

Minute of Colleges Scotland Annual General Meeting

Wednesday 23 March 2022, Doubletree by Hilton Dunblane Hydro

Present	
Waiyin Hatton (WH) (Chair)	Janie McCusker (JM)
Ann Landels (ALa)	Alex Linkston (AL)
Ronnie Smith (RS)	Angela McCusker (AM)
Ross Martin (RM)	
In Attendance	
Kirstie Laird (Minuter)	Shona Struthers (SS)
Audrey Cumberford (AC)	Lydia Rohmer (LR)
Liz Connolly (LC)	Margaret Cook (MC)
Apologies	
Fiona McQueen (FM)	Ray McCowan (RMc)
Caroline Stuart (CS)	David Watt (DW)
Angus Campbell (ACa)	John Henderson (JH)
Keith MacPherson (External Auditor)	Carol Turnbull (CT)

1. Welcome & Apologies

Agenda Item: 1 | Verbal | Lead: WH

The chair welcomed members and attendees to the Annual General Meeting (AGM) and noted apologies received from the following company members and invitees:

Company Member	Region
Fiona McQueen (FM)	Ayrshire College
Ray McCowan (RMc)	Borders College
Caroline Stuart (CS)	Dumfries & Galloway
David Watt (DW)	Fife College
Angus Campbell (ACa)	Highlands & Islands Further Education Regional Board
John Henderson	North East Scotland College
Invitee	Organisation
Keith MacPherson (External Auditor)	Johnstone & Carmichael
Jen Johnston (JJ)	Colleges Scotland

2. Authorised Representatives/Proxies

Agenda Item: 2 | Verbal | Lead: WH

2 Discussion

The chair noted for the purpose of the minute that each Company Member is represented by their regional chair. It was noted there was one appointment of an authorised representative made on behalf of Fiona McQueen appointing Carol Turnbull as the authorised representative for Ayrshire College.

The chair noted for the purpose of the meeting that Carol Turnbull was not in attendance at the meeting and seven of the thirteen Company Members were represented, meeting the minimum quorum requirements for the meeting to proceed (minimum of one third of persons entitled to vote).

3. Minutes of the previous AGM and matters arising

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

3 Discussion

The members reviewed Paper 3

MC Proposed the minutes as an accurate record of the meeting

AM Seconded this proposal

3 Decision

The members agreed the minutes from the previous AGM on Thursday 25 March 2021 were an accurate record of the meeting. There were no matters arising.

4. Adoption of the Annual Report and Accounts

Agenda Item: 4 | Paper No: 4 | Lead: WH

4 Discussion

The members reviewed Paper 4 (Colleges Scotland Financial Statements for the Year Ended 31 July 2021). A brief discussion was held surrounding clarification on consulting costs and oncosts for employments costs. SS confirmed staff costs within CS were sitting at 79%, similar to the sector.

The chair requested a proposer and seconder of the Annual Report and Accounts.

RS proposed the accounts for the year ended 31 July 2021 be adopted by the members.

AL seconded this proposal

4 Decision

The members passed the resolution to adopt the Annual Report and Accounts for Year Ended 31 July 2021. The chair highlighted the accounts had been passed as a clean audit report.

5. AOCB

Agenda Item: 10 | Verbal | Lead: WH

There was no other competent business however the chair requested for the purpose of the minutes thanks to Ken Milroy, Hugh Carr, Willie Mackie and Elaine Ancaster are recorded now their term on the CS Board has come to an end.

6. Date of Future Meetings & Close

Agenda Item: 9 | Verbal | Lead: WH

The date of the next meeting is TBC (envisaged March 2023).

The chair thanked members for their attendance and declared the meeting closed.

Signed  _____

Date 23 March 2022