

## STÒRLANN BOARD 2021

### MINUTE OF MEETING OF BOARD OF DIRECTORS

**1:30pm, Thursday 18<sup>th</sup> November 2021**

**Online Meeting - Google Hangout**

#### **Present**

Gillian Campbell-Thow (GCT) – Glasgow City Council (Chair)  
Bethan Owen (BO) – City of Edinburgh (Vice Chair)  
Simon Easton (SE) – Argyll and Bute Council  
Jackie Cathill (JC) – North Lanarkshire Council  
Lena Walker (LW) – Highland Council  
Evelyn Coull MacLeod (ECM) – Comhairle nan Eilean Siar

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

#### **In Attendance**

Stuart Pescodd, (SP) – Scottish Government  
Anne Morrison (AM) – Bord na Gàidhlig  
Jim Whannel (JW) – Bord na Gàidhlig  
John Moffat (JM) – Mann Judd Gordon and Co (joined at 1315)

#### **Apologies**

Sarah Buchanan (SB) – Scottish Government  
Douglas Ansdell (DA) – Scottish Government

ITEM		ACTION
<b>1</b>	<b>OPENING ITEMS</b>	
1a	<b>Welcome</b> The Chairperson welcomed all present.	
1b	<b>Present and Apologies</b> As above.	
1c	<b>Declarations of Interest</b> No notes of interest were presented.	
<b>2</b>	<b>MINUTES</b>	
2a	<b>Minutes of Board Meeting</b> Minutes of the online meeting held on 7 <sup>th</sup> October 2021 had been circulated and were approved as a true record of the meeting. Proposed by BO and seconded by SE.	

2b	<p><b>Matters arising from minute:</b>          The CE referred to item 4C (Storlann AGM and arrangements). The papers had been signed and returned by the directors as requested.</p>	
3	<b>FINANCE BUSINESS</b>	
3a	<p><b>Finance and Audit Arrangements from AGM</b>  <b>SP1: 2020-21 Accounts OSCR</b>  <b>SP2: 2020-21 Accounts ROC</b>  <b>SP3: Letter to Management</b>  <b>SP4: Letter of Representation</b>  <b>SP5: Letter of Engagement</b></p> <p>JM gave an update on the above. With regard to the OSCR accounts, the balance sheet is positive with an £80 000 surplus (sum required for normal day to day business and cashflow operations).</p> <p>Referring to SP3, JM flagged up that it is necessary to retain copies of the employer's liability insurance for an unlimited time so that they can be referred to in any future claims. The CE informed the board that the organisation has a list of such documents and the length of time they are retained. This is for GDPR purposes.</p> <p>JM asked board members to familiarise themselves with SP4: Letter of Representation and offered to discuss it with anyone who wished to do so. He also pointed out that it is the board's responsibility to identify any potential instances of fraud within the organisation but that during the audit, nothing was identified as such.</p> <p>The CE informed members that there is usually a response to any items identified in the audit and this will be brought to the next meeting.</p> <p>Approval was given to the various documents.</p>	CE
3b	<p><b>Stòrlann Management Report - 1<sup>st</sup> July 2021 – 30th September 2021</b>          JM provided an update on the Management Report which had been circulated. There was a significant surplus but with the anticipated printing of books, the figure is expected to be considerably reduced. Some of the funds would also be used for cash flow and business reserves. The report was approved.</p>	
3c	<p><b>The Scottish Government Funding, 2020-2021</b>          SP informed the board that there is significant pressure on funding across all learning sectors but that a case was being made for the current levels to be maintained. An update on allocations is expected on 9<sup>th</sup> December. It is also possible that the Scottish Government may move to three year funding as the UK Government had adopted this model</p>	
3d	<p><b>Bòrd na Gàidhlig Funding 2022-23</b>          The CE gave an update to the board and informed them the relevant report had been submitted on time. The current one year funding grant had been helpful, given the implications of dealing with Covid related issues. It is anticipated that meetings with BnaG will take place in the New Year.</p>	

