

BOARD OF MANAGEMENT

Minutes of the Meeting of Monday 2 February 2009 at 5.30 pm in the Board Room

Present	Mrs Elizabeth McAtear (Re-Appointed Chairman)	Mr Brian Chaplin
	Mr Kenneth Kennedy (Vice Chairman)	Mrs Deanne Gilbert
	Mr David R Green (Principal)	Mrs Catherine MacDiarmid
	Mr Donald Nicholson	Mr John Huson
	Mr Donald Martin	Mr George Whyte
	Mr Donald Macdonald	Mr David Somerville

At the beginning of the meeting Mrs McAtear asked the Principal to take the chair while Agenda Item 12 (i) was discussed. The Principal informed members that Mrs McAtear had completed her period as Chairman, agreed in February 2008. She had, however, indicated her willingness to continue in that office, subject to the approval of the Board. Mr Donald Martin proposed that she continue for a further period, and Mrs Deanne Gilbert seconded this proposal. The Board gave its approval and Mrs McAtear thanked the members for their vote of confidence and said that she would continue until the end of her current period of office as a member, in May 2010. Mrs McAtear then resumed chairmanship of the meeting.

Action

1 Apologies

These were received from Mr Andrew Mackenzie, Mr Iain Macmillan and Mr David Matheson. The Chairman then announced the resignation of two Board members, Mr David Mawby, who was resigning for personal reasons, and Mr Steven Lewis, whose work commitments had made it impossible for him to attend Board meetings for several months. Mrs McAtear expressed the appreciation of the Board for the contribution they had made and paid particular tribute to Mr Mawby for his hard work and committed membership. The vacancies would be advertised in the near future with the aim of securing replacement members with appropriate skills. No request was made for discussion of Agenda Items 13-17, which would therefore be noted.

2 Minutes of the Meeting of Monday 8 December 2008

These were approved.

3 Matters Arising

3 - 4 (ii) Refectory provision - The dialogue was continuing.

OFTTI Project - The College had agreed to continue to manage the project until the end of March, but thereafter it must cease to be LCC's responsibility. The Support Staff representative informed members that the Employability Manager was due to take up post on 2 February 2009 and a meeting with all stakeholders had been arranged for later that week. The situation with regard to the OFTTI Project in Barra was different from those in Uist and Lewis, as it had already been agreed to issue invitations to tender for the work in Barra, and a single response was expected. Members were shown a book of photographs illustrating the range of work being carried out at the Barra site.

Mr Donald Nicholson added that CnES had made available funding which could be used to cover the costs of the project continuing to the end of June, but he welcomed the College's decision to set the earlier deadline, to encourage prompt resolution of the issue. It was agreed that a report would be prepared for the March meeting of the Board.

DRG

Action

Asked whether a report in March would allow sufficient time to deal with any legal implications for current OFTTI staff, the Principal said that he would investigate this. It was pointed out, however, that assurance had been given repeatedly in the past by CnES that the costs of any redundancies resulting from the ending of the OFTTI project would be the Comhairle's responsibility.

DRG

9 Bilingual Logo - A meeting to discuss this had taken place between Mr Donald Martin, the Head of Section - Gaelic, and the Head of Marketing, and a draft design for samples of the new logo would be produced by ShorePrint shortly.

4 - Away Day - See Agenda Item 16.

5 Strategic Dialogue Meeting - The final version would be circulated, once agreed with SFC.

DRG

6 Financial Statements - External Auditors' Annual Report - The Accounts had been signed off and lodged with SFC and Audit Scotland by the due date. Copies were issued to all members at the meeting.

7 Operational Plan 2008/09 - The invitation to make use of the New Horizons website was noted.

8 Draft Disabilities Report - The requested follow-up report had been provided.

9 Draft Annual Report - The Bridge Centre - A meeting of the Board of the Bridge Centre Company was due to take place on Wednesday 4 February. Mrs Gilbert informed members that she had been unable to confirm any commitment from the Health Board or that a representative would attend the meeting. The student representative informed members that action had been taken against the intruder who had caused the disturbance in the Bridge Centre, but the issue of security remained to be addressed. The Principal pointed out, however, that security had been improved, with all gates now in place, and the site was accessible at night by only one entrance fitted with a keypad device. The intruder was not a College student and the College had no responsibility for controlling what happened at the Bridge Centre. Asked whether security at the College itself should be tightened up, the Principal replied that to introduce the type of security arrangements which were common at mainland colleges would completely alter the atmosphere and would be detrimental. Mr Donald Nicholson informed members that he was now a member of the Board of the Bridge Centre and asked that this be recorded.

