

Shetland UHI Board of Management Meeting

Held on: Wed 9 February 2022, 16:30 - 18:30 via Teams

Attendees

Board members

- David Sandison (Chair)
- Jane Lewis (Principal - Shetland UHI)
- Simon Clarke (Teaching Staff Director)
- Florence Jansen (Student Director)
- Karen Hall (Independent Director)
- Rory Gillies (Independent Director)
- John Goodlad (Independent Director)
- Graeme Howell (Vice Chair)
- Grant Cumming (Independent Director)
- Simon Collins (Independent Director)
- Bell Maria (Independent Director)
- Angela Sutherland (Non-Teaching Staff Director)

Also in Attendance

- Glenn Gilfillan
- Isobel Johnson
- Matt Sierocinski King (Board Secretary)
- Harry Hickey

Meeting minutes

1. Welcome, Apologies, and Announcements

Mr Sandison (Chair) welcomed everyone to the meeting and asked Harry Hickey (HISA Shetland Scalloway Officer), to introduce himself. Harry Hickey introduced himself, and highlighted his campaign to deliver a student discount at Da Haaf Restaurant at the Scalloway Campus. The members of the Board introduced themselves to Harry.

Chair acknowledged Ms Jansen's resignation in her role as President of HISA, and Regional Student Director, and thanked her for her service on the Board.

The Chair spoke about the College's Scotland Open Letter on Cuts and did so in the context of finance cuts from the Scottish Government's Budget.

2. Minutes of the previous meeting

Mr Sandison (Chair) asked the Board of Management to review the confidential minutes of the previous meeting, and the non-confidential minutes of the previous meeting for matters of accuracy.

Mr Howell (Vice-Chair) moved confidential minutes of the previous meeting for approval, and Ms Hall (Chair of Learning, Teaching, and Research Committee and Independent Director) seconded the confidential minutes for approval. Mr Clarke (Teaching Staff Director) moved non-confidential minutes of the previous meeting for approval, and Ms Jansen (Regional Student Director) seconded the non-confidential minutes for approval.

Decision: The Board of Management approved the confidential minutes of the previous meeting as a true and accurate record of the meeting.

Decision: The Board of Management approved the non-confidential minutes of the previous meeting as a true and accurate record of the meeting.

3. Matters Arising

Mr Sandison (Chair) highlighted the only matter arising to be addressed to the Board of Management as Student Voice Representatives at Scalloway, and asked HISA to report upon on them.

3.1. Student Voice Representatives at Scalloway

Ms Jansen (Regional Student Director) explained to the Board of Management that the number of Scalloway Student Voice Representatives had not increased much since they were last drawn to the Board of Management's attention at the previous meeting of the Board of Management in November. Ms Jansen reported that that Harry Hickey's appointment as HISA Scalloway Officer has led to an increased awareness of student course structures for HISA.

Professor Lewis (Principal) reported to the Board of Management that Laura Burden had been tasked to oversee the development of Student Voice Representatives at Scalloway, on behalf of the Shetland UHI Senior Management Group.

4. Reports from Committee Chairs

Mr Sandison (Chair) asked each chair of the Board of Management Committees to report on their work since the last meeting of the Board of Management in November.

4.1. Finance and General Purposes Committee

Mr Howell (Chair of Finance and General Purposes Committee) updated the Board of Management on the work undertaken by Finance and General Purposes Committee.

Mr Howell drew the Board of Management's attention to the financial workshop delivered by Ms Johnson and Mr Gilfillan to Finance and General Purposes Committee in January. Mr Howell thanked Ms Johnson and Mr Gilfillan for their preparation and delivery of the workshop, noting that Finance and General Purposes Committee found it to be informative and useful for their work,

Mr Howell also updated the Board of Management on the work undertaken by Finance and General Purposes Committee, Ms Johnson and Mr Gilfillan regarding the budget and 5 year financial forecast, noting that the Board of Management were about to hear more about both shortly.

Outside of committee, Mr Howell reported that he had met with SUHI staff in order to assist with the business development of SUHI.

