

Committee	Board of Management
Subject	Principal's report
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For endorsement <input type="checkbox"/> For approval
Brief summary of the paper	A report is providing covering the first month of operation of Shetland UHI.
Resource implications (If yes, please provide details)	No Click or tap here to enter text.
Risk implications (If yes, please provide details)	No Click or tap here to enter text.
Date paper prepared	09/09/2021
Date of committee meeting	15/09/2021
Author	Jane Lewis and SMG

<p>Link with strategy</p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information. 	<p>Click or tap here to enter text.</p>
<p><u>Equality and diversity</u></p> <p>Does this activity/proposal require an Equality Impact Assessment?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p><u>Data Protection</u></p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p>Status (e.g. confidential, non-confidential)</p>	<p>Non-confidential</p>

Freedom of information Can this paper be included in "open" business?*	open
Consultation How has consultation with partners been carried out?	n/a

* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input checked="" type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? Click or tap here to enter text.

Principal's report

1. Return to campus

Induction for students has been a mixture of face to face and online activities. We continue to follow government guidance as outlined below. The government has been concerned about the impact of the return of students to college/university and there have been meetings between Principals and government ministers and officials with an expectation that we will go beyond legal requirements in our precautions. We have to be mindful that not all of our students will have had the chance yet to be fully vaccinated and their safety alongside that of the staff is paramount.

1.1 Measures and activities for Covid-19

Shetland UHI are following Scottish Government advice on safety mitigations on campus for Covid-19.

Measures

These include (for staff):

- Work from home if you can
- Frequent hand washing and sanitising
- Social distancing of 1m minimum but if you can go to 2m then why not do it
- Face coverings must be worn indoors in all college settings excluding offices, once seated, or when seated for eating and drinking.
- Catching infection outbreak early by using Lateral Flow Tests twice a week
- Keep rooms well ventilated either with air conditioning or purging by opening windows and doors regularly e.g. 15 minutes every 2 hours
- Report confirmed cases of Covid to your line manager but also your respective head of H&S
- Completion of our Track and Trace spreadsheet

Many of the mitigations for students across the campus are the same as the staff safety mitigations, but students either complete their Track and Trace via QR code (Lerwick campus) or via pre-arranged classes (Scalloway campus).

Activities

- Every classroom and workspace has a supply of antibacterial cleaning products, disposable cloths and hand sanitisers.
- All staff have been sent a copy of the newly updated Covid-19 Outbreak Procedures.
- Supplies of Lateral Flow Kits have been shared across the campuses
- Covid Health and Safety was covered at induction for students, and the website has been updated with the latest Covid guidance. [About us - Covid Guidance \(uhi.ac.uk\)](https://uhi.ac.uk/about-us/covid-guidance)
- Shetland UHI are supporting the local vaccination programme by encouraging students to take up the offer of the vaccination and using social media to help spread this message among our followers.
- H&S staff continue to attend UHI Covid meetings and practitioner groups and discuss good practice with other UHI partners.
- A recent letter to Cabinet Secretary Shirley Anne Somerville was sent, outlining all the precautions and safety measures Shetland UHI are undertaking

- The Shetland UHI Covid-19 group met for the first time in its new iteration with participation across the campuses with unions represented.
- Extra cleaning is in place after Skills for Work pupils are in on a Friday morning

2. Update on enrolment figures (FE/HE)

Shetland UHI enrolment status:-

		6th Sept 2021	30 th Sept 2020
FE	Full time (FT)	38	48
	Part time (PT)	240	400+
HE	Full time (FT)	93	Comparable figures unavailable
	Part time (PT)	83	

We expect current FE FT figures to rise to exceed those of last year as remaining forms are processed and additional students start courses in the coming weeks. HE enrolments are also set to rise somewhat over the coming months. However, although FE PT numbers will increase slightly, we are not on target to meet the enrolments from September 2020 for PT courses.

We are aiming to reduce this shortfall by increasing our offer and marketing of FE PT courses in the second semester. We will also be reviewing our offering this year to ensure it is fit for purpose and to develop new attractive programmes.

Nationally, colleges are experiencing a drop in applications and enrolments, attributed, at least in part, to the effects of higher school exam attainment rates and increased university places during the COVID pandemic resulting in students going directly to university.

School partnership programmes are healthy again this year, as is our intake of apprentices. Please see below our current position regarding apprentices through our SDS contract:

Contract volume for current AY	171
Contract fulfilled	71 (+14 in registration; 34 identified)
Contract to be fulfilled	82

3. Update on short courses

3.1 Scalloway Campus

350 students have undertaken short courses so far during this financial year at the Scalloway campus. There is continued high demand for industry mandated short courses, with courses quickly filling to capacity. We currently have a substantial waiting list which we hope to meet the requirements of during the remainder of the academic year. However, delivery capacity in some areas is restricted COVID social distancing requirements and by instructor availability and qualifications. We are working on increasing our number of appropriately trained instructors and developing new courses where required.

