

**South Lanarkshire College  
Board of Management Meeting  
Held on 23<sup>rd</sup> March 2016**

<b>Present</b>	J Gallacher (Chair), S McKillop, D Burnett, K Anderson, P Devenny, R Ralston, I Todd, K McInnes, L McTavish
<b>Apologies</b>	J McCartney, J Evans, C McDowall, C Ferguson, M Cord, A Baxevanoglou, B Johnstone, S Dillett
<b>In attendance</b>	A. Martin, A Allan

**Presentation - Andrew Brawley – SFC Action Learning Pilot – Quality and Outcomes**

**1. Declarations of Members' Interests**

Mr Todd declared his membership of the South Lanarkshire College Trust. No further declarations were received.

**2. Minutes of the Previous Meeting**

The minutes of the meeting held on 10<sup>th</sup> February 2016 were agreed by the Board of Management.

**3. Matters Arising**

Scottish Funding Council – members were informed that notification had been given of Laurence Howell's intention to retire from his post in summer 2016.

Trust – members noted that at present the Trust was considering ways forward in raising funds. Consideration was being given about the appointment of administrative role to give support in this.

Nursery Provision – the Principal stated that this area of College provision was still being examined by the senior management team and that a report would be brought to the Board of Management in due course.

National Pay Bargaining – the Principal gave an update on the present position of both EIS and Unison trade unions in regard to settlement of their pay disputes.

**4. Principal's Update – March 2016**

Low-Energy, Low Carbon Teaching Block

This new facility was opened on 24<sup>th</sup> February 2016 by the Cabinet Secretary for Education and Lifelong Learning, Angela Constance.

Members discussed the success of the day, the involvement of staff and students alike and the overall success of this new teaching space.  
The Principal stated that the feedback from students had been excellent this far.

### Activity Update

The College has almost achieved its credit target for Academic Year 2015/16. This figure included the additional 2,500 credits agreed with the Scottish Funding Council.  
Members received this information and congratulated staff on this achievement.

### Guide to Staff Benefits

A booklet on the Staff Benefits offered to staff by South Lanarkshire College had been drawn up by the Human Resources Department and would now be issued to all staff and to any prospective staff. Members agreed that this document consolidated the benefits and drew attention to the level of resources the College was making available.

Discussion took place regarding some of the health initiatives being subsidised (slimming club, exercise and running clubs) and the obvious investment in staff well being.

The Principal stated that the College was now working towards the Investor in People Platinum Award and were hopeful of achieving the certification.

### Newsletters – Student and Staff

Members welcomed the information within these documents.

### Recruitment for Board Members

The Principal stated that under the legislation laid out, the College was now instructed to refresh its Board of Management. It was of course hoped that many of the present members would wish to go forward onto the newly established Board.

Aspen will carry out the work in conjunction with the Clerk to the Board of Management. Notification will be sent out to members when the microsite and advert are in place. It is hoped that the interviews will take place May/June 2016 with the new Board coming into play for the September 2016 meeting.

### Regional Outcome Agreement

Mr Allan updated the Board on the progress of the Regional Outcome Agreement. He stated that it was hoped that an advance draft would go to the Funding Council on 18<sup>th</sup> March 2016, final draft be submitted on 31<sup>st</sup> March 2016 and would be published on SFC websites in April 2016.

Members noted the paper detailing the changes made to the document prior to submission.

## **5. Updates from the Committees**

### Human Resources Committee

In the absence of Mr McDowall, the Principal took members through the minute of the Human Resources Committee which took place on 2<sup>nd</sup> March 2016.

Staff Development – two training days had taken place since the last meeting of the Board with a wide programme on offer to staff.

### Staff Absence

The absence report for the fourth quarter had been given to the Committee with the absence figure being very similar to the fourth quarter of the previous year.

The Principal stated that the College continued to support staff back into work and that a round of Trigger meetings had been scheduled. These meetings allowed dialogue between the staff members and the Principalship in regard to individual absences and support required.

### Destination Success – 2016

This event is being planned at present and will take place on 19<sup>th</sup> May 2016.

