

## STÒRLANN BOARD OF DIRECTORS 2020

### MINUTE OF MEETING OF BOARD OF DIRECTORS

**10.30am, Thursday 27<sup>th</sup> August 2020**  
**Video Conference - Google Meet**

#### Present

Gillian Campbell-Thow (GCT) – Glasgow City Council (Chair)  
Angus MacLennan (AML) – CNES (Vice-chair)  
Bethan Owen (BO) – City of Edinburgh Council  
Jackie Cahill (JC) – North Lanarkshire Council (Until 1130)

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

#### In Attendance

Sarah Buchanan (SB) – Scottish Government  
Joanne McHale (JMH) – Bòrd na Gàidhlig  
Lena Walker (LW) – Highland Council  
John Moffat (JM) – Mann Judd Gordon (1105 - 1130)

#### Apologies

Simon Easton – Argyll and Bute Council

ITEM		ACTION
1	<b>OPENING ITEMS</b>	
1a	<b>Welcome</b> The Chairperson welcomed all present. Lena Walker, The Highland Council, was in attendance as an observer.	
1b	<b>Present and Apologies</b> As above.	
1c	<b>Declarations of Interest</b> No notes of interest were presented.	
2	<b>MINUTES</b>	
2a	<b>Minutes of Board Meeting - Google Hangout - 21/05/20</b> Minutes of the meeting held on 21st May 2020 online, had been circulated and were approved as a true record of the meeting. Proposed by BO and seconded by JC.	

2b	<p><b>Matters arising</b></p> <p>For information:        Gàidhlig nan Òg will be translated into Irish Gaelige. The agreement for rights has been signed-off and paid.</p> <p>Five members of staff submitted a desire to receive training as Mental Health responders. Most providers have postponed face to face training, the option to continue with online training is being explored.</p>	
3	<b>FINANCE BUSINESS</b>	
3a	<p><b>The Scottish Government Funding 2020-21 Funding Agreement</b></p> <p>DWM updated members that quarterly drawdown funding had been received as agreed and projects were delivered on schedule. SB made members aware that the Government would be scrutinizing annual departmental budgets and 2021/22 budgets could face cuts. GCT requested that Stòrlann carry out 2021/22 budget review exercises, with potential savings of 10-20% scenarios being developed. SB intimated that the Government team would be in touch to arrange a meeting with DWM and GCT.</p> <p>GCT wished to pass on her thanks to the Scottish Government team.</p>	DWM/GCT/SB
3b	<p><b>Bòrd na Gàidhlig 2020/21 – Funding Agreement 2020/21</b></p> <p>JMH informed members that Stòrlann reports were received and presented on time and that successful GLAIF contracts would be dispatched this week. There was some delay in the financial reporting and DWM explained that pressures on accountants due to COVID-19 resulted in slight delays. GCT wished to express thanks to Bòrd na Gàidhlig for their support.</p> <p>JM joined the online meeting at 1105 and was welcomed by GCT.</p>	
3c	<p><b>Stòrlann Quarterly Report: 1 Apr 2020 – 30 Jun 2020</b></p> <p>JM updated members on the quarterly accounting period from April to June 2020. JM highlighted; that spend on travel was down and that cash and reserves will deplete due to 4<sup>th</sup> quarter CPD2020 spend. GCT thanked JM for the update and the accounts were approved.</p>	
3d	<p><b>Stòrlann Annual Accounts: 1 Apr 2019 – 31 Mar 2020</b></p> <p>JM updated members on the annual accounts, which were in draft. JM highlighted:</p> <ul style="list-style-type: none"> <li>• DWM/GCT to draft the trustees report</li> <li>• income through grants slightly up</li> <li>• cash reserves have reduced by £40k</li> <li>• suppliers being paid</li> <li>• annual audit</li> <li>• the need for cash reserves</li> </ul> <p>DWM noted that he was comfortable with the accounts and that, financially, Stòrlann was in line with the aspirations of the Board. Members approved the draft annual accounts</p> <p>GCT thanked JM and he left the meeting at 11:30</p>	DWM
3e	<p><b>2020-21 Budget</b></p> <p>DWM intimated the following to members;</p> <ul style="list-style-type: none"> <li>• there are significant COVID-19 and inflation related pressures on the Stòrlann budget for 2020-21</li> <li>• the agency had taken part in the Government furlough scheme</li> <li>• agency had been successful in securing additional, COVID19, Bòrd na Gaidhlig funding through GLAIF contracts</li> </ul>	DWM

