

STÒRLANN BOARD OF DIRECTORS 2020

MINUTE OF MEETING OF BOARD OF DIRECTORS

1130, Thursday 20 February 2020
MG Alba Offices, Stornoway

Present

Gillian Campbell Thow (GCT) – Glasgow City Council (Chairperson)
Norma Young (NY) – Highland Council
Simon Easton (SE) - Argyll and Bute Council
Jacqueline Cahill (JC) – North Lanarkshire Council

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

In Attendance

Sarah Buchanan (SB) – Scottish Government
Joanna McHale (JMCH) – Bòrd na Gàidhlig (Tele-conference)
John Moffat (JM) – Mann Judd Gordon (attended 1130 - 1150)

Apologies

Angus MacLennan (AML) – Comhairle Nan Eilean Siar
Bethan Owen (BO) – City of Edinburgh Council

ITEM		ACTION
1	OPENING ITEMS	
	1100-1130 - Closed Session: Directors	
1a	Welcome The Chairperson welcomed all present.	
1b	Present and Apologies As above.	
1c	Declarations of Interest No notes of interest were presented.	
2	MINUTES	
2a	Minutes of Board Meeting 20/Nov/2019 Minutes of the meeting held on 20 November 2019 in Glasgow had been circulated and were approved as a true record of the meeting. Proposed by NY and seconded by SE.	

2b	<p>Matters arising: Attendance was by tele-conference for DJM. All attendees and members initials to be recorded equally across minute. Query regarding GDPR and Bòrd na Gàidhlig contact details being distributed. Distribution list has been forwarded to Stòrlann by BNG and resource has been distributed to the Early level. AOCB point raised by previous Chairperson RD regarding the staff benefits of flexible finish time on a Friday. It was agreed that this would be included on the agenda at the next staff meeting.</p>	DWM
3	FINANCE BUSINESS	
3a	<p>The Scottish Government Funding 2018-19 / 2019-20 Correspondence had been received from the Scottish Government regarding the funding offer, Stòrlann is to receive. It was agreed that Government representatives, the Stòrlann Chairperson and Chief Executive would meet prior to the Letter of Offer being issued. SB suggested that funding would be standstill and as per the previous year.</p>	DWM
	<p>DWM tabled a copy of a letter, from the Deputy First Minister, responding to Gaelic agencies that had contacted the Scottish Government regarding annual funding. Members agreed that the tabled response could be discussed when the Chairperson and Chief Executive meet with the sponsor department in the coming weeks.</p>	DWM
3b	<p>Bòrd na Gàidhlig Funding 2019-2020 – Funding Agreement DWM updated members and informed them that a report was to be submitted to BNG.</p>	
3c	<p>Bòrd na Gàidhlig Funding 2020-21 – Draft submission DWM explained that the following was a draft submission for the volume of resources targeted to complete for the BnaG contract;</p> <ul style="list-style-type: none"> • Early Level – 2 resources • First Second Level – 20 resources for fluent and 3 resources for learners • Third Fourth Level – 5 resources for fluent, 3 for learners and 3 subject resources • Assessment papers – 16 resources for Gàidhlig fluent and Gaelic learners between National 5 and Advanced Higher • An Seotal – 2 panel meetings • CPD for at least 175 • CPD events or information sessions held locally or online – 10 events • Social media interaction – reach of 11,000 with Gaelic4parents 	
3d	<p>Stòrlann Management Accounts: 1 April 2019 – 31 December 2019 JM joined the meeting at 1155</p> <p>JM provided members with an update of the accounts. JM noted that reserves have been reduced which will appease funders.</p> <p>Heads of Service to receive budget training on the online accounting system, Xero.</p> <p>A query was raised relating to the lighting and heating costs. DWM explained that the Tosgan electricity is managed by CNES and that the building has 1 supply with two areas on sub meters. On calculating the amount owed by Tosgan tenants, CNES forwards an invoice to the Tosgan Tenants group. This process creates a delay with billing.</p>	DWM

