

Shetland College Board**Council Chamber, Town Hall, Lerwick****Wednesday 30 August 2017 at 11.00am****Present:**

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

Also:

L Spence, Highlands and Islands Students Association

Apologies:

None

In attendance (Officers):

N Grant, Director – Development Services
W Shannon, Interim Joint Principal
K Adam, Solicitor
S Berry, Acting Deputy Principal
K Briggs, Joint Manager, Train Shetland (Vocational)
J Clark, Joint Operations Manager
A Cogle, Team Leader - Administration
B Kerr, Communications Officer
H Tait, Team Leader - Accountancy
L Geddes, Committee Officer

Chair

Mr Campbell, Chair of the Board, presided.

Circular

The circular calling the meeting was held as read.

The Chair welcomed Mr Logan Spence, who was attending the meeting in an observer role on this occasion as the Highlands and Islands Student Association (HISA) representative. The Board would be considering his nomination to the Board later on today's agenda, and making a recommendation regarding his appointment to Shetland Islands Council.

He went on to advise that the first item on the agenda "Development Services Directorate Performance Report – Three Month/First Quarter 2017/18" would now be considered last on the agenda, in order to enable the Director of Development Services to attend the meeting.

Declarations of Interest

None

Minutes

The Committee approved the minutes of the meeting held on 14 June 2017 on the motion of Ms Wishart, seconded by Mr Priest.

19/17 **Management Accounts for Shetland College Board: 2017/18 – Projected Outturn at Quarter 1**

The Board considered a report by the Executive Manager – Finance (F-66-F) which reviewed the Management Accounts showing the projected outturn position for the first quarter of 2017/18.

The Team Leader – Accountancy summarised the main terms of the report, advising that the projected revenue position at the end of Quarter 1 was an underspend of £66,000, largely as a result of reduced staffing costs.

Reassurance was sought that the savings on teaching costs was not having any negative impact on the overall teaching, learning and student experience, and the Interim Joint Principal advised that he was not aware of any negative impacts. Staff were undertaking higher duties, and acting up or backfilling posts, and he had not received any reports that staff were struggling in doing so, although they were working to capacity.

Decision:

The Board reviewed the Management Accounts showing the projected outturn position at Quarter 1.

20/17 **Principal's Update**

The Board considered a report by the Interim Joint Principal (SCB131-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 summarised the main terms of the report, advising that there was a lot going on in the tertiary sector both within and outwith Shetland. The senior management team was now in place and were working well together. There were a number of important pieces of work ongoing, which would culminate in October. A Strategic Dialogue meeting would be held on 26 September, and one of the main topics for consideration would be growth in funding at FE levels. FE activity in Shetland was currently 14% over target – the highest figure in Scotland – so it was important that funding was made available to meet this. A systems audit was currently being carried out by SQA, and the outcome would be reported to the Board. The College was also working closely with Education Scotland (HMIe) on the self-evaluation inspection regime, and Dr John Bowditch, the HMIe for Shetland College would be visiting Shetland twice, with a pre-evaluation meeting scheduled for 2 October. It had been pointed out that HMIe were looking for progress on the STERT review, and for a solution to be found to the barriers to progress – namely the property and pension issues. There had been some discussions around these matters, and support would be sought nationally to see if any assistance could be made available to help deal with this. He concluded by saying that the Board members would be receiving an invitation to visit Train Shetland and the NAFC.

The Joint Manager – Train Shetland (Vocational) advised that 52 Modern Apprenticeship places had been approved this year, and it was hoped to fill all these places. Following the bid being placed in April, there had been a request for more construction places. There was a process to follow, and it would be unusual for a request for more places to be turned down, although the process was perhaps not as flexible as it could be. It had been possible to maintain the travel and lodgings policy

this year for the trainees who required to travel to the mainland, but the policy next year would form part of the bidding process. The number of students requiring to travel to the mainland varied by sector, and a breakdown would be available later in the year. Sometimes there were bespoke training requirements that required apprentices to attend training on the mainland, such as the requirements of specific car manufacturers.

It was suggested that it would be useful, particularly for new Board members, for a session to be held to explain more about the STERT review, and how it was intended to progress it.

The Board agreed that this would be useful.

The Interim Joint Principal added that the barriers to implementing the STERT review in relation to pensions and properties were very challenging, and this was further complicated by the fact that Shetland College was part of the local authority, and the NAFC was a charitable trust. This was why the review had taken so long, and he would be happy to arrange a session to explain this to Board members.

