

Transition Board – College Merger

Microsoft Teams

Wednesday 17 February 2021, 4.30pm

Present:

Board Members

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

Apologies

John Goodlad	Non-Executive Member
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Observers

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

In attendance

Brendan Hall	Business Development and Projects Officer
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Board Support

Fiona Larg	UHI
Sharon Drysdale	SFC
Jacqui Birnie	SIC [Minutes]

Minute Ref	Item
Welcome and Apologies	Mr Sandison opened the meeting and welcomed everyone.
Minute Transition Board – 20th January 2021	Mr Anderson asked for his query on page 5 regarding impact of Covid-19 to be changed to impact on student numbers rather than delivery methods. The minutes were confirmed, subject to the requested amendment being made.
Minute Transition Board – 3rd February 2021	The minutes were confirmed.
Matters arising	The bank account has been opened.

Minute Ref	Item
<p>Update from Learning, Teaching and Research sub-committee</p>	<p>Ms Hall, Chair of the Learning, Teaching and Research Sub-Committee, provided a brief update of the first meeting. She reflected on the vast range of courses and training on offer. She added how she had been really impressed by the ambition, how staff had considered what could be different and how things could be developed.</p>
<p>Paper on next steps and assignment TB2021-7</p>	<p>Prof. Lewis outlined the steps towards MMBC and merger endorsement. Ms Drysdale confirmed that there had been a delay with signatures as their Chief Executive had been unwell. She further confirmed that the MMBC and merger would hopefully be endorsed during week commencing 15th March 2021.</p> <p>Prof. Lewis then outlined the preparations for being assigned to UHI. It was noted that the financial memorandum, which would be in place with UHI once assigned, was not circulated due to its size. It will be reviewed by at the next meeting of Finance and General Purposes committee. However, a copy can be provided to other Board members if requested.</p> <p>Mr Howell asked if there were any areas of significant risk within the steps outlined which the Board had to be mindful of. Ms Larg said that she felt that this set out the steps clearly and that she would highlight any issues. She added that internal audit within UHI would appraise and report to SFC and that she had suggested that a gap analysis be undertaken in due course.</p> <p>It was noted that the assignation process was captured within the risk register and governance matters.</p> <p>In response to a query from Mr Anderson regarding the nature of consultation by the Scottish Government Ms Larg said that the most recent within UHI had been Argyll. Her recollection was that consultees included the other colleges within the partnership. Ms Drysdale offered to share with the board section 7c of the 2005 act, which specifically refers to assignation.</p> <p>Decisions/Actions: Ms Drysdale to share detail on assignation from the Further and Higher Education (Scotland) Act 2005.</p> <p>Following discussion, Ms Drysdale said that delays with Argyll had in part been due to established practices whereas Shetland UHI was a phoenix model and therefore delays for those reasons should not be encountered as everything was new.</p>
<p>Update – SFC engagement (paper) and timeline (verbal)</p>	<p>It was noted there were still challenges with getting a copy of the paper circulated to the Board. Ms Drysdale confirmed she would forward to Prof. Lewis as soon as available.</p> <p>Decisions/Actions: Ms Drysdale to send the SFC Engagement Report to Prof. Lewis for circulation to the board.</p>

<p>Update - Merger Working Group TB2021-8</p>	<p>Dr Hall outlined key points from the report, including progress updates as follows:</p> <ul style="list-style-type: none"> ○ PVG checks for new board members were being progressed. Hope to be finalised before next meeting ○ Bank account was opened. Dr Hall thanked members for their cooperation with the application process, which was more challenging due to Covid-19 ○ SPPA had been back in touch and this was being followed up on ○ Scoping exercises for workstreams had been progressing and work would now be focussed on developing the actions ○ ICT transition planning was progressing and student records was also going to be considered. It was important to ensure disruption would be minimised ○ Branding had not moved forward as UHI marketing team had been busy with the undergraduate prospectus. Dr Hall would be following up again. <p>In response to a query from Mr Sandison, Dr Hall confirmed that there was progress on looking at the impact of integrating e.g. Tech 1 with other systems.</p>
<p>Update from Partnership Council TB2021 – 6</p>	<p>Prof. Lewis asked for it to be noted that the discussion on Growth Deals had been helpful. A bid with Lews Castle was being prepared for campus development in support of preparing the Outline Business Case.</p> <p>It was noted that Prof. Todd Walker, the new UHI Principal and Vice Chancellor, had taken up post.</p>
<p>Any other Business</p>	<p>None.</p>
<p>To note Transition Board Schedule and date of next meeting 17th March 2021 TB2020-36</p>	<p>Additional or new dates had been detailed in bold.</p> <p>A discussion followed on the length of time allocated for presentation and discussion for the development sessions. It was noted that the intention was for high level presentation and that there could be potential for further sessions later if required. In order to ensure the best use of allocated time for each session, it was agreed that questions be prepared for the board. A suggested framework for the session, whilst avoiding being too prescriptive, could also prove helpful in ensuring staff were clear on what they were being asked to prepare for the session. Prof. Lewis would ensure that was clearly communicated.</p> <p>Decisions/Actions: Prof. Lewis to ensure the sections are briefed appropriately prior to the development sessions with the board and that board questions are prepared in advance.</p> <p>It was noted that a further Search and Nominations Committee meeting would have to be organised once the new members were appointed.</p> <p>The Chair thanked everyone for their contributions to the meeting.</p> <p>The meeting concluded at 5:40pm.</p>

END

Minute Ref	Decision / Action	Update / Progress
TB2021-7	Ms Drysdale to share detail on assignation from the Further and Higher Education (Scotland) Act 2005.	
TB2021-5	Ms Drysdale to send the SFC Engagement Report to Prof. Lewis for circulation to the board.	
TB2020-36	Prof. Lewis to ensure the sections are briefed appropriately prior to the development sessions with the board and that board questions are prepared in advance.	