

Board of Management

MINUTES of the BOARD OF MANAGEMENT HYBRID MEETING held on campus in room 203/204 and via Microsoft Teams on 11 February 2025.

PRESENT: Victoria Erasmus, Dee Bird, Chris O'Neil, Sally Blyth, Janette Campbell, Jane Davidson (via Teams), Arvinder Kainth (via Teams), Matthew Millward (via Teams), Holly Pearce, Donald MacKenzie, Elizabeth Keegan, Rojan Kumar Subramani (via Teams), Pauline Tuthill, Paul Shanks, Barbara Nelson, Innis Montgomery, Wendy Grindle (via Teams)

CHAIR: Victoria Erasmus

APOLOGIES: David Stewart & Director of Finance and Estates

IN ATTENDANCE: Vice Principal – Curriculum, Student Experience and Quality
Vice Principal – Curriculum, Operations and External Relations
Operations and Commercial Manager
Angus Campbell (Further Education Regional Lead)
Wellbeing and Learning Support Manager
Electronic Notetaker
Governance Officer

The Chair welcomed everyone to the meeting and introductions were made.

The Governance Officer confirmed that the meeting was quorate.

Declarations of Interests

No declarations of interest, statements of connections or transparency statements were noted.

Board Creative Space - Learning Assistants Presentation

The Wellbeing and Learning Support Manager joined the meeting.

The Board was provided with a Learning Assistants Joint Presentation from Vice Principal – Curriculum, Student Experience and Quality and the Wellbeing and Learning Support Manager (Note of Session: BoM - CSN-01-022025).

Dee Bird and Pauline Tuthill joined the meeting.

The Wellbeing and Learning Support Manager left the meeting.

1. MINUTES

a.) Meeting of the Board of Management held on 17 December 2024

Decision: The minutes of the Board of Management Meeting held on 17 December 2024 were **AGREED** as a correct record and were **APPROVED**.

b.) Confidential Note (CN-BoM-01-122024) held on 17 December 2024

Decision: The Confidential Note (CN-BoM-01-122024) of the Board of Management Meeting held on 17 December 2024 was **AGREED** as a correct record and was **APPROVED**.

c.) Confidential Note (CN-BoM-02-122024) held on 17 December 2024

Decision: The Confidential Note (CN-BoM-02-122024) of the Board of Management Meeting held on 17 December 2024 was **AGREED** as a correct record and was **APPROVED**.

d.) Confidential Note (CN-BoM-03-122024) held on 17 December 2024

Decision: The Confidential Note (CN-BoM-03-122024) of the Board of Management Meeting held on 17 December 2024 was **AGREED** as a correct record and was **APPROVED**.

e.) Confidential Note (CN-BoM-04-122024) held on 17 December 2024

Decision: The Confidential Note (CN-BoM-04-122024) of the Board of Management Meeting held on 17 December 2024 was **AGREED** as a correct record and was **APPROVED**.

f.) Confidential Note (CN-BoM-05-122024) held on 17 December 2024

Decision: The Confidential Note (CN-BoM-05-122024) of the Board of Management Meeting held on 17 December 2024 was **AGREED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS

- **Health & Safety – ONGOING** - A detailed improvement plan in a form of a list for future Health & Safety reports to be presented to the Board.
- **Risk Register – heat map – ONGOING** - UHI Inverness's heat map to be presented at the next Audit Committee meeting in March 2025.
- **Risk Register – risk appetite – ONGOING** - Specific and detailed risk appetite for UHI Inverness to be presented at the next Audit Committee meeting in March 2025.
- **Professional Review & Development Policy – ONGOING** - Further implementation to be discussed by Vice Principal Curriculum, Student Experience & Quality with Barbara Nelson.
- **Equality, Diversity and Inclusion Policy – ONGOING** - Policy to be updated in relation to wording clarifying number of legal sexes after the ruling of the Supreme Court.

3. AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2024 (CONFIDENTIAL)

The Vice Principal – Curriculum, Operations and External Relations spoke on behalf of the Director of Finance and Estates to his CONFIDENTIAL report (CN-BoM-01-022025) which provided the Board with a final set of Audited Financial Statements for the year ended 31 July 2024.

a.) Final Financial Statements 2023/24

Decision: The Board **APPROVED** the Final Financial Statements 2023/24.

b.) Final External Audit Report 2023/24

Decision: The Board **APPROVED** the Final External Audit Report 2023/24 report.

c.) Letter of Representations to Deloitte

Decision: The Board **APPROVED** the Letter of Representations to Deloitte.

d.) SFC Annual Report and Accounts for the year ended 31 July 2023

Decision: The Board **APPROVED** the SFC Annual Report and Accounts for the year ended 31 July 2023.

4. OBC UPDATE & RESPONSE TO JANUARY MEETING

The Chair of the Board provided a verbal update in regard to the ongoing OBC process and offered a short summary of the UHI Engagement Plans meeting that took place on Thursday 23rd January 2025. The three key themes that emerged were delivery, engagement and communication. The Chair confirmed to the Board that a list of staff questions collated in December 2024 by both Staff Representatives to the Board had been shared with the Director of Transformation and Business Planning, UHI. It had been confirmed that two UHI Inverness Board Members will be invited to sit on the FBC panel to support the process. All present agreed that the rationale behind the OBC process is to improve the position of the whole partnership by providing more resources for students and learning and teaching processes.

The Further Education Regional Lead confirmed that regular monthly updates will be provided after each Chairs' briefing to communicate on the progress and next steps planned for the OBC process.

Discussion about weightings assigned to the seven criteria, lack of student engagement with the OBC process and timelines and content of the next stages of the process took place.

5. PRINCIPAL'S REPORT (CONFIDENTIAL)

The Principal spoke to his CONFIDENTIAL report (CN-BoM-02-022025) which provided the Board with an overview of new and continuing activity.

Elizabeth Keegan, Holly Pearce and the Electronic Notetaker left the meeting.

6. KPI MATRIX

The Chair has asked all Members to send any comments regarding the KPI Matrix report to herself and the Governance Officer.

7. GOVERNANCE UPDATE

The Chair has asked all Members to send any comments regarding the Governance Update report to herself and the Governance Officer.

13. UHI Court – Quarterly Update

The update has been provided during the agenda item point 4 OBC Update & Response to January Meeting.

14. DRAFT MINUTES OF MEETINGS OF BOARD COMMITTEES (CONFIDENTIAL)

The Board noted the contents of the DRAFT meetings of the:

- Joint Audit & FGP Committee held on 09 December 2024
- Learning, Teaching and Research Committee held on 10 December 2024

- Finance & General Purposes held on 03 February 2025 – to follow

The Chair has asked members to send any comments regarding minutes attached to herself and the Governance Officer.

16. AOCB

Nothing raised.

14. DATE AND TIME OF NEXT MEETING

Tuesday 25 March 2025 at 4.30 p.m.

Signed by the Chair:



Date: 11/02/2025