

STÒRLANN BOARD OF DIRECTORS 2015

MINUTE OF MEETING OF BOARD OF DIRECTORS

0930, Thursday, 27 August, 2015

MG Alba Boardroom, Seaforth Rd, Stornoway, Isle of Lewis.

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

Donald W Morrison (DWM) – Stòrlann

DJ MacRitchie (DJM) - Stòrlann (Note of Minute)

Neil Smith (NS) – Stòrlann

In Attendance

Douglas Ansdell (DA) – Scottish Government

Jonathan Ferrier (JF) – Scottish Government

Roddy Cunningham (RC) – Mann Judd Gordon & Co

Chrissie MacRae – Stòrlann (part of meeting)

Mairi MacRitchie – Stòrlann (part of meeting)

Apologies

Gillian Campbell-Thow – Glasgow City Council

Bruce Robertson – Bòrd na Gàidhlig

ITEM	Draft WM 11.09.15	ACTION
1	OPENING ITEMS	
1a	Welcome The Chair welcomed all present and wished to express, both his and the Stòrlann Board's, thanks to Mairi MacMillan (Observer), Bòrd na Gàidhlig and Donald MacLeod (Director), Argyll and Bute Council, who had relinquished their respective roles with the Stòrlann Board.	
1b	Present and Apologies Gillian Campbell-Thow – Glasgow City Council (Director) Bruce Robertson – Bòrd na Gàidhlig (Observer)	
1c	Declarations of Interest No notes of interest were presented.	
2	MINUTES	
2a	The minutes of the Stòrlann Board meeting held on Thursday 21 st May 2015 in Glasgow were approved.	

<p>2b</p>	<p>Matters arising: Members requested that from 1st April 2015 all staff travel and expenses be tracked on an individual staff member basis projects and annual accounts.</p> <p>Members asked how the additional Scottish Government funding would be fed into the annual Stòrlann program of work and how this schedule of work was to be achieved. The CEO informed members that this information was included in the progress report at Item 5a on the agenda.</p>	<p>CEO/RC</p>
<p>3</p> <p>3a</p> <p>3b</p> <p>3c</p> <p>3d</p>	<p>FINANCE BUSINESS</p> <p>Storlann Annual Accounts – Presentation R Cunningham The annual accounts were presented. RC noted that there was a high level of reserve, which the Board was aware off and was detailed in the annual Stòrlann 2015/16 program. RC wished to thank the Stòrlann team that had assisted him with the preparation of the annual accounts.</p> <p>RC noted that the company audit was complete and had highlighted the following action points:</p> <ul style="list-style-type: none"> • Completion of the Fixed Asset Register. • That Purchase Orders codes be recorded on Invoices • Completion of a whistleblowing policy <p>Members questioned the increase in professional fees and were informed that costs were related to additional work on pensions, policy development and Tosgan leases.</p> <p>The annual company accounts for 2014-15 were approved</p> <p>Stòrlann Accounts: 1st April – 30th June 2015 Members noted that the first quarter spend on direct costs in the current year is greater than that of the first quarter in the previous year.</p> <p>Members requested that a breakdown of travel by staff member and by project be provided.</p> <p>The accounts in respect of 1st April to 30th June were approved.</p> <p>Scottish Government Funding 2015-16 The CEO informed members that the first quarter of funding had been drawn down.</p> <p>The CEO provided a breakdown of the resources programme budget allocations. A sum of £85k is set aside for allocation to new early years, primary, secondary level and expendable resources. This approach provides flexibility for adding projects to the resources programme. New schools in areas such as Glasgow and Lochaber, adds to the demand.</p> <p>The Stòrlann resources stock-take was finalised on the 1st August 2015. Projections of future needs are based on pupil numbers, as sourced from Bòrd na Gàidhlig data.</p> <p>Members noted that outputs from the advisory panels will assist with future planning, scheduling and resource allocation.</p> <p>The CEO informed members that a carry-over of £48,560 is projected for March 2016.</p> <p>Roddy Cunningham left the meeting.</p> <p>Bòrd na Gàidhlig Funding 2015-16 The CEO informed members that relevant reports have been submitted to Bòrd na Gàidhlig, in line with the 2015-16 funding agreement that was previously circulated to Board members.</p>	<p>CEO</p> <p>CEO/RC</p>

4	CORPORATE AFFAIRS AND STAFFING	
4a	<p>Stòrlann Staff Meeting The CEO updated members of the staff meeting that was held in Stornoway on 26th August 2015. Board member, K.Murray; Vice Chairperson attended the meeting.</p> <p>The main item of discussion was the resources program schedule. It was noted that significant pressures, at certain times of the year, impacted on the translator and design teams.</p> <p>Members discussed the volume of resources on the Stòrlann annual program and suggested that unallocated funds be used to outsource work.</p> <p>Members agreed that schedule planning and work-flow processes require to be strengthened. The CEO informed members that a significant amount of work has been contracted out. NS informed the meeting that in some instances external contractors have been approached but had refused the work due to its complex nature. A design graduate is in place on a short term contract and, if necessary, that contract would be extended.</p>	CEO
4b	<p>Health and Safety Review A health and Safety review is being undertaken with the support of Peninsula Business Services. The review will focus on documentation, risk management, work equipment in an Tosgan and remote work-sites. The CEO will update members on progress at the next Board meeting.</p>	
4c	<p>Staff Contracts Review Members considered a report by the CEO and agreed that the organisation’s structure be reviewed. The review is to include :</p> <ul style="list-style-type: none"> • The status of staff on short-term contracts, the nature of current contracts and the rights accrued. • The role and remit of all staff. • Staff training and how their needs are identified • The level of resources required by Stòrlann to fulfill its remit • job evaluation of current posts • Scottish Government and Bòrd na Gàidhlig governance and strategy expectations. • That the review be undertaken by an independent consultant. • Consideration of OSCR requirements • Company structure and pay structure be included <p>Members requested that a report, with option outlines, be taken to the next board meeting.</p>	CEO
4d	<p>Curriculum Development Officer – Primary The CEO informed members that Jayne MacAskill, had accepted an offer of employment and is now in post.</p>	
4e	<p>Risk Register The CEO updated members. Additional risk assessments will be incorporated in the current Health and Safety review. The CEO will update members at next Board meeting.</p>	CEO
5	PROJECTS AND CONTRACTS	
5a	<p>Resources Schedule 2015-16 The CEO updated members on progress with the resource production schedule. It was agreed that a discussion on whole team planning, scheduling systems be placed on the agenda for next meeting of the board.</p> <p>Members requested that a task/project owner column be included in the summary sheet.</p>	

