



Item 5.1 LB 7/10/2019

## Minute

**The Lanarkshire Board 17<sup>th</sup> June 2019**

**5pm Boardroom Motherwell Campus**

**Present from the Lanarkshire Board:** Keith Fulton (Acting Chair), Kenny Anderson, Jean Carratt, Lorraine Cowan, Dianne Dixon, John Elliott, Yvonne Finlayson, Rose Harkness, Moira Jarvie, Andy Kerr, Martin McGuire, Rosemary McKenna, Stewart McKillop, Ryan McRobert, Matthew O'Hare, Elizabeth Newlands (SLC Student Vice President), Dave Winning.

**In Attendance:** Angus Allan (Depute Principal SLC), Ann Baxter (acting Vice Principal – NCL), Iain Clark (Vice Principal -NCL), Brian Gilchrist, Carolyn Laird (Assistant Principal – NCL), Diane McGill (Board Secretary -The Lanarkshire Board), Keith McAllister (Head of Finance SLC), Penny Neish (Assistant to the Chair of the Lanarkshire Board, Jason Quinn (Assistant Principal-NCL).

### 1. Chair's Welcome

**1.1** Keith Fulton welcomed everyone to the meeting and welcomed Dianne Dixon to her first meeting of the Board.

**1.2** He presented a framed photograph taken by a student to the former Chair of the Lanarkshire Board, Linda McTavish, and he thanked her for all her leadership and outstanding contribution as the first Chair of the Board and for the huge contribution she had made in her tenure of the Chair. He wished her well for the future.

**1.3** He also thanked Rosemary McKenna, who would not be renewing her term at the end of August, for her outstanding contribution to the Board as the Chair of the CSAO committee and then as the Senior Independent Member. He also wished her well for the future.

**1.4** He informed Board members that this was likely to be the last meeting of the Board attended by Martin McGuire and congratulated him on his appointment as the Scottish Director of World Skills and thanked him for all the work he had put in to the formation and running of NCL and to the Lanarkshire Board.

### 2. Apologies

**2.1** There were apologies from Board Members as follows: Marisa Rose (NCL Student Vice President). There was also an apology from Linda McLeod (SFC).

### 3. Declaration of Interest

**3.1** There were no declarations of interest.

### 4. NCL Committee Minutes and Reports

**Note:** The Chairs of the Lanarkshire Board committees decided at the Chairs' meeting on the 8<sup>th</sup> February 2016 to report by exception in their report to the Board and where there was a recommendation to the Board the committee chair would ensure that there was sufficient information for the Board to make its decision.



**4.1. CSAO Committee Minute 17<sup>th</sup> June 2019:** David Winning noted from the minute that NCL had signed up for a year with the CITB.

**4.2 Audit and Risk Committee 20<sup>th</sup> May 2019.** John Elliott chaired this meeting under the Standing Orders at paragraph 2 – section 2.2 and 2.3 - as set out in the committee minute as the meeting was not quorate. He drew the Board's attention to the number of Internal Audit reports that had "strong" as the conclusion. The Board ratified the business of the committee.

**4.3 RGP Committee 3<sup>rd</sup> June 2019.** Keith Fulton informed the Board that he would arrange to meet with the EIS/FELA union who had requested that an email be sent to the Board before the meeting and who had arranged to lobby board members entering the building to attend the meeting. He will report to the Board after the meeting.

**4.4 Finance Committee Meeting 17<sup>th</sup> June 2019:** Keith Fulton raised the issue of the Regional Finance Review Item 6.

***Decision: It was agreed that there would be an assessment of any additional requirements of the review that had not now been covered in the remit for the Regional Finance Working Group that now gives reports to the Finance Committee as a standing item.***

**4.5 Chairs Committee Minute 17<sup>th</sup> May 2019.** Keith Fulton updated the Board that the SFC feedback at the meeting was that the Business Plan is on track and the SFC actually wanted to talk about the recruitment process for the new Principal. The major part of the meeting was, in fact, about this. He informed the Board that the interview would be on the 24<sup>th</sup> June and there were six candidates. He said that the meeting had been useful as the SFC can see that the Board is closely involved in the Business Plan and its implementation.

## **5. Board Minutes**

### **5.1 Minute of the Lanarkshire Board 25<sup>th</sup> March 2019.**

The draft minutes of the meeting of the Board on the 25<sup>th</sup> March 2019 were approved.

### **5.2 Minute of the Special meeting of the Board 3<sup>rd</sup> June 2019**

The draft minutes of the meeting of the Board on 3<sup>rd</sup> June 2019 were approved.

