

STÒRLANN BOARD OF DIRECTORS 2020

MINUTE OF MEETING OF BOARD OF DIRECTORS

10.30, Thursday 22 May 2020
Video Conference - Google Meet

Present

Gillian Campbell-Thow (GCT) – Glasgow City Council (Chair)
Angus MacLennan (AML) – CNES (Vice-chair)
Bethan Owen (BO) – City of Edinburgh Council
Jackie Cahill (JC) – North Lanarkshire Council (Until 1130)
Simon Easton (SE) – Argyll and Bute Council

Donald W Morrison (DWM) – Stòrlann
DJ MacRitchie (DJM) – Stòrlann
Neil Smith (NS) – Stòrlann (Note of Minute)

In Attendance

Sarah Buchanan (SB) – Scottish Government
Joanne McHale (JMH) – Bòrd na Gàidhlig

John Moffat (JM) – Mann Judd Gordon (1100 - 1115)

Apologies

Norma Young (NY) – Highland Council

ITEM		ACTION
1	OPENING ITEMS	
1a	Welcome The Chairperson welcomed all present.	
1b	Present and Apologies As above.	
1c	Declarations of Interest No notes of interest were presented.	
2	MINUTES	
2a	Minutes of Board Meeting 20/02/20 Minutes of the meeting held on 23 May 2019 in Glasgow had been circulated and were approved as a true record of the meeting. Proposed by JC and seconded by SE.	

2b	<p>Matters arising For information - The item in section 3C marked in the name of the former chair was an invoice for educational materials.</p>	
3	FINANCE BUSINESS	
3a	<p>The Scottish Government Funding 2019-20 Funding Agreement The CE reported that the funding had been received as agreed and projects delivered on schedule. The board approved the agreement.</p>	
3b	<p>The Scottish Government Funding 2020-21 – Funding Agreement The CE informed the board that himself and the Chairperson had met with Scottish Government Officials. The first drawdown had been completed. The board formally approved the agreement which had been circulated at an earlier date.</p>	
3c	<p>Bòrd na Gàidhlig Funding 2019-20 – Funding Agreement The CE reported that all targets had been met with the exception of one meeting for An Seotal which had to be postponed because of COVID-19. GCT wished to express thanks to Bòrd na Gàidhlig for their support and JM thanked the directors and staff of Stòrlann for the work completed.</p>	CE
3d	<p>Bòrd na Gàidhlig 2020-21. Funding Agreement 2020-21 The CE and JM reported that the funding agreement was in place and the latest progress report had been submitted. The board approved the agreement.</p>	
3e	<p>Stòrlann Management Accounts: 1 April 2019 – 31 March 2020 JM joined the meeting by telephone and gave an update to the board. An erroneous charge of £20 000 by MacDonald Hotels in connection with An t-Alltan 2019 had been identified by the CEO and a new invoice was issued. There are revised budgeting protocols in place and the new funding model for An t-Alltan will spread the cost across the year instead of being concentrated in one quarter. GCT thanked JM for the update and the accounts were approved.</p>	
3f	<p>2020-21 Budget The CE intimated that the organisation’s funding is in place as previously agreed, and that the only point of note was that the Tosgan’s rent had increased slightly. Budgets for the forthcoming year are being prepared and will be circulated in June.</p>	
3g	<p>Accomodation and Travel Expenditure The CE gave an update on accommodation and staff travel. Due to the change of circumstances with COVID-19, travel costs were being reduced and new ways of collaborating with external organisations were introduced. A number of initiatives had been introduced to support staff morale. It was agreed that the company should ensure that staff continue to meet frequently by video conferencing to keep morale high.</p>	
4	CORPORATE AFFAIRS AND STAFFING	
4a	<p>COVID-19 Report / Staffing An update of the measures introduced by Stòrlann as a response to COVID-19 was provided by the CE. These included closure of the office, one member of staff being furloughed, daily SMT meetings, creation of a team Whatsapp group, weekly team meetings, provision of homeworking equipment and production of specific resources and websites. The Chair requested consideration be given to issuing guidance on sending of emails outwith core working hours – 0830-1800 and to ensure delineation between</p>	

