

ITEM 2A**STÒRLANN BOARD OF DIRECTORS 2014****MINUTE OF MEETING OF BOARD OF DIRECTORS****11:00 a.m., Thursday, 21 May, 2015****Scottish Government Offices, Atlantic Quay, Glasgow**

3B3

Present:

William MacDonald (WM) – Comhairle nan Eilean Siar – Chairperson

Kenneth Murray (KM) – Highland Council – Vice Chair

Archie MacLean (AML) – Sabhal Mòr Ostaig

Norma Martin (NM) – City of Edinburgh Council

Robert Dalzell (RD) – North Lanarkshire Council

Gillian Campbell Thow (GCT) – City of Glasgow

Donald W Morrison (DWM) – Stòrlann

DJ MacRitchie (DJM) - Stòrlann

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

In Attendance

Douglas Ansdell (DA) – Scottish Government

Jonathan Ferrier (JF) – Scottish Government

Roddy Cunningham (RC) – Mann Judd Gordon & Co (by telephone 1100-1130)

Apologies

Mairi MacMillan – Bòrd na Gàidhlig

ITEM		ACTION
1	OPENING ITEMS	
1a	Welcome The Chair welcomed all present.	
1b	Present and Apologies Apologies were received from Mairi MacMillan, Bòrd na Gàidhlig.	
1c	Declarations of Interest No notes of interest were presented.	
2	MINUTES	
2a	The minutes of the Stòrlann Board meeting held on 12 February 2015 in Stornoway were circulated. It was agreed to make the following amendments: <ol style="list-style-type: none"> 1. Item 3d – Replace 'draft' with 'write' 2. Item 7 – Delete bullet point 2 <p>The minutes were thereafter approved.</p>	
2b	Matters arising: The Chair requested that draft minutes of each meeting be circulated within two weeks of a meeting to ensure that action points can be addressed.	CEO

<p>2b cont</p>	<p>It was noted that with regard to item 5a, an additional target based column had not been added to the current resources schedule, to show the project status using a traffic light system. This should be done for the next meeting.</p> <p>With reference to Item 5B, the Board discussed the set-up and remit of Stòrlann advisory panels with regard to:-</p> <ul style="list-style-type: none"> • 3-18 and tertiary education • Continuity, progression and cohesion in Primary/Secondary and Learners/Fluent streams • The provision of a strategic overview • Definition of roles • Role of NGESG and Education Scotland • National Priorities eg Developing Young Workforce and Lifelong Learning • Set up timescale, with particular regard to the resources schedule for 2015/16 <p>It was agreed that the CEO draft a report on the formation of the advisory panels and that this should be circulated to the board before the end of June.</p>	<p>CEO</p> <p>CEO</p>
<p>3</p> <p>3a</p> <p>3b</p> <p>3c</p> <p>3d</p>	<p>FINANCE BUSINESS</p> <p>Storlann Accounts The accounts for the period 1st January to 31st March 2015 were previously circulated. The CEO updated the board regarding the accounts surplus and explained part of this was due to outstanding payments for GLAIF, printing, licensing, additional translation and a CNES grant for Gaelic4Parents.com</p> <p>Stòrlann Annual Accounts – Presentation R. Cunningham RC, Mann Judd Gordon joined the meeting by teleconference at 1100 and updated the board regarding income, expenditure and governance costs in the period under review. Reference was made to a breakdown of project and attributed costs which had not been circulated to Board members. The Board requested that this information be circulated after the meeting.</p> <p>RC explained that the significant surplus was brought about partly by the Scottish Government additional funding of £129 000 and the reduction in the reserve to £70 000, which freed up additional capital. Both these factors have led to additional funds being available for resource production.</p> <p>The Board requested that comparative figures for the previous year be provided and that a cost analysis be produced with regard to the location of Board meetings. Additionally, it was requested that comparative travel costs including those allocated in projects be provided. The possibility of using teleconferencing for some meetings was also suggested as a way of reducing costs. As previously mentioned in Matters Arising, it was stated that an additional column for project status had been requested on a number of occasions and this should be included in the future (resources schedule and accounts).</p> <p>It was further agreed that a telephone meeting to approve the accounts be arranged before the end of June and a short note with details of proposed surplus reduction measures be circulated to members as soon as possible.</p> <p>Scottish Government Funding 2015-16 Annual funding is being maintained at previous levels but an additional grant of £129 000 had been received in March. The Board wished to put on record their appreciation of the additional funding which will be spent on resource production.</p> <p>Bòrd na Gàidhlig Funding 2015-16 Relevant reports have been submitted to BnaG and circulated to Board members.</p>	<p>CEO</p> <p>RC/CEO</p> <p>RC/CEO</p>

