

Board of Management Meeting, Quarter 1, 2023-2024

Wed 04 October 2023, 16:30 - 18:30

Categories of Agenda items and Expected Responses from Members

'For Decision' Input from, and conclusions reach by, Directors, is expected for these items.

'For Discussion' Input from Directors is expected for these items, to give feedback to the item lead.

'For Review' Clarity on accuracy is expected, from Directors, for these items.

'For Information' These items are spoken to, and may require the input of Directors.

~ 'Recommendations for Approval' The recommendations set out in the papers, will be read out by the Chair, or the item lead. The Chair, or item lead, will say 'and we approve these recommendations', unless a Director asks for them to be discussed further.

* For Noting Unless raised by a Director, these items are taken as read, without discussion.

Agenda

Opening Items

16:30 - 16:35 **1. Welcome, Apologies, and Announcements**

5 min

For Information *David Sandison*

1.1. Appointment of Board Members

For Decision *David Sandison*

16:35 - 16:37 **2. Declarations of Interest**

2 min

For Decision *David Sandison*

Verbal

16:37 - 16:41 **3. Minutes of the previous meeting**

4 min

For Decision *David Sandison*

 Confidential Minutes of the previous Board of Management Meeting Q4 (June 2023).pdf (5 pages)

 Non-Confidential Minutes of the previous Board of Management Meeting Q4 (June 2023).pdf (11 pages)

16:41 - 16:42 **4. Matters Arising**

1 min

For Information *David Sandison*


Verbal

External Reports

16:42 - 16:47 **5. 2022-2023 Education Scotland Annual Engagement Visit Report**

5 min

Information *John of Education Scotland*

 BOM-2023-01 04 Shetland UHI - Final - Final Report.pdf (7 pages)

Standing Items

16:47 - 16:57 **6. Principal's Report**

10 min

For Discussion *Jane Lewis*

 BOM-2023-02 Principal's report - October 2023.pdf (11 pages)

Finance Section

16:57 - 17:02 **7. Draft Year End Management Accounts - (Confidential)**

5 min

For Discussion

 BOM-2023-03.00 Board of Management Cover to End of Year Financial Position.pdf (2 pages)

 BOM-FGP-2023-03.00C Finance and General Purposes Committee Cover Paper September 2023.pdf (4 pages)


 BOM-FGP-2023-03.01C 2023 09 Finance report to July23.pdf (1 pages)

17:02 - 17:07 **8. Recovery Plan v2 - (Confidential)**

5 min

For Decision

 BOM-2023-04.00 Board of Management Cover to Recovery Plan v2.pdf (2 pages)

 BOM-FGP-2023-05C Confidential Business Plan September (002).pdf (17 pages)

17:07 - 17:12 **9. Solvency Status - (Confidential)**

5 min

Information

verbal

Development of Shetland UHI

17:12 - 17:13 **10. *Risk Register**

1 min

For Noting *Jane Lewis*

 BOM-2023-05.00 Risk Register Cover Paper September 2023.pdf (3 pages)

 BOM-2023-05.01 Risk Register Synopsis September 2023.pdf (16 pages)

17:13 - 17:23 **11. Restructure Draft Business Case**

10 min

17:23 - 17:33 **12. Strategic Outline Case of Campus Move**

10 min

Gemma MacGregor

17:33 - 17:43 **13. Draft Islands Strategy**

10 min


Progress to Assignment of Shetland UHI

17:43 - 17:48 **14. Review by UHI Head of Internal Audit**

5 min

Information

Matt Sierocinski King

 BOM-2023-06.00 Code of Good Governance Review by UHI Head of Internal Audit Cover.pdf (2 pages) BOM-AC-2023-09.01 AU23-11 Internal Audit Report Shetland UHI - Code of Good of Governance for Scotlands Colleges 31072023 Final.pdf (28 pages)

Development of the Board of Management

17:48 - 17:53 **15. Committee Vice-Chairs**

5 min

Discussion

Graeme Howell


 BOM-2023-07 Vice Chairs.pdf (2 pages)

17:53 - 18:03 **16. Trade Union Directors**

10 min

Decision

Matt Sierocinski King

 BOM-2023-08.00 Trade Union Directors.pdf (2 pages) BOM-2023-08.01 TU representation on Board.pdf (5 pages) BOM-SNC-2023-01 College Governance Update - July 2023.pdf (5 pages)

18:03 - 18:04 **17. *Update on the Application of Board Extensions Policy - (Confidential)**

1 min

For Noting

Matt Sierocinski King

 BOM-2023-09 Update on the Application of Board Extensions Policy.pdf (2 pages)

Committees Reporting to the Board of Management

Search and Nominations Committee

18:04 - 18:05 **18. *Draft Minutes from the previous meeting - (Confidential)**

1 min

For Noting

David Sandison

 BOM-2023-10 Draft Search and Nominations Committee Minutes and Actions.pdf (4 pages)

Learning, Teaching, and Research Committee

18:05 - 18:06 **19. *Draft Minutes from the previous Meeting**

1 min

For Noting

Karen Hall

Audit Committee

18:06 - 18:07 **20. *Draft Minutes of the previous Meeting**

1 min

For Noting *Lauren Doughton*

 BOM-2023-12 Draft Audit Committee Minutes and Actions.pdf (5 pages)

Finance and General Purposes Committee

18:07 - 18:08 **21. *Draft Minutes of the previous Meeting - (Confidential)**

1 min

Information *Graeme Howell*

 BOM-2023-13 Draft Finance and General Purposes Committee Minutes and Actions.pdf (3 pages)

Human Resources and Remuneration Committee

18:08 - 18:09 **22. *Draft Minutes of the previous Meeting - (Confidential)**

1 min

For Noting *Graeme Howell*

 BOM-2023-14 Draft Human Resources and Remuneration Committee Minutes and Actions.pdf (3 pages)

Workshop

18:09 - 18:10 **23. *Notes from the September Workshop - (Confidential)**

1 min

For Noting *Jane Lewis*

 BOM-2023-15 Confidential Note of Board Workshop 16th September 2023 (002).pdf (2 pages)

Closing Items

18:10 - 18:12 **24. Any Other Business**

2 min

Information *David Sandison*

18:12 - 18:13 **25. Date of Next Meeting**

1 min

Information *David Sandison*

13th December 2023