

# Board of Management Meeting 3/4 2022-2023

Wed 29 March 2023, 16:30 - 18:30

A3 Lerwick, and via Teams

## Attendees

### Chair

- David Sandison (Chair of the Board of Management, Chair of Search and Nominations Committee, Absent from 13, 14, 15, 15.1, 15.2, 15.3, 16, 16.1, 16.2, 17, 17.1, 17.2, 18, 18.1, 18.2, 18.3, 18.4, 19, 19.1, 20, 20.1, 21)
- Graeme Howell (Vice Chair of the Board of Management, Chair of Finance and General Purposes Committee, Senior Independent Member)

### Board Members (Attending in Person)

- Lauren Doughton (Chair of Audit Committee, Absent from 1, 1.1, 2, 3)
- Angela Sutherland (Non-Teaching Staff Director)
- Jane Lewis (Principal - Shetland UHI)

### Board Members (Attending Via Teams)

- Karen Hall (Chair of Learning, Teaching, and Research Committee, Absent from 13, 14, 15, 15.1, 15.2, 15.3, 16, 16.1, 16.2, 17, 17.1, 17.2, 18, 18.1, 18.2, 18.3, 18.4, 19, 19.1, 20, 20.1, 21)
- Simon Clarke (Teaching Staff Director)
- Claire Christey (Independent Director)
  
- Absent: Maria Bell (Independent Director)
- Rory Gillies (Independent Director)

### Also In Attendance (Attending in Person)

- Sheena Stewart (UHI Observer)
- Gemma MacGregor (Vice Principal Operations, Absent from 1, 1.1, 2, 3, 4)
- Matt Sierocinski King (Board Secretary)

### Also In Attendance (Attending Via Teams)

- Shelly McInnes (Director of Finance, Absent from 13, 14, 15, 15.1, 15.2, 15.3, 16, 16.1, 16.2, 17, 17.1, 17.2, 18, 18.1, 18.2, 18.3, 18.4, 19, 19.1, 20, 20.1, 21)

### Apologies

- Sinead Lucock (Student Director)
- John Goodlad (Independent Director)
- Laura Burden (Depute Principal Tertiary)

# Meeting minutes

## Opening Items

### 1. Welcome, Apologies, and Announcements

Mr Sandison (Chair of the Board of Management) welcomed everyone to the meeting. the Chair of the Board of Management gave extended welcomes to Mrs Stewart (UHI Observer) attending her first meeting of the Board of Management in person, on her first visit to the Shetland Islands, and to Mrs Sue Beer as a Student Director.

Apologies were noted from Ms Lucock (Student Director). Mr Goodlad (Independent Director) was expected to join the meeting late, however this did not transpire, and therefore his apologies were noted.

#### 1.1. Appointment of Board Members

**Decision:** The Board of Management approved the appointment of Mrs Sue Beer as a Student Director to the Board of Management.

### 2. Declarations of Interest

Mr Sandison (Chair of the Board of Management) asked if any member had a declaration of interest to make. None were made.

### 3. Minutes of the previous meeting

Mr Sandison (Chair of the Board of Management) asked for members of the Board of Management to review the confidential minutes of the previous meeting for matters of accuracy. No amendments were made. Doctor Clarke (Teaching Staff Director) proposed the confidential minutes for approval and Ms Sutherland (Non-Teaching Staff Director) seconded the confidential minutes for approval.

The Chair of the Board of Management asked for members of the Board of Management to review the non-confidential minutes of the previous meeting for matters of accuracy. No amendments were made. The Non-Teaching Staff Director proposed the non-confidential minutes for approval and the Teaching Staff Director seconded the non-confidential minutes for approval.

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

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

## 4. Matters Arising

Mr Sandison (Chair of the Board of Management) went through the confidential actions from the previous meeting and the non-confidential actions from the previous meeting. All actions were either on agenda or completed.

During the course of this agenda item, Doctor Doughton (Chair of Audit Committee) joined the meeting in person.

