University of the Highlands and Islands

Committee Further Education Regional Board (FERB)

Date &Time 20 February 2018 – 13:00-16:00

Location EO1 Ness Walk, Inverness

Purpose Scheduled meeting **Quorum** Half plus one.

Present Michael Foxley (Chair) Andrew Campbell

Clive Mulholland David Sandison
Grant Myles Diane Rawlinson
Holly Scrimgeour Lydia Rohmer
Morven Cameron Neil Stewart
Peter Graham Callum Stephen
John Hutchison Linda Kirkland

Wilf Weir

In attendance Fiona Larg (in part) Chris O'Neill

Nicholas Oakley (Secretary) Roddy Henry (in part)

Willie Shannon

Apologies Angus MacLeod Blair Sandison

Bruce Robertson Carroll Buxton
Bruce Ritchie Crichton Lang
Clive Rowlands Niall McArthur
John Ross Scott Seonag Campbell

Peter Campbell

Item		Action
1.	Welcome	
	 Welcome & apologies 	
	The Chair welcomed the members to the meeting and noted the apologies.	
	 Declaration of Interest 	
	There were no declarations of interest.	
	- Notification of any other competent business	
	The following items were noted under AOCB:	
	- 4.9 AP financial discussion – moved to item 3.4.	
	- Update on Integration/ projects x y. Discussed under Chair's reports (item 3.2 and 3.3)	
2.	2.1 Minutes of meetings	
	Members approved the minutes of the FERB meeting held on 22 November 2017 (FERB17-069).	
	2.2 Matters Arising (FERB18-001)	
	Members reviewed the matters arising and noted that all items were either ongoing or on the	
	meeting agenda to be discussed.	
	2.3 Review of Delegated Decisions	
	There were no reported delegated decisions.	
3.	CHAIR'S REPORT	
	3.1 The Chair gave members an update on his activities since the last meeting.	
	The Chair reported ongoing issues with regional collaboratives, with the geographical issues	
	faced by, for example, Argyll and Perth. Members heard that although Perth faces a different	
	local and regional environment (eg. Tay Cities deal), work is continuing to balance the UHI	
	partnership with this local environment.	

The Chair also noted he was leading a working group on capital works with a view to making the process more open and transparent at the national level.

3.2 Integration

Members received an update on the ongoing integration work, in which four partners are currently conducting due diligence and legal scrutiny of proposals for integrating with UHI into a single entity. A project manager is to be recruited and an Integration Board created. Members heard that timescales – particularly parliamentary timescales – would be tight.

The Chair noted that for FERB there are important issues which need to be considered including any legislative changes to the Post-16 Bill, the external relationships of the FERB and Chair with the FERCs, CS, SFC and the SG etc. So, there may be a need to have additional FERB meetings to consider the FE issues as the Integration process develops.

It was noted that despite the difficult decision not to proceed with the work, the Perth Board were keen to remain active observers of the discussion and progress. All non-participating board Chairs were encouraged to raise any concerns and issues at Integration Board meetings where they have observer status. Members requested that details of future Integration Board meetings be circulated.

IB Clerk

3.3 Project X

Members received an update on 'project x' – or work on harmonisation and efficiencies continuing from the work done by the Strategy Working Group. As part of this project, the UHI change programme was progressing well, as were projects such as international development, the tertiary curriculum mapping project, quality frameworks, and positioning and branding.

3.4 AP financial monitoring update [Moved from item 4.9]

Members discussed the AP financial monitoring update (paper FERB18-008), which had been developed based on feedback from the last FERB meeting and now included short high level summaries of each AP's financial position, appendices on annual accounts (published end of December); management accounts, cashflow and Q3 SFC resource returns.

Members welcomed the reports and extended their gratitude to the DoCR. They requested a short seminar for FERB members to explain the different returns and their uses. Members also requested that a 'dashboard' front page that included a RAG status be incorporated into future

DoCR

DoCR

3.5 Western cluster

papers.

Members heard an update on the 'western cluster' work, and the proposal to work more closely to offset the challenges of sustainability and high costs bases, and in light of the shared geographical, demographic, and financial profile. Work is being progressed on developing a resilient curriculum, specialisms, and joint positioning and resourcing.

[FL leaves meeting.]

4. GOVERNANCE, PLANNING & FUNDING ISSUES

4.1 Tertiary Curriculum Mapping Project Update

Lydia Rohmer, Vice-Principal Tertiary, gave a presentation on the tertiary curriculum mapping project. Members heard that FE naming protocols had been introduced, and that an online mapping tool was in development and at the procurement and implementation stages. The tool would be used to visualise an interactive, customisable, personalised tertiary curriculum map and link in the with SG agenda for learner journeys. The budget was estimated at 100k plus VAT, plus 30k plus VAT for mainstreaming, with an approximate 8 month lead time.

Members **noted** the work and requested that the presentation be circulated to members.

4.2 Harmonisation of Quality Management Arrangements

VP-T

Roddy Henry, IC Depute Principal, gave a presentation on the harmonisation of quality management arrangements. Members **noted** the presentation. [RH leaves meeting]

4.3 Student Activity Monitoring Report Discuss FERB18-002

Members noted the student activity monitoring report (paper FERB18-002), and heard that 103,449 had been delivered. The VP-FE explained that should partners deliver in accordance with their end of year estimated position the region would achieve core target but would be 823 short of achieving ESIF target. APs that have experienced fewer applications have proactively restructured for semester 2.

