**STÒRLANN BOARD OF DIRECTORS 2019**

 **MINUTE OF MEETING OF BOARD OF DIRECTORS**

**11.00, Thursday 29 August 2019**

**MG Alba Offices, Stornoway**

**Present**

Robert Dalzell (RD) – North Lanarkshire Council (Chair)

Gillian Campbell-Thow (GCT) – Glasgow City Council (Vice-chair)

Norma Young (NY) – Highland Council

Angus MacLennan (AML) – CNES
Bethan Owen (BO) – City of Edinburgh Council

Donald W Morrison (DWM) – Stòrlann

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

**In Attendance**

Sarah Buchanan (SB) – Scottish Government

John Moffat (JM) – Mann Judd Gordon (1130 - 1150)

**Apologies**

DJ MacRitchie (DJM) – Stòrlann

Catriona Garvin (CG) – Argyll and Bute Council – Sick Leave
Joanna McHale – Bòrd na Gàidhlig

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| ITEM |  | ACTION |
| 1 | **OPENING ITEMS** |  |
| 1a1b1c | **Welcome**The Chairperson welcomed all present.**Present and Apologies**As above.**Declarations of Interest**No notes of interest were presented. |  |
| 2 | **MINUTES** |  |
| 2a2b | **Minutes of Board Meeting 21/02/19**Minutes of the meeting held on 23 May 2019 in Glasgow had been circulated and were approved as a true record of the meeting. Proposed by NY and seconded by AML.**Matters arising:** Item 4d – The Chair wanted to point out that the review author was to report directly to him (as per previous minutes and the appendix circulated in May). |  |
| 3 | **FINANCE BUSINESS** |  |
| 3a3b3c3d3e3f | **Stòrlann Management Accounts:** 1st July 2018 – 31st March 2019Relevant documents prepared by Mann Judd Gordon had been circulated to the Board and a verbal update was provided by JM. Project costs were less than budget, but staff costs were more than budget, so a balance was achieved. **Stòrlann Quarterly Accounts:** 1st April – 30 th June 2019JM provided an update. There were no issues arising and the Board approved the accounts. **Stòrlann Audit Arrangements:** 1st April 2018 – 31st March 2019JM notified the Board that the audit had been completed and there were no significant problems to report. The full report will be ready in time for the October meeting.**The Scottish Government Funding 2018-19 / 2019-20**SB informed the board that finding was in place as per the contract. **Bòrd na Gàidhlig Funding 2019-2022**The CE updated the board and informed them that a progress report had been submitted . **Travel and Accommodation Expenditure Report**The CE gave an update on the report which had been circulated. |  |
| 4 | **CORPORATE AFFAIRS AND STAFFING** |  |
| 4a4b4c4d4e4f | **Health and Safety** The H and S update circulated to the Board was approved. The Board requested that the location of the nearest AED be made available to staff.**Risk Register**The current Risk Register had been circulated to members. Members requested that the training risk be reviewed and that information on opportunities for CPD provided by local authorities be made available to staff as there should be no cost implications in attending.**Stòrlann Staff Handbook**The CE thanked Board Members for their contribution to the new handbook which has been forwarded to staff for feedback. This will draw the process to an end with the handbook being adopted thereafter. The handook is non-contractual.**Staffing and HR update**The CE reported that he is in discussion with one member of staff who is due to return after maternity leave and that another staff member is on a phased return after a period of illness. An ex employee, Angus Nicolson, is being contracted to assist the admin and IT teams at An t-Alltan. **Student Placement**The student placement trainee is being retained one day per week to work on distribution. There may be more students available on placement schemes through CNES and HIE so a report will be submitted on this in the future.**Pay Settlement**The CE had circulated a recommendation to consider a pay increase of 2% for all staff, in line with government guidelines. This was approved by the Board. | CECE |
| 5 | **PROJECTS AND CONTRACTS** |  |
| 5a5b 5c5d5e5f5g | **Resources Schedule 2019-20**The CE provided an update on the schedule which had been circulated to members. A discussion followed regarding the need to consider vocational courses in addition to the existing academic offerings and expansion of subjects in the future. It was agreed to put vocational skills on the agenda for the next meeting so that further discussion and consideration can take place.**Giglets/BNG Learning Cloud and SNSA**The CE gave an update on the projects which are nearing completion. Stòrlann is acting as a service provider with the original contract existing bewteen B na G and Giglets.**An t-Alltan**NS gave a brief verbal update on progress. Attendees are to be asked in the An t-Alltan Feedback forms regarding attendance at future events and the potential for smaller, geographically based alternatives. Alternative days and attendance fees are also to be considered. An update will be given at the December meeting.**BNG Additional Projects Update**The CE updated the Board on the additional projects – Gàidhlig nan Òg and the trainee translator post, the contract for which had now come to an end. The trainee translator had benefited greatly from working with the in-house experts at Stòrlann and will continue to receive their guidance as part of a part-time contract with Giglets.**GLAIF 2019-20 Funding** The CE informed the Board that the two GLAIF applications which had been submitted had been unsuccessful. The Board intimated they would like to see more transparency in the selection process.**Gaelic Pre-assessment Papers 2019-20**The CE informed the Board that this project was ongoing with 3-year funding and a bank of questions would be created for teachers to access.**Communications and Collaboration**The CE updated the Board as per the report which had been circulated. The Board noted the report. | CENS |
| 6 | **AOCB** |  |
|  | There was no other business.  |  |
| 7 | **DATE OF NEXT MEETING** |  |
|  | The next Board meeting was scheduled for 3 October in Aviemore.The Chairperson thanked all in attendance and closed the meeting at 1230. |  |