## Standing Items

### 5. Principal's Report

Professor Lewis (Principal) gave the Principal's report. She focussed on:

1. The academic review, that was underway.
2. UHI 2024. The Principal noted that a full paper from UHI is to follow via correspondence. She noted her happiness on the progress of UHI2024.
3. Enrolment figures. The Principal noted a strong interest in Part Time Further Education, along with the challenge that Shetland UHI has in order to meet the credit target, but has quiet confidence on doing so. She drew attention to the success of senior phase applications, and industry courses with over 80 applications received so far. The Principal spoke to the Board of Management regarding students' desire to do technical qualifications at Shetland UHI that they cannot do at school. Mr Howell (Vice Chair of the Board of Management) asked how this can be incorporated in plans for next year. The Principal responded that she was focused on how Shetland UHI can meet the demand for future years. Doctor Clarke (Teaching Staff Director) also mentioned the breakthrough and also gave thanks to Mrs Burden (Depute Principal Tertiary). He also noted the cross over between school and college for senior phase students, and future enrolment.
4. The launch of the Skills, Health and Social Care Academy. The Principal noted that staff had recently been trained on a mental health first aid course.
5. Large amount of money (£186,000) received from Defra's UK Seafood fund to focus on aquaculture. The Principal noted the industry excitement.
6. Apprentices. The Principal informed the Board of Management with regards to the good news coming from Skills Development Scotland with regards to additional £11,000 to the expenses element of the contract. She explained that there was no news from Skills Development Scotland regarding a Scotland-wide apprentice programme for the next academic year.
7. Marine Science. She outlined the publications produced, and drew the Board of Management's particular attention to the Shetland Fisheries Association 75-year publication. She also informed the Board of Management that the Shetland Marine Plan had been submitted to the Scottish Government, and Shetland awaits its approval from ministers.
8. Centre for Islands Creativity. The Principal highlighted to the Board of Management matters relating to the collaboration between Shetland UHI, the University of the Arctic and Scottish Islands Futures.
9. Health and Safety. The Principal raised concerns with regards to the exterior cladding at the Lerwick Campus.

10. Islands Deal. The Principal noted that this had been signed off in January 2023, and full business cases are currently being developed. She also noted that Shellvoution had received additional input from an external consultant as secured by UHI. The Principal explained that the Campus Redevelopment project leader role has also been funded and is now being recruited for.
11. Modern Apprenticeship Week. She updated on the breadth of success Shetland UHI students had achieved including one student making progress in the Screwfix apprentice of the year competition
12. Events. The Principal thanked those present who attended Space Day and Discover the Deep events.

The Principal also confirmed that Port Arthur House is now open and has student residents. The Board of Management discussed the Principal's Report. Mr Howell (Vice-Chair of the Board of Management) announced that he loved Space Day.

Mrs MacGregor (Vice-Principal Operations) joined the meeting at the start of this agenda item.

**Noted:** The Board of Management formally recorded their thanks to Mrs Burden (Depute Principal Tertiary) regarding her work on boosting Senior Phase applications.

**Action:** The Vice-Chair of the Board of Management shall introduce the Principal to Antony Standing of Skills Development Scotland.

**Action:** Mx Sierocinski King (Board Secretary) shall send the UHI2024 paper to the Board of Management.

## Finance Section

### 7. Five Year Forecast Review

Ms McInnes (Finance Director) spoke to the Board of Management that the Five Year Forecast Review was due to SFC in September, and that it would come to the next meeting of the Board of Management as a draft.

**Action:** The Finance Director shall prepare the Five Year Forecast Review to come to the next meeting of the Board of Management.

**Action:** Mx Sierocinski King (Board Secretary) shall add the Five Year Forecast Review to the agenda of the next meeting of the Board of Management.

### 10. Cash Advances

Professor Lewis (Principal) updated the Board of Management that Shetland UHI had received a £200,000 cash advance for March 2023, and that Shetland UHI would not need one for April 2023, but Shetland UHI is expected to need one in May 2023.