<p>4b</p> <p>4c</p> <p>4d</p> <p>4e</p> <p>4f</p> <p>4g</p> <p>4h</p>	<p>social and work channels. The board wished to thank Stòrlann staff for their patience and understanding during the lockdown period.</p> <p>Health and Safety The CE reported that a full evaluation of the workplace was due and this will be carried out before staff return to the office. The board noted the update.</p> <p>Risk register The current Risk Register had been circulated to members. The CE reported that there may have to be additional changes due to COVID-19, but that any changes will be discussed with the chair. This was approved by the board.</p> <p>Minute of staff meeting The minutes of the staff meeting held on 19 February 2020 had been circulated. GCT and SE had attended the meeting in Stornoway on behalf of the board. CGT requested that the date of the next staff meeting on 26 May be rescheduled so that she could attend and apologised for any inconvenience caused.</p> <p>Staff handbook and supplementary documentation The CE and chair reported that the new staff handbook had been revised but that the board required another week for reviewing two areas within it as there had been delays due to COVID-19. This was approved.</p> <p>Working hours – review The CE informed the board that the option of finishing early on a Friday would be discussed with staff at the next meeting. This had been a suggestion by the previous chair Robert Dalzell.</p> <p>Tosgan COVID-19 arrangements An update on the current arrangements for access to An Tosgan was provided by the CE. The position will remain under continuous review as lockdown arrangements/legislation changes</p> <p>Stòrlann Board Meeting: Next meeting It was agreed that the next board meeting be held online on the 27th of August 2020</p>	<p>CE</p> <p>CE</p>
<p>5</p>	<p>PROJECTS AND CONTRACTS</p>	
<p>5a</p> <p>5b</p> <p>5c</p>	<p>Resources Schedule 2019-20 DJM and the CE provided an update on the schedule which had been circulated to members.</p> <p>Resources schedule 2020-21 DJM and the CE provided an update on the schedule which had been circulated to members. The board wished to thank the staff for the quick turnaround on producing new resources for home schooling and the positive feedback that had been received.</p> <p>An t-Alltan Online and CLPL The CE provided an update on progress with the planning for An t-Alltan Online and informed the board that there will be a list of workshops available for the August meeting.</p>	<p>CE</p>

<p>5d</p> <p>5e</p> <p>5f</p> <p>5g</p> <p>5h</p>	<p>GLAIF 2019-20 Funding The CE informed the Board that he was awaiting the outcome of two partner GLAIF applications. NHS Western Isles: An initial meeting on the Relationships, Sexual Health and Parenting project with Western Isles Health Board had taken place in February. Heriot Watt University: Nothing further to report. JMH notified the board that decisions on the applications would be expected by mid June 2020.</p> <p>Home-learning resources site The CE updated the board in relation to the new GM resources site which had been produced for home learning during lockdown.</p> <p>Gàidhlig nan Òg resources site The CE informed the board that the GnO website had been completed and launched early so that it could be put to use during lockdown. A high number of files had been downloaded since the launch.</p> <p>Gràmar-G Online Grammar site The CE gave an update on the site's progress with completion imminent. He intimated that DJM and a member of staff (MMR) would be working on a separate grammar resource.</p> <p>Online Stats NS provided a verbal update on the digital resources statistics which had been circulated.</p>	
6	AOCB	
	<ol style="list-style-type: none"> 1. The CE informed the board that Stòrlann had been approached to translate the Gàidhlig nan Òg website into Gaeilge and discussions were ongoing regarding this. Funding would be available from Ireland. 2. The Chair requested that progress be made with regard to appointing a mental health first aider for the company. The CE said arrangements would be made for this at the next staff meeting. 	
7	DATE OF NEXT MEETING	
	<p>The next Board meeting was scheduled for 27th August in Stornoway.</p> <p>The Chairperson thanked all in attendance.</p>	