

**Shetland College Board****Auditorium, Shetland Museum and Archives, Lerwick****Wednesday 14 June 2017 at 11.00am****Present:**

P Campbell	E Macdonald
A Priest	G Smith
T Smith	B Wishart

Also:

D Sandison

**Apologies:**

None

**In attendance (Officers):**

N Grant, Director – Development Services  
J Belford, Executive Manager - Finance  
D Bell, Executive Manager – Human Resources  
W Shannon, Interim Joint Principal  
K Adam, Solicitor  
S Berry, Acting Deputy Principal  
J Clark, Joint Operations Manager  
A Cogle, Team Leader - Administration  
D Evans, Human Resources Adviser  
R Gillies, Joint Operations Manager  
J Thomason, Management Accountant  
L Geddes, Committee Officer

**Chair**

Mr Campbell, Chair of the Board, presided.

**Circular**

The circular calling the meeting was held as read, and the Chair welcomed the new members of the Board and the College's management team to the meeting.

The Chair ruled that due to special circumstances, namely due to the timescales involved, the following items of business would be considered at this meeting as a matter of urgency in terms of paragraph 3.2.2 of the Council's Standing Order for Meetings:

Agenda Item 6 – Shetland College Board Membership

Agenda Item 7 – EIS FELA Dispute

**Declarations of Interest**

None

**Minutes**

The Committee approved the minutes of the meeting held on 9 March 2017 on the motion of Mr G Smith, seconded by Mr Campbell.

12/17 **Development Services Directorate Performance Report 2016/17**

The Board considered a report by the Director of Development Services (DV-32-17) summarising the activity and performance of the Development Directorate for 2016/17.

The Director of Development Services summarised the main terms of the report, highlighting in particular the steps that had been taken towards integration. The formation of the second tier management team had not yet been completed, but the Interim Joint Principal and his staff were managing positions and stabilising the situation. The liaison group was dealing with joined-up governance, and there were a number of complexities to be addressed. Work was ongoing to address the funding arrangements across the College and the NAFC, and the proper allocation of external resources for FE activity was something that had been achieved. The College was continuing to significantly outperform its targets, and he paid tribute to the staff for their work towards this, particularly given the restructuring that had been going on.

Members of the Board concurred, and thanked the staff for their work and the Interim Joint Principal for his leadership.

**Decision:**

The Board discussed the contents of the report as appropriate to their remit, and made comments on the achievements of the Directorate during 2016/17, and progress against the priorities set out in the Directorate Plan to contribute to the planning process for next and future years.

13/17 **Management Accounts for Shetland College Board: 2016/17 – Projected Outturn at Quarter 4**

The Board noted a report by the Executive Manager – Finance (F-047-F) which reviewed the Management Accounts showing the draft outturn position for the 2016/17 financial year.

The Executive Manager - Finance summarised the main terms of the report, advising that provision had been made in the overall approved Council budget for 2016/17 to fund a deficit of £122,000, but the draft outturn position indicated that £305,000 would be required to fund the remaining deficit. Of this additional amount required, around £82,000 was included within the overall Council budget, and it related to recharges for Council services which had to be directed to Shetland College activity. The total required from the Council would be £1.292million, and it was an increase on the approved budget. This was mainly due to the transfer of FE Credits to the NAFC - which were significantly higher than expected - and an increase in recharges in the provision of support services. He went on to say that no budget Carry Forwards had been requested, but that it should be noted that the Director of Development Services had submitted a request to carry forward £172,000 as Stability Funding to support the ongoing Shetland Tertiary Education, Research and Training Review.

It was commented that it was difficult for organisations such as the College to plan expenditure when recharges were only applied at the end of the financial year. Therefore despite the best efforts of management to plan and manage expenditure

throughout the year, this could change at the last minute when the recharges were applied.

The Executive Manager – Finance advised that attempts were made to anticipate what the recharges would be, so it should be possible to capture this to a certain extent. It was more difficult in terms of planning for the future, particularly in a time of change, but efforts would continue to ascertain the best estimates for going forward. Some of the variances in the accounts were as a result of decisions that had been taken during the year.

It was commented that the Council would be contributing just over £1million to the tertiary sector, but the cost of primary and secondary education in Shetland was in the region of £30million. Whilst most of this was funded by the Scottish Government, the Council still contributed a significant amount, and this was seen by the Council to be good value. It was therefore important that the Council should also consider the tertiary sector as an investment, and as being of equal importance.

**Decision:**

The Board noted the Management Accounts showing the draft outturn position for 2016/17.

14/17 **Interim Joint Principal's Update**

The Board considered a report by the Interim Joint Principal (SCB127-F) which provided an update on a range of issues of interest and importance to Shetland College and the tertiary sector of Shetland.