## Development of Shetland UHI

### 11. Progress to Assignment of Shetland UHI

Professor Lewis (Principal) updated the Board of Management on the progress of the process of Shetland UHI obtaining Regional Strategic Body assignment to University of the Highlands and Islands. with the work undertaken by Mx Sierocinski King (Board Secretary) and the Principal. The Principal explained to the Board of Management that Jason Thurlbeck, Head of Internal Audit at UHI had responded to the Principal, updating her on his thoughts, and requested that further detail was needed with regards to work undertaken to demonstrate in Principal's Reports, how Shetland UHI meets its Regional Outcome Agreement obligations.

She also spoke about the development of Key Performance Indicators, and how this will be reported on in the assignment document. She informed the Board of Management that a report from Jason Thurlbeck will be forthcoming.

The Principal mentioned that in the letter of comfort from SFC, there was a mention of Shetland UHI being assigned by the 1st August. She noted the 12 week consultation timeline, and explained that if there were to be a twelve week public consultation on the assignment of Shetland UHI to University of the Highlands and Islands as the Regional Strategic Body, this consultation would have to start no later than 9th May 2023, and therefore all residual work, resulting from the feedback from Jason Thurlbeck, would have to be complete ahead of this date. Mrs Stewart (UHI Observer) informed the Board of Management that the consultation process for UHI Argyll was four weeks.

**Action:** The UHI Observer shall work closely with Jason Thurlbeck to support the process of Shetland UHI becoming assigned to University of Highlands and Islands as the Regional Strategic Body.

### 12. Risk Register

Professor Lewis (Principal) spoke to the Risk Register, noting the work that is ongoing at the committees of the Board of Management, along with ongoing consultation within operational committees of Shetland UHI. She explained that the Sustainability risk's development is ongoing, and that Mx Sierocinski King (Board Secretary) will shortly be presenting on the Governance risk to the Board of Management.

#### 12.1. Governance Risk

Mx Sierocinski King (Board Secretary) gave a presentation on the Governance risk. The presentation focused on the impact of Governance Failure and the mitigating actions that were being undertaken, along with where responsibility lay.

The Board of Management discussed the recruitment challenge, and the need for members of the Board of Management to directly support the recruitment process of Independent Directors. The Board of Management felt that the risk likelihood pre-mitigation actions and post-mitigation actions cases should move up one point further on the likelihood scale.

Mrs Stewart (UHI Observer) mentioned the option of co-opting observers and widening the geographical pool from which Independent Directors were recruited from. This was discussed by the Board of Management, along with prioritising need for skills. Mrs Beer (Student Director) raised the issue of absences to meetings by existing members of the Board of Management. Ms Hall (Chair of Learning, Teaching, and Research Committee) mentioned the functionality of hybrid meetings, and the time commitment required by members of the Board of Management.

**Decision:** The Board of Management accepted the presentation details of the Governance Risk and agreed that the risk levels with the likelihoods adjusted approved by one level.

**Action:** The Board Secretary shall send the presentation to Professor Lewis (Principal)

## Board Development

### 13. Board Engagement

Professor Lewis (Principal) introduced the paper on Board Engagement. The paper focused on, firstly the set up of board meetings, secondly, the pattern of workshops, and thirdly, engagement of the Board of Management with college staff and students.

The Principal laid out the options to the Board of Management under the three focus areas, and began the discussion on meetings for 2023/2024, where the options were as follows:

1. Maintain the status quo: committees online with all board meetings in person (hybrid involvement where needed)
2. Keep the committees online, holding two Board of Management meetings in person and two Board of management meetings on line
3. All meetings of Board of Management and Committees to be held online-only.

