

Board of Management Meeting, Quarter 1, 2024-2025

Wed 09 October 2024, 16:30 - 18:30

A3 Lerwick Campus, and online

Categories of Agenda items and Expected Responses from Members

'For Decision' Input from, and conclusions reached by, Directors, is expected for these items.

'For Discussion' Input from Directors is expected for these items, to give feedback to the item lead.

'For Review' Clarity on accuracy is expected, from Directors, for these items.

'For Information' These items are spoken to, and may require the input of Directors.

~ 'Recommendations for Approval' The recommendations set out in the papers, will be read out by the Chair, or the item lead. The Chair, or item lead, will say 'and we approve these recommendations', unless a Director asks for them to be discussed further.

* For Noting Unless raised by a Director, these items are taken as read, without discussion.

Agenda

Opening Items


16:30 - 16:35 **1. Welcome, Apologies, and Announcements**

5 min

For Information *David Sandison*

1.1. ~Appointments to the Board of Management

Decision *Matt Sierocinski King*

 Item 1.1 - Appointments to the Board of Management.pdf (1 pages)

1.2. *Decisions approved by Correspondence

For Noting *David Sandison*

None

1.3. ~Appointment of Board Roles

Recommendations for Approval *Matt Sierocinski King*

None

1.4. ~Committee Assignations


Recommendations for Approval *David Sandison*

 Item 1.4 - Committee Assignations.pdf (1 pages)

1.5. ~Terms of Reference for Committees

Recommendations for Approval *Matt Sierocinski King*

 Item 1.5 - Terms of Reference for Committees Cover Paper.pdf (1 pages)

 Item 1.5 - Terms of Reference for Human Resources and Remuneration Committee (For Approval in October 2024).pdf (3 pages)

 Item 1.5 - Terms of Reference for Finance and General Purposes Committee (For Approval in October 2024).pdf (2 pages)

16:35 - 16:36 **2. *Standing Orders of the Board of Management**

1 min

16:36 - 16:38 3. Declarations of Interest

2 min


For Decision David Sandison


Verbal

16:38 - 16:42 4. Minutes of the previous meetings

4 min

For Decision David Sandison

 Confidential Minutes of the previous Meeting of the Board of Management (2023 Q4).pdf (6 pages)

 Non-Confidential Minutes of the previous Meeting of the Board of Management (2023 Q4).pdf (12 pages)

16:42 - 16:43 5. Matters Arising

1 min

For Information David Sandison

5.1. Industrial Action - (Confidential)

For Information Jane Lewis

Verbal

5.2. Restructure Update - (Confidential)

Information Jane Lewis

verbal

Standing Items

16:43 - 16:53 6. Principal's Report

10 min

For Discussion Jane Lewis

 Item 6 - Principal's report - q1 24 25.pdf (8 pages)

16:53 - 16:53 7. Campus Move Update - (Confidential)

0 min

Jane Lewis

Verbal

Finance Section

16:53 - 16:58 8. Draft 2023-2024 YE Management Accounts - (Confidential)

5 min

For Discussion Katrina Short

Postponed

16:58 - 17:03 9. Cash Flow - (Confidential)

5 min

For Information *Katrina Short*

- 📄 Item 9C - 2024_25 cashflow forecast @ Sep24.pdf (1 pages)
- 📄 Item 9C - FGPC paper August 24 cashflow update.pdf (2 pages)

Development of Shetland UHI

17:03 - 17:04 10. *Risk Register Summary

1 min

For Noting *Jane Lewis*

- 📄 Item 10 - BoM Confidential Risk register summary.pdf (4 pages)

17:04 - 17:14 11. SPIs - (Confidential)

10 min

For Discussion *Jane Lewis*

- 📄 Item 11C - Board of Management Q1 2024-25 SPIs.pdf (8 pages)

Progress to Assignment of Shetland UHI

Development of the Board of Management

17:14 - 17:19 12. Vacancies Upon the Board of Management

5 min

For Discussion *Matt Sierocinski King*

Verbal

17:19 - 17:24 13. Dates of Meetings for 2023-2024 - Q2 Amendments

5 min

For Decision *Matt Sierocinski King*

- 📄 Item 13 - 2024-2025 Q2 Proposed Amended Meeting Dates of the Board of Management.pdf (1 pages)
- 📄 Item 13 - Proposed Amended Meeting Dates for Q2 2024-2025.pdf (3 pages)

Committees Reporting to the Board of Management

Audit Committee

17:24 - 17:25 14. *Draft Minutes of the previous Meeting - (Confidential)

1 min

For Noting *Claire Christey*

- 📄 Non-Confidential Minutes of Audit Committee Meeting (2024 Q1).pdf (8 pages)
- 📄 Confidential Minutes of Audit Committee Meeting (2024 Q1).pdf (1 pages)

Finance and General Purposes Committee

17:25 - 17:26 **15. *Draft Minutes of the previous Meetings - (Confidential)**

1 min

For Noting *Graeme Howell*

15.1. *Minutes of the 2023-2024 Month 12 Meeting - (Confidential)

For Noting *Graeme Howell*

- 📄 Confidential Minutes of the Finance and General Purposes Committee Meeting (2023 M12).pdf (3 pages)
- 📄 Non-Confidential Minutes of the Finance and General Purposes Committee Meeting (2023 M12).pdf (4 pages)

15.2. *Minutes of the Month 1 Meeting - (Confidential)

For Noting *Graeme Howell*

- 📄 Non-Confidential Minutes of Finance and General Purposes Committee (2024 M1).pdf (3 pages)
- 📄 Confidential Minutes of Finance and General Purposes Committee (2024 M1).pdf (4 pages)

15.3. *Draft Minutes of the Month 2 Q4 Meeting - (Confidential)

For Noting *Graeme Howell*

- 📄 Confidential Minutes of Finance and General Purposes Committee (2024 M2).pdf (3 pages)
- 📄 Non-Confidential Minutes of Finance and General Purposes Committee Meeting (2024 M2).pdf (4 pages)

Human Resources and Remuneration Committee

17:26 - 17:27 **16. *Draft Minutes of the previous Meeting - (Confidential)**

1 min

For Noting *David Sandison*

Non-Confidential Minutes to follow

- 📄 Confidential Minutes of Human Resources and Remuneration Committee (2024 Q1).pdf (6 pages)
- 📄 Non-Confidential Minutes of Human Resources and Remuneration Committee (2024 Q1).pdf (5 pages)

Learning, Teaching, and Research Committee

17:27 - 17:28 **17. *Draft Minutes from the previous Meeting**

1 min

For Noting *Karen Hall*

To follow

Search and Nominations Committee

17:28 - 17:29 **18. *Draft Minutes from the previous meeting - (Confidential)**

1 min

For Noting *David Sandison*

18.1. *Minutes of the Summer meeting


For Noting *David Sandison*

- 📄 Minutes of Search and Nominations Committee (2024 Summer).pdf (9 pages)

18.2. *Draft Minutes of the Autumn Meeting - (Confidential)

For Noting

David Sandison

 Non-Confidential Minutes of Search and Nominations Committee (2024 Autumn).pdf (10 pages)

 Confidential Minutes of Search and Nominations Committee (2024 Autumn).pdf (2 pages)

Closing Items

17:29 - 17:31 **19. Any Other Business**

2 min

Information

David Sandison

17:31 - 17:32 **20. Date of Next Meeting**

1 min

Information

David Sandison

15th January 2025 at 16:30 in person and via Teams

2nd April 2025 at 16:30 in person and via Teams

25th June 2025 at 16:30 in person and via Teams