

South Lanarkshire College
BOARD OF MANAGEMENT MEETING
Held on Tuesday 11th June 2019

Present A Kerr (Chair), S McKillop, L Newlands, A Carroll, R Harkness, L Glen, C Gibb, J Carratt, K Fulton, Y Johnston, P Hughes, R Ralston.

Apologies I Johnstone, S Dillett, S Duffy, G Stillie, T Donnelly, C McDowall, P Hutchinson.

Mr Kerr opened the meeting by formally thanking Mr Ralston for his many years of service on the Board of South Lanarkshire College, initially as a member and laterally as the Chair of the Audit Committee. Mr Ralston was now retiring from the Board. Members endorsed the remarks made.

1. Declaration of Members' Interests

Membership of The Lanarkshire Board was declared by A Kerr, K Fulton, S McKillop, L Newlands, R Harkness, and J Carratt. No other declarations were received.

2. Minutes of the Previous Meeting

The Minute of the meeting held on 13th March 2018 was agreed by the Board of Management.

3. Matters Arising

Credits – members noted that at this point the College was 145 credits over target. Members welcomed this news.

Investors in People – the Principal stated that the audit had gone ahead during industrial action period. No feedback had been received but that he was hopeful to receive the outcome before the Summer break.

4. Update from the Committees

- **Finance and Resources Committee**

Ms Gibb took members through the minute of the Finance and Resources Committee which had taken place on 29th April 2019, highlighting the following:

Overdraft Facility – the Committee had agreed that this facility should be renewed for another year. Ms Gibb stated that although the College had never required to use this facility, it was a useful tool to have in place and the benefits outweighed the cost.

Consolidated Accounts – the Committee had again raised its concerns in regard to the presentation of Accounts for the Lanarkshire Region. South Lanarkshire College had and would continue to produce an individual set of accounts, but no individual Accounts existed for New College Lanarkshire.

Members noted that discussion was ongoing in regard to this and that feedback would be given to the Finance and Resources Committee as the dialogue progressed. Mr Kerr stated that an offer had been made for SLC to assist in the drawing up of the Consolidated Accounts.

The Lanarkshire Region – the Committee had been updated on the changes at New College Lanarkshire and on The Lanarkshire Board. As a result, the Committee had asked that a risk be entered on the SLC Risk Register reflecting any risk/impact this may have on South Lanarkshire College. Mr McAllister confirmed that this had been done.

Mr Fulton gave assurances that all possible would be done to mitigate the level of impact on both colleges by these changes.

Management Forecast – 12 Months to July 2019 – the Committee had discussed this forecast in detail and now asked that the Board note the content.

Members happy to note.

- **Audit Committee**

Mr Ralston took members through the minute of the Audit Committee which had taken place on 13th May 2019, highlighting the following:

Audit Strategy Memorandum – Year ending 31st July 2019 – Mazars

Ms Holland, Mazars had taken the Committee through the content of her report. The Audit scope and timeline will be very much in line with the previous year. Following guidance laid down in the Code of Good Practice, it had been assessed by Mazars that the audit should be carried out under the small body provisions of the Code. The areas that will be considered in this round will be; Financial Sustainability and Governance.

Fee for Audit and Other Services – the proposed fee for 2018/19 is £14,400 which is slightly up on 2107/18 which stood at £14,100. The Committee had agreed that the fee was in order and asking for the approval of the Board of Management.

Members approved the Fee for Mazars and noted the detail of the Audit Strategy Memorandum to 31st July 2019.

Risk Register

The Committee had examined the register and commentary as at 27th April 2019. An additional risk had been added at high to reflect the ongoing Regional issues. This was hoped to be revisited once more progress had been made on the Memorandum of Understanding between the two colleges.

- **Human Resources Committee**

In the absence of Mr McDowall, Ms Harkness took members through the minute of the Human Resources Committee which had taken place on 15th May 2019, highlighting the following:

Teaching Qualification Further Education (TQFE) – the College has committed to supporting an additional nine members of staff in completing TQFE during 2019/20. All staff enrolled for 2018/19 have completed and passed.

Planned Health and Wellbeing Initiatives – NHS Lanarkshire, in conjunction with Healthy Working Lives, brought the twelve week Go with the Flo programme to the College. The programme is now complete and additional support is now provided by a local pharmacy. A new vaping shelter was installed in February 2019 and launched to positively discourage smoking/vaping outwith designated areas. The College’s Smoking/Vaping policy has been updated to reflect this.

The College has appointed Lighter Weights to support a weight loss programme and twenty members of staff are attending. Also, the choir and Mindfulness classes continue.

The Committee noted the many initiatives offered for staff and it was agreed that no concerns should exist in relation to health and wellbeing for the re-assessment of Investors in People.

Mental Health - plans are underway for Mental Health Awareness Week from 13th to 17th May 2019 which include a Curry and a Chaat and Guided Meditation.