The Board of Management discussed the options presented. Mrs Beer (Student Director) raised the issue of recruitment and accessibility of meetings should Board of Management meetings were held wholly in person. Ms Christey (Independent Director) mentioned the importance of flexibility. Mr Howell (Vice-Chair of Board of Management) felt hybrid meetings didn't work. Doctor Doughton (Chair of Audit Committee) felt that hybrid meetings should remain as an option, and raised the matter of cost of transportation of members of the Board of Management who resided and/or worked outside of the Shetland Mainland to in-person meetings, and only allowing mitigating circumstances for their engagement in meetings via hybrid means. Doctor Clarke (Teaching Staff Director) spoke to the challenges of hybrid meetings, and the timings of meetings. Ms Hall (Chair

of Learning, Teaching, and Research Committee) supported the hybrid meetings option, connecting it to net-zero targets, and spoke further on the topics of online meetings as well as the timing of meetings. Ms Sutherland (Non-Teaching Staff Director) and the Student Director raised further points regarding hybrid meetings, and whether a cover paper for the whole meeting, could be created, to guide members of the Board of Management, with regards to how they could manage their focus when reading Board Packs. The Student Director also raised the topic of board members' expenses. The Principal clarified that claims of expenses can be made for travel for meetings.

Ms Hall (Chair of Learning, Teaching, and Research Committee) left the meeting during this agenda item, along with the Mr Sandison (Chair of the Board of Management). Chair responsibilities were therefore handed over to Mr Howell (Vice-Chair of the Board of Management). Ms McInnes (Finance Director) also left the meeting during this agenda item.

The Vice-Chair of the Board of Management summarised comments made and addressed the matter of good governance. The discussion moved the utilisation of the equipment and behaviour. During the discussion on meetings, Mx Sierocinski King (Board Secretary) gave the Board of Management examples of how meetings are conducted at UHI North Highland, SAMS, UHI Inverness, UHI Moray, UHI Outer Hebrides, setting out the time of day they meet, and whether they meet in person or online.

The Board of Management moved on to discuss the topic of workshops for the Board of Management for the forthcoming academic year. The options were as follows:

1. Two 'all-day' workshops in person on a Saturday, with the suggested timing of November and May.
2. Two 'all-day' workshops in person on a weekday, with the suggested timing of November and May.
3. Four evening in person workshops on a weekday (similar timing to meetings of the Board of Management) timed to prefix the quarterly Board of Management cycle.

The Principal spoke about the current experience of workshops. The Vice-Chair of the Board of Management raised the issue of the impact on staff for working on Saturdays. The Student Director suggested that workshops be 3 hours long. The Board of Management discussed this topic further with some members raising the consideration of the inclusion of lunch in the planning of Workshops.

The Board of Management moved on to discuss the topic of engagement with UHI Shetland staff and UHI Shetland students with the Board of Management for the forthcoming academic year. The options were as follows:

1. Two open afternoons (one in Scalloway, one in Lerwick) to meet staff and students.
2. Online briefings for the Board of Management in the late afternoons from the sections and HISA. Estimated 10 meetings lasting approximately 30 minutes each.
3. Status quo - option of requesting tours ahead of Board of Management meetings and invitations to 'events' perhaps considering mirroring a feature of UHI Court, which is to invite a couple of students and a couple of staff for an hour before the formal in person meeting to informally mingle with the Board of Management members present - no drill, no order.

The Principal spoke to this topic, referring to past experiences/actions and the low uptake by members of the Board of Management. She spoke to a need of interactions between staff and members of the Board of Management. The Board of Management discussed the matter further,

including the possibility of allowing members of the Board of Management to attend virtual classes. Mrs MacGregor (Vice-Principal Operations) also raise the topic of a calendar of wider Shetland UHI events, including Space Day and graduation.

**Decision:** On the topic of meetings, the Board of Management agreed option 1 (Committees meeting online-only with Board of Management meetings taking place in a hybrid fashion) was approved, along with a desire to see the experience improve for hybrid meetings, with consideration of the Owl technology for future Board of Management meetings.

**Action:** The Teaching Staff Director and the Non-Teaching Staff Director are to lead on the matter on improving the experience of hybrid meetings, with a deadline of end of the first week of May.

**Action:** The Board Secretary shall ensure that calendar invitations reflect that meetings of the Board of Management are hybrid meetings.