	<p>Cèird an Sgrìobhaiche Project The CEO informed members that this project had met with positive feedback and that CNES had agreed to extend the project. Impact on staff will be limited as funding for a support worker is included within the additional funds.</p>	CEO
5b	<p>Resources – Go Gaelic! DJM provided members with a presentation of the Go Gaelic website. The Go Gaelic inset sessions held in Benbecula and Stornoway had resulted in very positive feedback. Members thanked the team for producing an excellent resource within such a short and tight timeframe.</p> <p>Stòrlann staff members Mairi MacRitchie and Chrissie MacRae joined the meeting.</p>	
5c	<p>Resources – Fileanta Gaelic Resources for Secondary Mairi MacRitchie provided members with a presentation of the Fileanta website and resources for Gàidhlig in Secondary schools. Members were informed of a strong demand for the resource to be made available in printed format.</p> <p>The Board stated that the provision of materials online, rather than textbooks, is currently the preferred option for this resource.</p> <p>The design of the documents is transferable to printing requirements, if required.</p>	
5d	<p>An t-Alltan 2015 NS provided members with an introduction to the new Alltan website and timetable. CEO reminded members that Mairi T MacDonald is the contact for administration support over coming weeks.</p> <p>Stòrlann’s AGM is scheduled for 2pm on Tuesday 29th September. A Stòrlann Board meeting will commence thereafter.</p>	
5e	<p>An Seotal – New terminology database Chrissie MacRae provided a presentation on the An Seotal project, including aspects of its history, collaborative initiatives and website content. Members discussed developments surrounding a national Corpus Management Group (Buidheann Stiùiridh Chorpais) that is being established. Stòrlann is represented on Buidheann Obrach Acadamaidh Gàidhlig (BOAG), but has received no recent updates on progress with the new group.</p> <p>Members agreed that it was essential that Stòrlann should be involved in any new Bòrd na Gàidhlig corpus development initiatives and that the CEO should contact Bòrd na Gàidhlig and report back to the next Board meeting. Members also noted that Stòrlann has no direct engagement with the Learn Gaelic website.</p>	CEO
5f	<p>Go! Gaelic Phase 2 – GLAIF Application The CEO informed members that further GLAIF funding in respect of the Go! Gaelic resource has been agreed.</p>	
5g	<p>Stòrlann Advisory Panels The CEO presented members with a paper informing them of the various panels that are currently in place and discussion areas relating to the structure and membership of the proposed over-arching resources panel. Members suggested that the terms of reference should focus on the following areas:</p> <ul style="list-style-type: none"> • how the panels resource needs would be implemented • how the panels would agree and source its resources • how the resource need outputs are fed into the over-arching panel 	

	<ul style="list-style-type: none"> • how the over-arching panel would prioritize and filter the list of resource needs from each of the other panels • that classroom needs are the priority. • panel membership should be proportionate and representative • how local authorities transmit resource priorities to panel leaders • panels do not require Education Scotland, SQA, Bòrd na Gàidhlig or Scottish Government representatives • over-arching panel to consist of member from each individual panel and some Board members, including options on the selection of chairperson. <p>Members agreed that a report be taken to the next Board meeting and that the CEO circulate details of the current panel memberships.</p>	CEO
6	COMMUNICATIONS AND PR	
6a	Open days The CEO provided members with a verbal update.	
6b	Events – Scottish Learning Festival The CEO informed the Board that 4 Stòrlann staff members would be attending SLF 2015. Stòrlann will have shared use of the Bòrd na Gàidhlig stand to showcase Go! Gaelic.	
7	<p>AOCB</p> <p>The CEO informed members of an opportunity to support Deasbad Nàiseanta in return for scripted material and links to audio and visual recordings for use by secondary pupils.</p> <p>The CEO recommended that the Board agree £2000 of support for Deasbad Nàiseanta 2015</p> <p>Declarations of interest were made by K. Murray and W MacDonald, as they are members of the Deasbad management group.</p> <p>The Board approved the recommendation.</p>	CEO
8	<p>DATE OF NEXT MEETING</p> <p>The AGM and next Board meeting is scheduled for Tuesday 29th September at the MacDonald Highlands hotel in Aviemore. Following the AGM members requested that the Board meeting agenda focus on resource planning, organisational review and resource panels.</p> <p>The Chairperson thanked all in attendance and closed the meeting at 1315.</p>	CEO