DN

12 A O C B National Pay Bargaining - The Principal had responded to the request for the Board's views, and a meeting of FE Sector representatives in March would discuss this with Cabinet Secretary Fiona Hyslop. The letter from LCC had pointed out the UHI partnership issue and its implications for the College with regard to pay bargaining.

11 Outer Hebrides Community Planning Partnership - In response to a suggestion that the College might indicate possible interest in establishing a presence in the centre of the town when the refurbishment of the Town Hall was completed, it was agreed that the potential for this should be investigated.

DRG

4 Reports from Committee Meetings

(i) Joint Audit/Finance & General Purposes Committee Meeting - 1 December 2008
- The summary of this meeting was noted.

(ii) Finance & General Purposes Committee Meeting 26 January 2009

The Principal reported that the main item at this meeting had been the decision to recommend to the Board of Management that Mr Kenneth Kennedy be appointed Chairman of the Committee. Selection of a Chairman would normally be within the remit of the committee itself, but

Action

as, in this case, it would involve Mr Kennedy's resignation from the Audit Committee, it had been decided to seek the approval of the Board as a whole. The Board approved the recommendation. Other matters discussed had been the acquisition by the College of the business and assets of Training for Development, and the Management Accounts for the period to 31 January 2009. These showed a positive overall variance against budget with some shortfalls due to specific timing issues. A significant saving in energy costs had been achieved, due largely to the improved efficiency resulting from the introduction of a new building management system. A valuation report commissioned by SFC had undervalued the costs of the property and had underestimated the increased costs of building in the Western Isles, and the Director of Finance would point out these discrepancies in his response to the report.

KK

[IMcM]

The list of membership of the Board's committees was circulated. Requests for any changes should be sent to the Chairman. It was agreed that the Vice Chairman would be Chairman of the Bursary Appeals Committee.

ALL
KK

5 Principal's Report (See attached note)

(i) Lews Castle Trust Steering Group Meeting 22 January 2009 - The archive needs of the islands had been discussed with regard to the suitability of the Castle as a central repository. It would not be an ideal solution, but might have a useful role. A prospectus would be issued to businesses which might be interested in developing the Castle. A verbal commitment had been received from Mr Archie Campbell to work with the College on a replacement for An Cotan.

(ii) SFC PACE Circular - Funding of £2m in the current year and £5m in the next academic session would be made available, subject to strict criteria, to support training initiatives for people recently made redundant.

(iii) Skills Development Scotland - Applications would be made in partnership with Training for Development, to this new organisation, which had replaced HIE for support for training programmes.

(iv) Recent UHI Success - Evidence of the effectiveness of the UHI partnership had been demonstrated by the success of the Review of the Education Subject Network led by Ian Minty and the Health Studies Exam Board, whose programme leader was Donald Macdonald, Academic staff representative on the Board. Both these had been highly praised by external examiners.

(v) UHI Academic Partners - The meeting of An Comann had generated a considerable amount of concern, as a result of the UHI Principal's statement about creating a single institution embracing both FE and HE activity. A meeting of academic partner Principals would take place on 12 February to discuss this. The meeting would be chaired by the Principal, who would report back to the Board. It was likely that this would be followed by a meeting of AP Chairs.

DRG
EMcA

(vi) Outer Hebrides Migration Study Group - The Hall Aitken Report on this had been received and copies would be e-mailed to members.

DRG

(vii) Lighting in the Castle Grounds - The new lights had been switched on in the area close to the College used by pedestrians, and were welcomed as a great improvement. Funding had also been identified by the College for the tarmacing of the road through the trees, and it was hoped that this would be completed in the near future.