**Decision:** The Board of Management agreed that workshops are useful, and advanced notice, and context of what it is to be achieved, are necessary components of workshop planning and delivery.

**Decision:** The Board of Management agreed to hold two workshops in the 2023-2024 academic year, one on a weekday, one on a weekend, one of which is to be held in May 2024, the other of which is to be held in November 2023, both of which are to run from 10:00 til 15:00 inclusive of lunch, and both of which are to be held in person.

**Action:** The Senior Management Team are to arrange two workshops for the Board of Management in the 2023-2024 academic year, one on a weekday, one on a weekend, one of which is to be held in May 2024, the other of which is to be held in November 2023, both of which are to run from 10:00 til 15:00 inclusive of lunch, and both of which are to be held in person.

**Decision:** On the topic of Board of Management engagement with UHI Shetland staff and UHI Shetland students for the academic year 2023-2024, the Board of Management agreed to: two half day, week-day session workshops, to engage with staff.

**Action:** On the topic of Board of Management engagement with UHI Shetland staff and UHI Shetland students for the academic year 2023-2024, the Senior Management Team are to set up two half day, week-day session workshops, for the Board of Management to engage with staff.

**Action:** The Vice-Principal Operations is to populate a calendar of UHI Shetland events and circulate to the Board of Management.

## **14. Proposed Meeting Dates for 2023-2024**



Mr Howell (Vice-Chair of the Board of Management), announced that, unless there was objection, this paper would be approved as read. Mx Sierocinski King (Board Secretary) announced to the Board of Management that there needed to be two small amendments with regards to the dates of the Joint Audit Committee with Finance and General Purposes Committee Meeting, and the AGM to comply with SFC requirements.

**Decision:** The Board of Management agreed to the proposed dates for meetings for the next academic year, with two amendments. Firstly, to move the Joint Audit Committee with Finance and General Purposes Committee Meeting to November. Secondly, to move the AGM to the December Board of Management meeting.

**Action:** The Board Secretary shall send out calendar invites for the meetings to the relevant members of the Board of Management.

## Report from Committee Chairs

### 15. Finance and General Purposes Committee

#### 15.2. Terms of Reference

Mx Sierocinski King (Board Secretary) asked the Board of Management to approve the recommended changes to the Terms of Reference for Finance and General Purposes Committee.

**Decision:** The Board of Management approved the recommended changes to the Terms of Reference Finance and General Purposes Committee.

**Action:** The Board Secretary shall update the Terms of Reference for Finance and General Purposes Committee accordingly and ahead of next meeting of Finance and General Purposes Committee.

#### 15.3. Whalsay Learning Centre

Mr Howell (Vice-Chair of the Board of Management) updated the Board of Management on the work of Finance and General Purposes Committee and explained that the committee was inquorate when it met last week. He further explained that the committee members present reviewed the proposal for additional teaching resource at Whalsay Learning Centre and stated that their preferred option was option 2, a lecturer working for 7-10 hours per week. He therefore asked for the board of Management to give their approval the preferred option.

**Decision:** The Board of Management gave their approval to Mr Anderson to go ahead with Option 2: the recruitment and employment of a lecturer at Whalsay Learning Centre for 7-10 hours per week.

**Action:** Mr Anderson is to recruit a lecturer for the Whalsay Learning Centre working 7-10 hours per week.

## **16. Human Resources and Remuneration Committee**

### **16.1. \*Draft Minutes from the previous Meeting**

**Noted:** The draft minutes of the previous meeting of Human Resources and Remuneration Committee were noted by the Board of Management.

### **16.2. Terms of Reference**

Mx Sierocinski King (Board Secretary) asked the Board of Management to approve the recommended changes to the Terms of Reference for Human Resources and Remuneration Committee.

**Decision:** The Board of Management approved the recommended changes to the Terms of Reference Human Resources and Remuneration Committee.

**Action:** The Board Secretary shall update the Terms of Reference for Human Resources and Remuneration Committee accordingly and ahead of next meeting of Human Resources and Remuneration Committee.

