

APPROVED Minute of Colleges Scotland Board of Directors Meeting Friday 13 November 2020, Zoom.

Present	
Ken Milroy (KM) (<i>Chair</i>)	Willie Mackie (WM)
Elaine Acaster (EC)	Angela McCusker (AMcC)
Hugh Carr (HC)	Janie McCusker (JMcC)
Liz Connolly (LC)	Ross Martin (RM)
Margaret Cook (MC)	Lydia Rohmer (LR)
Michael Foxley (MF)	Ronnie Smith (RS)
Waiyin Hatton (WH)	Shona Struthers (SS)
Ann Landels (ALd)	David Watt (DW)
Alex Linkston (AL)	
In Attendance	
Michelle Brand (MB)	Andy Witty (AWTY)
Apologies	
Carol Turnbull (CT) (<i>Vice Chair</i>)	Heather Stevenson (HS)

1. Declaration of Interest Register – Sign Off

Agenda Item: 1 | Paper No: 1 | Lead: KM

Paper 1 was noted.

The current Declaration of Interest was approved. KM requested members provide all updates in a timeously manner directly to MB.

1. Welcome and Apologies

Agenda Item: 2 | Paper No: Verbal | Lead: KM

KM welcomed members and advised of the following:

Registration at Companies House

The following members are now registered on Companies House as Directors of Colleges Scotland: Elaine Acaster, Hugh Carr, Waiyin Hatton and Ann Landels.

Apologies

KM advised that apologies had been received from CT and HS.

2. Minutes of the Previous Meeting and Matters Arising

Agenda Item: 3 | Paper No: 3 | Lead: KM

2.1 Discussion

Paper 3 was noted.

KM invited the board to consider and agree the minutes from the previous meeting. SS provided commentary on the progress of the Action log.

KM updated the board that there had been a request for subscriptions to be revisited due to financial concerns initially raised with GCRB. KM advised the previous decision was upheld.

Matters Arising

Senior Staff Salaries, KM has been chairing a group on the sectors behalf and they have a set of proposals which the working group will consider when it meets at the end of November 2020.

Part of the considerations for the working group will be, Next Steps. As college boards are the employers of staff, it is proposed to circulate to college boards a draft agreement for consideration, subject to the working groups agreement.

DW requested further clarity on the salary costs of Colleges Scotland staff in the Policy Team. SS updated the board that this was included within the Chief Executive's Report issued and the 'Meet the Team' document circulated with these papers.

Pension deficit, the board gave considerable attention to the pension situation and this was fully endorsed by the board at the time. This situation continues to be monitored and the triennial pension report being presented to the board when available. The next report is due January 2021.

Colleges Scotland Review, KM circulated a draft framework, and will convene a separate meeting with Colleges Scotland Board members, excluding CS staff before the end of the year.

2.2 Decision

The board agreed the minutes from the meeting on 15 October 2020 as an accurate record of the meeting and approved the minutes to be uploaded to the Colleges Scotland website in their unredacted form.

3. Scottish Funding Council Review of Coherent Provision and Sustainability

Agenda Item: 4 | Verbal | Lead: SS

3.1 Discussion

SS introduced the paper to members. Colleges Scotland are looking to formulate a national sectoral position in response to the SFC review.

It would be helpful to collate areas where we can build consensus and feed into Phase 2 of the review to focus and get the biggest impact. SS referred Members to the table within the paper which details the key themes.

The board thanked SS for the paper and felt the themes were helpful. Discussion took place of the need to keep capital and maintenance at the fore to ensure we maintain safe campus sites. It was noted that GCRB have launched their own consultation in response to the SFC review.

KM acknowledged that colleges would input on a local level to the review, but we have the added advantage of being able to facilitate a national level response via Colleges Scotland too. This will help to assert and reaffirm the role of colleges within the national education system and economic recovery.

