

Board of Management

Wed 18 August 2021, 16:30 - 18:30

Attendees

Board members

David Sandison (Chair), Jane Lewis (Principal - Shetland UHI), Andrew Anderson (Staff Director), Beth Mouat (Staff Director), Cally Mair (Student Director), Graeme Howell (Independent Director), John Goodlad (Independent Director), Rory Gillies (Independent Director), Grant Cumming (Independent Director), Karen Hall (Independent Director), George Wallington (Staff Director), Lauren Doughton (Independent Director)

Also in Attendance

Matt Sierocinski King (Board Secretary), Kevin Briggs, Brendan Hall

Meeting minutes

1. Welcome, Apologies, and Announcements

David Sandison

To welcome directors and visitors to the board of management

DS welcomed everyone to the meeting and announced that this was the first official meeting of Shetland UHI's Board of Management


Apologies received from: Betty Fullerton, Steven Collins, Florence Jansen


DS announced `announcements re: Fiona McLean and Alastair McColl

2. Minutes of the previous meeting

David Sandison

BOM-2020-01, BOM-2021-02 and BOM-2021-03 were approved as accurate records of the previous meetings

 BOM-2021-01 DRAFT TB 072121 Minutes of meeting.pdf

 BOM-2021-02 CONFIDENTIAL TB 072121 Minutes of meeting DRAFT.pdf

 BOM-2021-03 CONFIDENTIAL RECOVERED TB 072121 Minutes of meeting.pdf

3. Matters Arising

David Sandison

It was reported that condition survey has gone out to tender and two quotes have been received. UHI is funding £10,000 towards the survey.

4. Reports from Committee Chairs

David Sandison

The Chair introduced the reports section

4.1. Finance and General Purposes Committee

Graeme Howell

GH updated on the work of the meeting, with a focus on updating on budgeting process, future agenda structure, financial handbook, and Islands Deal

4.2. Learning, Teaching and Research Committee

Karen Hall

The next meeting is to be scheduled for September

4.3. Search and Nominations Committee

David Sandison

No update

4.4. Audit Committee

Betty Fullerton

The next meeting is to be scheduled for September

4.5. Human Resources and Remuneration Committee

David Sandison

The next meeting is to be cancelled, with members of the committee to sign up and complete CDN online training modules on remuneration.

Action: Members of Human Resources and Remuneration Committee are encouraged to sign up for and complete CDN Remuneration Training.

5. Update from Partnership Council

Jane Lewis

No update from partnership council. This agenda item is to be starred for future meetings.

Action: The Secretary will star this item for future meetings

6. Verbal Update on Board Development Plans

Matt Sierocinski King

The Secretary updated the board on the current progress on Board Development Plans, including the announcement of Student Director Induction Training from CDN and more to follow for other Directors. While news on these training is yet to be forthcoming from CDN, board members are encouraged to sign up for and complete online modules run by CDN.


Action: The Secretary is to send instructions as to how to sign up and engage with the CDN training modules.

7. Merger Update

Brendan Hall

BH updated the Board on the Merger after vesting.

The board recorded its thanks to BH, Elaine Laurensen and Isobel Johnson in the work they had undertaken to achieve the vesting of Shetland UHI

 BOM-2021-04 2021- Merger Update August 2021 v02.pdf

8. Academic Year Update

Kevin Briggs

KB briefed the board on the paper. focusing on 1m rule, masks, blended learning, CELCAT, induction, students on campus, recruitment and retention and vocational training.

The board discussed the general mood of students, and marketing, curriculum review.

 BOM-2021-05 Board paper August Shetland UHI.pdf

 BOM-2021-05 College Board Report cover sheet August 2021.pdf

9. Standing Orders for Staff Elections

Matt Sierocinski King

The Secretary updated the Board, and clarified how the election rules work in practice.

GW highlighted a numbering error in the document.

The Board approved the Standing Orders for elections.

Action: The Secretary to amend the numbering in the standing orders.

 BOM-20201-06 Staff Director Elections Standing Orders.pdf

10. Staff Director Election Pack

Matt Sierocinski King

The Secretary updated the contents of the board and the feedback received from trade union representatives.

The board debated the context in which a staff director was acting as a representative, or as experts as staff.

GH suggested the clarification on the number of staff directors on page 2 paragraph 4.

Action: The Secretary shall amend the pack in line with GH's suggestion.

 Shetland UHI Staff Director Election Pack.pdf

 BOM-2021-08 Staff Director Election Pack.pdf

11. Risk Register

Matt Sierocinski King


Presentation

The Secretary demonstrated the risk register framework. JL informed the board about the structure of the template and the standard risks.

The board approved the framework. JL was delegated the responsibility to advance the content for the risk register.

Action: JL to lead on the updating the content of the Risk Register

 BOM-2021-07 Risk Register.pdf

 BOM-2021-07_Shetland_UHI_Risk_Management_Criteria.xlsx

12. Updated Committee Dates

Matt Sierocinski King

The Secretary presented the amended dates.

Action: The Secretary will confirm the dates with the respective chairs of Audit Committee, and Learning Teaching, and Research Committee and Human Resources and Remuneration Committee.

 BOM-2021-09 Board and Committee Dates Update.pdf

13. Any Other Business

David Sandison

Action: The Secretary is to complete the process for obtaining UHI email addresses for Independent Directors.

14. Date of Next Meeting

David Sandison

Action: GH to chair at the next meeting

Graeme Howell
Independent Director

Date