### **5.3 Matters Arising**

The matters arising were on the meeting agenda.

### **5.4 SLC Board Minute of 13<sup>th</sup> March 2019.**

The Board minute is published on the SLC website. Stewart McKillop presented the minute to the Board highlighting the following:

- The presentation by Andrew Brawley HMI on SLC's How Good is Our College Report. The final grades are Very Good for Outcomes and Impact, Very Good for the Delivery of Learning and |Services to Support Learning and Excellent for Leadership and Quality Culture.
- The discussion about consolidated accounts and that there is currently discussion about having a separate set of accounts for NCL.

- Claire Gibb has been nominated as the Chair of the SLC Finance Committee.
- In section 9 – the update from the committees –
  - a) the estates report where there was discussion of the Red Amber Green rating RAG and the progression from the amber status to green status.
  - b) Credit targets – SLC has seen continuous growth over this period whilst maintaining a high level of quality
  - c) Teaching Qualification Further Education (TQFE) – as at 31<sup>st</sup> July 2018 118 members of the teaching staff were qualified to this level or equivalent which represents 73% of teaching staff and a further 9 staff have been enrolled in 2018-19 and funded by the college to achieve the award.
  - d) Work is being undertaken in the Investors in People area with a questionnaire sent to staff after the Easter break.
  - e) The Alternative Funding Resources Report – this was positive overall – there were three minor recommendations referring to refinements to existing controls.
- Members of the Board were encouraged to attend CDN Board Induction Training dates for 2019 for those who had not yet attended.

## **6. Student Associations' Reports**

The Students' Association Reports are published with the CSAO papers on the NCL website.

### **6.1 NCL Student Association Report**

Marisa Rose highlighted the following activities from the report:

- Pie the teacher Week which raised £360 for Chris's House
- The Student Elections – Calum Smith is the new NCL Student President
- French Intern – the NCLSA have a new intern funded by the Erasmus programme from 29<sup>th</sup> April to the end June 2019.
- College Radio – the NCLSA Executive Officer has been learning how to broadcast on the college radio so that the NCLSA can make greater use of it to communicate with the students.
- Healthy choices – a campaign to make healthier eating choices in the canteen.
- Class Representatives – St John's ambulance delivered a number of first aid sessions to upskill class representatives.
- Sparqs Awards – NCL was a runner up for the Be Engaged – Market Day Promoting Entrepreneurship submission.
- There is a managed handover to the new team commencing in July which is being supported by the NUS and the Learner Engagement Team.

### **6.2 SLC Student Association Report**

- Elizabeth Newlands is the elected SLC Student President
- Sam Small got through to the final 4 in Scotland for the Sparqs class representative of the year.
- Professional Cookery students Jodie McMahon and Amber Newlands one gold and bronze at Scot Hot Scottish Culinary Championships 2019.
- SLC Painting and Decorating students helped in the community by going out to paint the new retail outfit for Kilbryde Hospice.



- HND students raised £520 and lots of food for the Rutherglen and Cambuslang Food Bank and the college organised a collection of everyday items for the foodbank in East Kilbride.
- LGBT – the SA is doing a lot of work towards LGBT Bronze Chartermark. There was a movie night and a Pride Stride. Purple Friday as part of the LGBT History Month.
- Mental health Evening with a range of activities at this event.
- Healthy Mind Healthy Body – the submission was made on the 7<sup>th</sup> May 2019. On no smoking day the Student President had a basket of goods for the same price as a packet of cigarettes to demonstrate would the price of a packet could buy.
- Free sanitary products – there are now holiday packs for students and staff.
- Bike Day – students were encouraged to bring their bikes and Dr Bike was there to check bikes over and to make minor repairs.
- Social Media – the SA now has almost twice the number of followers on Social Media.

The Chair thanked the Student Presidents for their reports and congratulated them on the breadth of the activity being undertaken. The Board noted the reports.

## **7. Staff Members Update**

**7.1 NCL Update:** Moira Jarvie informed the Board that job evaluation was causing stress amongst the staff and this is taking a lot of Trade Union time. She was meeting with vulnerable groups to assist them with the process. She informed the Board that an extension would be needed and that a formal request would be made from NCL this week.

**7.2** Lorraine Cowan, as the new NCL teaching staff board member, had offered to co-ordinate meetings for Board members with students. It was acknowledged that there are already a range of activities that Board members engage in with students e.g. – graduation, World Skills, student exhibitions and performances and the Board receives a copy of the Natter which has upcoming events included. However, the initiative to develop a calendar of events for the start of the academic year was welcomed by the Board.

