

# STÒRLANN BOARD MEETING

## MINUTE MEETING OF BOARD OF DIRECTORS

1030, Tuesday 24 September 2024

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

**Neil Smith** (NS) – Stòrlann (Note of Minute)

### In Attendance

**Rachel Binnie** – (RB) Argyll and Bute (1100 – close)

**Iain Macmillan** (IM) – Bòrd na Gàidhlig

**Douglas Ansdell** (DA) – Scottish Government (1045 – close)

**John Moffat** (JM) – Mann Judd Gordon and Co (1045– 1110)

### Apologies

**DJ MacRitchie** (DJM) - Stòrlann

**Jennifer McHarrie** (JMH) – Bòrd na Gàidhlig

| ITEM NO: |  | ACTION: |
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| 1        | <b>OPENING ITEMS</b>   |         |
| 1a       | <b>Welcome</b><br>The Chairperson welcomed all present and thanked Jill Woodward for her contribution to Stòrlann, as this was her last meeting. |         |
| 1b       | <b>Present and Apologies</b><br>As above.  |         |
| 1c       | <b>Declarations of Interest</b><br>No notes of interest were presented.  |         |

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| 2  | <b>MINUTES</b>   |  |
| 2a | <p><b>Minutes of Board Meeting from – Thurs 6<sup>th</sup> June 2024</b><br/>The minutes from the previous meeting were reviewed and approved, with JW proposing and LW seconding.</p>   |  |
| 2b | <p><b>Matters arising from minute:</b><br/>The CE reported that an update to the Tosgan arrangements would be covered at item 4b and a change to risk register would be covered at item 4d.</p>  |  |
| 3  | <b>FINANCE BUSINESS</b>  |  |
| 3a | <p><b>Stòrlann Management Report 1<sup>st</sup> April 2024 – 30<sup>th</sup> June 2024</b><br/>JM referred to the management report and gave a summary of the accounts for the period. There was nothing detrimental that JM required to highlight and there were no concerns identified by members.</p> <p>Approval of the report was proposed by JW and seconded by BO.</p>  |  |
| 3b | <p><b>Draft annual Accounts 01.04.23 – 31.03.2024 / Audit</b><br/>JM updated the Board and informed them that the audit is just about complete and that the draft accounts would be circulated prior to the AGM.</p>   |  |
| 3c | <p><b>Scottish Government Funding, 2024-2025</b><br/>The CE reported that the first tranche of funding (April-Sept 2024) had been paid, and the second tranche (October 2024-March 2025) had been drawn down.</p>  |  |
| 3d | <p><b>Bòrd na Gàidhlig Funding offer 2024-2025</b><br/>The CE informed the Board that the progress report for Qtr. 1 had been submitted to Bòrd na Gàidhlig and that the payment for Qtr. 2 had been released.</p>   |  |
| 3e | <p><b>Funding Letter to the Scottish Government from Gaelic Organisations</b><br/>The CE referred to the copy of the letter that had been circulated to members and explained that it had been signed by the Delivery Partner organisations funded by BnaG. The intention of the letter was to address the funding gaps that had been identified.</p> <p>DA informed members that a meeting with the Deputy First Minister was hoped to be arranged towards the end of October, and that details would be circulated once confirmed.</p> |  |
| 3f | <p><b>Travel and Accommodation Expenditure</b><br/>The CE reported that expenditure on travel and accommodation was still low compared to pre-covid levels. Approval of the report was proposed by BO and seconded by EC.</p>  |  |