## **17. Learning, Teaching, and Research Committee**

### **17.2. Terms of Reference**

Mx Sierocinski King (Board Secretary) asked the Board of Management to approve the recommended changes to the Terms of Reference for Learning, Teaching and Research Committee.

**Decision:** The Board of Management approved the recommended changes to the Terms of Reference Learning, Teaching and Research Committee.

**Action:** The Board Secretary shall update the Terms of Reference for Learning, Teaching, and Research Committee accordingly and ahead of next meeting of Learning, Teaching, and Research Committee.

## **18. Search and Nominations Committee**

### **18.3. Board Recruitment**

Mx Sierocinski King (Board Secretary) drew the Board of Management's attention to the recommendations made by Search and Nominations committee regarding appointments of new members to the Board of Management and Committee assignments, and explained that the appointments of new members to the Board of Management could be made now, but only come into effect once the necessary paperwork had been completed.

**Decision:** The Board of Management accepted the confidential recommendation from Search and Nominations Committee to appoint Mason Robbins to the Board of Management, subject to the relevant paperwork processes being cleared.

**Decision:** The Board of Management accepted the recommendation from Search and Nominations Committee to appoint Valerie Nicolson to the Board of Management, subject to the completion of the necessary paperwork in advance.

**Decision:** The Board of Management accepted the recommendation from Search and Nominations Committee to assign Mrs Beer (Student Director) to Search and Nominations Committee.

**Decision:** The Board of Management accepted the recommendation from Search and Nominations Committee to ask Ms Lucock (Student Director) to resign their membership from Search and Nominations Committee.

**Decision:** The Board of Management accepted the recommendation from Search and Nominations Committee to assign Ms Lucock (Student Director) to serve as a member of Finance and General Purposes Committee.

**Decision:** The Board of Management accepted the recommendation from Search and Nominations Committee to assign Mason Robbins to serve as a member of Audit Committee.

**Decision:** The Board of Management accepted the recommendation from Search and Nominations Committee to assign Valerie Nicolson to serve as a member of Audit Committee.

**Decision:** The Board of Management accepted the recommendation from Search and Nominations Committee that ex-officio members of Finance and General Purposes Committee are not to have voting rights.

**Decision:** The Board of Management accepted the recommendation from Search and Nominations Committee that Mr Sandison (Chair of the Board of Management) not sit in an ex-officio capacity at Finance and General Purposes Committee, but to instead sit as a full member of Finance and General Purposes Committee.

**Decision:** The Board of Management accepted the recommendation from Search and Nominations Committee that Mason Robbins be assigned to sit on Human Resources and Remuneration Committee.

**Decision:** The Board of Management accepted the recommendation from Search and Nominations Committee that Valerie Nicolson be assigned to sit on Learning, Teaching, and Research Committee.

**Noted:** It was noted that the paper attached to this agenda item incorrectly stated that Search and Nominations Committee recommended that Valerie Nicolson be assigned to sit on Human

Resources and Remuneration Committee. The paper should have read that the committee recommended Valerie Nicolson be assigned to sit on Learning, Teaching, and Research Committee.

**Action:** The Board Secretary shall engage with Mason Robbins to ensure the necessary paperwork is completed, and upon completion, announce to the Board of Management that Mason Robbins is officially a member of the Board of Management, whereupon the Board Secretary shall begin the induction process for Mason Robbins.

**Action:** The Board Secretary shall engage with Valerie Nicolson to ensure the necessary paperwork is completed, and upon completion, announce to the Board of Management that Valerie Nicolson is officially a member of the Board of Management, whereupon the Board Secretary shall begin the induction process for Valerie Nicolson.

**Action:** The Board Secretary shall invite Mrs Beer (Student Director) to Search and Nominations Committee meetings going forward.

**Action:** The Board Secretary shall uninvite Ms Lucock (Student Director) from Search and Nominations Committee meetings going forward.

**Action:** The Board Secretary shall invite Ms Lucock (Student Director) to Finance and General Purposes Committee meetings going forward.