Members heard from the VP-FE that target achievement for FE curriculum relies as much upon adapting curriculum and activity agilely to hit targets more than marketing as such and that key to FE recruitment was extensive engagement with local partners and understanding of local demand. The PVC proposed that the Head of Marketing be invited to explain how marketing was managed in UHI. The VP-FE further suggested that a presentation be given explaining how curriculum was managed and adapted in-year in local partners.

PVC VPFE

Members then discussed ongoing work on marketing, branding and positioning in the context of FE, and were advised that any assistance from principals and executives from other APs on FE marketing should be available and could be arranged through the VP-FE, if not directly.

4.4 Regional Outcome Agreement 2018/19 - 2020/21 FERB18-003

The VPFE gave members an update on regional outcome agreement negotiations (paper FERB18-003). She noted that the response rates on student satisfaction (SSES) fluctuate throughout the partners. HISA reported that they were working on gaining higher uptake of both SSES and NSS.

4.5 Development of a Further Education Core Funding Model – Progress Report FERB18-004 Members noted paper FERB18-004, and that multiple responses were submitted both regionally and individually to the consultation on rurality funding. The Chair noted that he would work with the VP-FE, Principal of NHC, and others to continue work around funding bid discussions. The bid to SFC should be for £5.6M, and that Rurality funding had to be discussed at the PC and the

FERB,

4.6 Modern Apprenticeship Contract Submission FERB18-005

Members noted paper FERB18-005, and heard that the regional contract submitted to SDS was still awaiting a response. The VP-FE agreed to send around details of SDS MA contract once it had been received.

VPFE

4.7 Single Policy Environment Project Update Discuss FERB18-006

Members noted the progress on the single policy project, and heard that the admissions policy pilot had been completed and a standardised set of procedures agreed. Local Board approval will be sought following a regional equality impact assessment is completed. The new project manager is now in post and a detailed project plan will be sent to Partnership Council and FERB.

VPFE

4.8 Highlands and Islands Work-Based Learning Hub (WBL) Update FERB18-007

Members noted paper FERB18-007. The remit of the WBL Hub has expanded and now includes graduate and modern apprenticeships, and work is now underway to introduce a research strand into the WBL activities and SDS sponsored projects.

VPFE

4.9 AP Financial Monitoring - Update FERB18-008

Discussed under item 3.4.

4.10 National Bargaining (IP) FERB18-009 Members heard an update on national bargaining. There is a widening gap between trade unions' aspirations and the financial operating environment of the college sector. The full bill for 2019/20 is in excess of £10.4m. An upcoming meeting is scheduled between the Employers' Association, Colleges Scotland chair and UHI to discuss the H&I structural issues. Further reports to FERB can be expected as developments arise. Chair 4.11 Moray College UHI Recovery Plan Note FERB18-010 Members noted the Moray College UHI Recovery plan (FERB18-010). 4.12 Shetland Integration Project update Verbal Members received an update on the Shetland integration project, and heard that progress was moving to plan, with merger proposals business case circulated to both boards and feedback ongoing. Timeline and next steps were still being discussed. Substantial discussions on the projected recurring deficit is still in negotiation and further work needs to be done on financial analysis. 4.13 Scottish College Performance Indicators 2016-17 FERB18-012 Members noted that these indicators had not yet been published (expected 23rd February). 4.14 Argyll College Assignation Verbal Members noted that this was on track and expected before or by 31 March. An external review of board effectiveness was currently being procured. 4.15 Flexible Workforce Development Fund update FERB18-013. Members noted that no region has yet used all allocated funds, primarily due to the 10k limit per levy-payer. The SG are now using 17/18 as a pilot and the lessons learned may be used to modify VPFE the terms for 18/19. The Chair requested a summary of what needs to be changed for more effective uptake from the VP-FE. 5. **AUDIT, RISK MANAGEMENT & REPORTING** 5.1 Risk Management - FE Risk Register and UHI HLRR FERB18-014 Members noted the FE risk register, and requested that the item on national bargaining be updated. The Chair noted that a push for full funding should be included under mitigation, but other members also noted that structural changes – including different delivery methods – were Clerk also under active consideration by some Boards as mitigation of this risk. The PVC requested – and members agreed - that planning for any proposed delivery changes be done regionally (with a view to regional impacts) rather than in isolation. **5.2 Student Support Funding Discuss FERB18-015** Members noted the student support funding paper (FERB18-015). 5.3 Education Maintenance Allowance (EMA) Members noted the education maintenance allowance paper (FERB18-016). 6. **ANY OTHER BUSINESS** Members requested that page numbers were included on the agenda to allow for better cross-Clerk referencing, as well as bookmarks on the consolidated PDF. Members discussed what the involvement of unions were on integration, and in particular why Chair representatives of unions were not at FERB. The Chair took an action to see how other regional

	boards approach this.	
	There was no other business and the Chair closed the meeting.	
7.	DATES OF FUTURE MEETINGS:	
	I. 15 May 2018	
	II. 12 September 2018	
	III. 21 November 2018	