3.2 Decision

It was agreed that members would feed their thoughts directly to Colleges Scotland, including any regional thoughts, and this would allow a national sectoral response to be prepared before the end of the year.

4. Colleges Scotland's Draft Budget Submission 2021-22

Agenda Item: 5 | Paper No 5 | Lead: AWTY

4.1 Discussion

SS introduced the paper and explained, since this paper was last presented to the Board it has also been to the Finance Directors, College Principal's Group, and the Funding & Finance Committee.

Within this submission Colleges Scotland have focused on distilling the key points to government of the role the college sector has to play in economic recovery, balanced with concerns around pre Covid and longer-term sectoral financial position of what is sustainable to continue to deliver and where we can add value and additionality.

Colleges Scotland and sector representatives have met and shared versions of this document with both Kate Forbes and Richard Lochhead.

A full discussion took place and members provided some suggestions on enhancements to the document. The members agreed this was a good piece of work and congratulated staff on their continued influencing and engagement with government.

AWTY to seek approval from the Board week commencing 18 November and Colleges Scotland staff will continue talking with officials and ministers ahead of the final submission.

The document will be designed but it will be a live document and discussions will continue, including a further meeting with Kate Forbes in January before the final submission.

4.2 Decision

Following discussion, it was agreed to update and recirculate the Draft Budget electronically for final approval.

5. Colleges Scotland Meet the Team

Agenda Item: 6 | Papers: 6 | Lead: SS

5.1 Discussion

At the request of RM, SS presented the paper which highlighted the team who are working behind the scenes at Colleges Scotland.

5.2 Decision

The paper was noted.

6. Any other notified busines

Agenda Item: 7 | Verbal | Lead: KM

6.1 Discussion

Members discussed the need for an additional board meeting before the end of the year to discuss the review without Colleges Scotland staff present. KM let members know he will be happy to discuss matters on an individual basis should any board member which to reach out to him.

6.2 Decision

Members agreed to hold a meeting in December to discuss the review which would exclude members of Colleges Scotland staff.

7. Date of Next Meeting

Agenda Item: 8 | Verbal | Lead: KM

The date of the next meeting was noted as Thursday 28 January 2021, 1000-1300.

Signed _____

Date _____

Colleges Scotland Board Action Monitoring Log

Meeting of Thursday 31 October 2019				
Agenda Item	Action	Date	Owner	Status
7	Seek clarity on the governance protocol for agreeing the proposed recommendations of the Working Group and bring regular updates to the board in relation to National Bargaining. – Principals and Senior Staff.	January 2020	HS/AL	Complete
Meeting of Friday 15 October 2020				
Agenda Item	Action	Date	Owner	Status
3.2	The board agreed a narrative that reflects the board decision and would be prepared to assist colleagues back at their colleges along with a message to the sector that the review will be undertaken.	October 2020	SS	Superseded
5.1	The Board invited Jim Metcalfe, CDN to co-present with SS to the Board at their January meeting to decide where this fits within their priorities.	January 2020	SS	Complete
7.2	Stakeholder Engagement went live last month, and all colleges are asked to ensure senior management are using the forms and engage with the process to allow us to review and analyse where our time is being best served.	October 2020	ALL	Ongoing
7.2	It was agreed that a meeting would be arranged between SS, DW, WMcL and Alisdair Barron, Chair of City of Glasgow College to review and refine how the stakeholder engagement plan is working on the ground.	November 2020	SS	Underway
8	A reforecast to be carried out at the end of Quarter 1 and presented to the board.	January 2020	SS/AWTY	Complete
Meeting of Friday 13 November 2020				
Agenda Item	Action	Date	Owner	Status
4.2	It was agreed that members would feed their thoughts directly to Colleges Scotland, including any regional thoughts, and this would allow a national sectoral response to be prepared before the end of the year.	18.12.20	ALL	Underway
5.1	Following discussion, it was agreed to update and recirculate the Draft Budget electronically for final approval.	18.12.20	AWTY	Complete

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