### IIP Platinum

The College will be re-assessed to remain as an Investor in People from 3<sup>rd</sup> May 2016 to 11<sup>th</sup> May 2016. Planning for staff meetings in place and 40 members of staff have been selected for one to one meetings with the assessor.

### Industrial Action

Members were informed that industrial action was likely to go ahead and that members would be updated as the management team received information.

Members noted that this was now outwith the control of the College as the negotiations were under the umbrella of national bargaining.

### Audit Committee

In the absence of Ms Evans, Mr Todd took members through the minute of the Audit Committee which took place on 22<sup>nd</sup> February 2016.

## Internal Audit Report 2015/16 – Performance Management

Scott Moncrieff had presented the above report on the audit carried out in December 2015. It had been considered an excellent report overall with no issues for concern.

### Risk Register

Work was continuing on the updating of the Risk Register for South Lanarkshire College and that it was seen to adequately address the area of risk. Members noted that initial work had been undertaken to develop a risk register for the Lanarkshire Region.

Members stressed that although this should be in place, it was essential that South Lanarkshire College contained the independent register. The Principal stated that this would indeed continue to be the case.

### Finance Committee

Mr Gallacher took members through the minute of the Finance Committee which took place on 9<sup>th</sup> March 2016.

### Management Forecast – 12 months to July 2016

Mr Gallacher stated that the figures presented were very much on track to what had been anticipated. Discussion then took place regarding cashflow and the problems presented by the Scottish Funding Council's year end of 31<sup>st</sup> March which would be faced by all colleges in the Sector.

### Insurance

Under new Government legislation from April 2017 would require to change its insurance arrangements. The College will require to self-insure. Across the sector this is being seen as leaving the colleges exposed and work is being done to campaign against this proposal.

Members discussed the implications and the possible outcomes.

### Lennartz

As directed by the Board, the College joined with six other FE colleges to participate in a tender exercise to appoint a firm to pursue a claim for submission to HMRC in respect of the "Lennartz" principle. A firm was duly appointed four months ago, but the movement on the claim has been disappointingly slow and it is being felt that the firm are not pursuing the issue as per the tender requirement. The College has flagged its dissatisfaction with the lead contact of the colleges' group and they agreed that the firm's performance and plan for the way forward was not satisfactory. A meeting is being arranged with the firm to establish whether we should continue with their services. The contract is on a "no win, no fee" basis, so no costs have been incurred as yet. The College will

not sign any contract with the firm until it is satisfied that they will undertake what was originally required of them.

After further discussion the Board agreed that they were happy to accept the recommendations of the Finance Committee and agreed that the College should not sign up to this agreement unless the firm involved comply with the terms of the initial invitation to tender.

#### Development Committee

Ms Burnett took members through the minute of the Development Committee which took place on 9<sup>th</sup> March 2016.

#### Action Learning Pilot Update

The Principal attended an SFC Project Board meeting for an update on the progress of the College's Action Learning Pilot following the submission of the SLC Action Learning Pilot Report and Outcomes in December 2016.

#### Internal Audit Update

The programme for internal audits was discussed by the Committee. Some concerns had been raised at the number of audits still to be carried out. Assurance was sought and given that the timings of the audits were in line with College needs.

#### Marketing

The College marketing plan continued to be followed with mail drops, information evenings, press and billboard advertising.

Work continues on use of College website and social media. Discussion took place regarding the importance of social media and the ongoing use among lecturers and class groups. It was agreed it was an extremely effective tool for maintaining student engagement.

#### Property and Estates Committee

In the absence of Mr Johnstone, Mr Allan took members through the minute of the Property and Estates Committee which took place on 9<sup>th</sup> March 2016.

#### Insurance Claims

Still one claim ongoing but members informed all costs would be met by the insurance company

### Accident Statistics

Update had been received by the Committee and levels of accidents were noted. One Riddor Report had been drawn up for an incident in the College car park. No further action had been required.

### Sustainability

Solar PV panels on workshop wing have produced 137 Mwh, offset 72.63 Co2 and earned £15,074 plus the incoming energy saving of £9,590, a total saving of £24,664 from install in June 2013.

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