

Transition Board – College Merger**WebEx****Wednesday 23 September 2020, 4.30pm****Present:****Board Members**

Davie Sandison Non-Executive Member [*Chair*]
Jane Lewis Principal Designate
Glen Gilfillan NAFC staff rep
Beth Mouat NAFC staff rep
Andrew Anderson SIC SC staff rep
George Wallington SIC SC staff rep
Cally Mair HISA
Flo Jansen HISA
Lauren Doughton Non-Executive Member
Karen Hall Non-Executive Member
Graeme Howell Non-Executive Member
John Goodlad Non-Executive Member

Apologies

Jean Urquhart [*received after the meeting*]

Observers

Christine Ferguson SIC Director of Corporate Services
Willie Shannon Principal, NAFC Marine Centre UHI
Peter Campbell Chair, Shetland College UHI

Board Support

Jacqui Clark SIC [*Minutes*]
Fiona Larg UHI
Sharon Drysdale SFC

Minute Ref	Item
Welcome and Apologies	Mr Sandison opened the meeting and welcomed everyone. It was noted that Mr Howell would be late joining the meeting.
Minute Shadow Board – 5 August 2020	The minutes recording the appointments of Mr Sandison and Ms Jansen were noted. The confidential minute of the meeting held on 9 th September 2020 was confirmed. Except as undernoted, the minute of meeting held on 9 th September 2020 was confirmed: Page 2, Mr Goodlad had said he had found the HISA report illuminating.
Matters arising	None.

Minute Ref	Item
<p>Terms of reference for committees TB2020-13</p>	<p>It was noted these were based on standard templates from other academic partners within UHI.</p> <p>Mr Campbell enquired why the Chair was not ex-officio on the Learning, Teaching and Research Committee but was on the other two circulated. Ms Larg said she would look into that.</p> <p>Mr Anderson asked if it was possible for there to be reference to national bargaining and recognition and procedural arrangement (RPA) within HR. This was agreed.</p> <p>Following discussion, it was noted that the Nominations Committee had to be established first in order to proceed. The skills audit would be aligned to agreeing memberships of committees. It was agreed to circulate a draft for the Nominations Committee and obtain approval via email in order to not delay progress.</p> <p>Decisions/Actions: It was agreed that:</p> <ul style="list-style-type: none"> ○ Ms Larg would check if the Chair was not Ex-Officio on the Learning, Teaching and Research Committee ○ Reference to national bargaining and having a RPA would be included in the HR & Remuneration TOR ○ The Nominations Committee TOR would be drafted by Prof. Lewis and circulated for approval.
<p>To approve request for Shetland UHI Ltd to become a new members of LGPS TB2020-14</p>	<p>Prof. Lewis introduced the paper and explained that it provided background regarding pension cessation and an overview of what the new college as employer would be responsible for. It was noted there was a need to proceed quickly as the next meeting of the Pension Board would be in November.</p> <p>Ms Jansen sought clarification surrounding the fully funded option detailed within the description of the Council decision. Prof. Lewis explained that was with regard to the pension bond.</p> <p>Decisions/Actions: It was agreed that Prof. Lewis would submit the request to become an admitted body to the Shetland Islands Pension Fund.</p>
<p>To consider outcomes of the consultation on the new college name and logo TB2020-15</p>	<p>In introducing the paper, Prof. Lewis stated that she had been delighted with the responses received during the engagement and in particular from students. Ms Mair echoed this and said she was really happy to see the number of student responses received.</p> <p>Prof. Lewis suggested to the Board that the name Shetland UHI be approved. Mr Goodlad said he wholly supported that and was delighted to see that the results were very clear.</p> <p>Decisions/Actions: It was agreed that Prof. Lewis would write to UHI to inform them formally that the name of the new merged college would be Shetland UHI.</p>

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	<p>Prof. Lewis then outlined the suggestions and feedback that had been received regarding the logo. There were clear themes linked to maritime and Shetland, including the flag. It was suggested by Ms Doughton to ask the designers to provide a logo design option that was inspired by the aspirations of the college. She agreed to check over the brief before it was sent to the design team at UHI.</p> <p>Decisions/Actions: It was agreed that the design team at UHI would be asked to provide three logo design ideas. 1 inspired by maritime, 1 inspired by the Shetland flag and 1 which reflects the aspirations of the college.</p> <p>Ms Doughton would check the brief prior to submission to the design team at UHI.</p> <p>It was noted that once the logo design ideas were received they would be circulated to staff and students for feedback.</p>
<p>Update – Merger Working Group</p>	<p>It was noted that a new member of staff was starting in a business development role the following Monday and that they would be prioritising getting merger workstreams underway.</p> <p>Preparatory arrangements for the SFC engagement sessions had also been taking place. It was noted that three members of the Transition Board would be invited to attend a meeting on 30th September along with Mr Sandison as Chair.</p> <p>Ms Drysdale provided information on the sessions and stated that there would be online meetings and also calls with external stakeholders who took part in the consultation in the summer. She said that the SFC representatives would include herself, Martin Fairbairn and two others including a Board member.</p> <p>Prof. Lewis highlighted that a great deal of work in the last week in particular had been focussed on completing the Strategic Outline Case for the Islands Deal Campus Development Project. She thanked everyone who had contributed.</p>
<p>Any other Business</p>	<p>Ms Jansen and Mr Sandison were required to complete a conflicts of interest form.</p> <p>Decisions/Actions: Ms Larg would ask Nicholas Oakley to send conflict of interest forms to Ms Jansen and Mr Sandison.</p> <p>Prof. Lewis reminded board members that it was important to complete the skills audit form and to also provide a short biography with a photo for the website.</p> <p>In response to an enquiry from Mr Wallington, Prof. Lewis confirmed that minutes are shared on the website only after they have been approved at the following meeting. All agenda papers are published after the meeting has occurred.</p>

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Next meeting	<p>The date of the next meeting is 21st October 2020.</p> <p>The training dates detailed in the paper and date of November meeting were noted.</p> <p>Mr Sandison said that he hoped to have regular conversations with board members and said if any member had a query or wished to have a discussion they were to contact him.</p> <p>The meeting concluded at 5.25pm.</p>

END

Minute Ref	Decision / Action	Update / Progress
Terms of reference for committees TB2020-13	It was agreed that: <ul style="list-style-type: none"> ○ Ms Larg would check if the Chair was not Ex-Officio on the Learning, Teaching and Research Committee ○ Reference to national bargaining and having a RPA would be included in the HR & Remuneration TOR ○ The Nominations Committee TOR would be drafted by Prof. Lewis and circulated for approval. 	Complete Complete. Complete.
To approve request for Shetland UHI Ltd to become a new members of LGPS TB2020-14	It was agreed that Prof. Lewis would submit the request to become an admitted body in the Shetland Islands Pension Fund.	Complete
To consider outcomes of the consultation on the new college name and logo TB2020-15	It was agreed that the design team at UHI would be asked to provide three logo design ideas. 1 inspired by maritime, 1 inspired by the Shetland flag and 1 which reflects the aspirations of the college. Ms Doughton would check the brief prior to submission to the design team at UHI.	Complete In progress
Any other Business	Ms Larg would ask Nicholas Oakley to send conflict of interest forms to Ms Jansen and Mr Sandison.	Complete