3.2 Lerwick Campus

Short course activity at the Lerwick Campus is starting to pick up after the merger. We are working on building up a new enquiries list and email distribution list after having to hand back our old contacts information to SIC due to GDPR rules. We are advertising our courses on the Shetland UHI website, facebook page and ShetNews.

We have just received our new accreditation as a Highfield Approved Centre for the delivery of First Aid Courses and have now scheduled courses up to the end of the year.

Workforce Development at the SIC have requested we run the following courses over the next month or so: Recruitment & Selection, Capability and Mentoring.

We are working with lecturers from Shetland UHI to develop a wider range of courses. We currently are in the process of developing Intermediate and Advanced Excel courses in conjunction with Community Learning.

4. Update on research

4.1 Marine Science and Technology

4.1.2 Marine Planning

- We are now updating the plan to change from NAFC to Shetland UHI and hope to submit to ministers this week
- successful application for UKRI funded research project 'Integrating diverse values into the sustainable management of marine resources in the UK' which is led by Professor Stephen Fletcher, University of Portsmouth. Rachel Shucksmith will be leading the project at Shetland UHI. (£197,398 over three years)

4.1.3 Fisheries

- Due to staff turnover and a pause on recruitment around the merger process there is current under-staffing in the fisheries team which is causing extra pressure on remaining staff and we are below the required staffing level to meet current sampling contracts and maintain other research projects. Two posts are currently being recruited to and summer intern was hired as a short term support

4.1.4 Aquaculture

- Work continues on the development of the Shellvolution project as part of the Islands Deal including approved AIEF project to support development of OBC
- Contributions from several staff at MESE 'Getting to Know Each Other' event (presentations and chairing)

4.2 Centre for Island Creativity

Our new Director for the Centre, Malcolm Innes, has arrived and started in the role on the 4th September. Malcolm comes from Edinburgh Napier University and has a strong background in lighting and design.

5. Update on merger related topics

Staff are working extremely hard to create the new college. Work continues to develop common processes and procedures including work to get the finance system structured (SAGE), population of the HR system (Breathe), development of the Health and Safety system (Pennisular) and population and development of the timetabling system (Celcat). Teams are getting to know each other and are working together. A single committee structure is now in operation and we are working through reducing multiple attendance at external meetings.

A large piece of work to transfer PVG registration to Shetland UHI has been underway since we have been registered with Disclosures Scotland. Thus far 61 applications have been completed and approved, a further 18 applications await confirmation and a further 16 applications have yet to be completed. Once this initial transfer of registration has been completed we will review staff groups to ensure consistency of registration across the staff body.

The risk register framework has been considered by the Senior Management Group and is being populated from previous registers and will be reviewed by key members of staff and internal committees before returning to appropriate sub-committees and the Board for further consideration.

6. General activities and achievements

6.1 Train Shetland Review

Skills Development Scotland completed a quality assurance thematic review with Train Shetland with the focus on Apprentice Progress Reviews (APR). The feedback in the report was very positive and identified elements of effective practice and elements of "added value". These included detailed and comprehensive review documentation; pastoral support offered and providing a link with support services where required; and regular in-depth reviews which help to motivate apprentices.

6.2 Student activity

Shetland Students Green Team organised another successful beach clean at Burwick, Scalloway with 18 people taking part including students, staff and members of the public. They collected between 10-20 bags, most of which were of ropes.

6.3 Student achievement

Textile work recognition: The Bradford Textile Society organises a Design Competition every year when students and designers can enter their works in various categories. The competition is a whole UK wide, attracting competitors from all Art and Design colleges and universities. This year two students from the Contemporary Textile Course were awarded with prizes in the 'Year 1 Weave' category:

- Dee Henderson-Haefner won the 1st prize and the 'Cloth of Kings Medal' for her Cherokee heritage inspired pieces.
- Rachel Birse (right) won the 2nd prize with her Scottish landscape and Highland textiles inspired work.

Film recognition: Fine arts student Cilla Robertson won 2nd prize at Shetland Screenplay, Mareel (Britain's northern most film festival) in the amateur film category for her dialect film "Orphillia". Cilla is a part time third year student that also completed the NC Art and Design programme with Shetland College.

Green team recognition: Shetland Students Green Team were Highly Commended in the HISA Society of the Year category.

John Ratter was Highly Commended in the HISA awards Best Class Representative Category.

6.4 Staff achievement

HISA awards: Creative Industries lecturer Paul Bloomer was Highly Commended in the Most Engaging Online Lecturer Category and Dr Andrew Jennings, Institute for Nordic Studies was Highly Commended in the Most Engaging Video Conference Lecturer category.