

**Minute of the Board of Management Meeting
Held on Thursday 24 September 2020
By virtual attendance via Zoom**

Present: Willie Mackie (Chair)
Elaine Anderson
Margarette Bryan
Beth Clelland
Steve Graham
Lauren Howieson
Mary McClung
Fiona McQueen
Steven Oliver
Michael Stewart
Alison Sutherland
Carol Turnbull
Alan Walker
Steven Wallace
Matthew Wilson

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

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting, in particular, new Board members Beth Clelland and Matthew Wilson.

There were no declarations of interest.

2 Apologies

Apologies were received from Board members S Cooley, H Murphy and S Srinivasan.

3 Minutes of the Previous Meeting held on 18 June 2020 (Paper 1) (P)

The minutes of the meeting held on 18 June 2020 were approved as a correct record.

Proposed: S Graham; **Seconded:** M Stewart.

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

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

Action 21 – The Board agreed this action would be marked as Closed.

4 Matters Arising

There were no matters arising.

5 Student Association Report (Paper 2) (P)

L Howieson took members through the Student Association Report, highlighting various aspects of the report to the Board. It was noted that a Student Association presence was planned for each campus 2 days per week and that a social media video was currently being created to provide students with information on the campus operations in light of the restrictions imposed by COVID-19. In response to a query, it was confirmed that a sunflower lanyard was being provided to those student who were exempt from wearing face coverings to ensure clarity.

S Oliver advised that this year's virtual Fresher's event was progressing well using the Wakelet platform. It was also noted that frequent Wear It On Your Sleeve drop-in centres on each campus were being considered with the Wellbeing Champions.

The Board noted and welcomed the above Report.

6 Chair's Report

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

- A number of virtual meetings of college Chairs had been held during the period to discuss raising the profile of the college sector and to mitigate the potential impact of Covid-19. Ministerial meetings had also taken place in the period using video-conferencing software, during which colleges were recognised for their work as a sector and for the positive student response received to date.
- The Chairs' Sub-Group had been created to focus on Economic Recovery post Covid-19 shutdown and was currently considering the creation of regional partnerships. The Sub-Group had agreed that Chairs would engage with college Principals in pilot regions to improve/encourage regional dialogue and share best practice.
- The restrictions imposed as a result of Covid-19 had impacted this year's Graduation ceremonies, which would proceed virtually. The Chair also advised that this year's College Fellowship Award would be presented to Fiona Lees, Retiring CEO, East Ayrshire Council, in acknowledgement of her continuous work and support of the Ayrshire communities for the past 17 years.

7 Board Matters (Verbal) (P)

i. Responsibilities and Standing Orders (inc. Board ToR) (Paper 3) (P)

The Chair introduced Paper 3 and the Board Secretary took members through the paper, explaining the proposed updates contained therein. It was highlighted that the updates to the Audit Committee Terms of Reference (ToR) would be in-line with the latest Scottish Government guidelines.

In response to a query it was agreed that the Committee and Board ToR's would be updated to reflect the changes to the Audit Committee and that

ongoing training and development for Board members be included in the Board ToR.

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

Action: All Committee and Board ToR's to be updated to reflect the updated title of the Audit Committee.

Action: Wording in the Board ToR to be revised to include ongoing training and development for Board members

ii. Board and Committee Work Plans 2020-21 (Paper 4) (P)

The Chair introduced Paper 4 and confirmed that the Committee Work Plans 2020-21 had been considered and approved by the relevant Committees. Members noted a caveat that extraordinary Board and Committee meetings may be necessary in AY2020-21 in response to the ongoing COVID-19 situation.

The Board and Committee Work-Plans 2020-21 were approved.

iii. Committee Memberships 2020-21 (Paper 5) (P)

The Chair introduced the proposed Committee Memberships 2020-21 and commended them to the Board for approval. It was noted that the staff members election process was underway and, when finalised, the Committee Memberships would be updated accordingly.

The Board approved Committee Memberships 2020-21.

8 Homologation of Board Approval by Circulation of New Board Members (Verbal) (P)

B Ferguson reminded the Board that the proposal from the Search and Nomination Committee that Ms Beth Clelland, Mr Sathish Srinivasan and Mr Matthew Wilson be recommended to Scottish Ministers as newly appointed members of the Board of Management had been circulated to the Board and had received unanimous approval.

