

STÒRLANN BOARD OF DIRECTORS 2017

MINUTE OF MEETING OF BOARD OF DIRECTORS

10.00, Wednesday, 15 November
Pond Hotel, Glasgow

Present

Robert Dalzell (RD) – North Lanarkshire Council (Chair)
Norma Martin (NM) – City of Edinburgh Council
Norma Young (NY) – Highland Council

Donald W Morrison (DWM) – Stòrlann
DJ MacRitchie (DJM) – Stòrlann (By telephone)
Neil Smith (NS) - Stòrlann (Note of Minute)

In Attendance

Jonathan Ferrier (JF) – Scottish Government
Roddy Cunningham (RC), Mann Judd Gordon

Apologies

Gillian Campbell-Thow (GCT) – Glasgow City Council (Vice-chair)
Angus MacIennan (AM) – Comhairle nan Eilean Siar
Mona Wilson (MW) – Bòrd na Gàidhlig
Douglas Ansdell (DA) – Scottish Government

ITEM		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 28/09/17 Minutes of the meeting held on 28 September 2017 in Aviemore had been circulated and were approved as a true record of the meeting. Proposed by NM and seconded by CG.	

2b	<p>Matters arising:</p> <p>There were no matters arising.</p>	
3	FINANCE BUSINESS	
3a	<p>Stòrlann Management Accounts: 2016-17</p> <p>Relevant documents prepared by Mann Judd Gordon had been circulated to the Board and a verbal update was provided by the CE. There were no issues arising and the Board approved the accounts.</p>	
3b	<p>The Scottish Government Funding 2017-18</p> <p>The CE updated the Board regarding submission of the latest quarterly report. The Board expressed their desire that Stòrlann's funding would be increased or at least remain at the the current level when the new budgets are set.</p>	
3c	<p>Bòrd na Gàidhlig Funding 2017-18</p> <p>The CE updated the Board on the report he had submitted to Bòrd na Gàidhlig in September. BnaG had indicated that there would be delays in responding to some grant funding requests due to staffing difficulties.</p>	
3d	<p>Travel and Accommodation Costs</p> <p>A breakdown of costs had been circulated and was approved. The CE reported that the organisation used the Air Discount Scheme where possible to reduce costs.</p>	
3e	<p>Auditor's Letter – 1st April 2016 – 31 March 2017</p> <p>The auditor is to write board members regarding the audit but has intimated that there are no areas of concern.</p>	
4	CORPORATE AFFAIRS AND STAFFING	
4a	<p>Mem and Arts Review</p> <p>The CE updated the Board regarding the review, stating the documents were now at the final stage.</p>	
4b	<p>Health and Safety</p> <p>The board noted the report submitted by the CE. The issues with faulty smoke detectors were highlighted as the faults had not been rectified nor had completion certificates been received from CNES. The CE informed the board that he intends to raise this at Assistant Director Level in the Department so that the issues can be resolved.</p>	

<p>4c</p> <p>4d</p> <p>4e</p>	<p>Risk Register</p> <p>The current Risk Register had been circulated to members. A discussion took place regarding the role of Stòrlann and its functions in relation to consistency of terminology and language for the GME education sector as some educational resources were being produced by organisations without any in-house expertise in such matters. The Board requested that the CE highlight this to Bòrd na Gàidhlig as a matter of concern.</p> <p>Digital Review</p> <p>The CE gave members an update regarding the Digital Review which had been circulated. The review had been conducted by Cairn Consulting for HIE.</p> <p>It was agreed that a suitable upgraded satellite package be considered for the homeworker in North Uist, until other broadband options are available in the area.</p> <p>Other recommendations in the report such as SSL certificates (security) and converting the whole web estate to responsive layouts have already been addressed or will be as soon as time permits.</p> <p>Board Meetings – Proopsed Schedule</p> <p>Dates for the 2018 Board Meetings were circulated and approved as follows:</p> <p>22 February, Glasgow 2 May, Glasgow 30 August, Stornoway 27 September, Aviemore (AGM)</p>	
<p>5</p>	<p>PROJECTS AND CONTRACTS</p>	
<p>5a</p> <p>5b</p>	<p>Resources Schedule 2016-17</p> <p>DJM and the CE provided an update on the schedule which had been circulated to members. Mention was made of some resources which had recently been distributed such as the Fios air Fuaimean Phonics Book 1.</p> <p>The potential for further CPD sessions via video link was also mentioned, particularly related to the Lasadh project and Fios air Fuimean.</p> <p>An t-Alltan</p> <p>NS gave a brief verbal update on the report which had been circulated. Concerns were raised regarding the slow service encountered with some of the hospitality events and NS stated that he had informed management about that at the time. The CE mentioned that he is to have a meeting with MacDonald Hotels and will raise matters such as the slow service with them.</p> <p>Members discussed various alternative options to having one large event in Aviemore but the consensus was that the event should continue in its current format for 2018 and that plans should proceed as normal. A suggestion that a list of attendees be made public prior to the event was noted.</p>	

5c	<p>Central Scotland GM Primary CPD day – 4th November 2017</p> <p>The CE expanded on the report circulated to members by adding that he had spoken with the SGG Headteacher who had given very positive feedback and recommended that the event be repeated in 2018. The CE also mentioned that a number of teachers gave Stòrlann assistance in organising the event and that he would be writing to thank them.</p> <p>The board recommended that this type of event be repeated but with earlier notice so that some of the Argyll and Bute teachers could consider attending.</p>	
6	AOCB	
6	<p>The Board wished to congratulate the Lasadh team on being nominated for two categories in the Gaelic Awards.</p>	
7	DATE OF NEXT MEETING	
	<p>The next Board meeting was scheduled for 22th February in Glasgow.</p> <p>The Chairperson thanked all in attendance.</p>	