letters requesting funding support from CnES and HIE, in his capacity as Principal of the host college. Honorary Fellowships would be presented to the Rt Hon Brian Wilson, Oliver Russell, founder of the UHI Development Trust and Julie Fowlis. Individual invitations would be sent to all LCC Board members for this event, which would be the last major event attended by Prof Robert Cormack and Mr Colin Mackay, UHI's retiring Principal and Chairman respectively. Suggestions for maximising the benefits of the event for LCC would be welcomed. Initial ideas included televising the lecture, alerting the local media, including in the invitations a pamphlet or leaflet about the Outer Hebrides and Lews Castle College, and Harris Tweed demonstrations.

[Mr Martin left the meeting at 7.25 pm.]

10 SFC Letter: Advice to Colleges following a recent Audit Review

The letter drew the attention of Boards of Management to irregularities uncovered by a due diligence process carried out by external auditors at Stow College as part of a four college project. The LCC Board must confirm its awareness of its responsibilities in 3 areas. It was agreed that the Audit Committee would produce a report confirming the Board's responsibilities and this would be noted by the Board of Management at its meeting on 21 September.

Audit Cttee/
ALL

11 Graduation 2009

This would take place at the Lewis Sports Centre on 21 August, with Mary Campbell OBE, originally from Barra, as guest speaker.

ALL

12 Full time Student Recruitment 2009-10

Members were informed that FE recruitment was showing an increase of 30% on 2008-09 figures with HE up by 20%, but there were fewer carpentry and joinery apprentices. Consideration might be given to setting up a full time course for those not taken on as apprentices. Art and Design Courses in Uist were fully booked. Current recruitment predictions could be accommodated with existing staff and it was possible that some applicants might still decide to stay on at school.

13 A O C B

(i) Graduation Event - Uist - This had been a very successful event with highly motivated and talented graduates in Music, Art and Business Management. Congratulations were due to all the staff concerned. The effect of the proposed Ministry of Defence job reductions in Uist would be carefully monitored, and the potential for offering additional training opportunities would be addressed, with the College being represented on the task force. Higher English would be taught to pupils in Barra using Blackboard, and Mental Health Courses would also be delivered in Barra.

(ii) FE Graduation Event - Stornoway - This event, held for the first time at the Stornoway Campus, had proved very successful, and congratulations were expressed by the Board to the graduates, and to the staff involved in the arrangements for the ceremony.

14 Date of Next Meeting

Action

Board members would meet for the Graduation on Friday 21 August 2009
The next meeting of the Board was scheduled for **Monday 21 September 2009.**

ALL

The Chairman thanked all members for their attendance at meetings and for the commitment to the College they had shown over the past academic year. She also thanked staff for their responses to questions from the Board. Thanks were also expressed to the Chairman on behalf of the Board.

There being no further business, the meeting ended at 7.45 pm.

Chairman *Elizabeth McAtear*

Date *21/9/09*

MATTERS ARISING FROM THE MEETING OF MONDAY 22 JUNE 2009

Item	Details	Action
3 - 6	Annual Report Format - Template for the LCC Report to be provided for the September meeting of the Board.	DRG
4	Visit to Tfd Premises - To be arranged by the Principal when convenient for members.	DRG
13	Appointment of Vice Chairs for Board Committees - Mrs Deanne Gilbert had agreed to be Vice Chair of the Finance & General Purposes Committee. Vice Chair for the Quality, Learning & Teaching Committee still to be appointed.	DG <i>Q,L&T Cttee</i>
	Carbon-Lite Project - 6 month student placement to be recruited to collate information for this project.	[IMcM]
4	Reports from Committee Meetings - (i) Finance & General Purposes Committee - Monday 13 April 2009 Copies of Minutes of this meeting would be circulated. Communication with UHI partners involved in delivery of EU funded projects to be improved.	DRG
	(ii) Finance & General Purposes Committee - Monday 22 June 2009 Copies of revised Financial Regulations to be sent to the Committee for detailed consideration.	[IMcM]/ <i>Fin & GP Cttee</i>
	(iii) Quality, Learning & Teaching Committee - Wednesday 27 May 2009 - Joint meetings with Academic Board to be arranged from time to time. All new courses approved by the Academic Board to be recorded in Minutes as in compliance with the Strategic Plan. Quality Assurance Baseline Report to come back to Q,L&T Cttee from QA Committee and SMT, for recommendation for approval by the Board.	DRG DRG DRG
	Proposed changes to the Learning & Teaching Committee to be referred to the next meeting of the Q,L & T Committee.	[DJM]
	Suggestion that Quality Enhancement Themes for the 21st Century should include ethical values to be taken forward by the Principal.	DRG
7	Strategic Plan 2009/10-2010/11 - Final version to be circulated to members over the summer, prior to discussion at the September Board meeting. <i>Elizabeth McAtear</i>	DRG/ALL
10	^{22/6/09} SFC Letter: Advice to Colleges following Audit Review - Audit Cttee to produce a report confirming Board's responsibilities, for approval at the September Board Meeting.	<i>Audit Cttee</i> ALL
11	Graduation 2009 - Friday 21 August at the Sports Centre	ALL
14	Date of Next Meeting - Monday 21 September 2009	ALL