

Board of Management

MINUTES of the BOARD OF MANAGEMENT HYBRID MEETING held on campus in room 203/204 and via Microsoft Teams on 17 December 2024.

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

CHAIR: Dee Bird

APOLOGIES: Amy Goodbrand, Rojan Kumar Subramani

IN ATTENDANCE: Vice Principal – Curriculum, Student Experience and Quality
Vice Principal – Curriculum, Operations and External Relations
Director of Finance and Estates
Operations and Commercial Manager
Health, Safety and Sustainability Manager
Angus Campbell (Further Education Regional Lead)
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.

1. MINUTES

a.) Meeting of the Board of Management held on 01 October 2024

Decision: The minutes of the Board of Management Meeting held on 01 October 2024 were **AGREED** as a correct record and were **APPROVED**.

b.) Closed Session Note (CSN-BoM-01-102024) held on 01 October 2024

Decision: The Closed Session Note (CSN-BoM-01-102024) of the Board of Management Meeting held on 01 October 2024 was **AGREED** as a correct record and was **APPROVED**.

c.) Confidential Note (CN-BoM-01-102024) held on 01 October 2024

Decision: The Confidential Note (CN-BoM-01-102024) of the Board of Management Meeting held on 01 October 2024 was **AGREED** as a correct record and was **APPROVED**.

d.) Confidential Note (CN-BoM-02-102024) held on 01 October 2024

Decision: The Confidential Note (CN-BoM-02-102024) of the Board of Management Meeting held on 01 October 2024 was **AGREED** as a correct record and was **APPROVED**.

2. OUTSTANDING ACTIONS - NONE

3. HEALTH AND SAFETY ANNUAL REPORT 2024

The Health, Safety and Sustainability Manager spoke to his report which provided the Board with the annual Health and Safety update. This report covered the period 1st December 2023 to 30th November 2024. The overall number of incidents recorded has increased, with a significant increase coming from minor injuries to hairdressing students due to better reporting, rather than more incidents. However, there has been a decrease in other areas, likely due to

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underreporting. Training completion rates, fire safety issues due to the system upgrade and possible purchase of a new system had been discussed in more detail. The Board also highlighted the importance of improvement plans when it comes to health & safety reporting. The Health, Safety and Sustainability Manager agreed that improvement on practice is critical and added that once the new data has been collected the job of identifying trends and addressing them will become easier and clearer.

Action 1: A detailed improvement plan in a form of a list for future Health & Safety reports to be presented to the Board.

The Chair thanked the Health, Safety and Sustainability Manager for his detailed report.

Decision: The Board **APPROVED** the Health and Safety Annual report.

The Health, Safety and Sustainability Manager left the meeting.

The Chair decided to move to the agenda point 8 next.

Innis Montgomery joined the meeting.

8. RATIFICATION OF APPOINTMENTS OF NON-EXECUTIVE AND TRADE UNION MEMBERS

The Governance Officer advised the Board that following a recruitment campaign we had recommended two candidates to University Court for appointment to the Board as well as offering one candidate the opportunity to take on the role of Trade Union Member. The Board noted that all necessary checks have been completed, and University Court approval has been given.

Decisions:

- The Board **RATIFIED** the appointment of Barbara Nelson as a Non-Executive Member of the Board of Management.

- The Board **RATIFIED** the appointment of David Stewart as a Non-Executive Member of the Board of Management.
- The Board **RATIFIED** the appointment of Paul Shanks as a Trade Union Member of the Board of Management.

4. ANNUAL PROCUREMENT REPORT FY 2023/24

The Director of Finance and Estates spoke to his report which provided the Board with the Annual Procurement Report for 2023/24, produced by APUC on behalf of UHI Inverness, for Board's approval.

The Annual Procurement Report for 2023/24 covers the period of 01 August 2023 through to 31 July 2024 and highlights performance and achievements in delivering the UHI Inverness procurement activities. It has been produced by APUC and reviewed by UHI Inverness.

The Director of Finance and Estates added for the benefit of the Board that colleges latest Scottish Government Operational Procurement Review (OPR) for 2023/24 was carried out in October 2024 and the UHI Inverness received an overall score of 80%, compared to the previous score of 67% in 2021.

The Chair thanked the Director of Finance and Estates for his detailed report.

Decision: The Board **APPROVED** the Annual Procurement FY 2023/24 Report.

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

a.) Audited Financial Statements for the Year-Ended 31 July 2023

The Director of Finance and Estates spoke to his CONFIDENTIAL report (CN-BoM-01-122024) which provided the Board with draft audited financial statements for the year ended 31 July 2024 for review and approval.

Decision: The Board **APPROVED** the Audited Financial Statements for the Year-Ended 31 July 2023 report.

b.) UHI Inverness College Annual Audit Report by Deloitte

The Director of Finance and Estates spoke to his CONFIDENTIAL report (CN-BoM-02-122024) which provided the Board with draft annual report on the audit of the financial statements for the year-ended 31 July 2024 prepared by College's External Auditors.

