

## STÒRLANN BOARD OF DIRECTORS - AGENDA ITEM 2a

### DRAFT MINUTE OF MEETING OF BOARD OF DIRECTORS

**Thursday, 12 February 2015 at 0930**

**MG Alba Boardroom, CIMC, Seaforth Road, Stornoway**

#### Present:

William MacDonald (WM) – Comhairle nan Eilean Siar – Chairperson  
 Kenneth Murray (KM) – Highland Council – Vice Chair  
 Robert Dalzell (RD) – North Lanarkshire Council  
 Norma Martin (NM) – City of Edinburgh Council  
 Gillian Campbell-Thow (GCT) – City of Glasgow

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

#### In Attendance

Douglas Ansdell (DA) – Scottish Government  
 Jonathan Ferrier (JF) – Scottish Government  
 Mary Macmillan (MMM) – Bòrd na Gàidhlig  
 Roddy Cunningham (RC) – Mann Judd Accountant

#### Apologies

Donald MacLeod (DML) – Argyll & Bute Council  
 Archie MacLean (AML) – Sabhal Mòr Ostaig

ITEM	Amended Copy	ACTION
<b>1</b>	<b>OPENING ITEMS</b>	
<b>1a</b>	<p><b>Welcome</b>            The Chair welcomed all present before extending a special welcome to Gillian Campbell-Thow on attending her first Stòrlann Board meeting.</p> <p>The Chair and members requested that Heads, DJ MacRitchie and Neil Smith, attend all Stòrlann Board meetings.</p>	
<b>1b</b>	<p><b>Present and Apologies</b>            Apologies were received from Donald MacLeod and Archie MacLean</p>	
<b>1c</b>	<p><b>Declarations of Interest</b>            No declarations of interest were forthcoming.</p>	
<b>2</b>	<b>MINUTES</b>	
<b>2a</b>	<p><b>Stòrlann board meeting December 2014</b>            The minutes of the Stòrlann Board meeting held on 10<sup>th</sup> December 2014 at</p>	

<p><b>2b</b></p>	<p>Scottish Government Offices, Victoria Quay, Edinburgh were circulated and approved as an accurate record of the meeting.</p> <p><b>Matters arising:</b> That the Gaelic legislation bill, currently being prepared for going through Parliament, and its impact on Stòrlann should be discussed at Item 7 AOCB.</p>	
<p><b>3</b></p> <p><b>3a</b></p> <p><b>3b</b></p>	<p><b>FINANCE BUSINESS</b></p> <p><b>Stòrlann Accounts: 1<sup>st</sup> April – 31<sup>st</sup> December 2014</b> RC provided members with a brief on the presented accounts. Main points:</p> <ul style="list-style-type: none"> <li>• Further income received from City of Edinburgh and North Lanarkshire</li> <li>• Xero accountancy management system improves allocation of project costs</li> <li>• All salaries are project cost related apart form the CEO and Office Manager which are corporate costs.</li> <li>• Main project expenditure come in final quarter</li> </ul> <p>CEO informed members that the £29 VAT, bank charge, was for wage processing and autopay costs.</p> <p>As North Lanarkshire council manage the GLPS consortium finance, it was requested that the income to Storlann, of £6,500.00, from them be renamed as Central belt GLPS consortium.</p> <p>It was requested that a breakdown of travel costs, not covered by or included within projects, be prepared.</p> <p>The Board approved the accounts.</p> <p><b>Stòrlann Reserves – Presentation R.Cunningham</b> RC presented to members, from his experience, his thoughts on reserve funding and how this impacted on Storlann.</p> <p>Following RC presentation the following points were discussed:</p> <ul style="list-style-type: none"> <li>• Charity law requires received income to be spent in a reasonable timeframe</li> <li>• Current Stòrlann policy is for 3-6 month reserve threshold</li> <li>• Directors not liable for company going into liquidation</li> <li>• OSCR regulation applies pressure on charities to build on their reserves – prudent for Storlann to follow for cashflow purposes</li> <li>• Members uncomfortable with current sum of reserve and the resource demands in the sector</li> <li>• Funders present maintained that education is a priority</li> <li>• Funders provide 12 months of funding, so reserve threshold need not be set so high</li> <li>• Difficult for Storlann to be requesting an uplift from funders if reserve threshold shows a high surplus</li> </ul> <p>The Board approves for reserves to be managed down to £75,000</p>	<p>CEO</p> <p>CEO/RC</p> <p>CEO</p>