The Interim Joint Principal extended a welcome to the new Board members, advising that UHI had agreed to provide training to Board members, so he would be getting in touch with possible dates. He went on to say that the academic year was coming to a close. It had been a successful year for the College, albeit a challenging one, in continuing to work towards integration and collaboration whilst managing the day-to-day operation of the College. Recruitment had taken place to fill vacancies in the senior management team, and this had been a successful exercise. There were a number of key pieces of work ahead, and the Board would be kept updated on progress. Education Scotland would be making an informal visit to the College the following week, and Scottish Funding Council (SFC) and the new Vice-Principal UHI would also be visiting. It was hoped that there would be an opportunity for an informal discussion with Board members.

It was commented that it was important that the training to be delivered took account of the fact that Shetland College was not an incorporated college, and that it had a unique governance structure.

**Decision:**

The Board noted the report.

15/17 **Tertiary Education Student Enrolments Update – June 2017**

The Board considered a report by the Depute Principal (SCB129-F) which outlined the current position in relation to FE and HE enrolments for the academic session 2016/17.

The Depute Principal summarised the main terms of the report, advising that overall the College was in a very good position in terms of the predictions for the next academic year, which were at a record high. Targets set by the SFC were being

exceeded, but it was positive that there was growth and that the training demands in Shetland were being met.

It was noted that there was a typographical error in the report, and that the total FE Full Time Student Numbers should read 102.

In response to a question as to whether there would be funding available to meet the growth in demand, the Interim Joint Principal advised that as a result of reallocation of credits where academic partners had not met their targets, Shetland had been awarded an additional 200 credits. However 800 additional credits would be required to justify the growth, and discussions had been opened up regarding funding of strategic growth for the College, and the case would continue to be made.

**Decision:**

The Board noted the current position in relation to FE and HE enrolments at this stage in the academic session 2016/17.

16/17 **Shetland College Term Dates 2017/18**

The Board considered a report by the Interim Joint Principal (SCB128-F) which presented the proposed term dates for the Academic Year 2017/18 for noting.

The Interim Joint Principal summarised the main terms of the report, advising that there was a typographical error in the appendix of the report, and that the date for the public holiday in January 2018 should instead read Wednesday 31 January.

**Decision:**

The Board noted the College Term Dates for the Academic Year 2017/18, and that the Interim Joint Principal had been granted delegated authority to align the term dates with school term dates in the future.

17/17 **Shetland College Board Membership**

The Board considered a report by the Executive Manager – Governance and Law (GL-29-17-F) which recommended that the Council continue to appoint additional non-councillor members as voting members of the Shetland College Board, and asked the Board to consider the addition of student representatives on the College Board membership.

The Team Leader – Administration summarised the main terms of the report, advising that should it be agreed that the Board should continue to appoint non-councillor members, arrangements to do so would proceed in consultation with the Chairs of the College Board and the Education and Families Committee. In the past, there had been student representatives with observer status on the Board. Should it be agreed that any student representatives would have voting rights, it should be noted that having more than three non-councillor representatives with voting rights would mean that the Council would be required to appoint more Council representatives to the Board, as Council committees required to have two-thirds of the membership made up by councillors.

During the discussion that followed, it was noted that HM inspection reports had made it clear that the Board should have student representation. It was agreed that in order to avoid having two classes of members on the Board, it would be appropriate for one student representative with voting rights to be appointed to the Board, and that representation should be sought from the Highland and Islands

Student Association – Shetland College, with the term of office being the duration of time that the nominee remained a student at Shetland College.

The Board also agreed to recommend that arrangements should again be made to recruit two additional non-councillor members.

**Decision:**

The Board RECOMMENDED that the Council continue to appoint additional non-councillor members as voting members of the Shetland College Board and, in doing so, proceed on the basis of the arrangements set out in section 4.0 of the report.

The Board RECOMMENDED that the Council include the addition of one student representative on the College Board membership, with voting rights, and that the nomination should be sought from the Highlands and Islands Student Association – Shetland College, with the term of appointment being the duration of the time that the nominee is a student.

**In order to avoid the disclosure of exempt information, Mr Campbell moved, Mr G Smith seconded, and the Board agreed to exclude the public in terms of the relevant legislation during consideration of the following items of business.**

11/17    **EIS FELA Dispute**

The Board considered a report by the Executive Manager - Human Resources which explored options to address and help resolve the dispute.

The Executive Manager – Human Resources summarised the main terms of the report, advising the Board of the current situation, and responding to questions from Board members.

**Decision:**

The Board noted the content of the report.

The meeting concluded at 12.25pm.

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Chair