

## **Item: 7**

**College Management Council Sub-committee: 22 August 2022.**

### **1. Recommendations**

**It is recommended:**

1.1.

That the Committee approves the attached minute as a true record.

### **2. Appendix**

Draft Minute of the Meeting of the College Management Council Sub-committee held on 22 August 2022.

## Minute

### College Management Council Sub-committee

Monday, 22 August 2022, 13:30.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

Councillors Graham A Bevan, Stephen G Clackson, Gwenda M Shearer, Jean E Stevenson and Heather N Woodbridge.

### Community Representative:

Beverly Clubley.

### Business Representatives:

Rebecca May and Steven Sinclair.

### Student Representative:

Susan Taylor, Orkney Depute President, Highlands and Islands Students' Association.

### Clerk

- Sandra Craigie, Committees Officer.

### In Attendance

- James Wylie, Corporate Director for Education, Leisure and Housing.
- Erik Knight, Head of Finance.
- Claire Meakin, Interim Head of Education.
- Hazel Flett, Service Manager (Governance).
- Jane Partridge, Service Manager (Secondary and Tertiary Education).
- Peter Trodden, Solicitor.
- Amanda Anderson, Senior HR Adviser.

### Orkney College

- Joanne Wallace, Assistant Principal.
- Avril Litts, Finance Manager.

### Observing

#### Orkney College

- Claire Kemp, Assistant Principal.
- Andie John Seatter, Staff Representative.
- Donna Wishart, Principal's PA and College Management Team Secretary.

## **Declarations of Interest**

- No declarations of interest were intimated.

## **Chair**

- Hazel Flett, Service Manager (Governance) (for Item 1).
- Beverly Clubley (for Items 2 to 7).

## **1. Appointment of Chair**

Following advice from the Service Manager (Governance) that the Chair of the parent Committee, namely the Chair of the Education, Leisure and Housing Committee, be appointed as Interim Chair for the College Management Council Sub-committee, pending appointment to the vacancies for Business and Community representatives, the Sub-committee:

Resolved, in terms of delegated powers:

**1.1.** That an Interim Chair for the College Management Council Sub-committee be appointed, pending appointment to the vacancies for Business and Community representatives, following which the position be reviewed.

Councillor Stephen G Clackson, seconded by Steven Sinclair, moved that the Interim Chair should be appointed from any of the voting members of the Sub-committee.

Councillor Graham A Bevan, seconded by Councillor Heather N Woodbridge, moved an amendment that the Chair of the Education, Leisure and Housing Committee be appointed Interim Chair of the College Management Council Sub-committee.

On a vote being taken 4 votes were cast for the amendment, and 5 for the motion, and the Sub-committee:

Resolved, in terms of delegated powers:

**1.2.** That the Interim Chair be appointed from any of the voting members of the College Management Council Sub-committee.

The Service Manager (Governance) thereafter called for nominations for the post of Interim Chair of the College Management Council Sub-committee and, after a secret ballot, the result of which was as follows:

- Beverly Clubley – 5 votes.
- Councillor Gwenda M Shearer – 4 votes.

The Sub-committee thereafter resolved, in terms of delegated powers:

**1.3.** That Beverly Clubley be appointed Interim Chair of the College Management Council Sub-committee.

Beverly Clubley then took the Chair for the remainder of the meeting.

## **2. Appointment of Vice Chair**

The Interim Chair called for nominations for the post of Interim Vice Chair of the College Management Council Sub-committee, and the Sub-committee:

Resolved, in terms of delegated powers, that Councillor Jean E Stevenson be appointed Interim Vice Chair of the College Management Council Sub-committee.

## **3. Revenue Expenditure Outturn**

After consideration of a joint report by the Corporate Director for Education, Leisure and Housing and the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**3.1.** The revenue expenditure outturn statement in respect of Orkney College for financial year 2021/22, attached as Annex 1 to the joint report by the Corporate Director for Education, Leisure and Housing and Head of Finance, indicating a net surplus of £374,000.

The Sub-committee scrutinised:

**3.2.** 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 Corporate Director for Education, Leisure and Housing and Head of Finance, and obtained assurance that appropriate action had been taken with regard to significant budget variances.

## **4. Revenue Expenditure Monitoring**

After consideration of a joint report by the Corporate Director for Education, Leisure and Housing and the Head of Finance, copies of which had been circulated, the Sub-committee:

Noted:

**4.1.** The revenue financial detail in respect of Orkney College for the period 1 April to 30 June 2022, attached as Annex 1 to the joint report by the Corporate Director for Education, Leisure and Housing and the Head of Finance, indicating a net surplus of £87,200.

The Sub-committee scrutinised:

**4.2.** 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 Corporate Director for Education, Leisure and Housing and the Head of Finance, and obtained assurance that action was being taken with regard to significant budget variances.

## **5. HMI Progress Visit to Orkney College**

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

Noted:

**5.1.** That Orkney College was inspected by Her Majesty's Inspectorate on 7 and 8 March 2022, with the report of the Progress Visit attached as Appendix 1 to the report by the Corporate Director of Education, Leisure and Housing.

**5.2.** The five national themes included in Progress Visits as follows:

- Curriculum, learning, teaching and assessment.
- Services to support learning.
- Stakeholder engagement.
- Evaluation to facilitate improvement.
- Learner progress and outcomes.

**5.3.** That the overall outcome from the Progress Visit for Orkney College was a satisfactory grade.

The Sub-committee scrutinised:

**5.4.** The inspection findings contained in the HMI Progress Visit report, attached as Appendix 1 to the report by the Corporate Director for Education, Leisure and Housing, and obtained assurance that action had been taken or agreed as necessary.

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

After consideration of a report by the Corporate Director for Education, Leisure and Housing, copies of which had been circulated, and after hearing reports from Joanne Wallace, Assistant Principal, and the Orkney Depute President, 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 Corporate Director of Education, Leisure and Housing, outlining the following matters:

- New Depute.
- Elections.
- Plan for coming year.
- Students Voice Reps.
- Students' Welcome Week.

## **7. Conclusion of Meeting**

At 14:08 the Interim Chair declared the meeting concluded.

Signed: (Interim Chair).