3f	<ul style="list-style-type: none"> <li>• release of £29579 reserve funding, as per budget outline, was recommended</li> <li>• any savings made would be incorporated back into the reserve.</li> <li>• recommended staff salary uplift of 1% (taking regard of current financial pressures)</li> </ul> <p>Members approved the report.</p> <p><b>Accommodation and Travel Expenditure</b> DWM gave an update on accommodation and staff travel. Due to COVID-19, these costs were greatly reduced. Members agreed that an additional column be added to provide detailed information on ‘collaborative initiatives’ meetings.</p>	DWM
<b>4 CORPORATE AFFAIRS AND STAFFING</b>		
4a	<p><b>COVID-19 Report / Staffing</b> DWM provided an update of the Stòrlann response to COVID-19. These included:</p> <ul style="list-style-type: none"> <li>• Team working from home</li> <li>• Tosgan Covid deep clean including water flushing for Legionella precautions.</li> <li>• Revised cleaning arrangements</li> <li>• Office access restricted to ‘essential activity’</li> <li>• Main office area desks moved to face walls to reduce aerosol risk</li> <li>• Next review 1<sup>st</sup> October 2020</li> <li>• Mental health &amp; wellbeing training for line managers and training for Mental Health First-aiders.</li> <li>• SMT meetings (Mon/Wed/Fri)</li> <li>• Informal team Whatsapp group</li> <li>• weekly informal team 10@10 meet</li> <li>• small gifts forwarded to home schooling children</li> </ul> <p>The Board wished to pass on their best wishes and thank Stòrlann staff for their work during these times.</p>	DWM
4b	<p><b>Health and Safety</b> DWM reported that a full evacuation of the workplace took place and that fire appliances had been checked. The Board approved the report.</p>	
4c	<p><b>Risk register</b> DWM reported that the agency had reacted well to the additional challenges posed by COVID-19. The challenges of creating ‘Learn from Home’ resources and maintaining the core work program have been challenging but were being met. The flexible working approach adopted by the agency has assisted all staff - particularly those with school and young children. The Board approved the report.</p>	
4d	<p><b>Minute of staff meeting</b> The minutes of the staff meeting held on 3rd June 2020 had been circulated. DWM reported on the staff meeting and GCT appreciated staff flexibility on changing the date, which allowed her attendance. The Board noted the report.</p>	
4e	<p><b>Working hours – review</b> DWM updated members that options regarding the finishing early on a Friday would be circulated to staff for the next Staff meeting. All staff discussions would be recorded through the staff meeting minutes and the staff’s flexible hours worked would be recorded through current systems and the online Google calendar. This introduction would include a change of policy within the Staff handbook. Members noted the report.</p>	DWM

4f	<b>Resignation of Stòrlann Director</b> DWM intimated that Norma Young had resigned as the Director representing Highland Council. Highland Council will liaise with Storlann on the nomination of a new Director. This will be forwarded, to Storlann, for the annual general meeting on 1 <sup>st</sup> October 2020. The relevant paperwork notifying Companies House of this change will be forwarded. Members agreed that a letter of thanks would be forwarded to Norma Young, from the Board of Directors. NS to forward the necessary headed paper to GCT.	GCT/NS /DWM
4g	<b>Resignation of Project Assistant</b> DWM intimated that Alex John Morrison had resigned from the position of Project Assistant. Following his graduation, AJM secured full time employment. AJM was working 1.5 days a week assisting with resource distribution and stock and store management. Due to a large proportion of the store improvement work being completed, this position will not be filled.	
4h	<b>Staff Handbook</b> DWM updated members that, following the review and consultation that the latest Staff Handbook will come into effect from 1 <sup>st</sup> September 2020. Members noted the update.	DWM
4i	<b>Stòrlann AGM and Board Meeting – 1<sup>st</sup> October 2020</b> Members agreed, if possible, to meet face to face for the 1 <sup>st</sup> of October 2020 AGM and Board meeting. Communication facilities will be arranged for anyone not in attendance. Storlann to draft area and venue options. Members approved the note.	DWM
5	<b>PROJECTS AND CONTRACTS</b>	
5a	<b>Resources Schedule 2020-21</b> DWM updated members on the annual resource schedule. Members discussed the methods of how some local authorities feedback resource thoughts, within their own authority. DWM provided an explanation of some of the methods Storlann use, including the local authority advisory groups for Early, Primary level, the Gàidhlig/Gaelic panels and the smaller Secondary subject groups. Due to COVID19, these panels would normally be meeting in Nov/Dec, would not meet this year. Members agreed that an online form sourcing feedback should be researched.	DWM
5b	<b>An t-Alltan Online and CLPL</b> NS provided members with an update on the conference platforms and software being trialled and tested. The online CPD will be a blend of tutorials and webinars, which will be free for all to use and access. DWM was happy to discuss, with members, any CLPL tutorials that would benefit teachers to assist fluency pedagogy. Members approved the note.	DWM
5c	<b>GLAIF NHS Eileanan Siar – RSHP translation project</b> DWM updated members that NHS Eileanan Siar had secured GLAIF funding from Bòrd na Gàidhlig and Storlann has agreed to translate the website for NHSES.	
5d	<b>Gràmar-G Online Grammar site</b> DWM updated members that the contract had now been completed and that he expected Storlann would be sourcing the final payment from Bòrd na Gàidhlig in September 2020.	

5e	<p><b>Bòrd na Gàidhlig COVID-19 Funding – Funding Agreement</b> DWM updated members that Stòrlann had been successful in securing funding for 12 projects. Due to a delay with notifications, an extension on the contract timeline has been requested.</p>	
5f	<p><b>Online Stats</b> NS updated members on the digital resources statistics highlighting: 7000 audio book plays, Twitter reach, Go Gaelic video plays, pdf downloads, 1500 WW2 website downloads and the volume of audio and downloads during the school summer holidays.</p>	
6	<b>AOCB</b>	
	No matters arising	
7	<b>DATE OF NEXT MEETING</b>	
	<p>The AGM and Board meeting was scheduled for 1<sup>st</sup> October 2020, with area and venue options to be sourced and agreed before meeting</p> <p>The Chairperson thanked all for their attendance.</p>	