

Minute of College Development Network Board of Directors Friday 29 July 2016, Argyll Court, Stirling

| Present | |
|---------------------------|---|
| Paul Houlden (Chair) (PH) | Willie Mackie (WM) |
| Stephanie Graham (SG) | Linda McTavish (LMcT) |
| Thomas Kelly (TK) | Douglas Millar (DM) for Agenda Item 4.2 |
| In Attendance | |
| Wendy Grindle (WG) | David Reilly (DR) |
| Marian McMorland (MM) | Gayle Watson (Company Secretary) (GW) |
| Candy Munro (CM) | |
| Apologies | |
| Annette Bruton (AB) | |

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/290716/1 | Lead: PH

3.1 Minutes

The minutes of the meeting of 31 May 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

Operational Issues

4.1 Agenda Item: 4 | Paper No: CDN/290716/2 | Lead: CM (Acting CEO's Report)

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

- A Board portal to improve security of information has been purchased.
- Operational planning for 2016-17 is progressing and the completion of the 2015-16 return to SFC is underway.
- SharePoint and events management systems implementation is on track.
- Income generation leads are progressing. The Board noted the improved clarity of reporting in the paper.
- The presence of the Learning and Development Consortium for FE in the UK and the potential threat to CDN.
- The 157 group and the potential for CDN to provide similar information.
- A sector Board Members Conference is to be re-arranged.

Decision

- CM to contact Ken Milroy in relation to potential income generation from future developments in the Care Sector.
- CDN to consider demonstrating examples of good governance through Admincontrol via the Secretary to the Board Steering Group.
- Learning and Development Consortium to be included on the agenda for the Development Committee.
- Consider 'enhanced' membership of CDN which gives select resources/opportunities at an additional cost.
- Development Committee to consider how best to communicate within their own region with a view to extending CDN's reach.

David Reilly (DR) joined the meeting

4.2 Agenda Item: 4 | Paper No: Verbal | Lead: TK (Governance and Data Security/Overview of Admincontrol)

TK highlighted the advantages of, and the reasons for procuring Admincontrol. The Board welcomed DR from Admincontrol to the meeting.

DR gave an overview of Admincontrol and confirmed that individual training for Board members and other users will be arranged.

Decision

- CDN to consider its publication scheme for Board papers.
- Board to be provided with DR's contact details to enable them to raise any queries they may have.
- CDN Board e-mails to be closed, with the exception of the Chair's, once the portal is operational.

4.3 Agenda Item: 4 | Paper No: CDN/290716/3 | Lead: GW (Budget 2016/17) (Non-Disclosure)

The Board noted the paper and the overview provided.

A discussion took place regarding the aspirational income target for 2016-17 and level of cash balances.

Decision

- Future Board meetings to include a paper detailing the aspirational income target versus actual.
- Business Development Report to be outcome based going forward and to contain more detail.
- WM and GW to consider investment portfolios and report back to the Board.

4.4 Agenda Item: 4 | Paper No: CDN/290716/4 | Lead: WG (Business Development Team Report)

The Board noted the paper and update provided earlier in the meeting.

4.5 Agenda Item: 4 | Paper No: CDN/290716/5 | Lead: DM (Annual Award 2016/17) (Non-Disclosure)

The Board noted report and the recommendation.

Decision

- The Board approved the annual award and non-consolidated days of annual leave as proposed.

4.6 Agenda Item: 4 | Paper No: CDN/290716/6 | Lead: CM/GW (Risk Register)

The Board noted and considered the risk register together with tabled information to support risk 1. The Board commended the content of the Risk Register and felt it accurately reflected the conversations around the Board table.

Decision

- The Board agreed that no refurbishment work should be undertaken with respect to any office reorganisation within Argyll Court until the correct/permissions are in place.

4.7 Agenda Item: 4 | Paper No: Verbal | Lead: DM (CEO Recruitment)

DM provided the Board with an update.

Decision

- Panel members to confirm availability for sifting process and interviews.

Strategic Issues**4.8 Agenda Item: 4 | Paper No: Verbal | Lead: DM (Away Day and Strategic Discussions)**

The Board noted DM's update and as previously indicated this will be taken forward once a CEO is in post.

4.9 Agenda Item: 4 | Paper No: Verbal | Lead: PH (The Future)

The Board discussed the correspondence tabled by the Chair.

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

This was covered earlier in the meeting.

5. Committee Updates

5.1 Agenda Item: 5 | Paper No: CDN/290716/7 | Lead: SG (Development Committee)

The Board noted SG's update on the recent Development Committee meeting.

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

Innovation Committee membership should include externals going forward.

Decision

- New membership to be recruited and reported back at the next Board meeting.

5.3 Agenda Item: 5 | Paper No: CDN/290716/8 | Lead: DM (HR Committee)

The Board noted that:

- Policies and procedures were with the solicitors for review with regards to Data Protection.
- The Committee will meet with the Staff Forum annually going forward
- A flexible working pilot had been agreed

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

WM advised that no meetings had taken place since the last Board meeting.

6. For Information

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.

6.2 Agenda Item: 6 | Paper No: CDN/290716/9 | Lead: GW (Salary Benchmarking)

The Board noted the paper.

6.3 Agenda Item: 6 | Paper No: Verbal | Lead: WG (Annual Report)

WG provided an overview of the Annual Report for the sector which is being progressed.

7. AOCB

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

7.1 A letter from the landlord was tabled.

Decision

- The Board agreed that GW should continue with the lease and rent negotiations and further information to be emailed to the Board for consideration.

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 is Wednesday 28 September 2016.

Signed _____

Date _____