3e	<p><b>Bòrd na Gàidhlig Funding, 2021-2022</b> The CE informed the board that the report had been submitted timeously with the usual assistance from the accountants.</p>	
3f	<p><b>Bòrd na Gàidhlig Funding, 2021-2022 - CNES GLAIF Application</b> The CE updated the board on this application which had been rejected in the first tranche of funding but had now been succesful in the second round. This is for the translation of participant facing elements within the Duke of Edinburgh and John Muir Trust Awards. A timetable will be developed with CNES and the project will bring in additional funding.</p> <p>The board thanked Bòrd na Gàidhlig for theor continued support and for attendance at the Stòrlann board meetings.</p>	
3g	<p><b>Accommodation and Travel Expenditure</b> The CE reported that there was no expenditure during the period under review.</p>	
4	<b>CORPORATE AFFAIRS AND STAFFING</b>	
4a	<p><b>Covid-19: Staffing / Tosgan arrangements</b> The CE updated members that An Tosgan is open and the Stòrlann office is open to the two administration staff, the Head of Projects and CE should access be required. Due to the recent spikes in C-19 numbers, the current 'working from home' arrangements for Stòrlann staff are to continue in line with government guidelines until after Christmas. Any update will be reported to the Board via the Chair.</p> <p>Covid has had an impact on staffing with 3 members off at the current time. The admin officer on maternity leave will be returning in the new year.</p> <p>The board wished to convey best wishes to those that were ill and thank those that had continued to progress projects whilst staff numbers were depleted.</p>	CE
4b	<p><b>Health and Safety Report and Policy</b> The CE notified the board that the agency contracted to review Health and Safety had conducted a remote audit via Google Meet. A revised policy may be completed in time for approval the next board meeting. This will incorporate any changes recommended as part of the review.</p>	
4c	<p><b>Risk Register</b> The CE updated members on the current Risk Register which had been circulated. There were no changes to the previous document. JW mentioned the teaching panels and asked if they had been impacted by the Covid restrictions. The CE reported that they had but hoped that the plans for advertising for a training and partnership officer would address the situation. It is anticipated that future panels will be conducted via video conferencing which should also give a more democratic and broader representation. JW suggested that the absence of meetings should be recorded as a Covid-19 impact as otherwise there would be no evidence of teacher engagement, should any criticism arise.</p>	CE
4d	<p><b>Environment Policy</b> A draft policy had been circulated for approval. This is part of a policy sharing arrangement with Feisean nan Gaidheal.</p> <p>The draft was approved with a review being requested for 6 months time to permit the policy to be discussed at a Stòrlann staff meeting.</p>	CE

4e	<b>Training and Partnerships Officer</b> The CE informed the Board that there was a slight delay in preparations for advertising due to ongoing circumstances but that the board would be kept up to date and included in the process as previously arranged. A revised timeline will be forwarded to the Chair.	CE
4f	<b>Board Meeting Schedule</b> The schedule which had been circulated in advance was approved with a request to have the meetings at 1330 on the dates listed. It was also requested that a meeting invitation be sent to all board members for these dates so that they could be automatically added to their calendars.	CE
5	<b>PROJECTS AND CONTRACTS</b>	
5a	<b>Resources Schedule 2021 - 22</b> DJM updated members on the resources schedule which had been circulated. A brief update was given on a number of projects across all levels, as per the schedule.	
5b	<b>Alltan Online</b> The CE informed the board that there had been some activity with early years planning and that some discussion was planned internally regarding primary events. JW reported that the online events which Bòrd na Gàidhlig had held had enjoyed higher attendee numbers than physical events prior to C19. He also requested that consideration should also be given to including options for those teaching Gaelic as L3 in future events. The board were receptive to this with the proviso that there should be care taken regarding the teaching of a language by those not proficient in it themselves. The CE also reported on the use of Go!Gaelic resources and related events which included L3. Panel meetings for this group will be in the remit of the new training and partnerships officer.	CE
5c	<b>Online Stats</b> NS updated members on the statistics from online resources and social media.	
5d	<b>Media and News Releases</b> The CE referred to the COP26 news release which had been circulated and informed members there had been over 500 downloads in the first week of the resource being online. There had been uptake by several media outlets and the CE had been interviewed on radio regarding the resources.  The SMT had fed into GLAN and OECD meetings and this was considered a fantastic opportunity to inform others regarding the work of Stòrlann.  JW informed the board that B na G had held useful discussions with Ken Muir, parents groups and Comann nam Pàrant staff  The SMT also had a liaison meeting with CnamP and a further meeting regarding the development of their new website for parents is planned.  The CE had a very useful discussions with the media team at CNES and CLAS and thanked them for their co-operation.	
6	<b>AOCB</b>	
	There was no AOCB.	

7	DATE OF NEXT MEETING	
	<p>The dates of the next meetings had been agreed at item 4f.</p> <p>The Chair thanked all for their attendance and the CE thanked the Board for their assistance and for attending the staff meeting.</p> <p>The meeting was closed at 2.20 pm.</p>	