South Lanarkshire College East Kilbride

AGENDA REF: 19-22a

BOARD OF MANAGEMENT

Minutes of Meeting of Board of Management
Held on 10 March 2022 at 17.30 hours via Microsoft Teams and in person in the Boardroom, South Lanarkshire College

Present	P Hutchinson – Acting Chair L McIntyre – Acting Principal C Gibb – Chair of Finance & Resources Committee C McDowall – Chair of Human Resources Committee C Mclaughlin – Chair of Audit & Risk Committee R Smith – Chair of Regional Board H Anderson A Doherty – Staff Member T Donnelly D Morrison F Whittaker R Calin – Student Observer – is she not a Board member now?
In Attendance	K McAllister S McManus L Nutley – Mazars P Scott - Clerk
Agenda Item	
01-22	**Apologies for Absence** D Hogan F Mullen H Stenhouse
02-22	**Declaration of any potential Conflicts of Interest in relation to any Agenda items** No Declarations
03-22	**Minutes of Previous Meeting** Minutes of BOM – 4 November 2021 Duly read and approved Minutes of BOM – 16 December 2021 Duly read and approved Minutes of BOM – 1 February 2022 Duly read and approved The Chair confirmed that there had also been a confidential Extraordinary Meeting, the minutes of which had been approved at the December meeting and the Clerk confirmed that these minutes are now held on a confidential file but would not be logged on the Board Portal
04-22	**Matters Arising from the Previous Meeting** None arising

	Matters for Decision (Reserved Items of Business)
05-22	**Financial Statements for the Year to 31 July 2021** Although the detail is not for publication at this stage, the Board considered the statements and noted that there was a surplus for the year. The Board also noted that there was an Actuarial Gain on the Pension Fund and a significant increase in the land of the land and buildings following the valuation exercise undertaken as at 31st July 2021.. The Board further noted that the valuation regularly reviewed according to a formula over which the College has no control and that this had resulted in a substantial increase in book value. The Board was concerned that this would have a knock-on effect on depreciation and on Insurance Premiums and could only ask that this be kept under constant review. The Financial Statements were duly approved and would be signed on 24th March. They could then be forwarded to SFC and Audit Scotland.
06-22	**Annual Audit Report of the External Auditors – Mazars** Although the detail is not available for publication it was noted that this was high Level Summary with clean opinions. There were no significant matters arising during the period of the accounts and no adverse comments but subsequent events suggested 3 risk areas where positive recommendations had been made and all were accepted by the Board. The Audit and Risk Committee had considered the terms of the Report and recommended acceptance. Accordingly, the Board accepted and approved the Report
07-22	**Acting Principal – Next Steps** The Acting Chair reported that the term of office of the current Acting Principal was due to end in March. It had always been known and understood that she could only commit to a three-month contract which had given time to identify and appoint a successor who would be a good fit for the post. He thanked the Acting Principal for her very significant contribution during her tenure and for her support in ensuring a seamless handover. Details of the appointment would be circulated to staff immediately.
	Matters for Discussion
08-22	**Chair's Update** The Acting Chair then reported on progress with implementation of a confidential report. After discussion the Board noted that good progress was being made with implementation and resolved to remit the report to the Audit & Risk Committee to consider how much, if any, of the report could be released into the public domain

