

Board of Management

Wed 20 October 2021, 16:30 - 18:30

Teams

Attendees

Board members

- David Sandison (Chair)
- Jane Lewis (Principal - Shetland UHI)
- Florence Jansen
- Rory Gillies
- Graeme Howell
- Simon Collins
- Simon Clarke
- John Goodlad
- Lauren Doughton
- Angela Sutherland
- Cally Mair

- Absent: Grant Cumming

Apologies

- Karen Hall
- Maria Bell

Also in Attendance

- Matt Sierocinski King

Meeting minutes

1. Welcome, Apologies, and Announcements

Chair welcomed the new staff directors, AS and SC (SD), to the board of management.

Noted that Alistair McColl, Chair of UHI Board, is due to visit Shetland in November

2. Minutes of the previous meeting

The minutes were approved, JG proposed and GH seconded.

Action: The Secretary shall tidy the wording up under item five.

3. Matters Arising

No matters arising

4. Reports from Committee Chairs

4.1. Finance and General Purposes Committee

GH gave an update on the working progress of the campus islands deal OBC.

4.1.1. FFR - Financial Forecast Review (Confidential)

JL gave an update on the content on the FFR and the progress on the Financial System development.

Clarification questions were asked. JL clarified the content of the FFR. The Board discussed the projection contained of the FFR.

Action: Secretary to invite Glenn Gilfillan to the next meeting.

4.2. Learning, Teaching, and Research Committee

In KH's absence, JL gave the update on LTR Committee matters, which were focused on curriculum review, enrolment data and positive learner environment.

4.3. Search and Nominations Committee

Meeting was delayed.

Action: Chair to clarify date of next meeting with Secretary.

5. Update from Partnership Council

JL gave a verbal update on Partnership Council, including branding, financial systems, league rankings and student residences.

6. Verbal Update on Board Development Plans

The secretary updated the board on Board training options.

Action: The Secretary will send an MS form requesting board members sign up for training.

Action: The Secretary shall liaise with CDN to see if training sessions could be moved to an evening.

7. Online Banking Resolution

Resolution presented to remove Brendan as our corporate administrator for the Board to approve the change requested.

The Chair moved the resolution. GH seconded the resolution. The resolution was approved.

The approved resolution is as follows:

With reference to Appendices 1 (Amendments Form) and 2 (Terms and Conditions), the Board are asked to approve the resolution below.

The Board resolves that:

1. The Amendments Form be approved
2. The Bank be requested and authorised to make changes detailed in the Amendments Form
3. Two Directors are authorised to sign the Amendments Form on behalf of Shetland UHI (it is proposed that the signatories will be the Board Chair and Principal Designate)

8. Principal's Report

JL gave an update on her report. JL focused the update on:

- Covid precautions and ongoing caution
- Enrolment figures
- Recruitment matters to address shortfall
- Development of a Memorandum of Understanding with the Fisheries Association
- Activities of the Centre for Island Creativity
- Success in the Artic Connections Fund
- Merger Project Final Report submission to SFC
- BreatheHR system
- Health, Safety, and Wellbeing, including a Health and Safety External Audit on the Scalloway Campus.
- Sign up to Race to Zero pledge
- Accelerator Event
- New Aquaculture course (online)
- New Counselling course

The board discussed the Race to Zero, Covid guidance.

Two matters that were not in the report that JL updated upon:

- Angus Campbell has been appointed the FE lead on the RSB.
- LCC, NHC, and WHC are formally working on merging. OC and SUHI are continuing to work together on shared resources.

9. Staff Elections Report

The secretary gave an update on the election. Angela Sutherland was elected unopposed to the role of Non-Teaching Staff Director. Simon Clarke was elected to the role of Teaching Staff Director.

10. Updated Committee Dates

A verbal update was given, with the meeting of Learning Teaching and Research Committee in January 2022, moved back to Thursday 3rd February.

11. Any Other Business

FJ asked a query as to where HISA should be sending a report from HISA. The board asked HISA to send reports to Board of Management meetings.

Action: HISA to send reports for future Board of Management meetings

12. Date of Next Meeting - Wednesday 17th November 2021

The date of the next meeting is set as Wednesday 17th November 2021 at 16:30

Table of Actions

Agenda Item	Action	Assigned to	Status
4.1.1	Secretary to invite Glenn Gilfillan to the next meeting	MSK	Complete
4.3	Chair to clarify date of next meeting with Secretary	DS	Complete
6	The Secretary will send an MS form requesting board members sign up for training.	MSK	Complete

6	The Secretary shall liaise with CDN to see if a training session could be moved to an evening.	MSK	Complete
11	HISA to send reports for future Board of Management meetings	FJ/CM	Complete