

Chairs Report from the Board Meeting 1st October 2018

1. This is the twelfth Chair's Report and it sets out the main items for this meeting which were the minutes of the Board's committees, the minute of the Board meeting on the 18th June and 10th September, the minute of the SLC Board on the 29th May 2018, the Student Association Reports, the Chair's Report, the Auditor General's Scotland's Colleges Report, the Board Strategy Day, the board self- evaluation update and the Board Dates for 2019.

2. Chair's Welcome: I welcomed everyone to the meeting. I informed the Board that I had received a letter from Aileen McKechnie, Director of Advanced Learning and Science at the Scottish Government, on Friday 28th September 2018 confirming that I will be the Acting Chair for a period of up to six months with Linda McTavish taking leave of absence due to a family illness. It was agreed that now that confirmation had been received from the Scottish Government, I would draft a communication to all staff at NCL.

3. The committee Chairs reported by exception from the draft minutes of the meetings in this Board cycle. Following this round of committees, the Board was informed as follows below.

3.1. CSAO Committee Minute 3rd September 2018: Martin McGuire informed the Board that there would hopefully be guidance from the SFC in the coming week about credit activity for STEM and it was hoped that it would now be possible to fund activity in primary schools. I asked about Item 1.3 on Appendix 1 to the minute which notes that the HMI from Education Scotland had raised the issue of variable practice in relation to lecturer professional flexibility working arrangements. Martin McGuire informed the Board that this is an issue with a small number of staff and that management had restated the contractual arrangements with lecturing staff.

3.2 Audit and Risk Committee 3rd September 2018: John Elliot drew the Board's attention to Item 12.2 which refers to NCL's Internal Audit Service and that the committee agreed that the contract with Wylie and Bisset should be extended for a final year and that a mini competition would be held expediently for the awarding of the future contract.

3.3 RGP Committee 10th September 2018: I drew the Board's attention to Item 6.2 which reports on the changes to NCL senior staff portfolios following the voluntary severance scheme and to Item 6.3.2 which notes the confirmation given by Stewart McKillop of the SLC position in relation to the implementation of the National Agreement for lecturing staff.

3.4 Finance Committee Meeting 10th September 2018: the Chair of the Finance Committee drew the Board's attention to the NCL Finance Report at Item 7.1 which is for the 11 months to June 2018 and that the operating position for the year to date is a surplus of £138k. He noted the on- going efforts of the Finance Team and of NCL staff. He also drew the Board's attention to Item 12 AOB which noted a change to the bad debt procedures at NCL. Current students with bad debt will have computer access denied and be advised to contact the Finance Department before reinstatement of access.



3.5 Special meetings

3.5.1 Chairs Meetings

- **Minute of the meeting 2nd July 2018, 10th August 2018** were noted
- **Minute of the meeting 17th August 2018:** the action of the Chair to draft a letter from the non-executives to the PAPLs committee chair was noted.
- **Minute of the meeting 3rd September 2018:** The minute reports on the resignation of the staff representative Jacqueline McGarvey, the report to the Chairs on the no confidence vote, the special meeting of the Board set for the 10th September to consider the draft business development plan and the need for the development of a clear plan for improving collaborative working across the region.
- The following non – executive meeting (Appendix 1 to the minute of the 3rd September 2018) was informed about an NCL student complaint which Alex Neil is involved in and it was agreed that Keith Fulton should make a Declaration of Interest to the PAPLs committee about his interest in this matter. The process for expediting the non-executive response to the PAPLs committee was also agreed.
- **Minute of the meeting of the 19th September 2018:** This minute sets out the arrangements following Linda McTavish’s leave of absence and the Board noted the arrangements that were set out.

3.5.2 RGP Committee 18th July and 7th August 2018

I presented the paper issued to the Board and covered the background set out in the paper to the RGP committee’s hearing the EIS/FELA trade dispute on National Bargaining Contact Hours. After discussion, the Board agreed the RGP committee’s recommendation that the EIS/FELA appeal to the RGP/Board is not upheld and that this should be communicated to the union.

4. Board Minutes: the minutes of the Lanarkshire Board meetings on the 18th June and the 10th September 2018 were approved. Stewart McKillop highlighted the following from the minute of the **SLC Board Minute 29th May 2018:**

- Unison Update
- Audit Scotland and the review of RSB’s
- an update on student recruitment and that although enquiries were down, the number of unconditional offers is up by 2% and on target
- Quality Enhancement Group Report: Education Scotland South Lanarkshire College would continue to publish its individual report
- Marketing: there has been an overall reduction in the marketing budget. The College has focussed on advertising/marketing in the areas of previous success. It has been decided to move the College’s advertising from Capital to Clyde in order to achieve more coverage.
- Procurement Arrangements – the College is updating its Financial Regulations, including its purchasing procedures and, as an important step in this process, the thresholds for purchasing.
- The Audit Committee 14th May 2018
- A Cyber Resilience Strategy for Scotland – Public Sector Action Plan – 2017/18.
- Staff Absence – the Committee remain assured that the system in place is both effective and supportive. Discussion had taken place on the impact of the new MyHR System on absence and it had been noted that staff and managers were finding it an excellent monitoring tool.
- Gender Action Plan update.

