

Minute of College Development Network Board of Directors Tuesday 11 December 2024 at 1400 (Online using MS Teams)

Present

Ken Thomson (KT) (Chair)	Marie Hendry (MH)
Julia Belgutay (JB)	Colin McMurray (CMcM)
Angela Cox (AC)	Jason Miles-Campbell (JM-C)
Gillian Croan (GC)	Sam Stirling (SS)
Susan Elston (SE)	

In Attendance

Gordon Hunt (GH)	Victoria Underwood (VU)
Marian McMorland (MM)	Kimberly Williams (KW)

Apologies

Louise Burnett (LB)	Stella McManus (SMcM)
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1. Declaration of Interests

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

There were no updates to the declarations of interest.

2. Welcome and Apologies

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

The Chair welcomed everyone, and attendance was noted as above.

3. For Discussion/Agreement

3.1 Agenda Item 3 | Paper No: CDN/111224/1 | Minutes of Last Meeting | Lead: KT

The minutes of the meeting held on Wednesday 18 September 2024 were approved as a true and accurate record.

3.1.1 Agenda Item 3 | Paper No: CDN/111224 | Rolling Action Points | Lead: KT

The Board noted the rolling action points and verbal updates.

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

There were no matters arising.

4. Standing Items

4.1 Agenda Item: 4 | Paper No: Verbal | Lead: KT (Chair's Report)

KT provided a verbal update which included:

- Acknowledgement of the success of the CDN College Awards and gave special thanks to Emma Grainger (as it was her first Awards) and the team involved.

- The position of an informal Vice Chair of the CDN Board was agreed, having been previously discussed during the individual Board Member meetings with the Chair.

Decisions

- CMcM will undertake the informal Vice Chair role of the CDN Board.

4.2 Agenda Item: 4 | Paper No: CDN/111224/2 | Lead: MH (CEO's Report)

MH provided an overview of the recent SFC quarterly update meeting at which SFC indicated their appreciation of having sight of the Dashboard and the collaborative working with The Quality Assurance Agency for Higher Education (QAA) in relation to the recent joint conference.

MH confirmed that CDN's Report on Strategic Investment (ROSI report) has been submitted to SFC.

MH provided a verbal update on a recent SFC Review meeting, outlined progress to date and the anticipated future timeline. A discussion took place regarding some concerns raised by the Board on aspects of the SFC Review. The Board noted that contextualisation of aspects of the feedback is important and for CDN to have the ability to provide this where appropriate.

MH thanked the Board and the CDN Team for their contribution to the CDN College Awards. Board Members noted that the Minister was unable to attend in person the very successful CDN Awards which highlighted the excellent work of the colleges.

MH highlighted the website which has been created in collaboration with QAA (<https://www.step.ac.uk/>) and the outputs relating to Scotland's Tertiary Enhancement Programme (STEP).

The Board noted the Dashboard and congratulated GH on it's presentation/content.

Decisions

- CDN to encourage physical Ministerial attendance at the CDN College Awards in 2025.
- CDN to consider sharing aspects of the Dashboard with College Chairs and Principals.

5. Items for Discussion/Approval

5.1 Agenda Item: 5 | Paper No: CDN/111224/3 | Lead: KW/CMcM (Audit Committee and CDN Financial Accounts 2024)

KW provided an overview of the year end as at 31 July 2024 as presented in the paper to the Board (and also in the Audit Committee Minute) and highlighted key points:

- A deficit of £263k compared to the Board approved budgeted deficit of £300k

- which took account of the organisational restructure and funding reduction.
- Cash in bank was £555k which equates to three months operating costs.
- Year end deficit was the same for the Management and Statutory Accounts which was as a result of two adjustments made at the Year End which met off to zero and were in relation to holiday pay accrual and one year's depreciation for moving from a physical to a cloud based server.

CMcM provided context to the papers and highlighted the recommendations of the Audit Committee following the clean Audit. The Board's approval was requested for the signing of the cover letter and letter of representation. The Board's approval for the Financial Statements to be signed off was also requested.

CMcC sought the Board's approval for the Chair of the Audit Committee to sign off the Audit Committee Annual Report.

The Board noted the Audit Committee Minutes which included the proposal to add a summary table to precede the Risk Register and provided feedback on the proposals following the Risk Audit Session.

Decisions

- The Draft Financial Statements to be updated to show what the TQEF acronym stands for.
- The Board agreed to the signing of the cover letter and letter of representation by the Chair of the Board.
- The Board approved the financial statements for the year ended 31 July 2024 and authorised the Chair of the Board to sign them off.
- The Board agreed that the Chair of the Audit Committee signs the Audit Committee Annual Report.

5.2 Agenda Item: 5 | Paper No: CDN/111224/4 | Lead: KW (HR Committee)

KW presented the updated remit for the proposed Remuneration and Nominations Committee to the Board. The Board considered the paper and sought clarification on the division of responsibilities/delegated authority. The Board agreed the proposals.

Decisions

- The Board approved the changes to the remit and naming of the HR Committee, following the inclusion of the Board Chair as a Member, along with the remit.

5.3 Agenda Item: 5 | Paper No: CDN/111224/5 | Lead: KW (Hybrid Working)

KW provided an overview of the paper which the Board noted. MH advised that a number of factors (level of funding, business requirements and staff wellbeing) would all be considered in terms of whether a physical office will be feasible/practical in the future.

5.4 Agenda Item: 5 | Paper No: CDN/111224/6 | Lead: KW (Finance Update)

KW provided an overview of the financial position to 31 October 2024 which the Board noted and discussed.

5.5 Agenda Item: 5 | Paper No: CDN/111224/7 | Lead: MH (Risk Register)

MH advised the Board that a Risk Appetite column, with no other changes having been made, has been added to the Risk Register. As previously mentioned during the Board meeting, a summary sheet will precede the Risk Register and be available for the March 2025 meeting. The Board considered and discussed the information provided.

Decision

- CDN to consider the wording of the Risk Register to ensure that an agreed approach to quantifying impact and probability is reflected.

6. AOCB

6.1 Board Induction Session

- The Board provided verbal feedback on the Board Induction Session.

Decision

- A formal evaluation will be issued to Board Members.

6.2 Board Membership

- It was noted that this is GC's last CDN Board meeting and her contribution to the Board, Committees and CDN was acknowledged by the Board and CDN staff.

Decision

- A self-nomination proforma to be issued for both the Audit and Remuneration and Nominations Committees.

7. Date of Next Meeting

The next meeting will take place at Forth Valley College's Stirling Campus on Wednesday 26 March 2025 with the strategic session taking place from 1000 to 1230 and the Board Meeting from 1315 to 1515.

Signed _____

Date _____