<p>4</p> <p>4a</p> <p>4b</p> <p>4c</p> <p>4d</p> <p>4e</p>	<p>CORPORATE AFFAIRS AND STAFFING</p> <p>Stòrlann Staff Meeting The CEO gave an update of the most recent staff meeting that was held in Stornoway on 28 April 2015. It was requested that minutes of this meeting be circulated to the board and that in future a note of staff meetings be circulated to Board members. Members were encouraged to attend staff meetings if they are able to, so as to maintain a good working relationship with the staff. Feedback from the joint meeting in February had been positive. It was suggested that a team day out for staff would possibly be beneficial for team building.</p> <p>Staff Handbook As some Board members had insufficient time to review the document, it was agreed to defer this item to the August Board meeting.</p> <p>Staff Contracts Review The CEO updated the board regarding the review document SB-2015-2-4C which had been circulated. With regard to the summary of recommendations in that document, it was agreed that items A and E be approved immediately but that items B, C and D require further advice and information from the Orbit Agency, the HR organisation which conducted the review.</p> <p>With regard to the care and well-being of staff, together with concerns over work capacity, it was agreed that a short policy statement relating to any additional contracts being undertaken by staff be inserted into all contracts of employment. Permission for such work should also be obtained prior to contracts being undertaken. This is current practice in local authorities. Definitions and further advice relating to this should be obtained from HR at CNES.</p> <p>Curriculum Development Officer – Primary The CEO circulated a proposed job description and salary scale for the new role, which had been agreed at a previous meeting. It was agreed that the post be advertised with a flexible location, the salary be ‘commensurate with experience’ rather than at a pre-defined level, and that a 23 month secondment be the preferred option. HR (CNES) should review the updated job description and the role should be advertised by the end of May, with a closing date of mid June and interview by the end of June. WMD, GCT and the CEO will conduct the interviews.</p> <p>Risk Register The CEO provided an update.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO</p>
<p>5</p> <p>5a</p> <p>5b</p> <p>5c</p> <p>5d</p>	<p>PROJECTS AND CONTRACTS</p> <p>Resources Schedule 2014-15 The Board of Directors received information from the CEO and an explanation regarding the prioritising of resources.</p> <p>Resources Schedule 2015-16 The Board of Directors received an update from the CEO. The Board requested that further information be provided for the next meeting with regard to the role of An Seotal and use of terminology in GME and agreed that funding for the Prelims be continued at the present level.</p> <p>Resources – New Resources The CEO updated the board regarding resources that had recently been distributed.</p> <p>An t-Alltan 2015 DJM updated the board regarding the planning of An t-Alltan which is being progressed with the assistance of Janet MacLeod, former head of BSGI. It was requested that once a draft timetable is available, it be circulated to board members.</p>	<p>DJM/NS</p>

<p>5e</p> <p>5f</p> <p>5g</p>	<p>Fileanta – Gaelic Resource for Secondary DJM circulated a sample unit which had been created. This will be available in PDF format from the website which is under construction. The Board stated that the provision of materials online, rather than textbooks, is the preferred option for this resource.</p> <p>GLPS – Phase 1 and 2 DJM updated the Board regarding progress and made samples of material available for viewing. The CEO gave an update regarding the GTC wishing to incentivise teachers by creating accreditation for the GLPS course.</p> <p>Ceumannan 5 The CEO reported that target dates for Ceumannan 5 would not be met due to the writer being on maternity leave. Measures are being taken to bring in additional expertise to progress the project.</p>	
<p>6</p> <p>6a</p> <p>6b</p>	<p>COMMUNICATIONS AND PR</p> <p>Open days The CEO gave an update regarding open days that the organisation had attended.</p> <p>Events The CEO updated the Board regarding the attendance at the CnamP Conference in Inverness.</p>	
<p>7</p>	<p>AOCB</p> <p>Gaelic Bill The CEO explained that, due to a misunderstanding on his part, a submission on behalf of Stòrlann had not been made before the closing date. This was a missed opportunity though the content of Stòrlann’s submission would have been similar to other organisations. It was agreed that the CEO contact the clerk to the relevant committee with a view to submitting a late response to the consultation if possible. This should include reference to the organisation’s responsibility for resource production, support for parents and IT network capacity.</p>	CEO
<p>8</p>	<p>DATE OF NEXT MEETING</p> <p>The next meeting is scheduled for 27 August in Stornoway. It was requested that a staff meeting be scheduled for the previous day so that, if possible, a couple of board members be able to attend. It was further requested that the CEO arranges for the office manager to contact board members as soon as possible to make travel and accommodation arrangements and thereby reduce meeting costs.</p>	CEO