- Retirement from the Board: John Gallacher informed members that it was his intention to retire from the Board of Management.

5. Student Associations' Joint Report: The Board heard from both Student Associations (SA) who presented their papers which are published on the NCL website.

5.1 NCL SA Report

The Board was informed by Marisa Rose about the broad range of activities and events that the NCL SA is undertaking including:

- The Student Association Team: the Student Association has changed its structure and there is now a Student President and three Vice Presidents. The Student President is a full time role while the Vice Presidents are contracted for 16 hours per week. Each campus will have a student Vice President based there.
- Learner Engagement Team: The Student Association will continue to work in partnership and volunteer roles will be advertised under the Be Engaged categories. The positions will be advertised as job roles with responsibilities and it is hoped that volunteers will feel more valued and appreciated. The NCL SA attended a BE Engaged event at the Scottish Parliament and talked to a government minister at the event.
- NCL Student Associations Operational Plan and 3 year strategy: the NCLSA have successfully completed their operational plan with support from the NUS and are already taking action on working towards their goals for the coming year. The NCLSA are starting to work towards developing a 3 year strategy and are aiming to have a draft by January 2019.
- The NCLSA helped with student inductions over the summer and this helped students get to know the SA team.
- NUS and SPARQS Training events: SA officers attended the NUS Lean and Change Event in Livingston and the SPARQS Class Rep and the "That's Quality" Training courses.
- The Fresher's Fair ran over three days at each campus.
- The NCLSA organised a meeting for Scottish Student Sport to discuss getting sport groups within their campuses.
- ASSIST Suicide Prevention Training; the NCLSA attended an ASSIST training course to widen their knowledge in mental health and has been working with the Engineering Block to encourage young men to talk about how they feel and engaging in activities with them around mental health. There is also a mental health ambassador.
- Working with organisations – the NCLSA had met with VANL and CLIC SARGENT with the aim of increasing students' employability during their time of study.
- Jordan's funding event: the NCLSA is running events to support Jordan- an NCL student - raise awareness about mental health.
- The NCL SA has promoted a Fitness week

Marisa informed the Board that there is a difficulty with social space in the Engineering block at the Motherwell Campus and asked if space could be provided. Martin McGuire acknowledged the design issue with the Engineering Block. Marisa Rose will meet with Martin McGuire to discuss this issue.

5.2 Claire Paterson gave the report for the SLC Student Association. She highlighted the following:



- The Student President and Vice President both produced winning election campaigns focussed on building relationships with students and engaging with them on a one to one basis and as a collective group.
- There had been an engaging, informative and well -structured handover period with the outgoing president and vice president.
- Attendance at the NUS “Lead and Change Event”
- Glasgow Pride and Expo: the SLCSA attended Gay Pride on the 14th July 2018.
- safeTALK – the SA President attended suicide alertness training from the Richmond Fellowship.
- The SLCSA will attend the SPARQ “That’s Quality” Colleges event in Dundee and also the NUS “The Gathering”
- Operational Plan: the SA has compiled a draft operational plan based on last year’s plan, the 5 year strategy and NUS visits.
- Learner inductions: the SA is visiting classes, has produced a short video which forms part of the learner induction process and held a welcoming table during the first week of term to present a friendly face to students.
- The college hoodies with an upgrading continue to be very popular
- Healthy Body Mind Award- a meeting has been arranged with Think Positive to discuss this year’s criteria and will try for this award again this year.
- No period poverty: SLC continues to offer free sanitary products to all students and staff. The Scottish Government and the media continue their interest in this campaign.
- Media engagement: in the first few weeks valuable social media content was created and planned content is diarised to maintain engagement throughout the year and there is now the best reach yet attained. A welcome newsletter was produced over the summer.
- Scottish Student Sport Leadership Programme – the SA will work closely with the Scottish Student Sport Leadership Programme with the aim of opening up more sport and leisure opportunities to students.
- Forthcoming events were set out for 2018/19.

6. SLC Report to the Board

Stewart McKillop reported from the SLC meeting on the 18th September 2018 to the Board as follows:

- There was a presentation from Steve McIntosh on Cyber Security/GDPR which had been well received.
- Recruitment – the College was 373 over and above its target.
- Paul Hutcheson would take over from John Gallacher
- There was a report on national pay bargaining
- CITB – there has been no uplift in funding for several years with 70% of funds going to the CITB and 30% to the colleges. After a lot of discussion there will be a 14% uplift for colleges but this will be based on last year’s system.
- The Internal Audit plan from Scott Moncrief was approved
- The SLC Board approved the College’s FFR submission.
- An updated 5 year plan was presented to the Board.