<p><b>3c</b></p> <p><b>3d</b></p>	<p><b>Scottish Government Funding 2014-15 / 2015-16</b></p> <p>A draft letter has been received from the Scottish Government requesting details of Stòrlann’s program aims and objectives and of those objectives, which can and will be met. A memo will be forwarded to members to clarify Stòrlann’s program priorities including final; Bòrd na Gàidhlig and Scottish Government program reports, which are forwarded to funders on project progress.</p> <p><b>Bòrd na Gàidhlig Funding 2014-15 / 2015-16</b></p> <p>MM informed the Board that the Bòrd na Gàidhlig contract stipulates the resource priorities. The Board were informed that Bòrd na Gàidhlig funding is to remain at the same core level for 2015-16.</p> <p>The Board highlighted a mismatch between the aspirations of the National Gaelic Language Plan and the standstill grant funding being provided to Stòrlann. The increase in GME pupil numbers and meeting the growing resource demands must equate to an increase in funding.</p> <p>CEO suggested a presentation to the new Bòrd na Gàidhlig Chief Executive and Chairperson and also a briefing to the new Education Minister for Education.</p> <p>It was agreed that the Chair write a letter to Angela Constance, Education Minister. The letter to include:</p> <ul style="list-style-type: none"> <li>• Stòrlann offering to provide evidence to the bill’s Parliamentary committee</li> <li>• Stòrlann’s role in the new Education bill</li> <li>• Stòrlann’s key role in GME</li> <li>• Stòrlann being the key agency in Gaelic resource delivery</li> </ul> <p>An opportunity for the Chair and CEO to meet with Dr. Alasdair Allan would also be beneficial.</p>	<p>CEO</p> <p>CEO</p>
<p><b>4</b></p> <p><b>4a</b></p> <p><b>4b</b></p>	<p><b>CORPORATE AFFAIRS AND STAFFING</b></p> <p><b>Money Laundering Act: ID Documents - Directors</b></p> <p>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 is required to be in place before work commences on the Memorandum and Articles and should be regarded as a matter of urgency.</p> <p><b>Stòrlann Staff Meeting</b></p> <p>The CEO informed members of staff seeing the positive steps in bringing the executive and the governance function closer together; this included the Stòrlann Board minutes going online. Members agreed positively that, the Board’s initiative of having closer ties with the staff and Board of Directors to strengthen relationships was seen as such. This connection would also provide the opportunity for the Board skillset and experience to be further utilized.</p>	<p>CEO</p>

<p><b>4c</b></p> <p><b>4d</b></p> <p><b>4e</b></p> <p><b>4f</b></p> <p><b>4g</b></p>	<p><b>Homeworker Allowances</b> Members were informed that the homeworker allowance was agreed and that the homeworking staff are being paid the agreed allowance.</p> <p><b>Stòrlann Policy List</b> The CEO explained the colour coding status from the policy list and which of these policies had and were to be reviewed. Members discussed the policy list and their statuses. Members requested that the Staff Expenses Rules and Prices policy be raised to an amber level. Members requested that the policies be circulated to them.</p> <p><b>Homeworking Policy</b> Members discussed the adopted CNES homeworking policy which had been amended to fit Storlann as an agency. At the recent Storlann staff meeting (10 FEB 15) the policy was distributed for discussion and thoughts. Staff were requested to submit their thoughts on the draft policy by week ending 23<sup>rd</sup> February 2015. Members agreed to wait until staff had submitted their thoughts on the policy before it being approved. Storlann will then forward the policy to HS1.</p> <p><b>Risk Register</b> The risk register was circulated to members and its contents noted. The CEO highlighted that standstill funding may be seen, particularly by teachers, as a risk.</p> <p><b>Stòrlann Funders and Partners</b> The Chair gave a brief on the strategy meeting held on 11 FEB 2015 with education partners and agency funders. The main points discussed were:</p> <ul style="list-style-type: none"> <li>• Online forum on resources</li> <li>• The sharing of resources between agencies</li> <li>• Funding required to produce 3-18 resources</li> <li>• Translation inconsistencies</li> <li>• IT platform</li> <li>• Storlann working groups providing strategic advice</li> <li>• CLPL – importance of partnerships</li> </ul>	<p>CEO</p>
<p><b>5</b></p> <p><b>5a</b></p> <p><b>5b</b></p>	<p><b>PROJECTS AND CONTRACTS</b></p> <p><b>Resources Schedule 2014-15</b> It was requested that an additional target based column be added to the resources schedule and to show the project stage using a traffic light system.</p> <p><b>Resources – Targeted Approach – Head of Projects</b> DJM provided members with a flowchart illustration on the key stages of resource production. Discussion followed on the strategic approach of resource identification. Points raised were:</p> <ul style="list-style-type: none"> <li>• How Stòrlann engages with the various sectors</li> <li>• Which resources Stòrlann should be creating</li> <li>• All of Storlann resources on program can be tracked to source</li> <li>• Storlann are currently mapping resources to CfE</li> <li>• If crowd sourcing could be used by Storlann to gather teacher and local authority thoughts on resource identification</li> <li>• Clear resource objectives sourced through advisory panels</li> <li>• Once resource objectives have been sourced, through advisory</li> </ul>	<p>CEO</p>

