

Item 4.5 CC 4/02/19

Minute

**Chairs' Committee –19th September 2018**

**5pm – 7pm Inchyra Grange Hotel (Keith Fulton attending Employers Association Residential)**

**Present:** Keith Fulton, Kenneth Anderson, and by FaceTime Ann Stark and Linda McTavish

**In Attendance:** Martin McGuire, Penny Neish, Diane McGill.

### **1. Chair's Welcome**

Keith Fulton welcomed the committee Chair's and the Chair of the Board to the meeting and thanked them for their time in attending. This meeting has been called following Linda McTavish, the Chair of the Board, taking a leave of absence for up to 6 months because of a family illness and for the Chairs to agree the way forward for that period.

### **2. Apologies**

There were apologies from David Winning.

### **3. Declaration of Interest**

There were no declarations of interest

### **4. Minutes of the meeting of the 10th, 17th August 2018 and 3rd September 2018.**

**4.1** It was agreed that the Chairs would consider the minutes after the meeting and give any amendments to the Board Secretary. The minutes will go to the Board on the 1st October 2018.

### **5. Update on recent Board Developments**

The Chair of the Board is taking leave of absence from the 10th September 2018 because of a family illness for a period of up to six months. The meeting was to discuss the way forward. After discussion the following was agreed:

***Decision: Keith Fulton as the Independent Senior Member will step forward as the Acting Chair in this period. This has been discussed with the SFC and the Scottish Government. The Board Secretary will contact James Boyce at the Scottish Government to confirm this arrangement. A letter will be sent from the Scottish Government to Keith Fulton to confirm this arrangement. There will be quarterly meetings with Aileen McKechnie and John Kemp.***

***Linda McTavish will inform all of the date when she will return from leave of absence.***

***The auditors will be informed of Linda's decision and that Keith Fulton is the Acting Chair of the Board.***

***Decision: Penny Neish will work with Keith Fulton will go through Linda's diary for key meetings, membership of key organisations and key contacts. Key organisations will be contacted to inform them of the situation. Colleges Scotland is aware and discussion in ongoing about attendance at their Board. CDN will be informed.***

***Decision: The Board Secretary will copy the Clerk to the SLC Board with the communication from the Scottish Government confirming that Keith Fulton is the Acting Chair. Keith Fulton will attend the SLC Board meetings. Linda McTavish has spoken to Andy Kerr as the Chair of SLC to inform him about her decision. Keith Fulton will give his apologies for his first meeting of the SLC Board on the 9th October as he is on holiday.***

***For this period, Keith Fulton can no longer chair the RGP committee or remain as the Independent Senior Board Member and he will contact other Board Members to discuss a re-jigging of the committee Chairs and another Board Member stepping into the Independent Senior Board Member role. The solution will be reported to the Board at its meeting on the 1st October 2018.***

***Keith Fulton will sign the draft Business Scenario Plan as the Acting Chair of the Board.***

***Kenny Anderson will speak to Stuart Reid about his comments on the latest version of the Draft Business Scenario Plan.***

***The recruitment to the Board will be progressed for two appointments and the staff election will take place for the teaching staff member. The Board Secretary will give the Chair the list of appointment dates for the non-executive members.***

**6. AOCB:** There was no other business.

**7. Date of the next meeting:** This is an ad hoc committee of the Board.