

## Minute of College Development Network Board of Directors Wednesday 28 September 2016, Argyll Court, Stirling

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

### 1. Declarations of Interests

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

There were no updates to the declaration of interests register.

### 2. Welcome and Apologies

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#### 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

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#### Agenda Item: 3 | Paper No: CDN/290716/1 | Lead: PH

#### 3.1 Minutes

The minutes of the meeting of 29 July 2016 were approved as a true and accurate record.

#### 3.2 Rolling Action Points

The Board noted the rolling actions points and updates provided.

#### 3.3 Matters Arising

There were no matters arising.

## 4. For Discussion/Agreement

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### Operational Issues

#### 4.1 Agenda Item: 4 | Paper No: Verbal | Lead: GW (Argyll Court Lease)

*Mark Allan (MA), joined the meeting.*

GW provided an overview of the current position and highlighted the information circulated by e-mail prior to the meeting. MA tabled a paper and explained the options available to the Board and the associated risks.

*MA left the meeting.*

### Decision

- Tabled paper to be circulated to the Board electronically.
- The Board agreed that negotiations should not continue with the landlord at this point but be reconsidered in two years.
- MA to inform the landlord of the Board's decision.

#### 4.2 Agenda Item: 4 | Paper No: CDN/280916/2 | Lead: CM (Acting CEO's Report)

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

- Income Generation.
- Core Grant Letter.
- Annex 1 which was presented at a meeting with SFC.
- Work relating to governance, including possible discussions with Scottish Government regarding a governance portal.
- Operational Planning and ongoing work, in particular activity with Education Scotland which includes the new college quality arrangements.
- Stakeholder Engagement, including the meeting with the Minister and the areas of priority indicated by the Minister which CDN are already working on.

The Board commended the presentation of the information in the report. There was some discussion regarding potential cuts to the SFC core grant in 2017-18 and hosting a half day workshop to consider future funding. The Board agreed that there would be a need to re-invent CDN if it did not exist and that CDN should possibly consider ascertaining what saving CDN makes for colleges on the basis of cost to the sector if they had to replicate what CDN delivers by other means

AB highlighted the similarity of the new quality arrangements to those used by local authorities. A discussion took place on the possible merging of Health with the Care Strategy Steering Group.

### Decision

- CDN to consider approaching early adopter local authorities regarding the implementation of quality training to the sector
- SFC to be keep up-to-date with the situation regarding ESP.
- CDN to advise the ESP Steering Group that the sector is not top sliced to fund CDN.

- ESP to be advised by GW as Company Secretary, that the proposed rent as outlined stands given the fair basis on which this has been apportioned across the occupiers of Argyll Court and the historical discussions which have taken place to date.

#### **4.3 Agenda Item: 4 | Paper No: CDN280916/3 | Lead: WG (Business Development Team Report)**

WG gave an overview of the figures provided by *Salesforce* split as:

1. Business won.
2. Sales pipeline.

The Board noted that the report only shows income and not potential surplus generated.

The Board agreed that they were more comfortable with the new reporting mechanism.

#### **Decision**

- CDN to consider how products developed for one purpose can be used/sold elsewhere.

#### **4.4 Agenda Item: 4 | Paper No: Verbal | Lead: DM (CEO Recruitment)**

DM provided the Board with an update. The Board noted that the first interviews are taking place on Thursday 29 September with second interviews scheduled for Friday 14 October 2016.

#### **4.5 Agenda Item: 4 | Paper No: Verbal | Lead: SG (Development Committee Membership)**

SG sought the Board's approval that Elaine Hutton of Ayrshire College become a member of the Development Committee. SG advised that Shona Struthers is now the Colleges Scotland observer on the Committee following Walter Patterson's departure.

#### **Decision**

- The Board agree Elaine Hutton's membership of the Development Committee and notes Shona Struthers's observer status.

#### **4.6 Agenda Item: 4 | Paper No: CDN/280916/4 | Lead: GW (Publications Scheme)**

GW gave an overview of the paper and advised that there is no legal requirement to publish under the company constitution but the Freedom of information (Scotland) Act 2002 the expectation is that all Board and Committee papers are automatically published as a minimum.

#### **Decision**

- CDN to publish all Board papers and minutes in the first instance with specific items only not to be made public, eg. if they are commercially sensitive.
- CDN to consider also publishing Committee papers once the Board papers have been made public for at least six months/three cycles of Board meetings.

**4.7 Agenda Item: 4 | Paper No: CDN/280916/5 | Lead: CM/GW (Risk Register)**

The Board noted and considered the risk register. The Board agreed that the risk register accurately reflects current business issues.

**Strategic Issues****4.8 Agenda Item: 4 | Paper No: Verbal | Lead: PH (The Future)**

The Board discussed the correspondence tabled by the Chair.

**Decision**

- A Board workshop to take place in December 2016 at Edinburgh College. CM and GW to shape the day and consider inviting stakeholders towards the end of the session.

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

This was covered earlier in the meeting.

**5. Committee Updates**

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**5.1 Agenda Item: 5 | Paper No: CDN/280916/6 | Lead: SG (Development Committee)**

The Board noted SG's update on the recent Development Committee meeting and in particular the importance of the Strategic Curriculum Leaders Forum to be taken forward by CDN.

There was a discussion in relation to work re professional standards and how they could be taken forward ahead of/in parallel with Workforce of the Future activities.

**Decision**

- CDN to consider how best to take forward this work and seek additional funding from SFC.

**5.2 Agenda Item: 5 | Paper No: Verbal | Lead: TK (Innovation Committee)**

This was not discussed due to apologies received from Tom Kelly.

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

The Board noted apologies from DM that the HR Committee minutes were not available for the meeting. DM provided a verbal update on the meeting and tabled the revised pay scales.

**Decision**

- Policies to be uploaded to the Board portal for the Board's information.
- Pay scales agreed.

**5.4 Agenda Item: 5 | Paper No: Verbal | Lead: WM (Audit Committee)**

The Board noted that no meetings had taken place since the last Board meeting.

*WM left the meeting.*

*CDN staff left the meeting.*

## **5.5 Agenda Item: 5 | Paper No: Verbal | Lead: PH (Closed Session)**

The Board met for a closed session.

### **Decision**

- DM to pull together the agreed document and involve those as required.

*CDN staff returned*

## **6. For Information**

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### **6.1 Agenda Item: 6 | 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. DM highlighted the work of the HR Committee in relation to Health and Safety.

## **7. AOCB**

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### **7.1 Agenda Item: 6 | Paper No: Verbal | Lead: PH (Admincontrol)**

PH highlighted the benefits of the Admincontrol Board Portal.

## **8. Continuous Improvement**

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### **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**

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

The date of the next meeting is Wednesday 09 November 2016.

Signed\_\_\_\_\_

Date\_\_\_\_\_