

STÒRLANN BOARD OF DIRECTORS 2014

DRAFT MINUTE OF MEETING OF BOARD OF DIRECTORS

Wednesday, 10 December 2014 at 10.30pm

Scottish Government Offices, Victoria Quay, Edinburgh

Present:

William MacDonald (WM) – Comhairle nan Eilean Siar - Chairperson
 Robert Dalzell (RD) – North Lanarkshire Council
 Donald MacLeod (DML) – Argyll & Bute Council
 Norma Martin (NM) – City of Edinburgh Council

Donald W Morrison (DWM) – Stòrlann
 Neil Smith – Stòrlann (Note of Minute)

In Attendance

Douglas Ansdell (DA) – Scottish Government
 Jonathan Ferrier (JF) – Scottish Government
 Mary Macmillan (MMM) – Bòrd na Gàidhlig

Apologies

Kenneth Murray (KM) – Highland Council
 Archie MacLean (AML) – Sabhal Mòr Ostaig

ITEM	Amended Copy	ACTION
1	OPENING ITEMS	
1a	<p>Welcome The Chair welcomed all to the meeting and outlined his priorities for the organisation. These were:</p> <ul style="list-style-type: none"> • An improved relationship between the Board and Stòrlann staff by way of meetings and information exchange. • The establishment of a working group to give advice to Stòrlann at all levels of the Curriculum. These groups should have representation from SQA, Education Scotland, Bòrd na Gàidhlig and local authorities. • To remedy the gap in Primary Curriculum expertise within the organization. 	
1b	<p>Present and Apologies Apologies were received from Kenneth Murray and Archie MacLean</p>	
1c	<p>Declarations of Interest No declarations of interest were forthcoming.</p>	

<p>2</p> <p>2a</p> <p>2b</p>	<p>MINUTES</p> <p>Stòrlann board meeting 30 September 2014 The minutes of the Stòrlann Board meeting held on 30 September 2014 at MacDonald Aviemore Conference Centre were circulated and approved as an accurate record of the meeting. Prop.: Robert Dalzell Sec.: Donald MacLeod</p> <p>Matters arising: Matters arising: Roddy Cunningham is compiling a follow up report to the 2013-14 audit. It is anticipated the report will be completed in time for the February meeting.</p>	
<p>3</p> <p>3a</p> <p>3b</p> <p>3c</p>	<p>FINANCE BUSINESS</p> <p>Stòrlann Quarterly Accounts The accounts circulated prior to the meeting were discussed. The Board enquired as to what a £29 bank charge listed in the accounts was for and the CEO agreed to contact the bank to obtain information. It was requested that staff travel be monitored because of previous concerns and that, where possible, the Air Discount Scheme be utilised. The CEO stated that with the new Xero accounting system all staff travel could be itemised, and that various procedures were in place to ensure that accommodation and travel expenses are kept to a minimum. The Board approved the accounts.</p> <p>Scottish Government Funding 2014-15 / 2015-16 It was noted that 2015 will be an important year in relation to the Scottish Government funding due to Gaelic Medium Education Legislation passing through Parliament. The Board agreed that representations would have to continue for an increase in funds to match the expectations for an increase in numbers undertaking GME. The CEO reported that an additional sum of £15 000 had been granted by the Scottish Government to enable printing of additional copies of Heinemann Maths and wished to record Stòrlann's appreciation for this support. The Board agreed that budget provision was necessary to cover the cost of reprinting and distributing core materials.</p> <p>Bòrd na Gàidhlig Funding 2014-15 / 2015-16 The CEO informed the Board that communication had been received from Bòrd na Gàidhlig stating that funding is to remain at the same core level for 2015-16. MM informed the Board that Bòrd na Gàidhlig are reviewing all Gaelic organisations to ensure the requirements of the National Gaelic Plan are being met. This obviously includes education so that funding for GME is properly aligned. A review of the current National Gaelic plan is also due to commence in 2015.</p>	<p>CEO</p> <p>CEO</p>

/3c	<p>The board discussed a number of points in relation to this and was of the opinion that there is a longstanding mismatch between the aspirations of the National Gaelic Language Plan and the standstill grant funding being provided to Stòrlann. This disjoint is a cause of constant frustration.</p> <p>MM explained that the Plan had been agreed nationally, after consultation with local authorities and a National Steering Group and that has representation from these groups at director level.</p>	
4	<p>CORPORATE AFFAIRS AND STAFFING</p> <p>4a Money Laundering Act: ID Documents - Directors The CEO informed members that the Office Manager would be in touch with directors who may not have completed the necessary ID documents. This documentation requires to be in place before work commences on the Memorandum and Articles and should be regarded as a matter of urgency.</p> <p>4b An Tosgan The CEO reported that the lease and sub-lease documents had been finalised.</p> <p>4c Staff – Pay Increase The CEO presented a paper outlining a pay settlement over two years and requested that members extend the recommendation to a 1% uplift in respect of April 2014- March 2015, with costs met from earned income and a further 1% increase for April 2015 – March 2016. Members approved the increase of 1% per year, over two years.</p> <p>4d Staff Pensions The CEO reported that the transfer of outstanding pension back-payments to the pension funds was imminent. The Succession Group has been engaged as an independent advisor on the various changes and requirements for pensions.</p> <p>4e Stòrlann Staff Meeting The Chair reported that he had attended the latest staff meeting. The board stated the importance of transparency in their dealings with staff. It was requested that the minutes of staff meetings be circulated with papers as agreed.</p> <p>4f Homeworker Allowances Members were informed that, at a meeting with the Chairperson and CEO, the home-working employees had rejected the offer of █████ per month (taxable) as presented to the group. Members agreed that a revised and final offer of █████ per month be taken to the group. It was also agreed that this allowance be reviewed every five years. NS (not present)</p> <p>4g Stòrlann Policy List The CEO reported that an agreement had been reached with Fèisean nan Gàidheal for Stòrlann to mirror their policies. A Service Level Agreement with CNES HR is in place. Members agreed that HS-1, an independent company, should undertake an additional review of all policies as part of the process.</p>	<p>Office Manager</p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p>