Leaders in Diversity – the College was delighted to be re-accredited as a Leader in Diversity. This award recognises an effective, all-encompassing approach to managing equality, diversity and inclusion within the College.

- **Development Committee**

In the absence of Ms Johnstone, the Principal took members through the minute of the Development Committee which had taken place on 16th May 2019, highlighting the following:

Quality Enhancement Group Report -

College Leaver Destinations (CLD) 2017-18 – this data was completed and returned to the Funding Council on 29th March 2019. The data will be used to produce sector figures for the National Performance Measure.

The College contacted 98.5% of leavers and their destinations recorded against primary classifications. The Committee had applauded staff on achieving such a high contact level.

The Funding Council report of First Destination Leavers for 2017-18 will be published in September 2019.

Examination Activity 2019 – the College’s Examination Officer (EO) has been managing the planning and preparation for the 2018 internal and external examination diet. The EO has been working in partnership with the Learning Development Unit to ensure that all assessment arrangements are in place to support the attainment of our learners with individual requirements.

The College had planned contingencies in the event of EIS National Industrial action during the 2019 examination diet. As a result, examinations were not impacted.

Marketing, Recruitment and International Activity Report

Marketing – the Committee had discussed the marketing and recruitment for the period to August 2019. The overall cost of the campaign for the period as £39K. This was considerably

less than in previous years. It was noted that the format of advertising had changed over the years and this had impacted on costs.

The College will stay with Radio Clyde and would be the main sponsor for the broadcasts on the day of the SQA results.

College Website – discussion had taken place on the level of views the website received with most popular being course-related pages. The College continues to work and improve the website.

Recruitment – in comparison with the same period last year, the current recruitment figures are positive. Additionally, acceptances of all offers (unconditional and conditional) had increased by 34.4% on the same time last year.

Open Evening – the Committee had been impressed by the success of the College's Open Evenings. Ms Newlands, Student President had explained how she and other Officers were on hand at these events, welcoming prospective students and hopefully setting them at ease. Members had thanked the Student Associations for all the efforts and these and other events.

Schools Activity – an update had been given on the College's growing relationship with schools in East Renfrewshire. It was however noted that there was a need to cap the level of school involvement and so it was important to manage expectations whilst maintaining good relations.

Period Poverty – Ms Newlands had highlighted the success of the provision of free sanitary wear across the College. Members had welcomed the introduction of holiday packs which were now being distributed as needed to students. The College had also been invited to the launch of the Bill by Monica Lennon, MSP.

Members continue to be proud of the Sector-leading work done by the College in this area.

5. Student Association Update

Members had received a copy of the SLCSA Board Report – May 2019 with the papers. Ms Newlands took members through the highlights of the comprehensive report.

SA Officer Updates – Sam Small one of the College's Learning Development students had been nominated to the final four for the SPARQs Class Representative of the Year. The SLCSA is proud that Sam received Runner Award and he had a fantastic time at the event.

Everyday Essential – the College organised a collection of 'everyday essentials' for distribution by the local foodbank in East Kilbride, Loaves and Fishes. An incredible level of donations were made with twelve large boxes being delivered to the foodbank.

LGBT+ - many events have been organised by the SLCSA and are at present working towards the LGBT Bronze Charter Mark. The events included a movie night with free pizza and drinks, the Pride Stride and Purple Friday.

Mental Health Evening – SLC Events Students along with the Student President, organised a Mental Health Awareness event on 5th March 2019. There was a Student Services Stall, promoting all of the support services available to students and South Lanarkshire Careers Network and SAMH were also in attendance. Thirty students took part in Suicide Awareness Training and received certification.

Members applauded this work and the importance of raising mental health awareness amongst the students.

The Board asked that the excellent and growing work of the Student Association be noted and thanks expressed on behalf of all. This ongoing input was intrinsic to the student experience at South Lanarkshire College.

6. Approval of Paperwork for Publishing on College Website

The Board approved all paperwork marked 'for publishing' to be placed on the College website.

7. Any Other Competent Business

Remuneration Committee

After a series of meetings, the Remuneration Committee had drawn up a paper for recommendation to the full Board of Management. In the absence of the Chair of the Remuneration Committee, Mr Hutchinson, Mr Kerr presented the paper on behalf of the Remuneration Committee, the detail of which had been unanimously agreed by the members. As this paper was outlining salaries for College staff, those members with an interest left the meeting.

The Board was presented with a paper prepared by the Remuneration Committee with two proposals attached –

Associate Principals

It was recommended that the Associate Principals move to the average remuneration level for third tier posts across the Sector. An element of the pay would be split over the last two salary periods.

Principal

It was recommended that the Principal be awarded 1.5% pay increase for each of the last two years but that this would be restricted in line with public sector pay awards, to £1,600 per year.

Both of these proposals were agreed unanimously.

There being no further competent business the Chair closed the meeting by thanking everyone for their attendance.