6 Annual Report 2007/08

Members were asked to send any suggestions relating to the improvement of the layout or content of the Report to the Principal or the secretary, for consideration when next year's report is produced. The suggestions provided by Mr Andrew Mackenzie had been noted. The format of the Report would be discussed at the Strategic Planning meeting in March and a draft of the Report would be circulated to members in advance of its publication next session.

ALL

[Mr Donald Nicholson left the meeting at 6.30 pm.]

7 Training for Development (TFD)

As indicated in an oral report to the Finance & General Purposes Committee, the business and assets of this company had been transferred to the College. Details of the acquisition and a breakdown of the estimated timescale for recovery of the costs involved had been circulated in confidence to members of the committee. The Chairman of the Audit Committee had asked why the proposal to purchase the business had not been remitted to the full Board for consideration, and he had been informed that due to the sensitive nature of the transaction and the concern of the previous owner at the possible implications for his business if the transaction failed to materialise, the information had been restricted to the Principal and the Chairman, who had also kept the Vice Chairman informed. There was every indication that the development would be beneficial for the College and would also provide a rented asset in a central Stornoway location, with no long term lease implications. It would be of advantage to the College in its Skills for Development applications and would also link well with the Entrepreneurship and Enterprise programme being developed by the College.

8 Student Recruitment Update

The mid-year WSUMS report, due to be sent to SFC in the next two weeks was likely to show that the College would meet its target for the year. The outcome of this report would be e-mailed to members as soon as it became available. The HE recruitment position was more difficult to predict. Current indications were that there would be a shortfall against targets, which might result in a clawback of funding, but the level of this would also be determined by recruitment figures across the network, and income for cross network teaching by LCC usually resulted in additional income for the College. A report on HE recruitment would be presented at the March meeting of the Board.

[IMcM]

DRG

9 UHI Matters

(i) Presentation by Fiona Macleod, Director of Development - UHI Development Trust

The Chairman welcomed Ms Macleod to the meeting and invited her to make her presentation. Ms Macleod informed members that the Trust was a charity, separate from UHI, which had been established with the aim of raising funding from external organisations which would be used to support projects in the partner colleges. A separate fund would be set up in March 2009 to provide support for students, with a budget of £5,000, the maximum payment to an individual being £1,000. Guidance from Student Support staff would assist with the distribution of this funding. The support provided would be for projects and activities for which no other sources of funding existed or for which other sources had been exhausted, and each application would be assessed on its merits. Lists of potential projects would be requested from partner college Principals, while applications from students would be sought for two funding dates in March and October each year. It was hoped that close relationships would be established between the funding organisations and the Trust and also the colleges receiving their support.

(ii) An Comann Event 20/21 January 2009

A full day of this event had been devoted to New Horizons scenario planning, led by Malcolm Hutchison, with a best and worst prediction of what UHI would be like in 10 years' time. A report would be sent to partner Boards in due course. Mr Donald Martin and Mrs Annie Macsween had been invited to make a presentation on UHI's Gaelic Plan and this had been well received with supportive comments. The Colleges in Orkney and Shetland had also been encouraged to lend their support for the Gaelic Planning process. The final version of the Gaelic Plan would be sent to the Board of Governors of UHI in the autumn and was due for submission to Bord na Gaidhlig by the end of November. Seven new Gaelic related posts were due to be advertised by UHI and it was possible that some might be based at LCC.

Farewells had been said to UHI staff Norman Gillies, Director of Sabhal Mor Ostaig, Andrew MacGowan of HTI, who was returning to parish ministry, and Lawrence Young of Lochaber College.

At the Board of Governors Meeting the process for selecting a new UHI Chair and Principal had been agreed. The new Chairman would be selected first and then the process for selection of the Principal would go ahead with the help of consultants. The Chairman of the Board of Management had accepted an invitation from the current Chairman of UHI to serve on the UHI Planning Group for the selection of the new UHI Principal and Chairman.

EMcA

10 Quality Assurance Baseline Report

The report was noted and approved. It would be considered by the new Quality, Learning & Teaching Committee at its first meeting.

