

STÒRLANN BOARD OF DIRECTORS 2014

MINUTE OF MEETING OF BOARD OF DIRECTORS

11:00 a.m., Thursday, 8th May 2014

Scottish Government Offices, Atlantic Quay, Glasgow.

Present:

Jim Whannel – Chair (From 1140 until close)
Donald MacLeod (Chaired the meeting from 1100-1140)
Robert Dalzell
Norma Martin
Donald A MacLeod
Douglas Ansdell - Scottish Government

Roddy Cunningham - Mann Judd Gordon (Telephone from 1200)
Donald W Morrison – Chief Executive Stòrlann
N Smith - Stòrlann (Note of Minute)

Apologies

Archie MacLean
Mary Macmillan
Kenneth Murray

ITEM		ACTION
1	OPENING ITEMS	
1a	Welcome Donald MacLeod (Argyll & Bute) welcomed those present and chaired the meeting until the arrival of JW.	
1b	Apologies from Archie MacLean, Mary MacMillan & Kenneth Murray (unable to attend via telecom as intended).	
1c	No notes of interest were presented.	
2	MINUTES	
2a	Meeting of Board of Directors Monday 6th February 2014, An Tosgan, Stornoway, were approved.	
2b	Matters arising: There were no matters arising.	
3	FINANCE BUSINESS	
3a	Storlann Accounts – Quarter 4 2013 – 14 RC, Mann Judd Gordon joined the meeting by teleconference between 1200 and 1230 and updated members regarding quarter 4 accounts. It was proposed and recommended that company reserve funds are uplifted to £180,000 to comply with policy obligations and the surplus of £42,037 as outlined in the accounts transferred accordingly as a contribution to the reserves.	

<p>3b</p> <p>3c</p> <p>3d</p>	<p>Scottish Government Funding 2014-15 – Funding is at the same level as the previous year.</p> <p>Bòrd na Gàidhlig Funding 2014-15 – A new contract has been signed. Funding is at the same level as the previous year.</p> <p>Xero accounting system is in the process of being introduced as planned and project and financial codes linked in.</p>	
<p>4</p> <p>4a</p> <p>4b</p> <p>4c</p> <p>4d</p> <p>4e</p> <p>4f</p> <p>4g</p>	<p>CORPORATE AFFAIRS AND STAFFING The Chief Executive provided board members with an update.</p> <p>Memorandum and Articles The M & A Sub Group have discussed the existing Memorandum and Articles. The company solicitors, Messrs MacLeod & MacCallum, require confirmation of board members identity in the form of a driving licence or passport to proceed with changes. The draft documents will be circulated prior to the next scheduled Board meeting in August at which time the updated M & A will be discussed.</p> <p>Stornoway Gaelic Hub - An Tosgan The board received an update from the CEO on matters concerning An Tosgan. Members were impressed with the premises on their visit at the previous board meeting.</p> <p>Staff Contracts <u>Project Administrative assistant</u> Angus Nicolson was appointed to this post following interview. The post was advertised as a 0.5 but additional Youth Employment Scheme (YES) funding from CNES has allowed for additional hours.</p> <p><u>Curriculum Officer - Subjects (Part-time – 3 days per week)</u> This contract has been renewed for a period of one year.</p> <p>It was requested that details of the organisational structure, FTE details and total salary costs of the organisation be provided at the next Board meeting.</p> <p>Staff Pensions – future provision The CEO reported Donald Martin, of Succession Group is liaising directly with staff and the company will have 100% provision by 2016, as required by legislation.</p> <p>It was requested that pension provision be added as an item to the risk register.</p> <p>Stòrlann staff meeting The Chief Executive provided members with an update of the Stòrlann staff meeting.</p> <p>Homeworkers allowances Members considered a paper by HS Compliance outlining the issues relating to Homeworker allowances. It was requested that the CEO bring recommendations to the next meeting. It was agreed that, in addition to the Homeworkers Allowances review, that a contract and structure review be undertaken.</p> <p>Risk register As this agenda item had been requested by KM who was absent, members present decided to defer discussion until the next meeting.</p>	<p></p> <p>CEO</p> <p></p> <p>CEO</p> <p></p> <p>CEO</p> <p></p> <p>CEO</p>
<p>5</p> <p>5a</p>	<p>PROJECTS AND CONTRACTS</p> <p>Resources Schedule 2013-14 Board of Directors received information from the CEO and an explanation regarding the prioritising of resources.</p>	

5b	<p>Resources Schedule 2014-15 Board of Directors received an update from the CEO.</p>	
5c	<p>An t-Alltan / An t-Alltan Beag 2014</p> <p>The Chief Executive provided members with an update regarding the arrangements for the forthcoming conferences: Alltan Beag – 30 September 2014 and Alltan – 1 & 2 October 2014. Opinion was that the conferences were now well established as the main CPD events in the year and that they were effective and well run.</p>	
5d	<p>Bòrd na Gàidhlig</p> <p>The CEO provided information regarding the Bòrd na Gàidhlig Quarter 4 Report. It was requested that in future the report be translated for the benefit of members who do not have Gaelic and that the current document be made available in English.</p>	CEO
5e	<p>Scottish Government – Quarter 4 Report</p> <p>The CEO provided information on the report which was circulated to members.</p>	
5f	<p>GLPS – Practitioners Group</p> <p>The CEO provided information regarding the practitioners group and plans to produce a bank of resources. A discussion regarding GLPS provision followed thereafter. The Board commended the organisation for being involved in the production of two quality resources that will serve as an ideal first point of entry for the language.</p>	
5g	<p>SQA – Support Documents</p> <p>The CEO updated the Board regarding the SQA contract and sought approval for continuation into phase 3. Approval was granted and the SQA project team was congratulated on completing the initial phases successfully.</p>	
5h	<p>Additional Support Needs (ASN) Seminar</p> <p>The CEO provided information regarding the joint conference planned for Edinburgh University on 23 June. All stakeholder funding has been secured and information to be circulated imminently.</p>	
6	<p>Communications and PR</p>	
6a	<p>The Board was updated regarding the Commonwealth Games 2014 resource launch that occurred at the Commonwealth Pool in Edinburgh involved school children from Bun-sgoil Taobh na Pàirce .</p>	
6b	<p>The CEO updated the Board regarding use of the Gaelic Brand Variant of the CWG logo.</p>	
7	<p>AOCB</p>	
7a	<p>The Board discussed how children accessed GME nationally and suggested that there needs to be a benchmark nationally. It was requested that assessment be added to the agenda for the next main board meeting in August (7th – either Glasgow or Edinburgh tbc).</p>	
7b	<p>It was agreed to hold a telephone meeting in July to finalise the accounts. Date to be confirmed after consultation with company accountant.</p>	
	<p>The meeting closed at 1445.</p>	