<p>/ 4g</p> <p>4h</p> <p>4i</p> <p>4j</p> <p>4k</p> <p>4l</p>	<p>The Board agreed that one policy be reviewed at each future board meeting. The CEO should compile a list of the existing policies and prioritise which ones are in immediate need of updating. The Homeworking Policy will be reviewed at the next Board meeting.</p> <p>Equal Opportunities Policy This was approved for circulation to staff prior to final review by HS-1.</p> <p>Whistle Blowing Policy This was approved for circulation to staff prior to final review by HS-1.</p> <p>Staff Contracts The previously identified anomaly in a contract has been resolved. The CNES HR advisor is to conduct a review of all staff contracts as some staff were contracted for 35 hours per week while others were 35.5 hours. TOIL and Flexible working arrangements are also being monitored. The CEO informed members that a workforce agreement was in existence where staff worked an additional 5 minutes per day to facilitate closure of the office for three days between Christmas and New Year. This is made clear to employees at time of appointment.</p> <p>Asset Inventory The Asset Inventory has been updated following the office move and this was circulated to members. An online asset tracking system has also been set up. There is a disposal procedure for out of date or inoperative equipment, which requires input from the CEO and Head of Services.</p> <p>Risk Register The risk register was circulated to members and its contents noted. It was agreed that guidelines/policy for lone workers will be considered as an element of the policy review</p>	<p>CEO</p>
<p>5</p> <p>5a</p> <p>5b</p>	<p>PROJECTS AND CONTRACTS</p> <p>Resources Schedule 2014-15 It was requested that an additional target based column be added to the resources schedule.</p> <p>Resources – Targeted Approach A discussion on various aspects of resource production and identification took place. This included:</p> <ul style="list-style-type: none"> • The use of working groups to give advice to Stòrlann at all levels of the Curriculum. • That a meeting with representatives from SQA, Education Scotland, Bòrd na Gàidhlig and Scot Gov. be convened. • That the CEO and Chair arrange a meeting with funders. • MRG consultation was noted. • Target dates to be arranged for the items above. • Establish Stòrlann’s role in Transitions. • Mapping of existing resources to CfE <p>It was requested that Big Writing and Active Maths be put on the agenda for discussion at the next meeting.</p> <p>The CEO updated the Board regarding Cursa nam Fileantach which has now got 3 external contractors creating content, along with the project officer.</p>	<p>CEO</p> <p>CEO</p>

	<p>The board agreed that N4 and N5 were a priority for schools and that there was a preference against resource based learning.</p> <p>The board suggested that the request for a book format should be reconsidered with online material being available in any case. This would also reduce costs associated with printing. The resource groups planned should be able to find a solution for both practitioners and strategists.</p>	
5c	<p>An t-Alltan / Alltan Beag 2014</p> <p>The report circulated was discussed, as was the conference feedback, which was mostly very positive. The CEO reported that there was to be discussion about the future overlap of Alltan Beag with the main Alltan conference as this put pressure on technical staff and reduced the number of rooms available.</p> <p>Members concurred that it was important for the early years group to feel part of the main group and that the crossover should be maintained in some way if possible. All agreed that the one of the main benefits of the conference was the opportunity to network.</p>	
5d	<p>GLPS – Practitioners Group</p> <p>Meetings have taken place and the project is progressing well.</p>	
5e	<p>SQA Contract Phase 3</p> <p>The CEO reported this work as complete and awaiting clearance from SQA.</p>	
5f	<p>ASN</p> <p>This is progressing as planned.</p>	
5g	<p>Cèaird an Sgrìobhaiche Pilot</p> <p>The CEO gave a brief outline of this project which will use the Acair/Stòrlann ‘Sgrìob’ series as a springboard to an anthology of prose and collaboration with PNE on the drama elements. Initially there will be a mapping of existing resources. The board was of the opinion that the concept is good and should be pursued with possible discussion at MRG.</p>	
6	<p>Communications and PR</p>	
6a	<p>Gaelic Awards – Shortlisted Project</p> <p>The CEO updated the Board regarding the awards for which www.gaelic4parents.com was shortlisted.</p>	
6b	<p>Eòrpa GM Programme Contribution</p> <p>A TV crew visited Stòrlann to review resources and interview staff.</p>	
6c	<p>Irish Education Study Visit</p> <p>Catherine MacLennan, Senior Education Officer, CNES, arranged this visit.</p>	
7	<p>AOCB</p> <p>JF requested that he be supplied with a copy of the BnaG funding contract.</p>	CEO
8	<p>Date of next meeting: Stornoway 11/12 Feb 2015</p> <p>The Chair requested that members of the Board set aside two days, 11 and 12 February for this meeting to enable the board to meet with staff. Stòrlann will make travel arrangements.</p>	
	<p>The meeting closed at 2.25pm</p>	