

STÒRLANN BOARD MEETING

MINUTE MEETING OF BOARD OF DIRECTORS

1030, Thursday 7th December 2023

Google Meet

Present

Gillian Campbell-Thow (GCT) – Glasgow City Council (Chair)

Bethan Owen (BO) – City of Edinburgh (Vice Chair)

Lena Walker (LW) – Highland Council

Evelyn Coull MacLeod (ECM) – Comhairle nan Eilean Siar

Jill Woodward (JW) – North Lanarkshire Council

Donald W Morrison (DWM/CE) – Stòrlann

DJ MacRitchie (DJM) - Stòrlann (Note of Minute)

Neil Smith (NS) – Stòrlann

In Attendance

Douglas Ansdell (DA) – Scottish Government

John Moffat (JM) – Mann Judd Gordon and Co (from 1415)

Catriona Garvin – Argyll and Bute Council

Apologies

Brendan Docherty – Argyll and Bute Council

ITEM NO:		ACTION:
1	OPENING ITEMS	
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 Item 4a to be amended; AJM submitted notice to retire and JMA had noted their intention of resignation. Minutes of the online meeting held on 31 st August 2023 had been circulated. JW proposed and ECM seconded approval of the minutes.	
2b		

	<p>Matters arising from minute: No matter arising.</p>	
3	FINANCE BUSINESS	
3a	<p>Stòrlann Management Report 1st April 2023 – 30th September 2023 JM briefed members from the circulated management report, primarily discussing the agency's income and expenditure. JM noted that there had been a slight issue in the presentation of the Profit and Loss but that it was all covered in the Executive summary sheet. DA raised a query regarding surplus and the Reserves policy. JM explained the breakdown of the reserves policy and what these funds were immediately reserved for;</p> <ul style="list-style-type: none"> • £241k or 3 months of costs for timing in case of any issues in funding being received from key funders • £90k for the dissolution of Storlann • £50k for Storlann as custodians of the An Tosgan building <p>DA understood the breakdown and thanked JM for his explanation.</p> <p>JM recommended that cash funds in the accounts be distributed between several institutions to reduce the possibility of loss due to the fluctuating banking situation and the maximum FSCS of £85K. The CE explained that he had opened a line of dialogue with Mann Judd regarding this matter.</p>	CE
3b	<p>Draft Annual Accounts 1st April 2022 - 31st March 2023 The CE would personally drop off the signed accounts to the Mann Judd office</p> <p>JM and Mann Judd Gordon thanked Storlann management and admin teams for their support on the accounts and audit. The Chair thanked JM for all his support on the accounting.</p>	CE
3c	<p>Scottish Government Funding, 2023-2024 The CE informed members that Storlann received two tranches of funding from Scot Gov. DA, GCT and CE to arrange a meeting for January /February 2024 to discuss grant funding for 2024 onwards.</p>	CE/GCT
3d	<p>Bòrd na Gàidhlig Funding offer 2023-2024 The CE updated members that all reports were up to date and that funds had been drawn down. Members noted the update.</p>	
3e	<p>Bòrd na Gàidhlig Funding offer 2024-2025,26,27,28,29 The CE informed members that the 5-year funding application is now with BnaG. Following the application submission, the Storlann SMT have had a meeting with BnaG management team and answered some queries on the submission. The submission will now go to the committee in the new year with any additional required meeting then.</p>	
3f	<p>Accommodation and Travel Expenditure There were no notable accommodation or travel entries for the period under review. Members approved the report.</p>	

4	CORPORATE AFFAIRS AND STAFFING	
4a	Staffing Update The CE informed the Board that staff (AJM) had retired, and (JMA) resigned in October '23. (JMA) is provides some authoring of resources on contracted days. The Chair requested the home addresses of AJM and JMA, to be forwarded, to acknowledge the Board's thanks for their work at Storlann. The Chair also requested the home addresses for MML and AM, so that she could personally contact them, following their long absence due to Sick Leave.	CE
4b	Tosgan Arrangements The CE informed members that the interim office arrangements had continued The Board confirmed that the new working and restructuring arrangements as considered at the closed session were approved.	CE
4c	Health and Safety Report There have been no incidents reported and nothing was overdue or outstanding. PAT testing was due in August '23 – this was to be checked. The report was approved.	CE
4d	Risk Register The CE recommended that the Covid-19 risk be removed from the Risk register, following the approval of the Work from Home report. Members discussed and as there was no definitive guidance from the Scot Gov in relation to keeping it in place, it was agreed to remove it from the Risk Register. Any changes to risk from the Work from Home policy will be included on the register. The Board approved the report.	CE
4e	Fraud: Policy and Procedures Update The CE stated that there had been no recent changes to policies or procedures and that IT staff continually monitor the company systems for cyber security, with staff being reminded of the need for vigilance.	
4f	Draft Minute of Staff Meeting No meeting had taken place to report on.	
5	PROJECTS AND CONTRACTS	
5a	Resources Schedule 2023 – 24 DJM gave an update on projects, mentioning; Early level Bookbug Pack 1 and 2, Early and First Level Language Framework. Nadine and Tiogair – two novels for first and second level that will be distributed soon. Three sets of library and reading for pleasure packs for Early to First level to be distributed. Set of 30 A3 Phonic mats to accompany a new set of Phonic cubes which will both be distributed early in 2024. Fios air Fuaimean CLPL phonic session with a literacy specialist, to acquaint them with the phonics resources and over 90 teachers were in attendance. Mise units 1-3 of 9 units for third level BGE S1-3 fluent speakers. Terminology lists listed on An Seotal. Democracy in Scotland is being put through the final stages of design.	

5b	<p>The Language framework resources had initially been developed by an Edinburgh teacher who had subsequently been contracted by Stòrlann for further development and prep for national distribution. Following a meeting with Foghlam Alba, CE informed members that the West Partnership were in receipt of and using the Language Framework resource and a meeting to gather the Partnerships thoughts on the resource would be appropriate before further developments are carried out. GCT as Chair of the West Partnership agreed and a meeting is to be scheduled.</p> <p>LW provided information on the willingness of Jenny Wilson, who is the Highland Council Literacy officer to meet with Stòrlann to make the Highland Literacy project available as a translatable resource that could accompany or enrich a future reading scheme for the primary school.</p> <p>Stòrlann Stats NS provided members with an update on the statistics which had been circulated. NS highlighted;</p> <ul style="list-style-type: none"> • 106 registered for the CLPL Phonics workshop • Social media audience of 6k for Stòrlann and 11k for Gaelic4parents, collectively around the 18k mark which is second to Bord na Gaidhlig in comparison with Gaelic agencies reach • Between Jan – Nov 2023, Gaelic4Parents has the highest social media Gaelic agency engagement of 5.5k • Stòrlann’s Cleachdi hashtag scored highly with 3k followers and 10k influencers • Feedback and response sourcing difficulties using Amazon voucher incentives – only 4 feedback responses out of 90+ CLPL attendees (LW did note positive anecdotal feedback) 	CE/GCT CE
6	AOCB	
	No other matters were discussed.	
7	DATE OF NEXT MEETING:	
	<p>Doodle poll of dates for the annual round of Board meetings are to be circulated. Members to prioritise meetings into their annual diary schedule.</p> <p>The Chair thanked Board members, Scottish Government colleagues and the Stòrlann team for their work and support over 2023 and wished everyone a Merry Christmas and a Happy New year. The meeting was then closed.</p>	CE