The above circulation and approval be homologated into the minutes.

9 Covid-19 Update (Verbal)(P)

C Turnbull provided a verbal update, advising that a detailed update paper was presented to the Learning and Teaching Committee at its meeting in September 2020. The Committee was informed that the College had now welcomed full-time students back on campus following an extensive induction process. The feedback so far had been very positive and students were delighted to be starting their new academic year.

The Board was advised that a Return to Campus Operations Steering Group had been created to overview the reopening of campuses in line with Scottish Government Guidance. As part of a thorough, robust and inclusive approach to

returning staff to campus, all staff were asked to complete a risk assessment, with those identified as high risk being referred to HR and their Line Manager to ensure a safe return. It was noted that the default position of the College was for staff to work from home where possible, in-line with Scottish Government guidelines. C Turnbull advised members that the College was well-represented at strategic level both locally and nationally and this, in turn, would ensure that that future curriculum planning was informed by both regional and national requirements.

Further discussions took place during which questions were asked and satisfactory responses provided. In response to one query, confirmation was provided that the College would actively work with students in emphasising the Scottish Government guidelines in respect of social behaviours, both on and off campus. It was noted that weekly meetings with the NHS Public Health Team were planned to ensure a regional approach regarding best practice.

The Committee thanked C Turnbull for the informative update and commended the Senior Leadership Team on their handling of a very dynamic and complex situation.

10 2020-21 Budgets for the academic year ending 31 July 2021 (Paper 6) (R)

M Breen introduced Paper 6, advising that the business as usual budget approved by the Board at its meeting on 18 June 2020 had been revised in line with the updated information the College had received to date. The updated budget now reflects COVID-19 cost pressures estimated as at September 2020. M Breen also advised that the revised 2020-21 Budgets for the academic year ending 31 July 2021 had been considered and approved by the Business, Resources and Infrastructure Committee at an extraordinary meeting held on 24 September 2020, immediately prior to this meeting. It was noted that most of the members in attendance at this meeting had also attended the extraordinary BRIC meeting. M Breen then provided the Board with a presentation and took members through the revised budget in detail.

S Wallace, in his capacity of Chair of the Business, Resources and Infrastructure Committee, advised members that a focused and robust discussion had been held by the Committee at the extraordinary meeting. The Committee had recognised the relatively positive position of the College in 2020-21, despite the difficulties posed by Covid-19 and recognised the unprecedented circumstances and challenges faced in preparing a budget when so much uncertainty existed.

The Board commended M Breen and the Finance Team for their work in producing Paper 6 and approved the revised 2020-21 Budget for the academic year ending 31 July 2021.

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 would be 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.

- **Learning and Teaching Committee 28 May 2020 (Paper 8) (P)**
- **Business, Resources & Infrastructure Committee 2 June 2020 (Paper 9) (P)**
- **Audit Committee 9 June 2020 (Paper 10) (P)**

13 AOB

W Mackie, as Board Chair, reported that Alan Walker was retiring from membership of the Board. As such, this was the last meeting he would attend as Vice Chair of the Board.

Alan had originally been a member of the legacy Ayr College Board and had made a significant contribution as a board member to the establishment of the merged Ayrshire College Board of Management in 2013. Throughout his period as a member of both the legacy board and the Ayrshire College Board of Management, Alan had continuously and tirelessly contributed to the work of the Board as a passionate and devoted ambassador of education. In addition to his many other contributions, he had utilised his extensive industrial experience and contacts to undertake active dialogue with various College teams and bring opportunities to the College. The Chair thanked Alan for his tremendous contribution to the work of the Board during his tenure, and also for agreeing to remain temporarily as a mentor to the new Board members recruited in 2020.

W Mackie also reported that Brendan Ferguson would be retiring as Board Secretary from April 2021. The Chair offered his interim thanks for the fantastic support he provided during his time with the Board to date.

The Board endorsed all of the Chairs remarks and wished Alan all the best in his future endeavours.

Received for Information

14 Date of Next Meeting: Thursday 10 December 2020 at 4pm

P - Papers will be published on the College Website

R - Papers will not be published for reasons of commercial confidentiality or for reasons associated with data protection legislation

C/P - Confirmed minutes will be published on the College Website

Reserved Items on Next Page