

STÒRLANN BOARD MEETING

MINUTE MEETING OF BOARD OF DIRECTORS

1400, Thursday 31st August 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

Brendan Docherty – Argyll and Bute Council

Donald W Morrison (DWM/CE) – Stòrlann

DJ MacRitchie (DJM) – Stòrlann

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

In Attendance

Douglas Ansdell (DA) – Scottish Government

Marion McRury (MM) – Scottish Government

Ann Morrison (AM) – Bord na Gàidhlig

Zoey Macleod (ZM) – Bord na Gàidhlig

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

Apologies

Jill Woodward (JW) – North Lanarkshire 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 Minutes of the online meeting held on 3 rd May 2023 had been circulated. BO proposed and ECM seconded approval of the minutes.	

2b	<p>Matters arising from minute:</p> <p>The CE reported that he had commenced a dialogue with JM regarding the organisation’s cash distribution following a recommendation to do so.</p> <p>A note of thanks has been sent to Stuart Pescodd for his service.</p>	
3	FINANCE BUSINESS	
3a	<p>Stòrlann Management Report 1st April 2023 – 30th June 2023</p> <p>JM briefed the members based on the circulated management report, primarily discussing the agency's income and expenditure. Regarding the recent audit, 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.</p> <p>The Chair expressed gratitude to JM for his efforts in creating the report, which was subsequently approved.</p> <p>The CE thanked JM and Mann Judd Gordon staff for their work on the accounts and audit and thanked the Stòrlann management and admin teams.</p>	
3b	<p>Draft Annual Accounts 1st April 2022 - 31st March 2023</p> <p>JM gave an update on the accounts which had been circulated. He intimated there were no areas of concern.</p> <p>DA requested that the level of reserves be monitored and the board agreed to do so whilst taking cognisance of current financial instability and advice from JM. The CE gave a point of clarification, stating that the current levels of reserve are less than the Stòrlann reserves policy. The CE offered a further meeting to explain the situation in detail, if required.</p>	
3c	<p>Scottish Government Funding, 2023-2024</p> <p>DA informed the Board that the grant letter had been issued. The CE mentioned that all payments were up to date.</p> <p>DA requested that the Scottish Government be informed of any potential pressures or new requests from teachers and the CE agreed to do so, suggesting meeting up every quarter.</p> <p>LW told the board about the recent inspection activity in Highland. Much of the feedback from teachers and assessors concerned the alignment between the resources being created and the needs of the classroom, with literacy and digital resources being potential areas of concern.</p> <p>The Chief Executive informed members that he held annual meetings with HMIe and had recently discussed having another meeting with Joan Esson. They planned to reconvene soon. Additionally, he emphasised the importance of considering the pupils' perspectives and assured the board that they would be kept informed about all these discussions.</p>	CE
3d	<p>Bòrd na Gàidhlig Funding offer 2023-2024</p> <p>The CE updated members that all reports were up to date and that funds had been drawn down. Members noted the update.</p>	

<p>3e</p> <p>3f</p>	<p>Bòrd na Gàidhlig Funding offer 2024-2025,26,27,28,29 The CE informed the members that the SMT is in the process of preparing a 5-year funding application for BnaG, due by the end of September. He proposed that the Board empower the Chair to approve the application on its behalf prior to submission. The Board consented to this recommendation and the offer was approved.</p> <p>Accommodation and Travel Expenditure There were no notable accommodation or travel entries for the period under review.</p>	
<p>4</p>	<p>CORPORATE AFFAIRS AND STAFFING</p>	
<p>4a</p> <p>4b</p> <p>4c</p> <p>4d</p> <p>4e</p> <p>4f</p> <p>4g</p>	<p>Staffing Update The CE informed the Board that there one member of staff (AJM) had indicated their intention to retire, and another (JMA) has resigned. The Board wished to put on record their appreciation for all the work undertaken by these employees and wished them all the best for the future. Another member of staff (AMC) had requested to go part-time, and the CE said this had been approved.</p> <p>Tosgan Arrangements The CE informed members that the interim office arrangements had continued as previously, with some staff members working from home if appropriate. BnaG staff had recently visited An Tosgan to see the offices and facilities available.</p> <p>Health and Safety Report There have been no incidents reported. Fire equipment has been inspected and updated and arrangements have been made for PAT testing in October. Water quality is also monitored. The report was approved.</p> <p>Risk Register The CE mentioned that the funding risks have been reduced but as the organisation moves towards 5-year funding from BnaG, increased costs such as printing of materials will have to be monitored and factored in. The board approved the report.</p> <p>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. The whistleblowing policy is also in place should any member of staff have specific concerns.</p> <p>Draft Minute of Staff Meeting There were no matters requiring Board input.</p> <p>Meeting schedule: AGM/Board Thurs 2nd November 2023 The CE suggested that the option of a face-to-face meeting in Stornoway on 02/11/23 would be worth considering so that new Board members could visit the office and meet staff. He also mentioned that there were to be some difficulties with ferries from Skye which could pose some travel problems. If possible, flights to and from Stornoway for the Board can be arranged on the same day. The Chair asked that members inform the Stòrlann office regarding</p>	

	their likely availability for that date and if any members could stay for a staff meeting.	
5	PROJECTS AND CONTRACTS	
5a	<p>Resources Schedule 2023 – 24 DJM gave an update on projects, mentioning Fir for Luck, My Name is not Refugee, Plastics, new units for Fileanta, DoE, John Muir and Pre-exam Papers. A short discussion on user feedback followed, particularly regarding the Gaelic in Scotland project. Feedback forms are now generally shared with each resource.</p>	
5b	<p>Stòrlann Stats NS provided members with an update on the statistics which had been circulated. LW mentioned the difficulties encountered by Highland with Gaelic hashtags in social media and DA queried monthly fluctuations in the Gaelic4Parents stats. NS said that several factors affected the stats such as audio files being used in schools and less use of the site in the summer months. A detailed more detailed snapshot can be provided in the future.</p>	
6	AOCB	
	No other matters were discussed.	
7	DATE OF NEXT MEETING:	
	Date of next meeting: 2 November 2023 (As Agenda Item 4H)	CE/Admin
	CLOSED SESSION	
	A closed session meeting for the Directors was held immediately after the Board meeting.	