

Minute of College Development Network Board of Directors Tuesday 31 May 2016, Argyll Court, Stirling

Present	
Paul Houlden (Chair) (PH)	Willie Mackie (WM)
Annette Bruton (AB)	Linda McTavish (LMcT) (Telephone)
Stephanie Graham (SG)	Douglas Millar (DM)
In Attendance	
Wendy Grindle (WG)	Candy Munro (CM)
Marian McMorland (MM)	Gayle Watson (Company Secretary) (GW)
Apologies	
Thomas Kelly (TK)	

1. Declarations of Interests

Agenda Item: 1 | Paper No: Verbal | Lead: PH

There were no updates to the declaration of interests register.

2. Welcome and Apologies

Agenda Item: 2 | Paper No: Verbal | Lead: PH

The Chair welcomed members to the meeting. Apologies were as noted above.

3. Minutes of Last Meeting and Matters Arising

Agenda Item: 3 | Paper No: CDN/310516/1 | Lead: PH

3.1 Minutes

The minutes of the meeting of 4 April 2016 were approved as a true and accurate record.

3.2 Rolling Action Points

The Board noted the rolling actions points and updates provided and that:

- FEDD no longer existed
- John Kemp was impressed by the format of the CDN newsletter
- Salary benchmarking would take place only for the senior management team initially in light of the CEO vacancy and current time constraints before the annual pay award.

Decision

- TK will report back on how to best deal with security of information.

3.3 Matters Arising

There were no matters arising.

4. For Discussion/Agreement

Operational Issues

4.1 Agenda Item: 4 | Paper No: CDN/310516/2 | Lead: PH (Acting CEO's Report)

The Board noted the report and key areas highlighted as follows:

- Increase in sector engagement with CDN (including attendance at CDN events).
- Staff engagement sessions – to be discussed at forthcoming HR Committee meeting.
- Outcome agreement manager visiting CDN 1 June to agree 2016-17 outcomes.
- SharePoint is under review to ensure VFM before going ahead with implementation.
- Professional Standards for Lecturers guardianship to sit with CDN and would need a sub-board structure and adequate funding to support it.

Decision

- Sector engagement report to show comparison with the previous year including attendance at CDN events.
- HR Committee to consider how to take forward the output of the staff engagement sessions.
- CDN to further consider the cost/benefits of the implementation of SharePoint.
- CDN to take forward the implementation of the Professional Standards for Lecturers and consider the governance structure and resources required to support it.

4.2 Agenda Item: 4 | Paper No: CDN/310516/3 | Lead: GW (Finance and HR Update)

The Board noted the paper and that:

- core activity will be delivered by 31 July 2016 as per the budget.
- HR policies are now with the Solicitors for their comment in relation to data protection.

It was noted that the implementation of SharePoint is the only item which may be taken forward beyond 31 July 2016.

The Board also considered the options provided with regard to term deposit accounts.

Decision

- Additional reporting column to be added to show full year forecast so that missing income is easily identifiable.
- Bank account names to be changed to CDN.

4.3 Agenda Item: 4 | Paper No: CDN/310516/3 | Lead: GW (Budget 2016/17)

The Board noted the position with regard to the 2016/17 budget.

Decision

- Budget to be circulated for approval by e-mail if the July Board meeting does not go ahead.
- A budgeted cash flow will also be provided to enable the Board to make a decision re an HBOS term deposit.

4.4 Agenda Item: 4 | Paper No: CDN/310516/4 | Lead: WG (Business Development Plan)

The Board noted the paper and update provided.

4.5 Agenda Item: 4 | Paper No: CDN/310516/5 | Lead: GW (Risk Register)

The Board noted the risk register and that it was hoped to have a decision regarding SFC funding for 2016-17 at tomorrow's meeting with the SFC Outcome Manager.

Strategic Issues**4.6 Agenda Item: 4 | Paper No: Verbal | Lead: PH (The Future)**

The Board were advised that John Kemp, SFC (CDN's Outcome Agreement Manager) attended the Development Committee meeting on 17 May and also attended a meeting with PH, CM and WG to brief him on the work of CDN.

Decision

- Document prepared to support the meeting with John Kemp to be shared with the Board.
- PH and CM to discuss CDN information to be highlighted to the new Education Minister, John Swinney.

4.7 Agenda Item: 4 | Paper No: Verbal | Lead: CM (Direction of Travel)

The Board discussed the requirement for CDN to become less reliant on SFC funding.

CM gave an overview of:

- Bids (horizon scanning)
- Adding value to colleges (eg. workshops/consultancy, etc).
- Working with SDS
- Sales strategy into other public sector/voluntary sector organisations.

The Board concurred with the direction of travel and acknowledged the improvement in the reporting mechanism.

Decision

- Development Committee to consider how CDN could add value by providing delivery bolted on to core funded work.
- Board to highlight any strategic opportunities and facilitate introductions to support CDN.

5. For Information

5.1 Agenda Item: 5 | Paper No: CDN/310516/6 | Lead: GW (Policy and Procedure Update)

The Board noted the paper.

5.2 Agenda Item: 5 | Paper No: Verbal | Lead: GW (Health and Safety)

The Board noted that there were no health and safety issues to be brought to the Board's attention.

Committee Updates

5.3 Agenda Item: 5 | Paper No: CDN/310516/7 | Lead: SG (Development Committee)

SG gave an update on the recent Development Committee meeting.

5.4 Agenda Item: 5 | Paper No: CDN/310516/8 | Lead: TK (Innovation Committee)

This item was covered earlier in the meeting.

5.5 Agenda Item: 5 | Paper No: Verbal | Lead: DM (HR Committee)

This item was covered earlier in the meeting.

5.6 Agenda Item: 5 | Paper No: CDN/310516/9 | Lead: WM (Audit Committee)

WM gave an overview of the Audit Committee minutes and that the Committee recommends that:

- internal audit is no longer taken forward other than on an ad-hoc basis.
- Board meetings be moved to quarterly rather than the present schedule.
- the July meeting be re-scheduled.

WM thanked the Board for participating in the 2014-15 Board self-evaluation.

The Chair suggested that given the current landscape that the Board meetings remain as per the current schedule.

Decision

- Board meetings be kept as they are for the time being and reviewed at a later date.
- The content of Board meetings to be considered to enable greater strategic discussion in future.
- The July meeting date to be re-considered.
- Staff to join future Board meetings to present on an area of their work.

6. Schedule of Meetings for 2016/17

Agenda Item: 6 | Paper No: CDN/040416/9 | Lead: GW/CM (Schedule of Meetings)

This item was covered earlier in the meeting.

7. AOCB

Agenda Item: 7 | Paper No: Verbal | Lead: PH

- 7.1 A document on the role and value of an effective advisory board was tabled for information.
- 7.2 Development Committee Membership: SG advised that Andy Lawson (Forth Valley) had stepped down from the Development Committee and sought the Board's approval for him to be replaced by Fiona Brown.

Decision

- The Board agreed the appointment of Fiona Brown (Forth Valley College) to the Development Committee.

8. Continuous Improvement

Agenda Item: 8 | Paper No: Verbal | Lead: PH

Members agreed that the papers and the meeting were well co-ordinated and informative.

9. Date of Next Meeting

Agenda Item: 9 | Paper No: Verbal | Lead: PH

The date of the next meeting scheduled for July will be reviewed.

Signed _____

Date _____