Decision:

The Board noted the report, and approved the Corporate Parenting Plan for publication.

21/17 **Highlands and Islands Student Association (HISA)**

The Board considered a report by the Joint Operations Manager (SCB132-F) which provided an update on the restructuring of the Depute positions for HISA in Shetland, and provided information on improved arrangements to support the student voice between Shetland College UHI and the NAFC Marine Centre.

The Joint Operations Manager summarised the main terms of the report, advising that HISA had been established two years ago. There had been specific challenges in relation to electing a Depute at the NAFC due to restrictions for cadets in relation to second employment, and also in relation to the timing of elections. This meant that the opportunity to stand for Depute was effectively removed from FE students. Following discussions it had been agreed that it would be appropriate to restructure the Depute positions locally to bring the two student populations together, and have a joint student voice. This had gone very well, and Mr Logan Spence had been elected in May to represent all students.

Decision:

The Board noted the contents of the report.

22/17 **Shetland College Board Appointments**

The Board considered a report by the Executive Manager – Governance and Law (GL-40-F) updating the Board on the latest position regarding appointments to the Board, and seeking appointment of three Members to the Colleges Integration Liaison Group.

After hearing the Team Leader – Administration summarise the main terms of the report, the Board approved the recommendations in the report on the motion of Mr T Smith, seconded by Mr Priest.

Decision:

The Board recommended that Shetland Islands Council:

- RESOLVE to appoint Mr Logan Spence as the nominated student representative on the Shetland College Board, with full voting rights, with his term of appointment being the duration of the time that he remains a student of Shetland College
- NOTE that no applications were received for the appointment of two additional non-councillor members as voting members of the Shetland College Board, and agreed that the vacancies continue for the time being, but that these be re-advertised at a future date to be agreed in consultation with the Chairs of Shetland College Board and the Education and Families Committee
- RESOLVE to appoint three Members of the Shetland College Board to the Colleges Integration Liaison Group, namely Mr P Campbell - Chair, Mr T Smith - Vice-Chair and Mr G Smith; and that Mr A Priest, Ms E Macdonald and Ms B Wishart be appointed as substitutes.

23/17 **Tertiary Education Student Enrolments Update – August 2017**

The Board considered a report by the Depute Principal (SCB130-F) which outlined the current position in relation to FE and HE enrolments for the academic session 2017/18.

The Depute Principal summarised the main terms of the report, advising that there was an increase of 77 on the figures from this time last year, and that the College would again be in a position of overtrading. Enrolments were continuing until the start of delivery in September, and would continue throughout the year for part-time students.

Decision:

The Board noted the current position in relation to FE and HE enrolments for academic session 2017/18.

24/17 **Development Services Directorate Performance Report – Three Month/First Quarter 2017/18**

The Board considered a report by the Director of Development Services (DV-41-17-F) summarising the activity and performance of the Development Directorate for the first quarter of 2017/18.

The Director of Development Services summarised the main terms of the report, highlighting in particular work that was ongoing to support local businesses by developing a skilled workforce to match industry requirements. The Islands Deal project which was being progressed would have a key focus on increasing Shetland's economically active population. Attracting young people to Shetland was a key part of this, and one immediate way to do so was to increase the student population. This was difficult as it relied on the provision of accommodation, and UHI had found it difficult to progress the Shetland model in its accommodation strategy. An Area Skills Investment Plan survey was also currently being undertaken, and a plan would be produced by the end of the year. In response to a query, he advised that he would arrange to provide further information as to the businesses that had been invited to take part in the Area Skills Investment Plan survey.

He went on to speak about the provision of tertiary education, and the discussions that were taking place with key external stakeholders, who were all of the view that there should be a single entity in Shetland outside the Council. The issues regarding pensions and property were recognised, but there was a feeling that these should be looked at again and proposals presented to the Board. There had been a lot of good joint working that had taken place so far between the College and the NAFC, but until there was joint governance, the organisations would tend to operate as single entities.

It was suggested that the issue of student accommodation was something that could be raised at the Strategic Dialogue meeting on 26 September, and the Director of Development Services said that he understood that it would be one of the areas for discussion at that meeting. The lack of accommodation was a barrier to growth, and there would require to be more dialogue regarding how to make UHI's plan work locally.

Decision:

The Board discussed the contents of the report as appropriate to their remit, and made comments on the progress against the priorities to inform further activity within the remainder of this year, and the planning process for next and future years.

The meeting concluded at 10.45am.

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Chair