3e	<p>A query relating to why the former Chairperson, Robert Dalzell's name was contained in the Aged Receivables column was raised. DWM explained that the system may have picked RD's name up from a supply invoice. This would be checked and clarified at the next meeting. JM left the meeting at 1210</p> <p>2020-2021 Budget DWM provided members with a verbal update. DWM mentioned, the possibility of a single item tele-conference meeting, in between this and the next Board meeting to discuss funding.</p>	DWM DWM
3f	<p>Accommodation and Staff Travel Expenditure DWM gave an update on the report that had been circulated. DWM explained the agencies internal process for verifying and checking expenses and invoices. These checks include; 2 signatures on every transaction, copy posted onto Xero and expenses/invoice coded to relevant project. Expenses form to be signposted on G Drive.</p>	DWM
4	CORPORATE AFFAIRS AND STAFFING	
4a	<p>New Directors – Stòrlann stakeholder overview DWM provided new Directors with an opportunity to meet and explain the role.</p>	
4b	<p>Health and Safety The Health and Safety report had been circulated to members. Members were pleased to note that Jamie MacLean had completed his First Aid training and that the An Tosgan staff had the opportunity of familiarising themselves with the nearest defibrillator. Members approved the report</p>	
4c	<p>Risk Register The current Risk Register had been circulated to members. Following discussion members requested DWM to review point O, Operational and Reputational risk; <i>O2: Dilution of cohesion and consistency of GM language use in resources through supported developments initiated by other organisations</i> Members requested that 'Staff well being' be included as a risk. Members approved the register.</p>	DWM
4d	<p>Minute of Staff Meeting DWM tabled a copy of the January 2020 Hangout Staff meeting. Members noted the update.</p>	
4e	<p>Stòrlann Staff Handbook – review of specific policy areas Members agreed to report back to the Chief Executive following discussion with other Board members not present at meeting. Chairperson to respond to staff today. DWM wished to meet Chairperson and discuss staff meeting following the close of the Board meeting.</p>	DWM
4f	<p>CNES Charter partnership DWM reported that there was currently no further update.</p>	
4g	<p>CNES An Tosgan roof repairs DWM updated members on the current position regarding the An Tosgan roof repairs:</p> <ul style="list-style-type: none"> • Roof repairs necessary due to corrosion 	

	<ul style="list-style-type: none"> • David Boag – Bord na Gàidhlig, to speak with CNES • Bord na Gàidhlig are liable for vacant offices • Storlann has been tenant for 8 years – building is much older and this depreciation should be taken into consideration. • Storlann (lead tenant) lease contains wind and watertight • CNES replaced heating system <p>Members agreed that DWM would keep them informed of developments.</p>	DWM
5	PROJECTS AND CONTRACTS	
5a	<p>Resources Schedule 2019-20</p> <p>DWM provided members with an update from the circulated program of work schedule. Supplementary notes to be provided for all meetings. DJM to provide Chief Executive with project note for circulation at GLAN meetings. Calendar of CLPL and panel meeting/events to be distributed.</p>	DWM/DJM
5b	<p>An t-Alltan 2019 and CLPL</p> <p>NS explained the content of his circulated report to members. This report provided members with the content to discuss the future of how Storlann could provide CLPL and if the Alltan CPD conference, as it currently stands, should continue. Following considerable discussion members agreed;</p> <ul style="list-style-type: none"> • that the Alltan annual CPD conference in Aviemore be suspended • Storlann would run and create online webinar CPD material • Storlann would organise and run 2 x CPD events in local authorities • Storlann would create an interim plan between APR20-APR21 • Storlann would manage the communications and PR round Alltan and new direction of CLPL • Storlann would speak directly to primary funders and explain course of action 	DWM/NS
5c	<p>Gàidhlig nan Òg / GLAIF partners</p> <p>DWM updated members updated on Gàidhlig nan Òg project. The GnanÒ project officer contract will be completed by the end of March 2020. For the purpose of local authority resource awareness and rollout, Edinburgh City and CNES are both keen to support a Bòrd na Gàidhlig GLAIF application. The Board were supportive of this application being submitted. The Gàidhlig nan Òg website link be circulated to members: www.gaidhlig-nan-og.scot</p>	DWM/NS
5d	<p>Fileanta</p> <p>DWM updated members on the background of the Fileanta panel, the terms of reference and the personnel changes. There is currently a vacancy for a member from CNES. Members approved the report.</p>	
5e	<p>Online Stats</p> <p>DWM updated members of the online statistics and downloads of Storlann’s online resources and social media reach. Members noted the report.</p>	
6	AOCB	
	<p>Following the Board closed session discussion, the Chairperson conveyed:</p> <ul style="list-style-type: none"> • Approved Board minutes be sent directly to staff • Offer to staff, the presence of a Board member during Google staff Hangout meeting 	DWM

	<ul style="list-style-type: none"> • That during staff meeting an agenda item is included, providing staff with discussion opportunity where SMT is excluded for around 20 mins. Discussion is not minuted, but on SMT return plenary of discussion is minuted. • Mental Health and Wellbeing of staff. That a staff member be given an opportunity for volunteering and training as a Stòrlann Mental Health First Aider. • A quarterly survey on staff mental health be produced. • Teambuilding - solution to be agreed. • Health and Wellbeing agenda item be included for staff meeting <p>The Chairperson wished to convey her sincere thanks to Norma Young, Highland Council for all her support during her tenure on the Stòrlann Board of Directors. The Chairperson wished to welcome Jackie Cahill as the representative for North Lanarkshire Council. On behalf of Simon Easton and herself, the Chairperson wished to thank staff for their hospitality and support during their time in Stornoway and also to pass on their thanks to the wider Stòrlann team.</p>	
7	DATE OF NEXT MEETING	
	<p>The next Board meeting was scheduled for 21st May in Glasgow.</p> <p>Other meetings will take place on 27th August in Stornoway and the 1st October meeting location and venue is to be confirmed.</p> <p>The Chairperson thanked all in attendance and closed the meeting at 1415.</p>	DWM