

## BOARD MINUTES

Date and Time	18 <sup>th</sup> August 2015 at 5.00pm
Location	Camas House, Pavilion 3, Fairways Business Park, Inverness
Purpose	Quarterly Meeting
Present	Fiona Dalgetty (Chief Executive), Harriet Dempster (Chair), Caroline Hewat, Colin McLean, Duncan MacQuarrie Maggie MacDonald, Colin Sandilands, Mark Sheridan.
Apologies	Carole Miller, Jennifer McGlone

## SUMMARY OF ACTION POINTS

Action Ref. Number	Action	Responsibility	Time line
Item 1	Draft a Child Protection training proposal	Rachael Duff	by November 2015
Item 2	Book a venue for the AGM on 10 <sup>th</sup> Nov	Fiona Dalgetty	ASAP
Item 3	Read partnership agreement proposed by Light into Europe and advise Fiona and Board on next steps	Mark Sheridan	by September 2015

### Agenda Item

#### 2015.02.01 Preliminaries and Matters Arising

Harriet Dempster welcomed everyone and thanked Colin Sandilands for hosting the meeting.

Duncan MacQuarrie approved the minutes of the previous meeting as an accurate record and Caroline Hewat seconded this.

Harriet Dempster gave the board an update on her correspondence with the Bank of Scotland regarding unusual activity that had taken place in the Fèis Rois bank accounts earlier in the year (nothing had been withdrawn from the accounts, but sums of money had been wrongly deposited in Fèis Rois's accounts). The Board reassured Harriet Dempster and Fiona Dalgetty that they are happy that the matter is being dealt with appropriately and asked Harriet and Fiona to continue to liaise with the bank and our auditors until the matter is closed.

#### 2015.02.02 Reports and Updates

##### (a) Financial Report

The Board thanked the Office Manager, Marion Mackay for preparing the quarterly management accounts and posting these out in hard copy in advance of the meeting. Fiona Dalgetty gave a detailed update on the current financial position of the company and Directors each had the opportunity to ask any questions. The Board thanked Fiona for her detailed and helpful narrative to accompany the management accounts.

##### (b) Staff Reports

On behalf of the Board, Harriet Dempster once again thanked the Chief Executive and the entire staff team for the considerable work that has been undertaken over the past quarter.

Fiona Dalgetty and Colin Sandilands gave the Board an update on the current situation with regards to office premises. Following the end of a three-year lease at Dingwall Business Centre, Fèis Rois moved into temporary office accommodation in Invergordon at the beginning of July. Fiona and Colin have been working to agree terms on a new lease for premises on Dingwall High Street. The Board thanked Colin and Fiona for their work on this. It is hoped that terms can be agreed with a view to a more permanent move back to Dingwall in September.

Mark Sheridan gave an update on the recent evaluation day he led on behalf of the Highland Youth Arts Hub (HYAH). There continues to be largely positive engagement from all partners with many of the pilot activities are now well underway. Mark proposes to have an interim evaluation report submitted to the HIAH consortium by the end of January 2016 and a final report finished by the end of September 2016. Fiona commended Stacey on the tremendous job she has been doing in project managing this complex multi-partner project.

Having read the Education Manager's report, the Board had a discussion about how we offer child protection training to our freelance staff. It was acknowledged that we have a high number of freelance staff enrolling for creative CPD opportunities, but only very small numbers enrolling for important CPD sessions in child protection and first aid. The Board came up with the following suggestions:

- We allocate a significant percentage of our 2016/17 CPD budget to Child Protection training and pay freelance artists to attend the training, i.e. in lieu of potential lost earnings;
- If they are not enrolling for Child Protection training provided by Fèis Rois, we ask freelance artists to show evidence that they have completed Child Protection training elsewhere within the past year / two years. Timescale to be agreed;
- We give tutors a time frame in which to complete Child Protection training and make it clear that we cannot continue to contract them unless they have completed the training within the given time.

**ACTION:** Rachael Duff to draft a Child Protection training proposal for freelance artists contracted by Fèis Rois and put this forward to the Board for approval at the next meeting.

Harriet Dempster asked the Board to consider flexible working hours for Community Classes Co-ordinator, Allison Watson. It was acknowledged that Allison has shown great commitment to Fèis Rois for many years and the Board agreed that they would be happy to approve a trial period of home working for Allison until the end of the calendar year 2015. This is on the condition that she will visit the classes twice a term (once a term for smaller hubs).

**ACTION:** Fiona Dalgetty to speak with Allison Watson and agree the detail of new flexible working hours.

### **(c) Executive Group Report**

The Executive Group have not met since the previous meeting. However, the Chair and the Chief Executive continue to meet regularly.

#### **2015.02.03 Strategic Planning Overview**

The strategic plan as outlined in the Business Plan is well underway and excellent progress has been made to date. It was recognised that a number of additional activities had also been achieved, including a new partnership with Sidmouth Folk Festival.

#### **2015.02.04 Press & Publicity**

A file was circulated with recent press cuttings. The Board thanked Marion for collating this and congratulated staff on keeping the profile of Fèis Rois high within the local and national press. There was particularly good coverage of this year's Ceilidh Trail.

#### **2015.02.05 Date and Time of Next Meeting**

It was agreed that the next Board meeting would take place on the same date as the AGM. The agreed

time and date for the AGM is **7pm on Tuesday 10<sup>th</sup> November 2015**.

**ACTION:** Fiona Dalgetty to book a venue for the AGM

**2015.02.06 AOCB**

The Board thanked Fiona for the work she has done with SenScot on the new draft constitution. Directors were happy with the amendments and will look to approve the revised constitution at the AGM in November.

Fiona Dalgetty asked the Board to consider a partnership document that had been sent by our partnership organisation in Romania, Light into Europe. The partnership document involves signing an agreement with the Romanian Government. The Board agreed that Mark Sheridan has experience of working on a number of EU projects and that Mark should take some time to read the document and advise Fiona and the Board about the best way forward.

**ACTION:** Mark Sheridan to read the partnership document put forward by Light into Europe and advise re: next steps.

A discussion was had about a Board Away Day and taking some time to look at number of new policies and plans for the organisation (e.g. an alumni strategy and a communications plan). It was agreed that, as we are looking to recruit a number of new Directors at our AGM in November, a Board Away Day should be held in the spring (e.g. February or March 2016) to enable new Board Members to attend.