

STÒRLANN BOARD OF DIRECTORS 2014

MINUTE OF MEETING OF BOARD OF DIRECTORS

10:30 a.m., Thursday, 7th August 2014

Scottish Government Offices, Atlantic Quay, Glasgow.

Present:

Jim Whannel (JW) – Chair
Kenneth Murray (KM) – Vice Chair
Robert Dalzell (RD) – North Lanarkshire Council
Norma Martin (NM) – City of Edinburgh Council
Donald W Morrison (DWM) – Stòrlann
N Smith (NS) – Stòrlann (Note of Minute)

In Attendance

Douglas Ansdell (DA) – Scottish Government
Jonathan Ferrier (JF) – Scottish Government
Roddy Cunningham (RC) – Mann Judd Gordon

Apologies

Archie MacLean (AML) – Sabhal Mòr Ostaig
Mary Macmillan (MMM) – Bòrd na Gàidhlig
Donald MacLeod (DAML) – CNES
Donald MacLeod (DML) – Argyll & Bute

ITEM	RECORD	ACTION
1	OPENING ITEMS	
1a	Welcome JW welcomed all to the meeting.	
1b	Apologies Archie MacLean, Mary MacMillan, Donald MacLeod, and Donald A MacLeod, CNES.	
1c	Declarations of Interest No declarations of interest were forthcoming.	
2	2 MINUTES	
2a	Minute - meeting 8 May 2014 The minute of the Stòrlann Board meeting held on 8 May 2014 in Glasgow was circulated and approved. Prop: Norma Martin Sec: Robert Dalzell.	
2b	Matters arising: There were no matters arising.	

<p>4b</p> <p>4c</p> <p>4d</p>	<p>Members agreed that time be allocated in December for a discussion with regard to the proposed 2015-16 resource production programme.</p> <p>Scottish Government Funding 2014-15 Scottish Government funding was in place and on track.</p> <p>Bòrd na Gàidhlig Funding 2014-15 Bord na Gaidhlig funding is agreed and on track. First payment has been received.</p> <p>Xero Accounting Package - Update The system is now in place. Financial data for the first quarter is in the system and available online. Staff will be trained and supported by Mann Judd Staff. It was agreed that members would be provided with a demonstration, when next in Stornoway.</p>	<p>RC/CEO</p>
<p>5</p> <p>5a</p> <p>5b</p> <p>5c</p> <p>5d</p> <p>5e</p> <p>5f</p> <p>5g</p>	<p>CORPORATE AFFAIRS AND STAFFING</p> <p>Memorandum and Articles DWM reported that the new Memorandum & Articles was scheduled for completion before the AGM in October.</p> <p>An Tosgan The new office environment is working well. A fixed assets register for the Stòrlann area is being created.</p> <p>Staff Contracts This item was combined with item 5f Homeworkers Allowances.</p> <p>[REDACTED]</p> <p>Staff Pensions An update on pension provision and the sums held in reserve will be provided for the next meeting.</p> <p>Stòrlann Staff Meeting The CEO provided members with an update.</p> <p>Homeworkers Allowances (item 5c - Staff Contracts added) Homeworker Allowances</p> <p>[REDACTED]</p> <p>Risk register It was requested that 3 items be removed from the risk register and that it be reviewed at a later date. Items for removal are People: 'Lack of CPD opportunities', Operational: 'Low uptake of Stòrlann services by parents' and Operational: 'Storlann corporate vision lacks clarity'.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p>

6	PROJECTS AND CONTRACTS	
6a	Resources Schedule 2014-15 The Board of Directors received an update from the CEO and an explanation regarding the prioritising of resources. Individual project codes are directly linked to the Financial Management System.	
6b	An t-Alltan / An t-Alltan Beag 2014 The Chief Executive provided members with an update regarding the arrangements for the forthcoming conferences: Alltan Beag – 30 September 2014 and An t-Alltan – 1 & 2 October 2014.	
6c	Bòrd na Gàidhlig An English language version of the BNG final report was circulated.	
6d	GLPS – Practitioners Group The CEO provided information regarding the practitioners group and plans to produce a bank of resources. An application by Edinburgh City Council for GLAIF was successful. It was requested the CEO provide a project timeline for the October meeting. It was agreed that resources be of an equivalent quality to those available for other languages. RD informed the group that there had been an increase in GLPS funding. It was agreed that it would be desirable for Stòrlann to participate in the SMO GLPS training week at SMO.	CEO
6e	SQA – Support Documents The CEO informed the Board that the materials for translation are yet to be signed off. The project remains on schedule for completion within time as the volume of work is low.	
6f	Additional Support Needs (ASN) Seminar Members noted information regarding the joint conference held in Edinburgh University on 23 June. A report will be circulated in due course.	
7	Communications and PR	
7a	The Board was updated regarding the Commonwealth Games 2014 App and resource launch.	
7b	The CEO updated the Board regarding the ASN Cross Party Group that he and Archie MacLullich had attended, following the conference in June.	
8	8 AOCB	
8a	Consultation on GME It was agreed that Stòrlann contribute a submission to the Scottish Government consultation on GME. The CEO will circulate a draft response to Board members for comment, prior to submission.	CEO
8b	Company Policies As previously agreed, there should be a review of existing company policies and two should be reviewed at each future Board meeting.	CEO
8c	Forthcoming Meetings 30 September 2014 - Board Meeting/AGM – Aviemore 10 December - Victoria Quay, Edinburgh	
Close	The meeting closed at 1450.	

