

Board of Management Meeting

Wed 17 November 2021, 16:30 - 18:30

Teams

Attendees

Board members

- David Sandison (Chair)
- Jane Lewis (Principal - Shetland UHI)
- Simon Clarke (Staff Director)
- Florence Jansen (Student Director)
- Karen Hall (Independent Director)
- Rory Gillies (Independent Director)
- Graeme Howell (Vice Chair)
- Simon Collins (Independent Director)
- Maria Bell (Independent Director)
- Angela Sutherland (Staff Director)
- Cally Mair (Student Director)

Also in Attendance

- Matt Sierocinski King
- Glenn Gilfillan

Apologies

- John Goodlad (Independent Director)
- Grant Cumming (Independent Director)

Meeting minutes

1. Welcome, Apologies, and Announcements

It was announced that UHI intends to activate second factor authentication for Admin Control in the new year.

2. Minutes of the previous meeting

SCo proposed and FJ seconded the minutes. The minutes were approved.

3. Matters Arising

There were no other matters arising

4. Reports from Committee Chairs

4.1. Finance and General Purposes Committee

GH updated on Finance and General Purposes Committee matters, including the delay of the November meeting to December, upcoming agenda items, and the schedule of meetings.

4.2. Search and Nominations Committee

DS updated on Search and Nominations Committee, and the schedule of appointments process.

DS confirmed that AS is to join Finance and General Purposes Committee.
DS also confirmed SC(ID) as chair of Human Resources and Remuneration Committee.

5. Employers Association Meeting update

JL updated on the most recent meeting of the Employers Association. Shetland UHI is a member of the Employers Association.

JL focused her update on:

- Pay Claim,
- Job Evaluation,
- General Teaching Council consultation
- Proposals on governance changes
- Establishing a fair work working group
- Future discussions around four-day week

SC(SD) raised a point regarding the status of SVQ Assessors as teaching staff or professional staff, as part of the job Evaluation process.

Action: JL to investigate the status of SVQ Assessors further.

6. Update from Partnership Council

JL gave a verbal update focused on:

- Student recruitment
- Regional Outcome Agreement

- Branding launch has been pushed back to March 2022.
- Gaelic Plan

The board discussed how SUHI should contribute to the Gaelic Plan consultation.

Action: To bring the Gaelic Plan as an agenda item to the next meeting.

7. Update on Board Development Plans

The Secretary reminded board members to fill in the Board Development and Training MS Form.

Action: Remaining Board members to fill in the Board Development and Training MS Form

8. Recognition and Procedures Agreement

JL updated the progress on the Recognition and Procedures Agreement.

The board were asked to accept the RPA so that the Local Negotiating and Consultation committee could be established. Clarification was made on which Unions the agreement applied to.

The agreement was unanimously approved by the board.

9. Principal's Report

JL presented the report.

JL highlighted:

- a meeting with the Cabinet Secretary.
- Student recruitment
- Staff recruitment
- BreatheHR
- Health, Safety, and Wellbeing
- Accreditations and approvals
- Space 101
- Islands Deal

- Professorial Lecture
- Learning and Teaching Grant (Congratulations were issued to SC (SD)).

FJ asked a question regarding the approval of the Island Deal. JL and GH clarified that the likelihood is next summer, though this is an estimate.

SC (ID) an update on the provision of fisheries short courses and gave praise to Laura Burden in particular for endeavouring to meet industry needs.

The board discussed the likelihood of changes in Covid restrictions, with praise given to the blended learning approaches of UHI.

10. *HISA By-Election Report

CM updated on the Freshers Week and other events. There was a reflection on how to make the events more inclusive to all age groups.

CM also updated on Student Voice Representatives, local by-elections.

FJ updated on the VPHE election; Heather Innes was duly elected. The number of voters exceeded 600 across the partnership.

Clarification was made by FJ regarding the SVR recruitment challenges after the question was raised by GH. FJ further highlighted those actions have been put in place to resolve these matters.

Action: Secretary to invite new HISA Shetland Officers to attend the next board meeting to introduce themselves.

Action: HISA to update on the recruitment of SVRs at Scalloway

11. Updated Committee Dates

The Secretary introduced the paper, and highlighted the changes suggested.

A clarification was made on the frequency of Learning Teaching and Research Committee.

It was mentioned that Finance and General Purposes Committee are reviewing their meeting dates at their December meeting

The dates of Committee meetings were approved, subject to Finance and General Purposes Committee changing their dates at their next meeting.

12. Any Other Business

Admin Control was raised as a discussion point. Many members raised the timing out of admin control.

A member attending the admin control training was not satisfied with its contents. The Secretary updated how training provision was being developed by UHI.

The committee discussed the technological logistics of hybrid meetings.

Action: Secretary to re-organise the structure of papers on Admin Control before the next meeting.

Action: Secretary to feedback to UHI the unhappiness of the board members in not having board packs sent to non-UHI email addresses.

Action: For hybrid meetings a central mic should be placed in the room and away from the secretary, seating should be arranged closer to the screen.

13. Date of Next Meeting

The date of the next meeting is 9th February 2022

Agenda Item	Action	Responsible	Progress
5	Investigate the status of SVQ Assessors further.	JL	Complete
6	Bring the Gaelic Plan as an agenda item to the next meeting.	JL	Complete
7	Remaining Board members to fill in the Board Development and Training MS Form	All	
10	Invite new HISA Shetland Officers to attend the next board meeting to introduce themselves	MSK	Complete
10	Update on the recruitment on SVRs at Scalloway	FJ/CM	
12	Re-organise the structure of papers on Admin Control before the next meeting.	MSK	Complete
12	Feedback to UHI the unhappiness of the board members in not having board packs sent to non-UHI email addresses.	MSK	Complete
12	For hybrid meetings a central mic should be placed in the room and away from the secretary, seating should be arranged closer to the screen	DS/MSK	Ongoing