

# STÒRLANN BOARD MEETING

## MINUTE MEETING OF BOARD OF DIRECTORS

1000, Thursday 6<sup>th</sup> June 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

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

### In Attendance

**Steven Kellow** (SK) – Bòrd na Gàidhlig

### Apologies

**Jill Woodward** (JW) – North Lanarkshire Council  
**Brendan Docherty** (BD) – Argyll and Bute Council  
**Douglas Ansdell** (DA) – Scottish Government  
**John Moffat** (JM) – Mann Judd Gordon and Co

ITEM NO:		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> No notes of interest were presented.	
2	<b>MINUTES</b>	
2a	<b>Minutes of Board Meeting from – Thurs 7<sup>th</sup> Dec 2023</b> The minutes from the previous meeting were reviewed and approved, with BO proposing and EC seconding.	

2b	<p><b>Matters arising from minute:</b></p> <p>GCT informed the Board that the Chief Executive (CE) had attended a meeting of the West Partnership, where the partners expressed their satisfaction with the language continuum. The CE assured the Board that the partners would be kept informed of all future developments.</p> <p>Regarding item 5A, the CE mentioned that LW had requested a meeting with Jennifer Russell from the Literacy Project at Highland Council. Although the CE was unable to meet with Ms. Russell, he instead had a productive meeting with Alison Macleod. The next step will involve Allison meeting with Angela MacMillan, Primary Development Officer at Stòrlann, to review the materials produced by Stòrlann and vice versa. Additionally, Ms. Macleod has been put in touch with Morag Maclean, Translator at Stòrlann, to assist with translation and quality assurance. LW thanked the CE for the meeting with Ms. Macleod and informed the Board that Ms. Macleod’s work would continue for two days a week in the upcoming term, with a new working arrangement being established with Argyll and Bute Council. The Board expressed their support for efforts to enhance networking across local authorities.</p>	
3	<b>FINANCE BUSINESS</b>	
a	<p><b>Stòrlann Management Report 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024</b></p> <p>The CE informed the Board that JM was on annual leave so he would take members through the financial reports. Key points were as follows: -</p> <ul style="list-style-type: none"> <li>• There has been an electricity re-charge from one year to other</li> <li>• Balance is £325 487 which includes £10 000 of reserved restricted income</li> <li>• Two adjustments must be made – one for electricity bills and a small amount from CNES for translation services</li> <li>• The surplus of £7,390.51 for the year will be adjusted to bring the amount closer to break-even. A delay in the alphabet rugs going to print because of supplier issues , contributed to the surplus</li> <li>• Measures are being implemented to distribute Stòrlann funds across multiple banks to ensure the security of the cash and to comply with guidance for charities</li> <li>• Signed accounts have been submitted as required</li> <li>• The reserves agreed at previous meetings, and a requirement for charities, will be augmented whenever possible</li> </ul>	CE
3b	<p><b>Draft Annual Accounts Report 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024/Audit</b></p> <p>If required, the CE will arrange a short Board meeting to approve the accounts. The audit is proceeding and planning is being conducted to select the areas to be tested.</p>	CE
3c	<p><b>Scottish Government Funding, 2023-2024</b></p> <p>Stòrlann received an offer of £530,000, maintaining the same level of funding as the previous year. Approval was proposed by LW and seconded by ECM. The Board expressed their gratitude to the Scottish Government for its continued support which is very welcome.</p>	