***Decision: Lorraine Cowan would prepare a timetable of events which would come to the next meeting of the Board.***

## **8. The Chairs Report**

**8.1 Events and Awards** – The Chair highlighted the range of achievements from students and staff including:

- the Scottish Apprentice Week 2019, Ross Megahy has been chosen to represent the UK in Mechanical Engineering CAD in Kazan
- the college launched STEM in Lanarkshire in March with a special event for children in the college nurseries
- an event to promote the opportunities available in the Faculty of Supported Learning
- the achievements of former students including Lewis Capaldi
- NCL has been awarded a silver by Investors in people.

The report is published with the papers on the NCL website along with the Board papers. The Board noted the report.



## 8.2 Lanarkshire Board Recruitment

**8.2.1** The Chair had updated the Board in his welcome to the meeting but set out the following timetable for the recruitment of the Chair that had been received from the Scottish Government. So far they seemed to be running to time.

| What happens  | When           |
|---|----------------|
| Date appointment publicised   | 10 May 2019    |
| Closing date for completed applications                                     | 7 June 2019    |
| Date of shortlisting meeting to select applicants for next stage            | 17 June 2019   |
| Date by which outcome of shortlisting meeting will be relayed to applicants | 19 June 2019   |
| Dates for interviews  | 26 June 2019   |
| Minister's decision   | 1 August 2019  |
| Start date  | 29 August 2019 |

**8.2.2** The recruitment of the Principal – the advert had been widely disseminated with a closing date of the 3rd June 2019. Interviews would be held next Monday on the 24th June 2019 by the Nominations and Search Committee. The external independent member would be Heather Dunk, former Principal of Ayrshire College. Staff and students would have an opportunity to contribute in accordance with the Code of Good Governance and would be on a panel chaired by Kenneth Anderson and David Winning which would meet the candidates before the interview and feedback would be given by the panel to the committee. There would be a two staged process with one or two candidates being invited back for a second interview the following day. Keith informed the Board that it may be necessary to put arrangements in place for an Interim Principal until the appointed candidate can take up their post.

**8.2.3** The Vice -Principal: Curriculum Planning and Performance – an internal advert had gone out for an interim appointment and Ann Baxter had been appointed. A permanent position for this post would be advertised when the new Principal was in place.

**8.2.4** The recruitment process for Board members was ongoing and the advert would be opened again to recruit new Board members to replace those that would not extend their term.

**8.2.5** Keith Fulton informed the Board that he and Kenny Anderson and John Elliott had all confirmed that they would like to renew their terms of appointment to the Board which are due up on the 26<sup>th</sup> August and with the support of the Board would seek now approval from the Scottish Minister for an additional term. Rosemary McKenna confirmed that she would not be asking for a renewal of her term and would leave the Board at the end of August. Keith thanked her again for her considerable input and insight into the Board over her four year term. I also updated the Board that the NCL support staff member term was also ending and that a staff election process would be undertaken in early August. Moira Jarvie was willing to stand again in that election.

**Action: The Board noted the update and supported the Board Member renewals.**

### **8.3 National Committees and Update from the Employers Association.**

**8.3.1** The Chair updated the Board that there would be a meeting with the employers association on pay and terms and conditions in the following week. He had spoken with the SFC Chief Executive Karen Watt and had discussed the Business Plan, the recruitment of the Principal and the resignations from the Board which had in part been about governance, particularly for one Board Member, and in part about progress on regional collaboration, in particular for one of the other Board Members. This issue had been dealt with by the SIM report which was presented to the Board at the March meeting.

**8.3.2** Keith Fulton distributed the Colleges Scotland 2019 report to the Board and drew attention to the following pages: P4 increasing cost pressures and two colleges have Business Plans, P7 Exhibit 1- there are 18 colleges showing deficits, P 12 Exhibit 6 – the financial indicators for all colleges and P29 Exhibit 18- performance indicators. The Board noted the report.

**8.3.3** Keith Fulton informed the Board that David Newall the Chair of Clyde College would be looking at regional arrangements in Lanarkshire starting in August. Annette Bruton would be looking at aspects of the Business Plan.

**8.3.4** Martin McGuire and Keith Fulton had met with **all** of the MSP's that had met with the SFC apart from Alex Neil who hadn't taken up the offer.

**8.3.5** The MOU was agreed at the last meeting of the Board and it was signed at this meeting of the Board. Keith Fulton commented that it is an easy read and should allay any concerns in SLC. Andy Kerr commented that it was the gateway to further collaboration.