	<p>panels, who then agrees which resources are produced</p> <ul style="list-style-type: none"> <li>• Large delivery expectation from education sector on Stòrlann</li> <li>• Education sector must have realistic approach as to what Stòrlann can deliver</li> <li>• Education Scotland are creating online resources</li> </ul> <p>Members agreed that the formation and meetings of relative panels be convened at earliest convenience.</p> <p><b>5c Resources – Big Writing and Active Maths</b> Members discussed the background paper on Big Writing and Active Maths. While discussing Big Writing, it was suggested that further dialogue should take place with Ann Glennie, formerly of Andrell Education, to engage with Stòrlann on resource development.</p> <p><b>5d An t-Alltan 2015</b> Members discussed Stòrlann’s national Gaelic CLPL event, the Alltan. Discussion points raised:</p> <ul style="list-style-type: none"> <li>• Pressure on staff</li> <li>• Outsourcing of conference organizing, to companies such as Dynam</li> <li>• Smaller Alltan events in local authorities, showcasing the content</li> <li>• A wider review being required of national CLPL providers</li> <li>• Should Alltan have closer ties with Education Scotland’s, Scottish Learning Festival</li> <li>• Teachers and educationalists highly value cross authority networking</li> </ul> <p>Members approved Alltan 2015 and recommended that steps were taken to buy in short term assistance.</p> <p><b>5e Curriculum Officer – Primary</b> Members discussed the need to create a relevant job description and the options of it being offered as a secondment.</p> <p><b>5f SQA Contract – Phase 3</b> CEO updated members that Phase 3 had been completed with no retention.</p> <p><b>5g ASN – Soillse Research</b> The CEO updated members that Stòrlann had received a Soillse grant. Research testing is being carried out by Sheila Carvel in Edinburgh and Ann Marie Collier in Uist.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p>
<p><b>6</b></p> <p><b>6a</b></p>	<p><b>Communications and PR</b></p> <p><b>Open days</b> The CEO informed members of Gaelic open days that Comhairle nan Eilean Siar schools had held in their communities. Stòrlann staff had been in attendance at various locations in Lewis, Harris, Uist and Barra. Stòrlann</p>	

<b>6b</b>	<p>would be willing to assist and attend other local authority GME days as best they could.</p> <p><b>Events – GM feature panel</b> The CEO informed members on a feature that Storlann had created, in collaboration with CNES, for the Events (Western Isles community paper) paper, on the benefits of GME.</p>	
<b>7</b>	<p><b>AOCB</b> Members further discussed the Education bill going through Parliament.</p> <p>Main Gaelic related aspects of bill:</p> <ul style="list-style-type: none"> <li>• Parental right to GME within their local authority</li> <li>• Duty on local authorities to create full assessment on potential need of GME, based on availability, guidance and numerical evidence. This assessment will provide definitive yes no answer. Parents can appeal through Gaelic act if not successful.</li> <li>• Bord na Gaidhlig will provide guidance on GME not Education Scotland. Submission on what should go into guidance included as part of bill debate.</li> <li>• The initial duty on local authorities to carve areas into assessment/catchment areas will not form part of new bill</li> </ul> <p>The following Education bill discussion points, relating to Storlann, were also discussed by members:</p> <ul style="list-style-type: none"> <li>• Storlann to engage with the bill</li> <li>• Encouragement for the bill to be discussed in as wide a context as possible L MRG being a further venue for discussion</li> <li>• Storlann Chair to write letter to the Parliamentary committee Convenor, detailing Storlann role and pressures</li> </ul>	CEO
<b>8</b>	<b>Date of next meeting: 21<sup>st</sup> May 2015, 1030am, Atlantic Quay, Glasgow.</b>	
	<b>The meeting closed at 1.00pm</b>	