<p>3d</p> <p>3e</p> <p>3f</p>	<p><b>Bòrd na Gàidhlig Funding offer 2023-2024</b>          The CE reported that all targets were met or exceeded, and the funding received. The final report was submitted but some questions regarding the nature and content of resources have been received.</p> <p><b>Bòrd na Gàidhlig Funding offer 2024-2025,26</b>          The CE informed members that there has been a reduction in funding of £26 000 and there had been follow-on meetings with BnG staff and the Director of Education in connection with this. This resulted in further discussions by the Bòrd, but the original offer was not increased. As a result of this, a new budget will be produced for the next board meeting.</p> <p>The board expressed its disappointment with the cut whilst taking cognisance of the pressures funding agencies are operating in. Approval of the offer was proposed by ECM and seconded by LW.</p> <p>The board thanked Bòrd na Gàidhlig for its continued support.</p> <p><b>Accommodation and Travel Expenditure</b>          The CE reported that the expenditure was still on a downward trend. The report was approved.</p>	
<p>4</p>	<p><b>CORPORATE AFFAIRS AND STAFFING</b></p>	
<p>4a</p> <p>4b</p> <p>4c</p> <p>4d</p>	<p><b>Staffing Update</b>          The Chief Executive informed the Board that one member of staff, Kristy Smith, has transitioned from Projects to a full-time Designer role, as previously agreed. Similarly, Jamie MacLean has moved from Office and Corporate Administrator to Corporate and Projects Administrator. The latter would have a slight impact on the Office Manager but there is now a decreased workload in the office due to the move to online accounting and filing. Homeworking arrangements have been implemented in accordance with previous board meetings and there has been an invitation for anyone impacted by the revised working arrangements to contact the Office Manager.</p> <p><b>Tosgan Arrangements</b>          A review is underway to explore the possibility of moving to a smaller office, which could result in potential savings on electricity costs. A further update will be provided within 6 months.</p> <p><b>Health and Safety Report</b>          The Chief Executive reported that PAT and water testing has been conducted and completed. Following a query from LW, the CE informed the board that a shared defibrillator is located on the MGA Alba building exterior. Approval of the report was proposed by BO and seconded by LW.</p> <p><b>Risk Register</b>          The CE reported that the Covid 19 item is to be removed. Risks related to the potential of reduced funding will remain. Succession planning regarding the QA and Translation posts has been advanced with the RSHP project and some upskilling of the Corporate and Projects administrator by subsidising training opportunities.</p> <p>It was agreed to add cyber resilience and backups to the register.</p>	<p>CE</p> <p>CE</p>

4e	<p><b>Fraud: Policy and Procedures Update</b></p> <p>NS reported that enhanced security measures have been implemented to protect online systems, including two-factor authentication and automatic password renewal. While no system can be entirely immune to threats, these measures significantly strengthen defences and ensure that Stòrlann’s systems are as secure as possible.</p>	
4f	<p><b>Draft Minute of Staff Meeting</b></p> <p>The CE informed the board that 2 staff meetings had taken place. Minutes had been circulated and some of the content has been covered in other sections of this meeting.</p> <p>There are some provisional plans to commemorate the 25<sup>th</sup> Anniversary of Stòrlann’s creation. These will be progressed over the summer.</p>	CE
5	<p><b>PROJECTS AND CONTRACTS</b></p>	
5a	<p><b>Resources Schedule 2023 – 24</b></p> <p>DJM provided members with an update on the resources schedule. This included:</p> <ul style="list-style-type: none"> <li>• Grammar / Language Framework – files are being sorted and design has commenced on the early level. First level is at QA and the second level is being collated. There is a huge volume of work</li> <li>• The alphabet rugs are slightly delayed due to an issue with the first printer</li> <li>• Fileanta - Mise units 1, 2 and 3 are online and 4 and 5 are in production. A ‘Klondykers’ pack for advanced higher has been completed as has a second ‘Dhan Uisge’ audio pack</li> <li>• Ceumannan – A new community file sharing section has been created and there are new study packs and a set of posters in production</li> <li>• Modern studies – 3 books are being translated and edited</li> <li>• An Seotal – the world atlas is being reviewed</li> </ul> <p>The Chief Executive informed members that the new national reading scheme is in progress and will be added to the programme once the first tranche is outlined by the writer and collaborators. BS Gàidhlig Port Rìgh will assist with feedback, and it is anticipated that significant progress on all aspects of the project will be made in the new term.</p> <p>The board inquired whether CLÀS was kept informed about the Modern Studies projects to minimise the risk of unnecessary duplication. The Chief Executive responded that he meets with CLÀS at least once a year, and additional methods are used to keep teachers informed, as not all are members of the organisation. He also noted that some teachers are involved in An Seotal, such as the atlas project, and that the BBC is also kept up to date.</p>	
5b	<p><b>Stòrlann Stats</b></p> <p>NS provided members with an update on the statistics which had been circulated. Members were reminded that Stòrlann’s social media channels are available if any LA has resources or events to promote.</p>	

6	<b>AOCB</b>	
	<p>The Chief Executive mentioned the recent shipment of Gaelic resources to Nova Scotia, Canada. DA had mentioned this to the International Department of the Scottish Government who had thereafter kindly funded the logistic costs. It is intended that a press release will be issued once the shipment has been received and is in use.</p> <p>The CE also congratulated the Chair on her permanent appointment at SGG.</p>	
7	<b>DATE OF NEXT MEETING:</b>	
	<p>It is hoped to have a meeting coinciding with the AGM in October. A short meeting relating to the accounts will take place in the interim.</p> <p>Dates for the meeting will be circulated asap.</p>	CE