## **9. NCL Business Plan**

### **9.1 Monitoring Arrangements and Reporting – Business Plan.**

The Board was informed that

- The feedback from the SFC was positive
- The overall the Business Plan was on track. The early retention rate target would not be met and this was disappointing but this would be compensated for by an increase in class sizes. There was also a managed transition to new funding streams including SFC funded FWFD and SDS funded Foundation Apprenticeships.
- The staff reductions through VS were a little below target but there had also been job sizing and natural turnover and this resulted in the staff reductions in the Business Plan being on target.
- Staff briefings had been held to communicate progress on the Business Plan.
- There were external factors that would impact on the Business Plan – the cost of living rises for teaching staff, pension contribution rises for teaching staff and ESF funding.

**9.2 Update on discussions with the SFC** – Keith Fulton had updated the Board at Item 4.5 above.



**10. Regional Collaboration Plan:** Keith Fulton confirmed that work was ongoing on the plan and it had not been possible to complete this, given the consultation needed between key staff in both colleges, for this meeting of the Board. The focus had to be on the SFC self- evaluation because this has a deadline of the end of June. It was agreed that there would be a slight delay in getting the Regional Collaboration Plan to the Board but it was agreed that the plan had to be finalised.

**Decision: The plan would go to the Board's Strategy Day and would form a key part of the discussion for that day.**

### **11. The Lanarkshire Board Self – Evaluation**

***Decision: It was agreed that the Board would delegate authority to the Chairs' Committee to approve the final version for submission to the SFC and that Keith Fulton would seek a short extension from the SFC of the end June to the beginning of the following week.***

### **12. The Regional Outcome Agreement**

The Board discussed the draft ROA. It was informed that there was not a lot of change to the wording which has been reduced from the 160 pages it used to be and there are now hyper- links to documents. The Board was informed that there is still some work to be done on targets.

***Decision: The Board approved the submission of the ROA with the final adjustments to the targets and delegated the signing of the final version to the Chair of the Board.***

### **13. Assigned College Business**

#### **13.1. SLC Report to the Board.**

**13.1** Stewart McKillop updated the Board on the main items discussed at the SLC Board meeting on the 11th June 2019 as follows: training session report, report from the committees, the ROA, strategic dialogue day with the SFC, the Employers Association, key documentation – the MOU, risk update and an updated constitution- the strategic plan for SFC and initial discussion with Board Members

### **14. General Board Business**

#### **14.1 Committee Terms of Reference**

The Board Secretary informed the Board that there had been no comments from committee members on the Terms of Reference. She raised the issue noted at the last Board meeting about the membership of the committees. For historic reasons, due to the committees that were attended by SLC in the early stages of the Lanarkshire Board, Board Members from SLC are in attendance at the RGP, Finance and A&R committee.

***Action: SLC Board members will consider becoming members of the CSAO, A&R and Finance Committees.***



**14.2** Following the SIM review there are proposed changes to the Standing Orders and the Scheme of Delegation which were due to be reviewed in any case.

***Decision: After discussion, the Board agreed to the proposed changes.***

## **15. Approval of Publication of Papers from the Board**

**The Board agreed to the publication of the following papers from this meeting:**

The agenda

- Item 5.1 The Minute of the Lanarkshire Board of the 25th March 2019
- Item 5.2 The minute of the special meeting of the Board 3rd June 2019
- Item 5.3 The Minute of the SLC Board of 13th March 2019 which is published on the SLC website
- Item 6.1 The NCL Student Association Report
- Item 6.2 The SLC Student Association Report and Newsletter
- Item 8.1 NCL Awards and Achievements
- Item 11 Final version of the SFC Evaluation Report
- Item 14.2 Proposed changes to Standing Orders and Scheme of Delegation

## **16. AOB**

**16.1** Board Members were updated on the accident that had happened to two staff members who were abroad on an exchange trip which had resulted in the death of a colleague from another college. NCL had arranged for relatives of the staff members to fly out to be with them and the two staff members and families had flown back on the previous Tuesday night. The families had thanked the college for its help in these circumstances.

**16.2** Rosemary McKenna said that she had enjoyed being on the Board and in being involved in the education of young people. She had found it interesting and was proud of the work done.

**16.3** The Board Secretary issued a copy of the Code of Conduct for each Board Member in accordance with the recommendation in the SIM review.

## **17. Date of the Next Meeting: The date of the next meeting**

The next meeting of the Lanarkshire Board will be at 5pm on the 7th October 2019 at 101 Park Street at the Coatbridge Campus.