Decision: The Board **APPROVED** the UHI Inverness College Annual Audit Report by Deloitte.

c.) SFC Annual Report and Accounts for the year ended 31 July 2023 – to follow

d.) Letter of Representations to Deloitte – to follow

6. REVISED RISK REGISTER (CONFIDENTIAL)

The Director of Finance and Estates spoke to his CONFIDENTIAL report (CN-BoM-03-122024) which provided the Board with the updated college risk register, along with the UHI common risks and heat map.

Decision: The Board **APPROVED** the Revised Risk Register report.

7. SUB-STRATEGIES & POLICIES FOR APPROVAL

a.) Professional Review & Development Policy

The Chair of Human Resources Committee reported that the amendments made to the Professional Review and Development Policy were minor and they included changes of titles, updated links and the number of academic partners. It has been highlighted that any risk implications had been considered during the review process. The policy has been recommended for the Board's approval by the HR Committee on 19th November 2024.

Action 4: Professional Review & Development Policy – further implementation to be discussed by Vice Principal Curriculum, Student Experience & Quality with Barbara Nelson.

Decision: The Board **APPROVED** the Professional Review & Development policy.

b.) Marketing & Communications Policy

The Chair of Finance and General Purposes Committee reported that this policy had been recommended for Board's approval by the Joint Audit & Finance and General Purposes Committee on 9th December 2024. There had been some small changes to the policy which included changes to titles and updated links to websites. The Board was assured that this high-level policy has undergone a rigorous internal process before being presented at today's meeting.

Decision: The Board **APPROVED** the Marketing & Communications policy.

c.) Equality, Diversity and Inclusion Policy

The Chair of the Learning, Teaching and Research Committee reported that this long-established common policy had also been presented to the Human Resource Committee on 19th November 2024, as it is a dual staff-student policy, and has been recommended for Board's approval by both Committees. Newly added section 5 - Neurodiversity, had been shared with other partners in recognition of the importance of neurodiversity across the sector.

Action 5: Equality, Diversity and Inclusion Policy to be updated in relation to wording clarifying number of legal sexes after the ruling of the Supreme Court.

Decision: The Board **APPROVED** the Equality, Diversity and Inclusion policy on the condition that it will be reviewed after the Supreme Court ruling.

d.) Information Transfer Policy

The Chair of Audit Committee reported that this newly created policy had been recommended for Board's approval by the Joint Audit & Finance and General Purposes Committee on 9th December 2024. The policy addresses the issues around info transfer and applies to all staff and introduces restrictions to private data being shared.

Decision: The Board **APPROVED** the Information Transfer policy.

9. PRINCIPAL'S REPORT (CONFIDENTIAL)

The Principal spoke to his CONFIDENTIAL report (CN-BoM-04-122024) which provided the Board with an overview of new and continuing activity.

Decision: The Board **APPROVED** Principal's report.

10. HARBOUR ROAD LEASE (CONFIDENTIAL)

The Vice Principal Curriculum, Operations and External Relations spoke to her CONFIDENTIAL report (CN-BoM-05-122024) which provided the Board with a case for leasing a new premises to serve the needs of the construction sector.

Decision: The Board **APPROVED** the Proposed Sustainable Construction Centre report.

11. KPI MATRIX

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

12. 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 - UHI Court minutes - to follow

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Angus Campbell, Further Education Regional Lead, provided a short verbal update in regard to UHI Court and the ongoing OBC process. It had been confirmed that all Boards will be sent the updated document before Christmas break for feedback to be provided at meetings organised in January 2025.

The Chair thanked Angus Campbell, UHI Court, for his detailed update and agreed that effective communication is key within the OBC process.

Paul Shanks left the meeting.

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

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

- Audit Committee held on 10 September 2024
- Finance and General Purposes Committee held on 12 & 24 September 2024
- HR Committee held on 19 September 2024
- Learning, Teaching and Research Committee held on 24 September
- Chairs Committee held on 08 November 2024
- HR Committee held on 19 November 2024
- Joint Audit & FGP Committee held on 09 December 2024 – to follow
- Learning, Teaching and Research Committee held on 10 December 2024 – to follow

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

15. 2023-24 COMPLAINT REPORT

The Chair has asked members to send any comments regarding 2023-24 Complaint Report to herself and the Governance Officer.

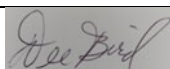
16. AOCB

Staff Representatives to the Board of Management provided a short verbal update in regard to recent staff sessions held at college. Both Members collated feedback that will be shared during staff consultations of the OBC in early 2025.

14. DATE AND TIME OF NEXT MEETING

Tuesday 11 February 2024 at 4.30 p.m.

Signed by the Chair:



Date: 11.02.25