

**BOARD OF MANAGEMENT – 5 FEBRUARY 2020**

Minutes of the one hundred and twenty-seventh meeting of the Board of Management held at 10.00 am on Wednesday 27 November 2019, in City of Glasgow College.

**Members**

- \* Mr D Middleton (Chair)
- \* Ms F Robertson (Chief Executive)
- \* Ms E Craig
- \* Ms A Davis
- \* Mr S Hagney
- \* Mrs J Handley
- Dr W Mayne
- \* Mr H McKay
- Mr G Smith
- \* Mr R Stewart
- \* Dr K Thomson

**Officers**

- \* Ms J Blair
- Ms M Cahill
- \* Mr L Downie
- \* Mr J McMorris
- \* Ms J Ross
- \* Dr G Stewart
- \* Prof A Boyter

**Observers**

- Ms A Kerr, SQA
- Mr S Borley, SQA
- Mr A Dickson, SQA

\* indicates present

**127/1 OPENING REMARKS****1.1 Welcome and Apologies**

The Chair extended a welcome to all members including Mr Steve Borley, Head of Strategic Planning and Governance and Mr Alan Dickson, Head of Finance.

**1.11 Declaration of Any Conflicts of Interest**

There were no conflicts of interest declared on the agenda.

**1.12 Minutes of meeting held on 9 October 2019**

The minutes of the meeting held on 9 October 2019 were approved as an accurate record subject to a small typographical error.

**1.13 Matters Arising**

There were no other matters arising that would not be covered in the course of the agenda.

**1.14 Action Grid**

The contents of the action grid were noted.

**1.15 Workplan 2019 & Draft Workplan 2020**

The Board noted the contents of the workplans for 2019 and 2020.

It was noted that the Assurance Mapping programme of work would feed into the Audit Committee workplan before returning to the Board.

The Remuneration Committee would be added to the 2020 workplan once their first meeting of 2020 had been agreed.

## 1.2 CHAIR'S REPORT

The Chair's SQA engagements included his attendance at the Audit Committee, Advisory Council, Performance Committee, Qualifications Committee and various meetings with the Chief Executive. He had also attended Scott Moncrieff's Non-Executive Directors Forum which he noted to be a useful and insightful event.

The Chair highlighted that his key event had been the SQA Star Awards, held in Kelvingrove Art Gallery, which had been a very successful and inspiring event celebrating and recognising the achievements of learners from across the country.

The Chair went on to update the Board of the decision that had been taken to reduce the number of Board meetings in 2020 from seven to six. Due to the high volume of diet related activity and focus throughout the months of June and July, it had been decided to remove this meeting and redistribute the dates across the year, the details of which had been included in the Board papers for noting. It was noted, however, that an additional extraordinary meeting would likely be called between the February and April meetings to facilitate discussions around the setting of the budget for the coming financial year.

The Board noted this update and discussed the redistribution of the August meeting date to accommodate availability.

## 1.3 CHIEF EXECUTIVE'S REPORT

The Chief Executive presented a full update on her activities since the last meeting of the Board, starting with an update on SQA's travel and accommodation policies. The Chief Executive highlighted that new travel guidance was now in place across the organisation which had been benchmarked and aligned with other public sector organisations including the Scottish Government. The work that had been done around the review of these policies was noted as helpful in assuring that SQA policies and process are robust.

The Chief Executive went on to update on the successful delivery of the Star Awards event and echoed the Chair's sentiments of it being a very special evening rewarding the inspirational achievements of young people. She noted that events such as these highlight the role of qualifications in advancing young people's aspirations.

In closing, the Chief Executive highlighted to the Board that the full directorate reports of the SQA Staff Survey were currently under collation and would be made available in short course. Overall response totals had been positive and a process of analysis would be undertaken across all directorates before bringing the final report to the Board.

The Board noted the update.

## 127/2 PAPERS FOR INFORMATION

### 2.1 Qualifications Delivery

#### 2.11 NQ Certification Programme

The Board noted the contents of the National Qualifications Certification Programme Group report.

#### 2.12 HN, Vocational and International Certification Programme

The Board noted the contents of the HN, Vocational and International Certification Programme Group report.

### 2.2 Finance

#### 2.21 Cash Position

The Board noted the position for the year based on the 2019-20 Q2 accruals forecast, accepting it as an assurance on the current position.

#### 2.12 Financial Performance to 31 October 2019 – P7

Mr Dickson, Head of Finance, presented the Period 7 Financial Performance Report. Mr Dickson noted the current pressures that were highlighted in the Q2 forecast and reported that a savings plan had been put in place in an effort to address these. Information in relation to the emerging trends and impact of the measures within the plan would be collated and brought to the Board in February 2020.

Mr Dickson assured the Board that Finance colleagues were working closely with the Scottish Government and working to bear down on cost whilst not inviting risk.

The Board thanked Mr Dickson for the update and took assurance that all measures would be undertaken to ensure budgetary issues would be addressed.

### 2.3 SQA Sustainability Report

The Board noted the SQA Sustainability Report as a summary of the full report on the organisation's environmental performance which would be submitted to the Scottish Government by 30 November 2019.

Under the Climate Change (Reporting on Climate Change Duties) (Scotland) Order 2015, the Scottish Government required specified public bodies to prepare annual reports on compliance with climate change duties.

The Board noted that the report is produced in the format agreed with the Scottish Government and, until now, air travel had been out with the scope of this reporting. It was discussed that, with the revision of the travel policies, this would be reviewed for future inclusion.

Board approved the report for onward submission to the Scottish Government.

## **2.4 Committee Reports**

### **2.41 Advisory Council – 2 September 2019**

The Board noted that the business of the meeting had previously been reported to the Board verbally and highlighted that the minutes of the meeting had now been included in the papers for Board review.

### **2.42 Qualifications Committee – 18 September 2019**

The Board noted that the business of the meeting had previously been reported to the Board verbally and highlighted that the minutes of the meeting had now been included in the papers for Board review.

### **2.43 Accreditation Committee – 24 September 2019**

The Board noted that the business of the meeting had previously been reported to the Board verbally and highlighted that the minutes of the meeting had now been included in the papers for Board review.

### **2.44 Audit Committee – 21 October 2019**

The Audit Committee had met on 21 October. The Board noted the draft minutes of the meeting in the papers.

### **2.45 Advisory Council – 4 November 2019**

The Advisory Council had met on 4 November 2019. The Board noted that an overview of the business covered in the meeting had been included in the papers for Board review.

### **2.46 Performance Committee – 18 November 2019**

The Performance Committee had met on 18 November 2019. The Board noted that an overview of the business covered in the meeting had been included in the papers for Board review.

### **2.47 Qualifications Committee – 20 November 2019**

The Qualifications Committee had met on 20 November 2019. Dr Thomson noted that the minutes of the meeting would be included in the papers of the next meeting for review.

Dr Thomson recorded his thanks to all Board members and SQA colleagues who had participated in and contributed to the meeting of the Appeals Subcommittee on 11 October 2019.

## **2.5 Board of Management Meeting Dates 2020**

The Board noted that these had been sufficiently covered in discussion under the Chair's remarks.

## **127/3 ANY OTHER BUSINESS**

There were no other matters raised under any other business.

**127/4 DATE OF NEXT MEETING**

The next meeting of the Board would take place on Wednesday 5 February in Lowden.