

FE Regional Board (FERB) - Lunch 12.30 / Meeting 1.30 pm

21 November 2018, 12:30 to 16:00

EO1-EO2 Ness Walk (Dial in code: 79705@UHI.ac.uk)



Attendees

Board members

Michael Foxley (Chair), Fiona Larg, Niall McArthur, Crichton Lang, David Patterson, Diane Rawlinson, Nicholas Oakley (Clerk), Neil Stewart, Brian Crichton, Fiona McLean, O'Neil Chris, Graeme Kirkpatrick, Peter Campbell, Peter Graham, Lydia Rohmer, David Sandison, Seonag Campbell, Wilf Weir, Bruce Robertson, Bruce Ritchie, Linda Kirkland, Sam Clark, Joe Irvine

Meeting minutes

1. WELCOME & APOLOGIES

The Chair opened the meeting.

 FERB AGENDA - November 2018.pdf

1.1. Apologies

The Chair noted apologies from Alan Simpson, Callum Stephen, Angus Macleod, Iain Macmillan, John Ferguson.

1.2. Declaration of Interest

There were no declarations of interest.

1.3. Notification of Any Other Competent Business

There was no other competent business declared.

2. MINUTES OF MEETINGS

2.1. Minute of the FERB meeting held on 12 September 2018

Members resolved to approve the minutes from the previous meeting as an accurate record.

 FERB 45 20180912 FERB Minutes.pdf

2.2. Matters Arising

2.3. *Review of Delegated Decisions

There no delegated decisions for review.

3. CHAIRMAN'S REPORT

The Chair noted that his report would be covered in the other items on the agenda.

4. GOVERNANCE, PLANNING & FUNDING ISSUES - Part One

4.1. UHI STEM Hub and STEM Strategy

Sam Clark gave members a presentation on the UHI STEM Hub and strategy. Members noted that there were potentially funding opportunities in growth/ City deals, the Wood foundation, SDS and SFC. S Clark reported that currently work was focussed on the Highland area, but a more regional approach incorporating national strategy was sought.

Action: Members requested that S Clark provide an interim report to the next FERB meeting to include a statement on the national picture, as well as progress towards identifying potential funding sources.

 FERB 47 4.2 - UHI_STEM_Update_FERB_12_11_18.pdf

4.2. Innovation, Knowledge Exchange and College Innovation Fund

Joe Irvine gave members a presentation on UHI's Innovation and Knowledge Exchange (KE) offering. Members heard that current KE structures were developed from research clusters, hence their current focus on HE, but there are no barriers for this to be repurposed towards FE.

Members **agreed** that a regional approach in terms of coordination and collaboration around KE was needed. FERB members were encouraged to contact J Irvine to discuss opportunities for widening the current KE approach.

Action: J Irvine to produce a short report for the next FERB meeting giving progress to-date on diversifying KE opportunities, as well as case study examples of both HE and FE successes (e.g. ground source heat, renewables, forestry).

[J Irvine and S Clark leave the meeting]

 FERB 46 4.1 - Innovation and Knowledge Exchange.pdf

5. Audit, Risk Management & Reporting

5.1. RISK MANAGEMENT - FE RISK REGISTER AND UHI HLRR

Members reviewed the FE Risk Register. Members heard that a new system had been rolled out across the partnership, and workshops with all risk register owners were planned for early 2019. Members also heard that there were no common risk appetite statements across the partnership. FERB members requested a report on the outputs of the risk register owners' workshop, noting that both Audit and the Risk committee working group would also be reviewing to provide assurance. Members suggested that the workshop discuss how to set a maximum number of risks and seek common themes.

 FERB 48 5.1 - FERB Risk Management.pdf

6. GOVERNANCE, PLANNING & FUNDING ISSUES - Part Two

6.1. Review Governance Structures

G Coutts (Chair of Court) gave FERB members an update on activities to review the role of FERB and the potential establishment of a tertiary committee. Court has agreed to establish a sub-group to consider this new committee, in particular the implications for governance structure and Academic Council. The sub-group had met twice, and expected to meet again to consider effective proposals. Suggestions currently include a new tertiary committee; dual roles at both executive and governor level; increased frequency of meetings; more items with tangible and discernible options to improve decision-making.

The Chair of FERB **noted** that any final proposals would be discussed at FERB, including a special meeting of FERB if required.

6.2. Assembly Update

Members heard that the Assembly Programme Board will meet on 12 December, with a view to establishing four working groups on student equivalence and experience; financial sustainability and efficiency; staff development and progression; and governance and accountability. There is an expectation that a collectively agreed programme of changes will be approved by the end of the academic year, followed shortly thereafter by a prioritisation exercise. FERB members requested that the timescales align with local partner Boards' meetings (around June 2019).

6.3. Regional Outcome Agreement 2017-2018 to 2020-2021 Self Evaluation

FERB **noted** the regional outcome agreement 2017-18 to 2020-21 paper.

