

## STÒRLANN BOARD OF DIRECTORS 2019

### MINUTE OF MEETING OF BOARD OF DIRECTORS

**Thursday 21<sup>st</sup> February 2019**

**MG Alba boardroom, Seaforth road, Stornoway**

**Time: 10.30am**

#### **Present**

Robert Dalzell (RD) – North Lanarkshire Council (Chair)  
Gillian Campbell-Thow (GCT) – Glasgow City Council (Vice-chair)  
Angus Maclennan (AM) – Comhairle nan Eilean Siar  
Bethan Owen (BO) – Edinburgh City Council

Donald W Morrison (DWM) – Chief Executive (CE) – Stòrlann  
DJ MacRitchie (DJM) – Stòrlann (Note of Minute)  
Neil Smith (NS) - Stòrlann (Tele-conference)

#### **In Attendance**

John Moffat (JM) – Mann Judd Gordon (1100-1115)  
Sarah Buchanan (SB) – Scottish Government

#### **Apologies**

Norma Young (NY) – Highland Council  
Catriona Garvin (CG) – Argyll and Bute Council  
Douglas Ansdell (DA) – Scottish Government

ITEM		ACTION
1	<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> Gillian Campbell Thow : Currently supporting Bòrd na Gàidhlig as Interim Director of Education.	

2	<b>MINUTES</b>	
2a	<b>Minutes of Board Meeting 27<sup>th</sup> September 2018, MacDonalds Highlands Hotel, Aviemore</b> Minutes of the meeting held on 27 <sup>th</sup> September 2018 had been circulated and were approved as a true record of the meeting. Proposed by GCT and seconded by BO.	
2b	<b>Matters arising from minute:</b> No matters arising.  JM joined the meeting at 1100	
3	<b>FINANCE BUSINESS</b>	
3a	<b>Stòrlann Management Accounts:</b>  <b>1<sup>st</sup> July – 30<sup>th</sup> September 2018</b>  <b>1<sup>st</sup> October – 31<sup>st</sup> December 2018 (Tabled paper)</b>  Relevant documents prepared by Mann Judd Gordon had been circulated and tabled to the Board. JM provided members with an overview of the accounts. Main points raised: <ul style="list-style-type: none"> <li>• Cash summary – income and expenditure overview</li> <li>• IT and Technology spends</li> <li>• Shared services – lighting and heating – following receipt of invoice, next quarter will show actual costs. Part of this to include an adjustment required, due to An Tosgan being invoiced for former CNES offices</li> <li>• Balance and Depreciation.</li> </ul> Members thanked JM. Members approved the report	
3b	<b>Audit Report and Related documents</b> <b>1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018</b> JM informed members of the forthcoming audit and a schedule of dates were to be agreed. Following this, DWM suggested that members would have the opportunity of a tele-conference to discuss any related issues before the AGM in October 2019.  JM left the meeting at 1115	
3c	<b>Scottish Government Funding 2018-19 / 2019-20</b> The CE updated members of the latest funding information received from the Scottish Government. 2018-19 Funding: On track. 2019-20 Members were informed that a draft funding letter of offer was expected by the end of March 2019. DWM and RD would then have the opportunity of meeting with Scottish Government representatives.	CE/Chair
3d	<b>Bòrd na Gàidhlig Funding 2018-19</b> The CE updated members on the two six month funding agreement periods. DWM had met with Bòrd na Gàidhlig and payment of the final drawdown of funding is expected within the next 10 days.	

3e	<p><b>Bòrd na Gàidhlig Funding 2019 – 2022</b></p> <p>The CE updated members of the current situation regarding Stòrlann’s three year program plan which Bòrd na Gàidhlig had received and reviewed. Following the review, a request was made for additional project and program information. This was supplied by Stòrlann.</p> <p>RD queried the necessity of such additional requests, which he deemed excessive and additional to the stated requirements of the initial meeting that had taken place between the Bòrd, Chief Executive and Chairperson.</p> <p>The CE informed members that £25k of annual additional contract funding that was received for Prelims (£10k) and 0-3 Alltan (£15k), could now be included as part of Stòrlann’s core annual funding agreement. RD expressed concern as the new arrangement could lead to a reduction in future funding. The CE informed members that he expected the two projects would be clearly marked as separate elements within the new contract.</p> <p>Within the context of the three year program, members discussed digital resources and how many authorities use these types of resources. DU informed members that, at Alltan 2018, he had spoken of the creation of a Stòrlann digital task-team to review future digital requirements. MSP Katie Forbes, in her keynote speech to Alltan delegates, acknowledged the importance of digital developments to the educational sector. NS will lead on the review which will include relevant stakeholders. As part of this task-group, an audit of digital materials within local authorities will be undertaken.</p>	
3f	<p><b>Travel and Accommodation Expenditure Report</b></p> <p>Members noted the updated report.</p> <p>Members discussed the costs attributed to the cost of members attending Stòrlann staff meetings in Stornoway. Members are to review venue options for the August 2019 Board meeting meeting at the next meeting on 23<sup>rd</sup> May 2019.</p>	
4	<b>CORPORATE AFFAIRS AND STAFFING</b>	
4a	<p><b>Health and Safety</b></p> <p>The CE updated members from the report and noted that;</p> <ul style="list-style-type: none"> <li>• a full evacuation and fire alarm drill test was required w/c 18<sup>th</sup> Feb’19</li> <li>• salt grit was being supplied by the local authority and spread in morning</li> <li>• An Tosgan / Seaforth road facing pedestrian area was powerwashed to remove a build up of matter which caused the surface area to be slippery, proving to be a hazard to pedestrians.</li> </ul> <p>Members approved the report.</p>	
4b	<p><b>Risk Register</b></p> <p>The CE provided an overview of the current Risk Register.</p> <p>Members discussed scenarios of retaining staff on short term contracts and Giglets material proofing. DWM informed members that staff employed for fixed term projects are not included in Stòrlann’s core funding, as additional funds support their costs. Approaches for further work are assessed as and when they arise . DWM informed members that Giglet assessments may have been distributed unproofed, as some issues were highlighted with the QA standard of a small number of texts. The CE has regular discussions with the Giglets team.</p> <p>Members noted and approved the report.</p>	

