

Meeting: Board of Directors		Venue: Edwin Muir Room		Date: 21 June 2017		Time: 5pm - 7.00pm	
Minute Taken By: Joanna Paterson		Sederunt: Brian Lister, Ann Southwood, George Archibald, Alistair Sambell, Richard Dockrell, Terry Brotherstone, Marlene Gill, Dorothy Welch, Jean Urquhart, Tommy Angus In attendance: Marian Docherty, Joanna Paterson, Joyce Clark		Apologies: Richard Butt, Gillian Hogg, Duncan Robb, Pauline Sutton, George Currie		Absences:	
No.	Agenda Item	Action	When	By Whom	Status		
1.	Apologies and Welcome	<ul style="list-style-type: none"> Apologies from Richard Butt, Gillian Hogg, Duncan Robb, Pauline Sutton, George Currie The Board welcomed Tommy Angus to his first meeting as Director Joyce Clark was also welcomed to her first meeting There had been an opportunity before the meeting for informal networking and a chance to meet members of staff. Staff members were thanked for their participation and engagement. The agenda had been structured to allow more time for discussion of strategic issues, including the highlighting of key items from committee minutes. This approach would be kept under review. 	21.06.17	JP	Information		
			21.06.17	BL	Information		
			21.06.17	BL	Information		
			21.06.17	BL	Complete		
			21.06.17	BL	Ongoing		
2.	Minutes of Previous Meetings	The minutes of the Board meeting which took place on 23 March 2017 were approved as a true record.	21.06.17	BOD	Complete		
3.	Matters Arising	3: Health and Safety: a briefing note on responsibilities had been circulated following the meeting	21.06.17	BOD	Complete		
		6: International Strategy Workshop - the report from the event was being finalised and would be circulated once ready	21.06.17	AS	Ongoing		
		Membership update: Angus Donaldson would be joining the Board from the University of Aberdeen. It was expected that the Board member from Midlothian Council would be advised after the summer.	21.06.17	BOD	Information		
		There were no matters arising not otherwise on the agenda.	21.06.17	BOD	Complete		

4.	Principal's Report	<p>The Principal presented her quarterly report to June 2017.</p> <p>Progress on implementation of the CEEP project was noted, including the delivery deadline of 31 August. It was noted that changes to the scheme meant the initial savings needed to be evidenced but no longer needed to be repaid.</p> <p>The date for the Parliamentary Reception had been confirmed as 8 November.</p>	21.06.17	BOD	Information
			21.06.17	BOD	Information
			08.11.17	BOD	Information
5.	Learning and Teaching				
5.1	Meeting of Learning and Teaching Committee 10 May 2017	<p>Richard Dockrell introduced items highlighted in the paper introducing the minutes of the meeting of 10 May 2017 (paper 3a), the report from Curriculum Development workshop held on 6 April (paper 3b), and information on recruitment figures (paper 3c), and invited discussion on the issues raised. The following points were made in discussion:</p> <p><u>Destinations:</u></p> <ul style="list-style-type: none"> • Continue to develop mechanisms to gather information on long term destinations and progression through eg surveys of former students, use of social media, developing alumni networks. Unlikely that universities could assist given data protection issues with such small numbers. • Use information on positive outcomes to develop narrative and marketing to prospective students. • Consider developing alumni network by year cohorts. • Consider gathering of former students around 2020 events (around signing of Declaration of Arbroath) <p><u>Curriculum Planning</u></p> <ul style="list-style-type: none"> • Continue to emphasise and prioritise core role and function as residential adult education college • Other local, regional, national and international developments would also need to continue to be taken forward • There may be opportunities to provide an outdoor classroom space for Moray House students - to be explored further 	21.06.17	BOD	Ongoing
			21.06.17	BOD	Ongoing
			21.06.17	BOD	Ongoing
			21.06.17	TA/AS	Action

