

Minutes of the 40th Meeting of the SCQF Partnership Board held on Friday 1 December 2017, at 09.00hrs in the SCQF Partnership Offices, 201 West George Street, Glasgow G2 2LW

Present:

Rob Wallen (RW)	Chair SCQF Partnership
Jim Metcalfe (JM)	College Development Network
Rowena Pelik (RP)	QAA
Bernadette McGuire (BMcG)	Chair of SCQF Quality Committee
Gill Stewart (GS) Representing Janet Brown	SQA

In Attendance:

Aileen Ponton (AP)	SCQF Partnership
Sheila Dunn (SD) From Item 5	SCQF Partnership
Julie Cavanagh (JC) From Item 5	SCQF Partnership
Lorna Meiklejohn (LM) Minutes	SCQF Partnership
Amy McDade (AMcD) Minutes	SCQF Partnership

Welcome and introductions

RW welcomed all to the meeting. He confirmed that AS had provided comments on the papers prior to the meeting.

Apologies

Alastair Sim (AS)	Universities Scotland
Paul Smart (PS)	Scottish Government

Register of Interests

RW reminded Directors to submit any updates on this document and pass to LM for the records.

1. Approval of decisions relation to Directors

RW introduced this paper requiring decisions and actions from all Directors. All Directors present formally accepted and noted the resignation of Liz Cameron with effect from 1 December 2017. They agreed to the reappointment of the co-option of Bernadette McGuire as Chair of Quality Committee. They discussed and agreed with the proposal to invite Steve Hearty to join the Board as the co-opted Director representing employer interests, with a planned start date of 1 January 2018.

AS had given his formal acceptance and agreement to the Chair in relation to the three recommendations under this item, prior to the meeting.

2. Minutes of the meeting held on 1 September 2017

RW asked Directors if there were any amendments to the previous minutes. The Directors were satisfied that the minutes were an accurate record of the meeting. They accepted the redacted version of these for the website.

3. Matters Arising

AP introduced this paper highlighting the items for discussion attached to the cover paper. She confirmed that the six institutions had been chosen from the bids received, using SFC grant money to fund the credit rating of non-mainstream provision. She was pleased to note that this time there were four Colleges included in this project.

AP then updated Directors on the College Ambassador project in conjunction with CDN, where three Colleges had been chosen that were demonstrating the use of the SCQF in different ways. She had written to all three asking if they were willing to pilot the Ambassador Project with a view to showcasing the results at the CDN National Expo 2018.

AP referred to the last item on this paper and confirmed that the six External Reviewers that had been appointed had now been trained along with Quality Committee members. RW had attended the training and he confirmed that he had been impressed by the calibre of people with the breadth of knowledge on how Credit Rating was carried out.

The Directors noted the other matters arising.

4. CEO Report

AP spoke to this paper and gave an update on some of the items on the attachment to the cover paper. The video production schedule on how the SCQF was being used was going well and a number of videos would be launched on the new look website by the end of January 2018.

AP reported that consideration was still being given to an updated slimmed down version of the Business Continuity Plan as agreed at the last ARC meeting. There had not been enough time between these meetings to complete this work but she would take this to ARC in February when completed and to the next Board meeting in March 2018

The Directors noted the content of the report.

5. Review of Colleges as CRBs

AP highlighted the review that had been completed by Education Scotland on Colleges as Credit Rating Bodies. There had been a number of recommendations some of which were still under review. A meeting had taken place with SCQF, Education Scotland and the Scottish Funding Council on possible options for ongoing evaluation of the process. The Directors discussed the report and agreed that they fully supported the option being proposed. Directors asked that this confirmation of support be notified to the Scottish Funding Council.

6. Management Accounts 2017 -18 Quarter 2

The Directors agreed that the overall position was very positive and confirmed acceptance of the accounts.

7. Report from the Audit & Risk Committee

The Directors noted the minutes of the Audit and Risk Committee and approved the changes to the Risk register.

8. Report from the Quality committee

BMcG spoke to this paper confirming that the meeting of 31 October had been a good meeting with plenty of items for discussion around Credit Rating Bodies annual monitoring. She stated that there was considerable discussion around the application from OPITO which would be taken separately.

The Directors noted the range of business conducted by the Quality committee.

9. Policies for Approval

AP reminded Directors that it had been discussed at the previous Board meeting that all the policies were being reviewed this year and the policies attached to the cover paper were those that required Board approval.

Clarity was sought on the Delegation of Authority policy where it stated “Virement between budgets of more than 10%.” It was agreed that ‘within one year’ should be added to this line. Clarity was also sought on some benefits in the Travel & Subsistence that may be taxable benefits, which AP agreed to follow up on.

The Directors were otherwise satisfied to approve the four revised policies and their review dates.

10. Update on Conference

JC gave the Directors a further update to the Conference. The numbers registered for the conference had now reached 50 paying delegates. There were four sponsorship agreement packages in place with two others interested in taking one. The Board had now all responded with attendance to both the conference and the dinner. It was noted that not many of the Forum members had registered. AP confirmed that on the Study Day after the Conference that both Bahrain and colleagues from Hong Kong had agreed to contribute by speaking on the work that SCQFP have done with them. The Directors were happy to note the content of the Update on Conference paper.

11. Dates for 2018

The dates for 2018 had been circulated to Directors and their PAs prior to the meeting. The Directors confirmed that these were now blocked off to attend in their diaries. AP agreed to follow up with Steve Hearty on these dates for next year.

12. AOB

RW invited any other business to be discussed. As there were none, he wished everyone a Happy Christmas, before closing the meeting.