

**Minute of the Board of Management Meeting
Held at Spirit Aerosystems, Prestwick
On Thursday 26 September 2019**



Present: Willie Mackie (Chair)
Elaine Anderson
Margarette Bryan
Scott Cooley
Steve Graham
Gordon James
Mary McClung
Jack McCrindle
Fiona McQueen
Hazel Murphy
Michael Stewart
Carol Turnbull
Alan Walker
Steven Wallace

In attendance: Brendan Ferguson (Board Secretary)
Yvonne Melvin (Executive Assistant)
Michael Breen
Anne Campbell
Jane McKie

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting, and in, particular, new Board members Elaine Anderson, Scott Cooley, Steve Graham, Mary McClung and Mike Stewart. There were no declarations of interest.

Intimation

The Chair stated that, very sadly, the Board had lost longstanding Board Member, Tom Wallace, who had died during July 2019. A chartered accountant by profession, Tom had been a member of the legacy Board of Kilmarnock College and had remained committed to the new Ayrshire College since its formation in 2013. Tom had invested hugely in terms of his time and energy input to the Board of Management throughout his period of appointment and had chaired a number of Board Committees. His chairing of, first, the Finance Committee and subsequently its successor, the Business, Resources and Infrastructure Committee, had greatly contributed to the Board's stewardship of its public funding and consequent strategies. Indeed, Tom's tenure had left a significant all round legacy to the benefit of Ayrshire College, including his enthusiasm and drive towards the establishment of the new Kilmarnock Campus. Tom would be sadly missed by all at Ayrshire College and the Board offered its deepest condolences to the Wallace family. The Chair concluded by stating that, at an appropriate point in the future, consideration would be given by the Board and the College to the establishment of a fitting memorial in recognition of Tom's legacy. The Board agreed this intention by acclaim.

2 Apologies

Apologies were received from Board Members Fiona Blain, Chris Hall, Lauren Howieson, Gordon James and Alison Sutherland.

3 Minutes of the Previous Meeting held on 20 June 2019 (*Paper 1*) (*P*)

The minutes of the meeting held on 20 June 2019 were approved as a correct record.

Proposed: S Wallace; Seconded: A Walker.

Board of Management Action Tracker (*Paper 1A*) (*P*)

The following was noted in relation to the content of the Action Tracker:

Action 4 – The Principal had met with Mr Bill Costley, Chairman of Costley and Costley Hotels, for discussions. Further discussions were intended.

Action 13 – This Action had now been completed.

4 Matters Arising

Item 6, fourth bullet point, pages 2 and 3; Mr Kris Boyd and Ms Rose Reilly would be the first recipients of the Ayrshire College Fellowship in recognition of their contributions to Ayrshire College and the wider community. The awards would be conferred at the Kilmarnock Graduation Ceremony being held on 25 October 2019.

5 Student Association Report (*Paper 2*) (*P*)

J McCrindle took members through the Student Association Report, highlighting various aspects of the report to the Board. J McCrindle noted, in particular, the contribution of the Student Association to the Movember Charity, throughout the month of November 2019, confirming that he would personally be sporting a moustache for the month.

A number of questions were asked and satisfactory responses provided. In response to one question in relation to the use that the Student Association made of the College gym facilities, it was agreed that J McCrindle and Board member, M McClung, would meet to discuss further.

Members noted and welcomed the above Report.

Action: the Student President and M McClung to meet to discuss the use being made of the College gym facilities

6 Chair's Report

The Chair reported on the following matters that had occurred since the previous meeting of the Board:

- The Chair was pleased to report that the six new, non-executive membership proposals submitted to the Scottish Government, following the Board Member Interviews carried out in May 2019, had now been approved. In addition, two new elected members had also joined the Board. As result, the Board now had a full complement of 18 members. The new members were noted as being:

Elected

Lauren Howieson (elected student member)

Fiona Blain (elected support staff member)

Non-Executive

Elaine Anderson

Scott Cooley

Steve Graham

Mary McClung

Mike Stewart

Alison Sutherland

The Chair welcomed all to membership of the Ayrshire College Board of Management.

- The Chair thanked all Board members who had taken part in the annual one to one assessments over the summer for their inputs, and confirmed that the outcomes had been recorded.
- The Chair had attended a strategy session with the Executive Leadership Team (ELT). Attendance at the strategy session had been very worthwhile, and the session had proved both informative and productive.
- The Chair and the Principal had jointly met with the CEO of Colleges Scotland. A good discussion had been held with a number of agreements reached.
- The Chair reported that the Ayrshire Growth Deal (AGD) had continued its work of identifying and priming development opportunities for Ayrshire. Significant opportunities existed for Ayrshire College and the Board to become involved in supporting developments arising from the AGD.

7 Proposed Updates to the Responsibilities and Standing Orders (Including the Board's Terms of Reference) *(Paper 3) P*

The Chair introduced Paper 3 and the Board Secretary took members through the paper, explaining the proposed updates contained therein.

The Board approved Paper 3, in the process also approving its Terms of Reference.

8 Board and Committees Work-Plans 2019-20 (Paper 4) P

The Chair introduced Paper 4 and the Board Secretary confirmed that the Committee Work-Plans 2019-20 had been considered and approved by the relevant Committees. Members noted that in relation to the Business, Resources and Infrastructure Committee (BRIC) Work-Plan, BRIC members had confirmed that in light of the improved position reported in the Financial Forecast Return (FFR), that they now wished to receive cashflow reports and projections by exception only.

The Board and Committee Work-Plans 2019-20 were approved.

9 Proposed Committee Memberships 2019-20 (Paper 5) P

The Chair introduced the proposed committee memberships 2019-20 and commended them to the Board for approval.

The Board approved Paper 5.

10 Evaluation of Effectiveness of Board Chair 2018-19 (Tabled) R

A Walker, as Vice-Chair of the Board, tabled a short paper detailing the outcome of the annual review of the effectiveness of the Board Chair throughout the previous academic year. A Walker reported that 2018-19 had been a significant year during which a new Principal had been appointed, there had been a significant turnover in Board membership, an Organisational Review consulted on and the revised structure, consequent on the review process outcomes, approved and implemented. Throughout the period, the leadership and performance of the Board Chair had been exemplary. The tabled report detailed that performance.

The Board noted, welcomed and approved the evaluation report.

11 Committee Chairs Reports

The Committee Chairs provided verbal reports on the matters considered by the Committees since the last meeting of the Board, and not already dealt with under the agenda for this meeting. The agenda and papers had been published on the website and the confirmed minutes of these meetings would be received by the Board at its next meeting.

The Chairs reports were noted by the Board.

12 Confirmed Standing Committee Minutes.

The following confirmed Standing Committee Minutes were received by the Board.

- **Business, Resources & Infrastructure Committee 4 June 2019 (Paper 8) P**
- **Learning and Teaching Committee 30 May 2019 (Paper 9) P**

- **Audit Committee 11 June 2019** (*Paper 10*) P

13 Date of Next Meeting: Thursday 12 December 2019 at 4pm in the Ayr Campus.

14 Received for Information

- Board and Committee Schedule 2019-20 (*Paper 11*) P
- Scotland's Colleges 2019 – Audit Scotland Report (*Paper 12*) P

Reserved Items On Next Page: