

AGENDA ITEM: 2A. STÒRLANN BOARD 2021

MINUTE OF MEETING OF BOARD OF DIRECTORS

10:00, Thursday 27th May 2021
Online Meeting - Google Hangout

Present

Gillian Campbell-Thow (GCT) – Glasgow City Council (Chair)
Simon Easton (SE) – Argyll and Bute Council
Jackie Cathill (JC) – North Lanarkshire Council
Lena Walker (LW) – Highland Council
Angus MacIannan (AM) – Comhairle nan Eilean Siar
Bethan Owen (BO) – City of Edinburgh (joined 1100)

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

In Attendance

Douglas Ansdell (DA) – Scottish Government
Sarah Buchanan (SB) – Scottish Government
Joanna McHale (JM) – Bord na Gaidhlig
John Moffat (JM) – Mann Judd Gordon and Co (joined 1100 – 1115)

Apologies

No apologies were received

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 25th February 2021 Minutes of the online meeting held on 25 th May 2021 had been circulated and were approved as a true record of the meeting. Proposed by LW and seconded by SE.	

2b	<p>Matters arising from minute: There were no matters arising.</p>	
3	<p>FINANCE BUSINESS</p>	
3a	<p>Stòrlann Management Accounts: 1st January 2021 –31st March 2021 John Moffat (JM), Mann Judd Gordon, joined the meeting by tele-conference at 1100. Relevant documents prepared by Mann Judd Gordon had been circulated to the Board. JM provided members with a verbal update on the accounts, with some additional information from the CE regarding surplus funds. JM was thanked for his input and left the meeting at 1115.</p>	
3b	<p>The Scottish Government Funding 2020 – 2021 SB informed the members that the most recent grant funding had been forwarded to Stòrlann.</p>	
3c	<p>The Scottish Government Funding, 2021-2022 and Fair Work Agreement Summary The CE presented, to members, from the report with an update on the Scottish Government’s Fair Work initiative. Directors noted the report.</p>	
3d	<p>Bòrd na Gàidhlig Funding 2020 – 2021 JM informed members that year three of Stòrlann’s three-year grant funding had been processed and awarded. Funding information and how grants are awarded will be forwarded to the agency soon.</p>	
3e	<p>Bòrd na Gàidhlig Funding 2021-2022 CNES GLAIF Application GLAIF application success was also soon to be announced by Bord na Gaidhlig. Members were made aware that this would be JM final meeting, as she was going on maternity leave. The Chairperson, on behalf of the Stòrlann, wished her well. Members noted the report.</p>	
3f	<p>Accommodation and Travel Expenditure The CE updated members on the paper that had been circulated. There had been no actual travel or accommodation costs in the period as staff are working from home and meetings are online.</p>	
3g	<p>Stòrlann Business Continuity Policy The CE referred to the circulated policy and presented members with the key contents and plan contained within the business recovery and continuity plan. Members agreed that the policy should be an annual agenda item. The Chair thanked the CE and members approved the report.</p>	
3h	<p>Stòrlann Homeworking Allowance Policy Renewal The CE referred to the circulated policy and informed members that all staff are currently working from home, due to current Scottish Government guidelines. Scottish Government regarding COVID-19 and home-working continues to be monitored and reviewed accordingly. Members approved the report.</p>	

4	CORPORATE AFFAIRS AND STAFFING	
4a	<p>Covid-19: Staffing / Tosgan arrangements</p> <p>The CE updated members that staff continue to follow Scottish Government guidelines and work from home. The situation with the Stòrlann office in An Tosgan is reviewed every three months. The Stòrlann office is restricted to four members of staff and will be reviewed at the end of June 2021. The An Tosgan sub-tenant group meets to discuss agency needs with regards to cleaning etc. Members requested involvement in the office opening discussions, when this takes place.</p>	CE
4b	<p>Health and Safety</p> <p>The CE updated members that the An Tosgan building fire drills are maintained, building is cleaned, water quality checks and flushing of system have all been carried out. Members approved the report.</p>	
4c	<p>Risk Register and Discussion</p> <p>The CE updated members on the current Risk Register that had been circulated. Risks regarding Stòrlann's funding from primary funders, has been lowered, as funding agreements are now in place.. Members approved the report.</p> <p>Members discussed that Stòrlann were presenting to GLAN committee members on 4th June 2021. The Chair and directors would meet with CE following this meeting.</p>	CE
4d	<p>Minute of staff meeting</p> <p>The Staff meeting minutes had been had been circulated to members. The Chairperson confirmed her intention to attend the next staff meeting on 1st June 2021. Members noted the report.</p>	
4e	<p>COVID-19 Staff Survey responses</p> <p>The CE updated members on how staff were able to discuss their COVID-19 work experiences. The line-manager led survey had a semi-structured format with key questions allowing open dialogue regarding any thoughts or needs. Some additional necessary equipment was purchased. The Chair intimated her approval of how well Stòrlann had maintained contact with and had looked after the team.</p>	
4f	<p>Brexit Implications</p> <p>The CE updated members on the agencies importation of printed supplies. EORI registration is complete. Competitive rates from the printers have been maintained. Due to COVID related pressures, elements of printed material such as single use maths expendables in this financial year has transferred to this financial year and funded from surplus.</p>	
4g	<p>Change of Stòrlann Director</p> <p>The Chair informed members that this would be Angus MacLennan's last meeting as a director. Both CE and Chair, on behalf of the staff and directors, thanked Angus for all his support and assistance. Members were informed that Evelyn Coull, would be the new Stòrlann Director representing, Comhairle nan Eilean Siar.</p>	

5	PROJECTS AND CONTRACTS	
5a	<p>Resources Schedule 2020 - 21 The CE updated members on the resources schedule which had been circulated. A brief update was given on a number of projects across all levels, as per the report. The Chair intimated to members that GLPS training dates would be circulated in due course. Members noted the report.</p>	
5b	<p>Alltan Online The CE updated members and highlighted the An t-Alltan teachers conference being transitioned to Alltan Online during the COVID-19 pandemic, noting that the Bord na Gaidhlig's target of 250 Alltan online attendee's had been exceeded. NS informed members that an additional 21 grammar webinars were available online; following teacher's requesting grammar teacher support.</p>	
5c	<p>Online Stats NS updated members on the statistics, including Go!Gaelic exceeding over 1 million downloads, for online resources.</p>	
5d	<p>Media and News Releases The CE informed members that Stòrlann would be circulating a press release on Grammar-G, Alltan online grammar tutorials for teachers and grammar Apps. Members suggested of capturing grammar resource on a sheet which they could circulate within their local authorities.</p>	CE
6	AOCB	
	There was no AOCB.	
7	DATE OF NEXT MEETING	
	<p>Next meeting was scheduled for 26th August 2021 – with a 1pm start – online.</p> <p>A tentative date of 7th October 2021 was set for the AGM.</p> <p>It was requested that reminders of meetings should be sent about two weeks before the date of the meeting.</p> <p>The Chairperson thanked all in attendance.</p>	CE