

Bòrd na Gàidhlig
Minutes of Board Meeting
Ionad Chaluim Chille Ìle, Islay
Wednesday 5th October 2016
09:30 – 17:00

Board Members

Allan MacDonald (Chair) (AMD)
Elizabeth McAtear (EMA)
Donald MacLeod (DML)
Fiona O’Hanlon (FOH)
John MacLeod (JML)
Donald MacSween (DMS)
Jim Whannel (JW)
Johan Smith (JS)
Joy Dunlop (JD)
Mary T MacInnes (MMI)

In attendance:

Shona MacLennan (Ceannard) (SML)
David Boag (DB)
Mona Wilson (MW)
Douglas Ansdell (SG) (DA)
Christine Stewart (minutes)
Beathag Morrison (translation)

1)	PRELIMINARIES
a)	Welcome & Apologies
	The Chair welcomed everyone. No apologies were recorded.
b)	Declaration of Interests
	The following interests were declared: DML,DMS – SQA Gaelic Language Plan DA - Scottish Government’s Gaelic Language Plan
c)	Minutes of the previous meeting held on 21-22/06/2016
	The Minutes of the previous meeting were approved.
d)	Matters Arising
	A query was raised about the situation regarding permission from the Government to extend our tenancy agreement at An Lèanag or to make an offer for another office in another premises, and the Board was informed the situation was unchanged. <ul style="list-style-type: none"> – A draft Voluntary Severance Policy will be presented to the Policy and Delivery Committee for consideration in November. – The Statutory Guidance on Gaelic Education is out to consultation and a special meeting of the Board will be held early in the New Year to consider the matter. – A Head of Finance has been appointed, he started in post on 1 October. – A meeting will be held with CnaG to discuss the way forward. A detailed report will be presented at the December Board Meeting.
2)	Committee Updates
	The Chairs of the Committees gave a brief summary of the work their respective Committees had been involved in in recent months. <p>Audit and Risk Management Committee</p> The Chair said that he was happy that Faye MacLeod was the Chair for this Committee. He said that training would be provided to Members in December on their responsibilities with regard to Risk Management, and that they would also spend time looking at the risks confronting the organisation. The Ceannard is to arrange this. <p>Education Committee</p> JW updated the Board of the work of the Education Committee. MW had presented the Committee with a report on teacher numbers, and on the difficulties there were with regard to increasing teacher numbers and teacher training. An update was given on e-Sgoil and they spoke of how important it was that they receive evidence of its success and of the numbers who were

using the resource. They were also given an update on a new Early Years Strategy.

Members stressed how important technology was to the success of e-Sgoil. They requested that research be carried out to assess whether the technology required was in place, and if appropriate, the Bòrd could support any initiatives that CnES implemented to provide a comprehensive service to schools.

Policy and Delivery Committee

EMA gave a summary of the Committee's work. It included:

- The Committee's Terms of Reference
- Statutory Plans
- Drama Strategy
- National Plan

3) CORPORATE MATTERS

Terms of Reference for the Board's Committees

Members considered the Terms of Reference for the Committees and they recommended the following:

Audit and Risk Management Committee –

Under the heading, *Responsibilities*, and under *Meetings*:

In the sentence beginning "Scottish Ministers or their representatives may attend..." where it says, "...take part in...", Members requested that "**with the permission of the Chair**" be added.

Policy and Delivery Committee

Under the heading, *Remit*

In the final line at "...and to facilitate access, in Scotland and elsewhere...", it was asked if a word was missing?

Under the heading, *Responsibilities*

c) ...seek **approval** - change approval to **recommendation**.

d) Requested that what was written after "...Operational plans..." be deleted. Members thought that the responsibility detailed in that text was the responsibility of the Audit Committee.

Authority

The wording here should be clearer.

Apart from these recommended changes, Members approved the Terms of Reference.

The Board's Standing Orders

The Ceannard asked the Board's permission to present the Board with updated Standing Orders at their meeting in December. The Board approved the request.

The Chair asked that the Board was provided with information on the process to set aside the current Standing Orders.

Budget 2017/18

The Ceannard presented this paper and she provided Members with background on the current financial situation. She informed Members that the budget for 16/17 was proceeding in line with the permitted running costs for the year, but that this would not be the case for 17/18.

