

## Minute

### College Management Council Sub-committee

Monday, 2 November 2020, 13:30.

Microsoft Teams.



### Present

Councillors Stephen G Clackson, Alexander G Cowie, J Harvey Johnston, W Leslie Manson and Gwenda M Shearer.

### Community Representatives:

Beverly Clubley and Peter Slater.

### Business Representatives:

Rebecca May and Steven Sinclair.

### Student Representatives:

Francesca Meneghetti, Orkney Depute President, Highlands and Islands Students' Association, and Kaila Shepherd.

### Clerk

- Hazel Flett, Senior Committees Officer.

### In Attendance

- James Wylie, Executive Director of Education, Leisure and Housing.
- Paul Kemp, Strategic Finance Manager.
- Peter Trodden, Solicitor.
- Craig Walker, Senior HR Adviser.
- Sandra Craigie, Committees Officer.

### Orkney College

- Edward Abbott-Halpin, Principal.
- Andie John Seatter, Staff Representative.
- Iain Wilkie, Staff Representative.
- Ian Beach, HM Inspector, Education Scotland (for Items 1 to 4).

### Observing

- David Hartley, Communications Team Leader (for Items 1 to 4).
- Donna Wishart, Principal's PA and College Management Team Secretary.

## **Apology**

- Malcolm Graves, Community Representative.

## **Not Present**

- Roy Brown, Business Representative.
- Mark Jones, Business Representative.

## **Declarations of Interest**

- No declarations of interest were intimated.

## **Chair**

- Beverly Clubley.

## **1. Form of Voting**

The Sub-committee resolved that, should a vote be required in respect of the matters to be considered at this meeting, notwithstanding Standing Order 21.4, the form of voting should be by calling the roll or recorded vote.

Peter Slater joined the meeting at this point.

## **2. Revenue Expenditure Monitoring**

After consideration of a joint report by the Executive Director of Education, Leisure and Housing and the Head of Finance, copies of which had been circulated, and after hearing a report from the Principal, Orkney College, the Sub-committee:

Noted:

**2.1.** The revenue financial detail in respect of Orkney College for the period 1 April to 30 September 2020, attached as Annex 1 to the joint report by the Executive Director of Education, Leisure and Housing and the Head of Finance, indicating a net surplus of £55,100.

The Sub-committee scrutinised:

**2.2.** The explanations given and actions proposed in respect of significant budget variances, as outlined in the Budget Action Plan, attached as Annex 2 to the joint report by the Executive Director of Education, Leisure and Housing and the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

## **3. Orkney College Economic Impact Review**

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Principal, Orkney College, the Sub-committee:

Noted:

**3.1.** That the University of the Highlands and Islands contracted Biggar Economics to undertake an Economic Impact Report for the University and for each academic partner.

**3.2.** The Economic Impact Report relating to Orkney College, attached as Annex 1 to the report by the Executive Director of Education, Leisure and Housing.

#### **4. Education Scotland: Progress Visit Inspection – Orkney College**

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the HM Inspector, Education Scotland, the Sub-committee:

Noted:

**4.1.** That, in 2018, all colleges produced an Evaluative Report and Enhancement Plan which was endorsed by the Scottish Funding Council and Education Scotland.

**4.2.** That, during Progress Visits, colleges demonstrated how well they were delivering on the targets and milestones identified in the Enhancement Plan, as well as outlining any changes to circumstances resulting in revisions to the original objectives.

**4.3.** That Progress Visits provided reassurance to key stakeholders on the effectiveness of improvement actions undertaken by individual colleges.

**4.4.** That, whilst undertaking Progress Visits, HM Inspectors of Education took account of the context and individual nature of each college.

**4.5.** That Orkney College was inspected by Education Scotland in February 2020, with the Report of the Progress Visit attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, which had subsequently been endorsed by Education Scotland and the Scottish Funding Council.

**4.6.** That the areas of review considered during the Progress Visit to Orkney College on 19 and 20 February 2020 related to targets and milestones from the Enhancement Plan, which covered:

- Outcomes and Impact.
- Delivery of learning and services to support learning.
- Leadership and quality culture.

**4.7.** That the areas of review received a satisfactory grading which was also the overall outcome from the Progress Visit for Orkney College.

**4.8.** That further areas of work and progress were identified for Orkney College, in line with advancing the Enhancement Plan outlined in the original Evaluative Report and Enhancement Plan.

The Sub-committee scrutinised:

**4.9.** The inspection findings, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, and obtained assurance that progress with actions in the Enhancement Plan was satisfactory.

## **5. Highlands and Islands Students' Association – Update**

After consideration of a report by the Executive Director of Education, Leisure and Housing, copies of which had been circulated, and after hearing a report from the Orkney Depute President of the Highlands and Islands Students' Association, the Sub-committee:

Noted the paper prepared by the Orkney Depute President of the Highlands and Islands Students' Association, attached as Appendix 1 to the report by the Executive Director of Education, Leisure and Housing, outlining key issues to be addressed during the academic year and key activities during the last few months, from August to October 2020.

## **6. Conclusion of Meeting**

At 14:23 the Chair declared the meeting concluded.

Signed: B Clubley.