

Shadow Board – College Merger
Room D24, Shetland College, Gremista, Lerwick
Wednesday 18 March 2020, 4.30pm

Present:

Board Members

Peter Campbell SIC SC *[Joint Chair]* (by phone)
 Davie Sandison NAFC *[Joint Chair]*
 Jane Lewis Principal – Shetland College and Train Shetland
 Beth Mouat NAFC staff rep
 Andrew Anderson SIC SC staff rep
 George Wallington SIC SC staff rep
 John Goodlad Non-Executive Member
 Irene Hambleton Non-Executive Member
 Steven Kerr Non-Executive Member (by phone)
 Lauren Doughton Non-Executive Member (by phone)
 Graeme Howell Non-Executive Member (by phone)
 Jean Urquhart Non-Executive Member (by phone)
 John Goodlad Non-Executive Member (by phone)

Apologies

George Smith SIC SC
 Glen Gilfillan NAFC staff rep
 Christine Ferguson SIC Director of Corporate Services

Observers

Willie Shannon Principal – NAFC
 Neil Grant SIC Director of Development Department

Board Support

Jacqui Clark SIC *[Minutes]*
 Diane Rawlinson UHI (by VC)
 Sharon Drysdale Scottish Funding Council (by VC)

Minute Ref	Item
Chair	Mr D Sandison, Joint Chair, chaired the meeting.
Welcome and Apologies	Mr Sandison opened the meeting and welcomed everyone. Mr Sandison welcomed Mr Wallington, who was elected as support staff representative for Shetland College and Train Shetland. Apologies were read out and noted.
Minute – 12 February 2020	Except as undernoted, the minute of meeting held on 11 December was confirmed:

Minute Ref	Item
	<p>Page 5, second paragraph: Mr Anderson noted that Shetland College funding was the opposite of NAFC regards funding from SFC.</p>
Matters Arising	<p>Mr Sandison advised that Trustees had discussed Ms Urquhart’s request for non-executive Shadow Board members to attend NAFC Trust meetings and that it had been agreed to co-opt Ms Urquhart. Mr Shannon would follow up directly with Ms Urquhart.</p>
<p>Revised MMBC including financial information PB2020 - 6</p>	<p>Prof. Lewis thanked everyone who had contributed to the completion of the MMBC and in particular those whom had supported the work on the financial modelling. She also thanked those who had taken part in staff focus groups and for staff who had provided feedback on drafts.</p> <p>Prof. Lewis said that this was a strong case for a new college and that there was now an opportunity to look forward, especially in relation to the Islands Deals as well as support of development of new skills in the economy. Examples provided included decommissioning and the space centre in Unst.</p> <p>Prof. Lewis commended the plan to the board. She added that for both institutions it was now time to build the future rather than worry about it.</p> <p>Mr Goodlad said he felt the document read very well but there were a couple of points he wished to make, as follows:</p> <ol style="list-style-type: none"> 1. Page 51 – need to reflect recruitment within the industry of non-school leavers 2. The significance of fish catching and the possibility of a “Brexit Dividend” with growth opportunities in, for example, hand-jigging vessels for mackerel and cod 3. Page 42 – The potential in relation to aquaculture servicing vessels (e.g. workboats). <p>Decisions/Actions: Mr Goodlad to summarise the points raised by email to Prof. Lewis.</p> <p>Mr Goodlad asked if there was a need to detail an aspiration for a Chair for the Seafood Industries, especially given Shetland’s unique position in that respect. Ms Mouat added that it was important to note the relationship that existed with the industry locally and that there could be potential competition externally.</p> <p>Following discussion, which included a note that Mr Anderson would share a minor amendment with Prof. Lewis, then it was suggested that the amendments would be summarised for noting at the respective meetings the following week.</p> <p>Decisions/Actions: Prof. Lewis to prepare a list of amendments and/or deletions to the Council and NAFC in advance of their meetings to discuss the MMBC.</p>

Minute Ref	Item
	<p>Mr Howell asked for his thanks to Prof. Lewis to be noted for getting the MMBC to this stage.</p> <p>In response to a query from Mr Anderson, Prof. Lewis explained that estate maintenance costs had not been fully detailed as the MMBC was relating to merger. That was work that would be furthered as part of the islands deal. The sustainability of the buildings and work on a zero carbon campus would be part of a future development project.</p> <p>Ms Hambleton stated there was growth potential in relation to STEM and engineering. She added that the next two years would be challenging but there was a need to move forward.</p> <p>Mr Sandison said that it was important to recognise the work from staff whom have continued to deliver quality services despite delays.</p> <p>Mr Shannon said that it was important to move forward. Financial challenges had been discussed at a recent meeting with the local MP and MSP. He added that the future was contingent on stability funding being in the game and that it was vital to maintain momentum.</p> <p>Following discussion, Mr Campbell moved that the Shadow Board agreed the recommendation to approve the MMBC, and Mr Howell seconded.</p> <p>PB2020-6 Recommendation: The Shadow Board agreed the recommendation to approve the MMBC.</p> <p>It was noted that a cover note would be prepared by Prof. Lewis and shared with the Council and NAFC on the suggested amendments to the MMBC that had been discussed. Mr Shannon requested a formal request from the Shadow Board on the decision that was being asked of SFTCT.</p> <p>Decisions/Actions: Prof. Lewis to provide formal request to SFTCT from the Shadow Board.</p>
<p>Risk register for merger PB2020 - 7</p>	<p>Mr Campbell suggested that there should be a reference to the Covid-19 pandemic and the knock on effect that would have. Mr Grant added that there could be potential impact on the merger timeline. Prof. Lewis responded that she felt there were some processes which could be desktop exercises and that there would be efforts to ensure things continued to move forward. Ms Hambleton suggested that external factors could take account of the pandemic and that the risk register is an agenda item at every second meeting.</p> <p>Decisions/Actions: Prof. Lewis would revise the risk register. PB2020-6 to be included on the agenda for every second meeting of the Shadow Board.</p>
<p>Update – recruitment of Chair</p>	<p>Prof. Lewis said that Ms Larg would be progressing this and that she had some ideas on how to widen the field of applicants.</p>

Minute Ref	Item
Update from Merger Working Group	It was noted the group had been meeting regularly with efforts focussed on the MMBC and financial business case. There had also been progress with communications and updating the website.
Date of next meeting	8 April 2020. Ms Hambleton asked for it to be noted that future meetings were important to maintain momentum and to concentrate on next stages. The meeting concluded at 5.30pm.

END

Minute Ref	Decision / Action	Update / Progress
Revised MMBC including financial information PB2020 - 6	Mr Goodlad to summarise the points raised by email to Prof. Lewis.	
	Prof. Lewis to prepare a list of amendments and/or deletions to the Council and NAFC in advance of their meetings to discuss the MMBC.	
	Prof. Lewis to provide formal request to SFTCT from the Shadow Board.	
Risk register for merger PB2020 - 7	Prof. Lewis would revise the risk register.	
	PB2020-6 to be included on the agenda for every second meeting of the Shadow Board.	