 FERB 49 6.3 - highlands and Islands ROA Self-evaluation 2017.18.pdf

6.4. Regional Outcome Agreement Development 2019-20 to 2021-22

FERB were asked to note that the timescales for the regional outcomes agreement 2019-20 to 2021-22 were extremely tight, especially as extensive consultation is required. M Antonson and D Rawlinson are working on a workshop for Partnership Council to consider draft proposed targets for the next three years and expect this to take place on the 7 December.

 [FERB 50 6.4 - Regional Outcome Agreement Development 2019-2020 to 2021-2022.pdf](#)

6.5. Student Activity Monitoring 2018/19

FERB **noted** the student activity monitoring paper, and that the report indicated UHI is in a similar position to last year. With the exception of Perth College, Principals have provided confirmation that they anticipated meeting target at the end of the year. Perth College were anticipating meeting core target but falling short of the full ESIF target. Perth College MIS had however also reported that their credits were showing as being in a similar place to the previous year.

Members **agreed** that the next meeting of FERB in February 2019 was an appropriate time to review options in the case of unmet targets.

 [FERB 51 6.5 -Student Activity Monitoring.pdf](#)

6.6. Lews Castle College Update

FERB members heard that Lews Castle College UHI faces challenges in relation to student recruitment and demographics. Members **noted** the update paper, including updates on recent meetings and progress, particularly around the development of an action plan that encompassed franchising opportunities.

 [FERB 52 6.6 - Lews Castle College - 15 November 2018.pdf](#)

6.7. Shetland Integration Project Update

Members **noted** the update on the Shetland Integration Project. The business case for merger will be presented to Shetland Islands Council and the Board of Trustees at NAFC for approval on 10 December. The estates issue has now been resolved and the pensions issue is still under discussion. Members also **noted** the proposed vesting date of August 2020, and were hopeful that the vesting date could be advanced.

 [FERB 53 6.7 - Shetland Report_Merger Update 13-11-18.pdf](#)

6.8. Academic Partner Financial Monitoring

Members **noted** the update on academic partner financial monitoring. All incorporated colleges management accounts were reported as Green (3) or Amber (2).

 [FERB 54 6.8 - FERB18-000 - Combined Cashflow - October 2018.pdf](#)

 [FERB 54 6.8 -FERB18-00X - AP Financial Monitoring.pdf](#)

6.9. 2018 Academic Partners/UHI Executive Office Financial Forecast Returns

Members **noted** the AP and EO FFRs. All APs are forecasting either decreasing surpluses or increasing deficits from 2019/20 to 2022/23, primarily as a result of a decrease in FE funding (SFC new funding model) over the period and increase in staff costs (cost of living increased and national bargaining). The risks around the new funding model are still under discussion.

Members heard that Moray College UHI had reduced staffing by 8% and rebalanced curriculum in order to balance their budget, and it should be expected that all Boards will be focused on efficiency activities.

 [FERB 55 6.9 FERB18-106 - 2018 AP & UHI FFR s.pdf](#)

 [FERB 55 6.9 - FERB18-000 - Append 1 & 2 -Summary FFR 2018.pdf](#)

 [FERB 55 6.9 - FERB18-000 - Append 3-FFR return AP comm summary - 2018.pdf](#)

6.10. Flexible Workforce Development Fund Update

Members **noted** the Flexible Workforce Development Fund update.

 [FERB 56 6.10 - Flexible Workforce Development Fund.pdf](#)

6.11. UHI Work Base Learning Hub Update

Members **noted** the Work Based Learning Hub update.

 [FERB 57 6.11 - WBL Hub Update FERB Nov 2018.pdf](#)

6.12. Single Policy Environment Update

Members **noted** the single policy environment project update and commended the excellent work and progress made to date.

 [FERB 58 6.12 - Single Policy environment Project Update.pdf](#)

6.13. West Highland College Centre for Science, Technology and Health in Fort William

Members **noted** the update on the new STEM centre in Fort William, and heard that a full business case had been submitted to SFC. Members also noted the benefits of the project both locally and regionally and its importance to regional STEM strategy.

 [FERB 59 6.13 - UHI FERB_21Nov2018_CEST Update_Cover.pdf](#)

 [FERB 59 6.13 - UHI PC_CEST Update_7 Nov 2018 file.pdf](#)

6.14. Obligations of UHI as a Regional Strategic Body under the Islands (Scotland) Act 2018

Members **noted** the changes resulting from the new Islands (Scotland) Act 2018.

 [FERB 60 6.14 - FERB Islands Scotland Act.pdf](#)

7. ANY OTHER BUSINESS

MIS data use proposal. Members requested that the agreed cost benefit analysis be received before work proceeds.

8. DATES OF FUTURE MEETINGS - 11 February 2019 - An Lochran / 7 May 2019 - Ness Walk EO1

