

STÒRLANN BOARD MEETING

MINUTE MEETING OF BOARD OF DIRECTORS

1130, Tuesday, 26th November 2024
Drumossie Hotel, Inverness, IV2 5BE

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
Lorraine McBride – North Lanarkshire Council

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

In Attendance

John Moffat (JM) – Mann Judd Gordon and Co (via Google meet)

Apologies

Douglas Ansdell (DA) – Scottish Government
Bòrd na Gàidhlig

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 from – Tue 24 Sept 2024 The minutes from the previous meeting were reviewed and approved, with BO proposing and ECM seconding.	

2b	Matters arising from minute: There were no matters arising.	
3	FINANCE BUSINESS	
3a	Stòrlann Management Report 1st July 2024 – 30th September 2024 JM referred to the management report and gave a summary of the accounts for the period. JM highlighted income, staff costs, overheads, surplus and reserves. Following the report, the Chair requested Mann Judd Gordon provide the Board with a Stòrlann income and expenditure sheet for the last eight years. JM was happy to provide this. Approval of the report was proposed by LW and seconded by BO. The Chair thanked JM for his assistance over the previous calendar year.	CE/JM
3b	Draft annual Accounts 01.04.23 – 31.03.2024 / Audit JM thanked Stòrlann staff for their assistance with the annual audit.	
3c	2023-2024 Audit – Letter to Management CE to prepare the letter for the next Board meeting along with a paper on the review of the Reserves policy.	CE
3d	Scottish Government Funding, 2024-2025 The CE reported that the second tranche (October 2024-March 2025) of funding had been received.	
3e	Bòrd na Gàidhlig Funding 2024-2025 The CE explained to members the cut in funding of £25,265 for this financial year and another £25k in year 2025-2026, resulting in a Stòrlann operating and resource loss of over £50k in two years. Funding Letter to the Scottish Government from Gaelic Organisations 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 Bòrd na Gàidhlig. The intention of the letter was to address the funding gaps that had been identified. CE informed members that a meeting with the Deputy First Minister had taken place and that it was hoped for a further meeting in Jan/Feb 2025. The CE noted that Stòrlann would continue in dialogue with Scottish Government and Bòrd na Gàidhlig with regards to future funding arrangements.	
3f	Travel and Accommodation Expenditure The CE reported that expenditure on travel and accommodation was still low but explained that this would slightly increase due to staff and board meetings in the current quarter. The report was approved.	
3g	Proposed Pay Award 1st April 2024 – 31st March 2025 Following some discussion Board members approved the report for the award.	
4	CORPORATE AFFAIRS AND STAFFING	

4a	Staffing Update CE informed the Board that one member of staff had gone onto maternity leave. Stòrlann will manage some of the design pressures by using sub-contractors during this period of maternity and review when necessary. The CE informed members that most staff had returned their SMT 1 forms and 4 are currently on the previous arrangements.	
4b	Tosgan Arrangements The CE informed the Board that the office staff had relocated to a smaller office in An Tosgan, which has resulted in some savings for the agency. The CE updated members that the contractors have now completed the repairs to the guttering and eaves.	
4c	Health and Safety Report The CE reported that all statutory requirements are being complied with, and the report was approved.	
4d	Risk Register Members discussed terminology within the context of SQA material and the importance of standardisation and the CE updated members on a meeting with Buidheann Obrach Acadamaidh Gàidhlig (BOAG), which included the SQA, and the need for a multi-agency review on terminology standardisation so that education resources use the same terms. Members also discussed artificial intelligence and how Stòrlann's terminology be integrated into the AI generators. The report was approved	
4e	Fraud: Policy and Procedures Update The CE informed the Board that no concerns had been raised during the annual audit.	
4f	Draft Minute of Staff Meeting 25.09.24 The Chair explained to new members that Board members attended staff meetings and that she was in the hope of attending the next staff meeting.	
4g	Head of Education and Learning The CE updated members that the interview for three candidates were set for Glasgow. The interview panel to consist of the Chair, the CE, and two members of the Board—EC and LW.	
5	PROJECTS AND CONTRACTS	

5a	Resources Schedule 2024 – 25 The CE provided members with an update on the resources schedule. This included: <ul style="list-style-type: none"> • Reading scheme: <ol style="list-style-type: none"> 1. 11 titles in preparation 2. Portree primary school are providing thoughts on content 3. Titles to be taken to the national advisory group 4. Some group members still to be identified 5. To be centred around the phonics scheme 6. Circulate book example to Board members • Head of Education to be responsible for teacher engagement on sourcing content for online CLPL 	CE
5b	Stòrlann Media Stats NS provided members with an update on the statistics which had been circulated.	
6	AOCB	
	LW informed members of Highland Council challenges managing Stòrlann stock within their own authority space following staff retirements. CE suggested that a stock listing be produced. An option to return surplus stock is available. Stòrlann aims to have a contact for resources in each of the GM schools. CE updated members progress with Stòrlann's online catalogue.	
7	DATE OF NEXT MEETING:	
	Next meeting: TBC	