

LTR SUB-COMMITTEE MEETING

Time: 16.30

Wednesday 23 June 2021

Venue: Teams

| | | |
|----|---|-------------|
| 1. | <p>Welcome, Apologies and Introductions</p> <p>Karen welcomed all and introduced Kevin Briggs,</p> <p>Present: Karen Hall - Non-Executive Director, Chair Jane Lewis - Principal designate John Goodlad - Non-Executive Director, Shetland UHI Beth Mouat - Joint Head of Marine Science & Technology (Staff Director Susan Berry - Interim Principal, Shetland College & Train Shetland Saro Saravanan - Acting NAFC Quality Manager Cally Mair - HISA Depute (Student Director) Lauren Doughton - Non-Executive Director, Shetland UHI Kevin Briggs - Depute Principal, Shetland College & Train Shetland Elaine McQuade - Shetland UHI - Minutes</p> <p>Apologies: Flo Jansen - HISA President (Student Director)</p> | |
| 2. | <p>Declarations of interest</p> <p>This is a standard item which should be tabled at every meeting to get into the habit as in future this may become relevant.</p> <p>John Goodlad declared himself as a Director of NAFC.</p> | |
| 3. | <p>Minutes of 14 April 2021</p> <p>Accepted. There were a couple of small amendments to be made to job titles of Susan Berry and Keith McIntyre.</p> | Minute |
| 4. | <p>Matters Arising</p> <p>All complete or on the agenda.</p> | Minute |
| 5. | <p>To review Terms of Reference for the committee</p> <p>This is the Terms of reference for the committee as approved by the Transition Board earlier this year. It was accepted and agreed it should be reviewed at the end of the academic year (next meeting).</p> <p>It was agreed that this paper should be circulated at each meeting of this committee.</p> <p>Lauren to be added to the membership (complete)</p> | TBLTR2021-1 |

| | | |
|----|---|---|
| 6. | <p>Update on strategy development</p> <p>Jane has asked a senior member of staff to pull all these together to make a collection of clear strategies. The Senior Management Short Life Working Group will then finalise it and then pass to the July Board for approval.</p> <p>Everyone agreed that it was a clear and concise document which had captured the discussion well and shows a good direction of opportunity</p> <p>Karen asked if anyone had any other thoughts on this to get these to Jane sooner rather than later.</p> | Verbal, Tertiary Education - draft strategy |
| 7. | <p>To review HISA Reports</p> <p>Cally said that engagement with students had been difficult with so much off campus working and that the vote and lead up had been done online.</p> <p>Jane said that as an assigned college we must satisfy ourselves that the student voice is heard, and elections are fair. She thought that HISA had done really well to get the vote and that there had been a good effort on the election side of things on behalf of the 2 colleges.</p> <p>Beth asked if we would be maintaining 2 reps. Cally said that they were reviewing composition for post-merger and she had not had a final answer but that she felt it should be kept that way. Cally is also happy to engage more with students at both campuses.</p> <p>Review of the year</p> <p>Cally is hoping for more student engagement this year and hoped that the lecturers could help with getting student engagement and feedback. She is looking for more incentives. The walks had proved to be popular but had not worked well with the NAFC timetable. Saro said that he would look at this and see if some time could be allocated to allow NAFC students to participate.</p> <p>Susan said that they have done an amazing job and it is hoped that a HISA rep be part of the induction. Kevin confirmed that there would be a slot for them at induction.</p> <p>Jane wanted to give a personal note of thanks to both Flo and Cally for all the work they have done with the merger process. She said that we want students at the heart of the new College and noted Davie's closing statement at the end of the report.</p> | TBLTR2021-7 |
| 8. | <p>To approve Corporate Parenting Plan</p> <p>Kevin said that this is a mandatory document and that it was time for a refresh. There had been a small group from across the campuses reviewing this. He also said that the main difference with what we had previously is that we have identified a lead person.</p> | TBLTR2021-8 |

| | | |
|-----|---|--|
| | <p>After some discussion about whether training should be made mandatory it was agreed that staff should be encouraged to take part in training and to make it mandatory for certain staff.</p> <p>Jane said that the request was for the committee to approve this.</p> <p>All were happy to approve and will look at reports whenever they are made available.</p> | |
| 9. | <p>AOB</p> <p>Single Policies Jane said that there were UHI single policies which need to be adopted and asked how the committee would like these fed to them as they are all quite lengthy documents.</p> <p>John suggested being drip fed.</p> <p>Jane said these policies had gone through a rigorous process with a lot of input and that this is an approval not consultation process. Any concerns can be taken to future meetings for discussion.</p> <p>Jane will organise for documents to be sent through on a gradual basis.</p> | |
| 10. | <p>To note next meeting</p> <p>It was decided that these meetings should be held quarterly with the first meeting in September. Any additional meetings could be added as and when required.</p> <p>It was also hoped that the September meeting be an in person meeting but Covid restriction may still prevent this.</p> <p>Meeting ended at 5.30pm</p> | |