4c	<b>Staff Training</b> Members noted the update.	
4d	<b>Stòrlann Staff Handbook Revision – Update</b> The Chairperson thanked members for their feedback on the handbook. DWM also thanked members and informed them that the document would be passed onto MacLeod & MacCallum Solicitors, prior to a final draft being provided for the 23 <sup>rd</sup> May 2019 Board meeting. The CE noted that the ‘Moving Forward’ good working practice, may change some of the guidelines. Provision of HR support and Health and safety advice is reviewed on a regular basis.	CE
4e	<b>Staff Vacancies, New Posts and Job-evaluation</b> The Chairperson informed members that a job evaluation review was to be carried out for the senior management team on a consultancy basis. It was agreed that the Chairperson be the primary contact for feedback from the consultants .  The CE updated members on the various vacancies; <ul style="list-style-type: none"> <li>• A note of interest has been recieved for the Administration post which is currently being progressed through a recruitment and selection process</li> <li>• 12 month maternity cover for the Projects and Administrator role has been advertised</li> <li>• a Lews Castle student is currently assisting with the distribution of resources, on a .3FTE. It is hoped that the student will join the team on a summer placement.</li> </ul>	CE/Chair
4f	<b>Resource Development Officer - GM Primary</b> The CE updated members on the recruitment of the Primary resource Creator and that a candidate had been selected and had requested a 0.5FTE on the basis of a secondment/career break from The Highland Council being agreed.	
5	<b>PROJECTS AND CONTRACTS</b>	
5a	<b>Resources Schedule 2018-19</b> The CE updated members with an overview of the resources schedule. Members discussed the resource schedule and suggested that the provision of additional code and target information be included in schedule to explain current project position  Members approved the report.	DJM/CE
5b	<b>GIGLETS/BNG Learning Cloud and SNSA</b> Members noted that this item had been included during discussions at Item 4b.	
5c	<b>An t-Alltan 2019</b> The CE informed members that Alltan 2019 was to take place on the 2 <sup>nd</sup> and 3 <sup>rd</sup> of October 2019 in the MacDonald conference centre in Aviemore. Stòrlann’s AGM and Board meeting would take place on the morning of Thursday 3 <sup>rd</sup> October, with the AGM beginning at 10:30am and, following a short comfort break, the Board meeting would follow. Members attendance was encouraged, where possible, on the Wednesday evening. Members approved the report	CE
5d	<b>BnaG Additional Projects Update</b> The CE updated members on both the Go!Gaelic@Home and Translator project posts. Following a break in service due to a family bereavement, the Go!Gaelic@Home coordinator has now returned to work on a 0.5 contract. The CE is in contact with Bòrd na Gàidhlig to extend the timeline fo the project. The Translator post is currently assisting with subject terminology and is making excellent progress.	

5e	<p><b>GLAIF 2018-19 Funding</b></p> <p>The CE updated members that the opportunity of sourcing GLAIF funding was open. The CE was in discussion with BO at Edinburgh City council. Stòrlann would be providing QA, in December 2019, for The Highland Council's GLAIF literacy project.</p>	
5f	<p><b>Gaelic Pre-assessment Papers 2018-19</b></p> <p>The CE had attended a meeting of the CLAS group where teachers informed him of issues in previous and this years pre-assessment papers. The CE informed members as to the background and complex process involved in delivering pre-assessment papers to local authorities. Stòrlann was aware of the reputational risks, as a result of these complaints, and measures were in place so that these issues could be addressed and similar errors avoided in years to come.</p>	
6	<p><b>AOCB</b></p>	
	<p>Members wished to pass on their thanks to Stòrlann staff for Alltan 2018. It was agreed that arrangements for Alltan 2019 be commenced and dates circulated, including the note of attendance for Directors on the Wednesday evening, where possible. Members noted that it would be good to have a Scottish Government Minister and educationalist at the Alltan. Members suggested that invitations for Scottish Ministers attending Alltan 2019, for diary notice, should be made by summer 2019.</p>	CE
7	<p><b>DATE OF NEXT MEETING</b></p>	
	<p>The Chairperson thanked all in attendance and the meeting closed at 1220. The next Board meeting is scheduled for: 23<sup>rd</sup> May 2019 in Glasgow.</p>	