**Action:** Once Mason Robbins officially joins the Board of Management, the Board Secretary shall invite Mason Robbins to Audit Committee meetings going forward.

**Action:** Once Valerie Nicolson officially joins the Board of Management, the Board Secretary shall invite Valerie Nicolson to Audit Committee meetings going forward.

**Action:** Once Mason Robbins officially joins the Board of Management, the Board Secretary shall invite Mason Robbins to Human Resources and Remuneration Committee meetings going forward.

**Action:** Once Valerie Nicolson officially joins the Board of Management, the Board Secretary shall invite Valerie Nicolson to Learning, Teaching, and Research Committee meetings going forward.

#### **18.4. Terms of Reference**

Mx Sierocinski King (Board Secretary) asked the Board of Management to approve the recommended changes to the Terms of Reference for Search and Nominations Committee.

**Decision:** The Board of Management approved the recommended changes to the Terms of Reference for Search and Nominations Committee.

**Action:** The Board Secretary shall update the Terms of Reference for Search and Nominations Committee accordingly and ahead of next meeting of Search and Nominations Committee.

## 19. Audit Committee

### 19.1. Terms of Reference

Mx Sierocinski King (Board Secretary) asked the Board of Management to approve the recommended changes to the Terms of Reference for Audit Committee.

**Decision:** The Board of Management approved the recommended changes to the Terms of Reference Audit Committee.

**Action:** The Board Secretary shall update the Terms of Reference for Audit Committee accordingly and ahead of next meeting of Search and Nominations Committee.

## Closing Items

## 20. Any Other Business

### 20.1. HISA Election Update

Mx Sierocinski King (Board Secretary) announced that Ms Lucock (Student Director) was successfully re-elected as HISA Shetland Depute President, with her second term starting on 1st August 2023.

The Board of Management discussed whether the fact that there was a gap between her current term of office in the role of HISA Shetland Depute President and her second term in the role of HISA Shetland Depute President, for the month of July 2023, would result in her resigning as a Student Director on 30th June 2023, and restarting as a Student Director on 1st August 2023.

**Decision:** The Board of Management felt that as Ms Lucock (Student Director) was appointed as Student Director by the Board of Management of Shetland UHI in December 2023, that she remains a Student Director, regardless as to whether there was a gap between her first term of office as HISA Shetland Depute President, and her second term of office as HISA Shetland Depute President.

**Action:** The Board Secretary shall convey the decision that Ms Lucock (Student Director) shall remain on the Board of Management regardless of the gap between her terms of office in her role as HISA Shetland Depute President 2023 and her role as HISA Shetland Depute President 2023-2024.

**Action:** The Board Secretary is to send links to the Board of Management with regards to the recent HISA elections.

## 21. Date of Next Meeting

Mx Sierocinski King (Board Secretary) announced that the date of the Annual General Meeting is 26th April 2023 at 16:30 held on Teams only.

The Board Secretary also announced that the next ordinary meeting of the Board of Management is 29th June 2023 at 16:30 held in a hybrid fashion in Lerwick and on Teams.