		<p><u>Recruitment</u></p> <ul style="list-style-type: none"> Useful to provide an update on current approaches to marketing at a future meeting, and seek input from Board members Updates on recruitment figures should also include (a) targets (b) numbers applying for residential places <p>It was agreed that it was useful to have the stock-taking discussion, though recognised there would not be time for this level of debate at each meeting for each Committee. Prior consideration would need to be given as which Committee / issue should be the focus for discussion at each Board meeting.</p> <p>There should be a standing agenda item however to update the Board on recruitment; retention; and progression.</p> <p>The Committee noted the minutes of the meeting.</p>	21.06.17	BOD	Ongoing
			21.06.17	BOD Mtg	Ongoing
			21.06.17	MD/PS	Action
			21.06.17	Chairs	Action
			21.06.17	JP	Action
6.	Planning and Resources				
6.1	Meeting of Planning and Resources Committee 11 May 2017	<p>Dorothy Welch on behalf of the Committee chair introduced the minutes of the meeting of 11 May 2017.</p> <p>The main focus of the meeting had been consideration of the management accounts and ways to develop the narrative around the presentation of some figures.</p> <p>Business Park: the next step would be feedback from the Council to the Trustees on the options appraisal report</p> <p>The Board noted the minutes.</p>	21.06.17	BOD	Information
			21.06.17	BOD	Information
			21.06.17	BOD	Information
			21.06.17	BOD	Complete
7.	Audit				
7.1	Meeting of Audit Committee 5 June 2017	<p>The Principal on behalf of the Committee chair introduced items highlighted in the paper from the meeting of 5 June 2017.</p> <p>The Board noted work that was being taken forward to develop the approach to risk, including the importance of horizon scanning in the risk register.</p>	21.06.17	BOD	Information
			21.06.17	BOD	Information

		It was agreed that the risk register should be shared with the full Board as part of the cycle of consideration of items and reporting to the Board.	21.06.17	GH/AS/JP	Action
		The timetable and themes for internal and external audit work were noted.	21.06.17	BOD	Information
		It was noted that the inclusion of equality and diversity in all committee terms of reference would be picked up as part of the review of committee remits over the summer.	21.06.17	BOD	Information
		There was still a vacancy for a co-opted member with an accountancy background. It was agreed that information on the vacancy should be sent to Board members to circulate within their networks.	21.06.17	AS/JP/BOD	Action
		The Board noted the minutes.	21.06.17	BOD	Complete
8.	Governance & Development				
8.1	Effectiveness Review Final Report	The Board Secretary introduced the final report from the recently completed Effectiveness Review. This had been previously considered in draft at the March Board meeting and in correspondence. Following discussion at this meeting the report would be sent to the SFC and published on the college website.	21.06.17	BOD	Information
		It was agreed that the wording in paragraph 4 should be amended to read 'its establishment as a residential adult education centre remains <i>the</i> core purpose of its work' rather than ' <i>a</i> core purpose'.	21.06.17	JP	Action
		Subject to that one change the Board agreed the final report.	21.06.17	BOD	Complete
8.2	Board Development Plan 2017-18	The Board Secretary introduced the draft Board Development for 2017-18. The priority areas in the plan were based on the findings of the Effectiveness Review, other strands of work already identified by the Board and Committees, and the level of resources available to support governance review and development. Progress would be reported on a quarterly basis.	21.06.17	BOD	Information

		The planned induction workshop was noted and it was agreed this would be useful as a refresher for all members, including input on the history and ethos of the college.	21.06.17	AS/JP	Ongoing
		The Board agreed to approve the plan.	21.06.17	BOD	Complete
9.	Equality Reporting 2017	The Principal introduced the draft equality report for 2017, on mainstreaming equality and equality outcomes.			
		The Board agreed to approve the report	21.06.17	BOD	Complete
	Items to Note				
10.	Chairs Committee Meeting 25 April 2017	The Chair introduced the minutes of the meeting of 25 April 2017.	21.06.17	BOD	Information
		Work was underway to develop the remit of the Remuneration Committee. This would need to take into account developments in national bargaining.			
		The Board noted the minutes.	21.06.17	BOD	Complete
11.	Health and Safety Committee 29 May 2017	The Board noted the draft minutes of the Health and safety Committee meeting held on 29 May 2017.	21.06.17	BOD	Complete
12.	Board and Committee Dates for 2017-18	The Board noted the dates of Board and Committee meetings for 2017-18.	21.06.17	BOD	Complete
		Tommy Angus agreed to identify accommodation at Moray House for the Learning and Teaching Committee meeting on 8 November, ahead of the Parliamentary reception that same day.	08.11.17	TA/JP	Action
13.	AOCB	Arrangements were still being finalised regarding an official ceremony to unveil the statue in the courtyard. This was likely to take place in early September and invitations would be issued to Board members.	21.06.17	BOD	Ongoing
		There were no other items of business.	21.06.17	BOD	Information
14.	Date of Next Meeting	Thursday 5 October 2017 at 5pm	05.10.17	BOD	Information