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| 4  | <b>CORPORATE AFFAIRS AND STAFFING</b>   |  |
| 4a | <p><b>Staffing Update</b></p> <p>The Chief Executive informed the Board that a member of staff, Annie McCormack, Principal Designer, had resigned from her part-time role to take up a new job in the charity sector. A collection had been made among staff, and an obsolete computer was donated to the charity <i>Broke Not Broken</i>, where she serves as Chair. Another member of the design team, Kristy Smith, will commence maternity leave at the end of October.</p>   |  |
| 4b | <p><b>Tosgan Arrangements</b></p> <p>The CE informed the Board that, following a review of ongoing costs and office space, the office staff had relocated to a smaller office in An Tosgan. Measures are also being taken to reduce the space used in the store.</p> <p>The long-standing roof repairs will need to be re-tendered as there were no bids. In the interim, contractors are addressing repairs to the guttering and eaves.</p> <p>EC asked where responsibility lay regarding finding new tenants for the vacant offices. The CE explained that CNES own the building, with Stòrlann as the lead tenant and BnaG covers the rent for the empty offices. In the past, BnaG has approved use of the offices to temporary tenants on an in-kind basis.</p> |  |
| 4c | <p><b>Health and Safety Report</b></p> <p>The Chief Executive reported that all statutory requirements are being complied with and that testing of the equipment is carried out regularly.</p> <p>The report was approved by EC and seconded by LW.</p>   |  |
| 4d | <p><b>Risk Register</b></p> <p>The CE reported on two actions from the previous Board meeting. First, Cyber Security and Resilience had been added to the register, and second, Covid arrangements had been removed.</p> <p>Approval of the report was proposed by BO and seconded by JW.</p>   |  |
| 4e | <p><b>Fraud: Policy and Procedures Update</b></p> <p>The CE informed the Board that no concerns had been raised during the annual audit. The Chair requested that if any member had any concerns about any aspect of the organisation, they should speak to her directly.</p>   |  |
| 4f | <p><b>Draft Minute of Staff Meeting 25.06.24</b></p> <p>The CE explained that the main purpose of the staff meeting was to review the working arrangements following Covid. Staff had been given the opportunity to review the SMT 1 employment contract, which they had signed after the temporary arrangements ended. Options had been submitted to the Board and discussed during an earlier closed session. Following consideration at that session, the Board's decision was to retain a minimum 5-hour working day.</p>   |  |
| 4g | <p><b>Head of Education and Learning</b></p> <p>The CE provided a summary of the new post, which will be ready for advertisement once reviewed by HR consultants. It was agreed that the interview panel would consist of the Chair, the CE, and two members of the Board—EC and LW, if available. Potential interview dates will be circulated in good time. All Board</p>   |  |

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|          | <p>members welcomed the development and emphasised the importance of the role in Gaelic education.</p> <p>LW proposed that the post should go ahead and was seconded by EC.</p>  | CE |
| <b>5</b> | <b>PROJECTS AND CONTRACTS</b>  |    |
| 5a       | <p><b>Resources Schedule 2023 – 24</b></p> <p>The CE provided members with an update on the resources schedule. This included:</p> <ul style="list-style-type: none"> <li>• Early level audio which has been completed</li> <li>• Alphabet rugs are now ready for distribution/sale at an appropriate price to make them affordable to schools</li> <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</li> <li>• New Reading Scheme – Emma Burrows is collaborating with Angela MacMillan on scoping the content with Portree Gaelic School providing feedback when necessary. The literacy officer at Highland Council is also being consulted</li> <li>• Collaboration with teachers and Mary Anne Kennedy of Watercolour Music to produce resources relating to Jessie MacLachlan, “The Queen of Scottish Song”</li> </ul> <p>DA enquired whether the CPD aspect of the new Head of Education and Learning post would affect the production of resources. The CE assured him it would not, as budgets for initiatives like An t-Alltan Online are already established and approved with BnaG.</p> <p>Another enquiry focused on the increasing demand for Gaelic resources for outdoor learning. The CE noted that Stòrlann currently supports this by providing translation services for the DoE award scheme and terminology for Geography and PE.</p> <p>A discussion then ensued about the targets set by each Gaelic organisation, including Stòrlann, to ensure a consistent supply of resources and to meet growth ambitions.</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>  |    |
| <b>6</b> | <b>AOCB</b>  |    |
|          | There was nothing else discussed.  |    |

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| 7 | <b>DATE OF NEXT MEETING:</b>                              |  |
|   | The AGM will take place in Inverness on 26 November 2024. |  |
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