4.2. Search and Nominations Committee

Mr Sandison (Chair) updated the Board of Management, as Chair of Search and Nominations Committee, on the recruitment process for Independent Directors that Search and Nominations Committee had undertaken. Mr Sandison explained that three successful appointments had been made, but were subject to successful Protection of Vulnerable Groups checks before their appointments could be affirmed.

4.3. Learning, Teaching and Research Committee

Ms Hall (Chair of Teaching, Learning, and Research Committee) updated the Board of Management on the discussions that Learning, Teaching and Research Committee had undertaken at the meeting of Learning, Teaching and Research Committee in the previous week.

Ms Hall, in particular drew the Board of Management's attention to the reflection on the results of recent student surveys, the recent staff development conference, the entirely virtual nature of HISA Con, performance monitoring, the approval of standardised policies, and the development of the Centre for Sustainable Seafood.

4.4. Human Resources and Remuneration Committee

Mr Collins (Chair of Human Resources and Remuneration Committee) updated the Board of Management on the discussions that Human Resources and Remuneration Committee had undertaken during the most recent meeting of Human Resources and Remuneration Committee in November. Mr Collins drew the Board of Management's attention in particular to the updating of Human Resource and Remuneration Committee's Terms of Reference, the pledge that all members of Human Resources and Remuneration Committee had given to undertake CDN remuneration committee training modules before the end of the calendar year, the Local Recognition and Procedures Agreement, and the work undertaken to produce a new Senior Management Team structure for Shetland UHI.

The Board of Management sought clarification on the Distant Islands Allowance, and whether it should be included in the Living Wage Calculation. Professor Lewis (Principal) confirmed that the answer was to treat both separately.

5. Update from Partnership Council

Professor Lewis (Principal) gave a verbal update on the work undertaken by Partnership Council. Professor Lewis drew the Board of Management's attention to the latest information regarding student recruitment for 2021/22 across the partnership and impact it would have on funds from the Scottish Funding Council, the successful recruitment of new Vice-Principal roles at UHI,

the Gaelic Language Plan that was also brought forth to this meeting of the Board of Management, plans for Graduation Ceremonies for 2022, and the Duke of Edinburgh Award.

6. Principal's Report

Professor Lewis (Principal) introduced her report. In particular, Professor Lewis drew the Board of Management's attention to the fact that Shetland UHI were still awaiting the latest Scottish Government Guidance on Covid restrictions for further education and higher education establishments, the enrolment figures including that of short courses, the research projects currently being undertaken by Shetland UHI, the development of the Islands Deal and the specific funding projects for Shetland UHI, and the recent achievements of some of Shetland UHI's students.

Mr Collins (Independent Director) highlighted the increased positive impact SUHI has had on the Fishing Industry.

7. Gaelic Language Plan

Professor Lewis (Principal) introduced the Gaelic Language Plan. In particular, Professor Lewis highlighted to the Board of Management that the Gaelic Language Plan was going to Bord na Ghaidhlig and various committees at UHI for final development and approval, that a core function of the Gaelic Language Plan was to set commitments to enhance Gaelic both regionally and locally. Professor Lewis reassured the Board of Management that further discussions were being had regarding Shetland Language.

The Board of Management discussed the Gaelic Language Plan.

Decision: The Board of Management noted and approved the actions within the report that are placed on SUHI, and developing the Shetland Language further

Action: Beth Mouat to update the Board of Management on how the Shetland language could be advanced.

8. Visual Identity Update

Professor Lewis (Principal) introduced the Visual Identity Update, and highlighted the work undertaken across two years, the stakeholders involved, and the positive reception it has received from staff, students, and potential students.

Mx Sierocinski King (Board Secretary) showed the Board of Management the Visual Identity Video produced by UHI.

The Board of Management discussed the visual identity update. Professor Lewis highlighted that UHI is supporting SUHI with update of signs. The launch of the new visual identity is at the end of March.

9. Any Other Business

Mr Sandison (Chair) gave thanks to Ms Jansen in her service, along with other members of the Board of Management including Mr Howell (Vice Chair) who wished Ms Jansen all the best.

10. Date of Next Meeting

Date of next meeting is 11th May.

Decision: The Board of Management agreed that this could be in person should Covid guidance permit.

Agenda Item	Action	Responsible	Progress
7	Update the Board of Management on how the Shetland language could be advanced.	Beth Mouat	