### Actions Arising from Quarter 3 Board of Management Meeting

Agenda Item	Action	Responsible	Progress
5	Introduce the Principal to Anthony Standing of Skills Development Scotland.	Vice-Chair of the Board of Management	Complete
5	Send the UHI2024 paper to the Board of Management.	Mx Sierocinski King (Board Secretary)	Complete
7	Prepare the Five Year Forecast Review to come to the next meeting of the Board of Management.	Finance Director	On Board Agenda
7	Add the Five Year Forecast Review to the agenda of the next meeting of the Board of Management.	Mx Sierocinski King (Board Secretary)	On Board Agenda
11	Work closely with Jason Thurlbeck to support the process of Shetland UHI becoming assigned to University of Highlands and Islands as the Regional Strategic Body.	UHI Observer	Ongoing and on Agenda
12	Send the presentation to Professor Lewis (Principal)	Board Secretary	Complete
13	To lead on the matter on improving the experience of hybrid meetings, with a deadline of end of the first week of May.	Teaching Staff Director and Non-Teaching Staff Director	Complete
13	Ensure that calendar invitations reflect that meetings of the Board of Management are hybrid meetings.	Board Secretary	Complete
13	Arrange two workshops for the Board of Management in the 2023-2024 academic year, one on a weekday, one on a weekend, one of which is to be held in May 2024, the other of which is to be held in November 2023, both of which are to run from 10:00 til 15:00 inclusive of lunch, and both of which are to be held in person.	Senior Management Team	Ongoing
13	On the topic of Board of Management engagement with UHI Shetland staff and UHI Shetland students for the academic year 2023-2024, the Senior Management Team are to set up two half day, week-day session workshops, for the Board of Management to engage with staff.	Senior Management Team	Ongoing
13	Populate a calendar of UHI Shetland events and circulate to the Board of Management.	Vice-Principal Operations	Ongoing
14	Send out calendar invites for the meetings to the relevant members of the Board of Management.	Board Secretary	Complete
15.2	Update the Terms of Reference for Finance and General Purposes Committee accordingly and ahead of next meeting of Finance and General Purposes Committee.	Board Secretary	Complete

15.3	Recruit a lecturer for the Whalsay Learning Centre working 7-10 hours per week.	Mr Anderson	Complete
16.2	Update the Terms of Reference for Human Resources and Remuneration Committee accordingly and ahead of next meeting of Human Resources and Remuneration Committee.	Board Secretary	Complete
17.2	Update the Terms of Reference for Learning, Teaching, and Research Committee accordingly and ahead of next meeting of Learning, Teaching, and Research Committee.	Board Secretary	Complete
18.3	Engage with Mason Robbins to ensure the necessary paperwork is completed, and upon completion, announce to the Board of Management that Mason Robbins is officially a member of the Board of Management, whereupon the Board Secretary shall begin the induction process for Mason Robbins.	Board Secretary	Complete
18.3	Engage with Valerie Nicolson to ensure the necessary paperwork is completed, and upon completion, announce to the Board of Management that Valerie Nicolson is officially a member of the Board of Management, whereupon the Board Secretary shall begin the induction process for Valerie Nicolson.	Board Secretary	Complete
18.3	Invite Mrs Beer (Student Director) to Search and Nominations Committee meetings going forward.	Board Secretary	Complete
18.3	Uninvite Ms Lucock (Student Director) from Search and Nominations Committee meetings going forward.	Board Secretary	Complete
18.3	Invite Ms Lucock (Student Director) to Finance and General Purposes Committee meetings going forward.	Board Secretary	Complete
18.3	Once Mason Robbins officially joins the Board of Management, the Board Secretary shall invite Mason Robbins to Audit Committee meetings going forward.	Board Secretary	Complete
18.3	Once Valerie Nicolson officially joins the Board of Management, the Board Secretary shall invite Valerie Nicolson to Audit Committee meetings going forward.	Board Secretary	Complete
18.3	Once Mason Robbins officially joins the Board of Management, the Board Secretary shall invite Mason Robbins to Human Resources and Remuneration Committee meetings going forward.	Board Secretary	Complete
18.3	Once Valerie Nicolson officially joins the Board of Management, the Board Secretary shall invite Valerie Nicolson to Learning, Teaching, and Research Committee meetings going forward.	Board Secretary	Complete
18.4	Update the Terms of Reference for Search and Nominations Committee accordingly and ahead of next meeting of Search and Nominations Committee.	Board Secretary	Complete
19.1	Update the Terms of Reference for Audit Committee accordingly and ahead of next meeting of Search and Nominations Committee.	Board Secretary	Complete
20.1	Convey the decision that Ms Lucock (Student Director) shall remain on the Board of Management regardless of the gap between her terms of office in her role as HISA Shetland Depute President 2023 and her role as HISA Shetland Depute President 2023-2024.	Board Secretary	Complete
20.1	Send links to the Board of Management with regards to the recent HISA elections.	Board Secretary	Complete