QLT
Cttee

11 Outer Hebrides Community Planning Partnership

The Principal reported that several meetings had been planned, but the Partnership had been given very little time to produce the next single outcome agreement. To achieve community engagement, advertisements would be placed seeking comments on the draft produced and members were encouraged to respond. The 'Thinking Day' had proved very effective with active participation being encouraged by the facilitator, Helen Coxshall.

ALL

12 (ii) Proposed Quality, Learning & Teaching Committee

The Board agreed to establish this committee and its draft remit was considered and noted. Although the ASC Guide indicated that the Principal should chair this committee Mr Green expressed concern that this could cause difficulties, in view of the fact that he was already chair of the Academic Board, which would report to the new Committee. The first meeting of the Quality, Learning & Teaching Committee would take place at 12.00 noon on Wednesday 18 February and at that meeting the Committee would finalise its schedule of meetings for the year.

QLT
Cttee

(iii) Proposed Schedule of Meetings

This was noted.

(iv) Standing Orders

The final draft was approved.

13-17 These items were noted as agreed

18 A O C B

(i) Register of Interests

Mr Donald Nicholson asked that his recent appointment as a member of the Board of the Bridge Centre be recorded.

Mrs McAtear asked that her participation in a training programme for future teachers of Gaelic by the ULPAN method be recorded.

(ii) College Calendar 2009-10

Copies of this calendar were awaiting final approval by the Senior Management Team of changes to the Christmas holiday dates and the date of the Graduation 2010. It was agreed that once this was obtained, copies of the calendar would be circulated to members of the Board for their approval.

[SM]

19 Date of Next Meeting

This was scheduled for **MONDAY 16 MARCH 2009 at 5.30 PM.**

ALL

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

Chairman *Elizabeth McAtear*

Date *16/3/2009*

MATTERS ARISING FROM THE MEETING OF MONDAY 2 FEBRUARY 2009

Item	Details	Action
3	OFTTI Project - Report to be prepared for the March meeting of the Board. Principal to seek confirmation that this would allow time to deal with any possible legal implications for project staff.	DRG
5	Strategic Dialogue Meeting - Final version to be circulated once agreed with SFC.	DRG
9	The Bridge Centre - Mr Donald Nicholson had joined the Board of the Bridge Centre.	DN
11	Outer Hebrides Community Planning Partnership - Potential for using the Town Hall as a location for an LCC presence in the centre of Stornoway to be investigated.	DRG
4	Finance & General Purposes Committee Meeting 26 January 2009 - Recommendation that Kenneth Kennedy be chairman of this Committee was approved by the Board. Mr Kennedy would also chair the Bursary Appeals Committee.	KK
	Response to be sent to consultants with regard to discrepancies in the valuation of the College estate in a report commissioned by SFC.	[IMcM]
	Committee Membership - Copies of the final draft of committee membership were circulated. Any requests for changes should be reported to the Chairman or the secretary.	ALL
5	Principal's Report (v) UHI Academic Partners - Meeting to discuss UHI Principal's statement about UHI as a single (tertiary) institution to be chaired by the Principal. AP Chairs' meeting was likely to follow this.	DRG EMcA
	(vi) Outer Hebrides Migration Study Group - Hall Aitken Report to be e-mailed to all members.	DRG
6	Annual Report 2007/08 - Format of 2008/09 Report to be discussed at Strategic Planning Meeting in March.	ALL
8	Student Recruitment Update - Outcome of In-Year WSUMs Report to be circulated to members. Report on HE Recruitment to be presented at March Board meeting.	[IMcM] DRG
9	UHI Matters (iii) An Comann Event 20/21 January 2009 - Chairman of Board to serve on UHI Planning Group for selection of UHI Principal and Chairman.	EMcA
10	Quality Assurance Baseline Report - To be discussed by the new Quality, Learning & Teaching Committee at its first meeting on 18 February.	QLTCtee
11	OHCPP - Members encouraged to comment on draft of latest single outcome agreement when advertised.	ALL
18	AOCB (ii) - College Calendar 2009/10 - Copies to be circulated once approved by the SMT.	[SM]
19	Date of Next Meeting - MONDAY 16 MARCH 2009 AT 5.30 PM	