

Board of Directors

Agenda for Wednesday 27 September 2023

Board meeting commencing at 1400 and concluding at 1530 (Online using MS Teams)

Agenda

Item No.	Item	Information/ Paper No.	Speaker
1.	Declaration of Interests	Verbal	<i>Ken Thomson</i>
2.	Welcome and Apologies	Verbal	<i>Ken Thomson</i>
3. 3.1 3.1.1 3.1.2	For Discussion/Agreement Minutes of Last Meeting <ul style="list-style-type: none"> 02 August 2023 Minutes Rolling Action Points Matters Arising 	CDN/270923/1 Paper Verbal	<i>Ken Thomson</i> <i>Ken Thomson</i> <i>Ken Thomson</i>
4. 4.1 4.2	Standing Items <ul style="list-style-type: none"> Chair's Report (<i>Non-Disclosure</i>) CEO's Report (<i>Non-Disclosure</i>) 	CDN/270923/2 CDN/270923/3	<i>Ken Thomson</i> <i>Marie Hendry</i>
5. 5.1 5.2 5.3 5.4 5.5 5.6 5.7	Items for Discussion/Approval <ul style="list-style-type: none"> Strategy 2023-2026 (<i>Non-Disclosure</i>) 	CDN/270923/4	<i>Marie Hendry/ Gordon Hunt</i>
	<ul style="list-style-type: none"> Finance Update (<i>Non-Disclosure</i>) CDN College Hall of Fame (<i>Non-Disclosure</i>) Articles of Association – Review of (<i>Non-Disclosure</i>) 	CDN/270923/6 CDN/270923/7 CDN/270923/8	<i>Kimberly Williams</i> <i>Wendy Grindle</i> <i>Colin Peebles/ Marie Hendry</i>
	Reserved Item (Board Members Only) (<i>Non-Disclosure</i>) <ul style="list-style-type: none"> HR Committee Risk Register 	CDN/270923/9	<i>Gillian Croan</i>
		CDN/270923/10	<i>Marie Hendry</i>
6.	AOCB	Verbal	<i>Ken Thomson</i>
7.	Continuous Improvement Review of Meeting and Supporting Papers	Verbal	<i>Ken Thomson</i>
8.	Date of Next Board Meeting: Wednesday 20 November 2023 (single item Agenda to discuss Annual Accounts) from 1230 to 1330 online using MS Teams	Verbal	<i>Ken Thomson</i>

**Minute of College Development Network Board of Directors
Wednesday 02 August 2023 at 1430 (Online using MS Teams)**

Present	
Paul Houlden (Chair) (PH)	Janie McCusker (JMcC)
Julia Belgutay (JB)	Colin McMurray (CMcM)
Angela Cox (AC)	Judith Neill (JN)
Gillian Croan (GC)	Sam Stirling (SS)
Marie Hendry (MH)	Ken Thomson (KT)
In Attendance	
Wendy Grindle (WG)	Marian McMorland (MM)
Gordon Hunt (GH)	
Apologies	
Stella McManus (SMcM)	Victoria Underwood (VU)
Jonathan Rees (JR)	Kimberly Williams (KW)

1. Declaration of Interests

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

There were no updates to the declarations of interest.

2. Welcome and Apologies

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

The Chair welcomed everyone, and in particular the new Board Members, to the meeting and attendance was noted as above. WG and GH joined the meeting at Agenda Item 4.1.

3. For Discussion/Agreement

3.1 Agenda Item 3 | Paper No: CDN/020823/1 | Minutes of Last Meeting | Lead: PH

The minutes of the meeting held on Wednesday 31 May 2023 were approved as a true and accurate record.

3.1.1 Agenda Item 3 | Paper No: CDN/020823 | Rolling Action Points | Lead: PH

The Board noted the rolling action points and the update from MH in relation to the Strategic Framework which is being re-presented to the Board for consideration.

3.1.2 Agenda Item 3 | Paper No: Verbal | Matters Arising | Lead: PH

There were no matters arising.

4. Strategic Issues

4.0 Agenda Item: 4 | Paper No: CDN/020823/1c | SFC Framework and Funding | Lead: MH (Non Disclosure) (Reserved Item)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Decisions

[REDACTED]

WG and GH joined the meeting.

4.1 Agenda Item: 4 | Paper No: CDN/020823/2 | Strategy 2023/26 Update | Lead: MH/GH (Non Disclosure)

[REDACTED]

[REDACTED]

Decisions

[REDACTED]

WG and GH left the meeting.

Reserved Item

4.2 Agenda Item: 4 | Paper No: Verbal | Board Recruitment and Membership | Lead: PH/MH (Non Disclosure)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Decisions

[REDACTED]

[REDACTED]

[REDACTED]

JMcC left the meeting and GH re-joined the meeting.

5. Operational Issues

5.1 Agenda Item: 5 | Paper No: CDN/020823/3 | Lead: MH (Strategic Update) (Non-Disclosure)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Decisions

[REDACTED]

5.2 Agenda Item: 5 | Paper No: CDN/020823/4 | Lead: MH (Budget 2023/24 Update) (Non Disclosure)

[REDACTED]

Decision

[REDACTED]

5.3 Agenda Item: 6 | Paper No: CDN/020823/5 | Lead: MH (Risk Register)

MH highlighted the Risk Register updates since the last Board Meeting and sought the Board's feedback on the content/presentation of the Risk Register.

The Board indicated that a discussion on selecting a particular item or items on a regular basis would be beneficial. It was suggested that where actions are deemed High Risk, it should perhaps be clear what the immediate mitigating actions to be taken are. It was indicated that the Cyber Risk was of particular importance.

Decisions

- CDN to bring suggestions on a rolling programme for in depth discussion on the Risk to the 27 September Board Meeting.
- Provide information relating the Cyber Essential work to SS.
- CDN to reconsider and update where appropriate the levels of financial impact.

6. For Information**6.1 Agenda Item: 6 | Paper No: CDN/020823/6 | Lead: MH (Finance Update) (Non-Disclosure)**

[REDACTED]

[REDACTED]

7. AOCB (Non-Disclosure)

[REDACTED]

[REDACTED]

[REDACTED]



8. Continuous Improvement

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

9. Date of Next Meeting

The next meeting will take place online on Wednesday 27 September 2023 from 1230 to 1430.

Signed _____

Date _____