7. Chairs’ Report: I highlighted the following in my report

7.1 Events and Awards: I noted the range of awards and achievements as highlighted to the Board in the NCL Awards and Achievements paper which is included in the Board papers published from this meeting. The Board was informed that Ross Megahy had been selected to represent the UK at the prestigious Euroskills competition in Budapest and that he had won a bronze medal at the competition.

8.2 Lanarkshire Board Recruitment: The recruitment to the Board had been delayed due to the time pressures of dealing with the range of issues as set out in the minutes to the meetings over the summer. The Board is looking for two new non-executive Board Members following the resignations of Ronnie Smith and Douglas Anderson and there will be an election for the academic staff member following the resignation of Jacqueline McGarvey.

8.3 National Committees: I am arranging attendance at the committees Linda McTavish attended and will report on meetings at the next Board meeting.

8.4 NCL Business Scenario Plan: the importance of funding for the VS schemes in the Business Scenario plan had been highlighted in the Wylie and Bisset Review of the plan. The Board was informed that there had been detailed discussions with the SFC and there was assurance that the SFC would meet the costs of the VS schemes which are key to the plan. Sharon Drysdale from the SFC informed the Board that a detailed letter would come from the SFC in response to the plan.

8.5 FFR submissions: The Board had received the FFR submissions from both NCL and SLC and this had raised issues which I agreed should be discussed in a separate meeting with the Chair of SLC and the SFC. In essence, there is an issue of process and assurance of the SLC FFR for the Chief Officer and for the Lanarkshire Board as opposed to the approval of the SLC FFR. It was agreed that there will be a meeting with the Chairs of the Lanarkshire Board and SLC and the SFC to discuss the assurance and approval process around the submission of the FFR's and the role of the Chief Officer. The outcome of this meeting will be reported to the next meeting of the Board. The Board was asked to approve the NCL FFR submission which is in alignment with and reflects the Draft Business Scenario Plan and the Board approved the submission. The Chair of SLC will join the Chairs Committee.

8.6 There was discussion about communication with staff and the agreement that there should be a report from staff to each meeting of the Board. There was a view that the staff members would raise issues as needed with the Board and that there was no need for a standing report. I agreed to meet with Moira Jarvie to revisit this and to discuss what standing report if any would be made to the Board.

9. Update from the PAPLS Committee and Auditor General's Colleges' Scotland 2018 Report: There have been two meetings of the PAPLS committee with NCL on the agenda– 25th June with NCL Management and the Chair of the Board, the 20th September with the EIS/FELA and on the 4th October 2018 John Kemp from the SFC and the Scottish Government will give evidence about the RSBs. Keith Fulton noted that the questioning from the PAPLS committee on the 25th June 2018 had gone much wider than the Section 22 report. It was agreed that the transcripts from the meetings should be reviewed and any inaccurate or misleading statements that had not been addressed already should be rebutted. A paper should be drafted setting out the history leading to the Section 22 and the requirement to give evidence to the PAPLS committee. There was discussion about the Auditor General's Report which was to be discussed at the PAPLS Committee. The report had found that the Lanarkshire Board was fulfilling its statutory duties but that there were no regional benefits. The recommendation in the report is that the Lanarkshire Board produces a regional collaborative working plan. It was agreed that the current regional plans and documents will be reviewed. The documents that are already in existence will be flagged up to key organisation e.g. the PAPLS committee, the Scottish Government and Audit Scotland. In addition, there will be on going communication about key developments to these organisations. The region needs to be robustly defended and an interim paper mapping out the key documents and a framework for the regional collaboration plan will be prepared for the next meeting of the Chairs Committee and a progress report on this will be made to the next

meeting of the Board. Both colleges will work on the plan and a draft will be brought to the Board Strategy Day in March 2019 for discussion comment with the plan to be approved at the Board meeting in March 2019.

10. Board Strategy Day: The Board was informed that the date for the meeting will be in March 2019. The Board agreed that there should be a short term working group of Board Members to set the agenda and format of the Strategic Day. There will be an invitation to the trade unions to attend the day.

11. Board Dates 2019: The Board approved the dates for 2019.

12. The Board approved the publication of papers as follows: The agenda, The minute of the Lanarkshire Board of the 18th June and the 10th September 2018, the minute of the SLC Board of 29th May 2018 is published on the SLC website, the NCL Student Association Report, the SLC Student Association Report and Newsletter, the NCL Awards and Achievements, the Auditor General's Colleges' Scotland Report 2018, The Board Development Plan, Revised Board Dates and the 2019 Board Dates.

13. I hope that you have found this report on the work of the Board and its committees useful. The next meeting of the Lanarkshire Board will be on 13th December 2018 at 10.30 am in the Boardroom at the Cumbernauld Campus and I will report again after this meeting.

Keith Fulton
Acting Chair of the Lanarkshire Board