09-22	**Principal's Report** The Acting Principal reported that the outcome of the Education (Scotland) visit had resulted in a Satisfactory Progress rating. She also summarised the work undertaken during the temporary contract and identified the key issues which had been addressed in the ongoing work on the Development Plan. Good progress had been made with all four focus areas for improvement and good progress had been made with closing the Credit Target gap Graduation had been booked for 2nd and 3rd November 2022 and was expected to be a live event. There had been several curriculum successes including (a) an accounting student who had completed a Modern Apprenticeship with merit leading to an offer of permanent employment and (b) a construction student who had won the British Slate Off Competition. In addition, SLT had been shortlisted for no fewer than 5 national awards in the past 3 months. There was a yet no detail of the financial allocation from SFC but there may be difficult decisions ahead. Early indications are that numbers of school leavers entering University are up but numbers entering College are down with the clear implication that if credits go down then there will a loss of income. It might be appropriate to adopt a Balanced Scorecard approach as part of forward planning but work had already started on scenario planning
10-22	**Draft Annual Priorities March 2022-July 2023** The Board considered and discussed the draft list of annual priorities presented by the Acting Principal. This was fully approved with the addition, after discussion, of an additional Priority namely:- 14. To work closely with the other regional college to share knowledge and learning for the benefit of the regional student body
11-22	**College Structures** The Board considered a paper prepared by the Depute Principal. The Board recognised that the external landscape had changed and that this necessitated change so as to make good gaps in structures and allow for curriculum development realignment & skills development opportunities with further support for course team leaders. The Board agreed that reshaping and changes to resourcing would ensure the adequacy of available skills and allow for innovation and growth to meet the challenges ahead. Accordingly the Board confirmed that two current senior vacancies would not be filled so as to allow for essential curriculum realignment and additional resourcing for Quality, Student services and Estates. A strategy for keeping the Board informed as to progress would be essential and it was suggested that this should be a matter to be considered by the Human Resource Committee at the next available meeting. It was also suggested that this should be a matter which would be suitable for discussion with New College Lanarkshire
12-22	**Governance Improvement Plan** The Board considered the most up to date version of the Governance Improvement Plan. This had already been considered by the Audit and Risk Committee of the Regional Strategic Board and would be considered by the

	RSB at its next meeting. Although not for publication at this stage the report as presented showed clear evidence of good progress.
13-22	**KPI Monitoring Proposal** The Board considered a High Level Template for Key Performance Indicators which had already been considered by the Curriculum Quality & Development Committee and the Board endorsed the Committee's support. The Board did however indicate that it was imperative that this should incorporate a mechanism for tracking actions and felt that it would be helpful if this could incorporate staff and student satisfaction. Key to success would be the ability to measure Progress against Plan. It was also suggested that a link with performance on Equalities would be helpful
	Matters for Information
14-22	**Report from the Students' Association** The Board welcomed Rohela Calin to her first Board Meeting as student observer and received the Student Report as attached and referred to for its terms. Key points noted were that:- • The soup and sandwich initiative was being retained in recognition of student poverty • The Association had received its certificate in respect of the update to its Mental Health Agreement • During Refreshers Week SMILE boxes, to promote health & wellbeing and funded by the College Trust, were distributed • And were well received • Students had participated successfully in the gender-based violence Emily Test Pilot • Students had engaged well in co-ordinated activities for COP26
15-22	**Risk Management and Risk Register** The Board heard a review and update of risk management delivered by the Finance Manager The Board considered in detail the Policy & Procedures Document which had been approved by the ARC on 24th February 2022 and after careful analysis approved the Risk Management documentation as presented and adopted the recommendation that the Board should set its Risk Appetite annually . It was noted that College Management had instituted a system of risk management which encouraged the identification and management of risk at both Departmental and Faculty levels with the Strategic Risk Register being reviewed at 6 week intervals at College Leadership Meetings with all Heads having input into narrative and scoring. This provided a mechanism for bringing any changes to a centralised management meeting. The Board was reassured that the expanded number of contributors to the risk management process enhanced the quality of the outcomes

	Summation of Actions and Date of Next Meeting
	The Clerk summarised the Actions and Decisions as follows :- 1. Financial Statement was duly approved 2. The Audit Report was duly approved 3. The appointment of a new acting Principal was approved 4. The Annual Priorities List was approved as submitted subject to work with New college Lanarkshire and the regional Board to secure best practice in the interests of staff, students and the wider community
16-22	**Any Other Business**
	The Board took the opportunity of thanking the Acting Principal for her considerable efforts in taking forward the work of the College at a challenging time. There being no other business the meeting was declared closed. The next meeting of the Board would be a Strategy Session arranged for 16th May 2022 with details to be confirmed closer to the date