She explained that the annual pay increase for staff had been postponed until such time as a solution was found which allowed us to stay within permitted budget limits. There were recommendations in the paper which Members considered. Members did not agree that it would be appropriate to permanently remove an Early Years post, and they agreed that it was important that the number of Board Members be maintained at its current level.

Following discussions and consideration of the situation, the following was agreed:

- To award the annual pay increase to staff

- That finance staff, officers and the Audit Committee provide the Board with a report on how savings could be realised with regard to travel expenses, offices and contracts.
- Look at priorities with regard to reducing the budget. The report will need to be presented to the Board at their meeting in December. Leave the Early Years post vacant for a year in order to balance the budget. The responsibilities of this post would need to be fulfilled in other ways.

Finance Report to 31-08-16

This report was for information and the Ceannard gave a further update to Members, on the situation at the end of September, to show them that funds were being spent as expected. The Board requested reports with information on the potential impact of cuts and delays in payments and they requested that consideration be given to opening funding schemes earlier in the year. Members were also informed that updates on the KPIs were presented to the Policy and Delivery Committee every 3 months in order to monitor progress.

Members noted the information in the paper.

Strategic Risk Register

Members considered the Register.

- A Member suggested that additional risks should be added to the register – a shortage of teachers and classrooms in schools.
- A Member asked whether a greater risk should be attached to number 8 on the register (Ineffective implementation of Gaelic Language Plans by public bodies). An increase in the level of risk was approved.
- Risk 5 – Pressure on existing management/Staff resources – the Ceannard explained that the organisational structure changes had been implemented and that a further review was being conducted. She said that she will work with staff to improve the situation.
- One Member said that he was concerned about the measures outlined to deal with the risk regarding ICT. He was unsure as to whether the cloud-based back-up system was robust enough or appropriate.

Members will have the opportunity to further discuss the risks to the organisation at a training session in December.

4) GAELIC LANGUAGE PLANS (considered on Thursday 6 October)

Members considered the 5 Plans presented.

Aberdeen City Council

They agreed that this was a good plan and that the aims of the plan were clear. Members approved the plan.

Scottish Police Authority

This organisation was supportive and their Plan’s aims were clear. Members approved the plan.

Police Scotland

Members were satisfied with this plan. Members approved the Plan.

DML,DMS left the meeting

SQA

This was an updated plan. This organisation has been supportive but there have been issues with a lack of demand. An initiative should be launched to increase user numbers. Members approved the plan.

DML,DMS returned to the meeting

Scottish Government

Members approved the plan.

The Ceannard reported on the discussions that she had held with the Minister for Gaelic and that

	<p>she had requested support from him in strengthening the political standing of Gaelic. Members were of the opinion that it was vital that the Plans should be launched publicly. They thought that consideration should be given to a publication/launch strategy at the beginning of the process to prepare each plan. It was suggested that if there was widespread awareness that plans had been published, then more people would take note of the contents of the plans.</p> <p>Members also said that it would be useful to publicise best practice in Gaelic Language Plans by issuing press releases at the Mòd to show to people the positive impact that the Plans are having.</p>
5)	FUNDING APPLICATIONS
	<p>DB explained what was involved in the Strategic Development in Gaelic Drama project. The project was approved, with the recommendation that an independent review be carried out seeking feedback from audiences and young people who received training and which assesses other aspects of the project.</p>
6)	EDUCATION (considered on Thursday 6 October)
	<p>MW spoke on this paper and provided Members with a summary of future plans and anticipated developments in the Early Years sector. A discussion followed on the strategy and Members suggested that it was important for the family as a whole, and not just parents, to be included in the strategy.</p> <p>They approved the strategy.</p>
7)	NATIONAL GAELIC LANGUAGE PLAN (2017-22)
	<p>Members discussed the draft Plan as written and agreed that it contained a lot of information, but that the plan's key aims were unclear.</p> <p>Considerable discussion and debate followed on what should be done with regard to the document. It was agreed that further discussion take place the next day and that a decision on the way forward would be reached then.</p>

Bòrd na Gàidhlig
Minutes of Board Meeting
Ionad Chaluim Chille Ìle, Islay
Thursday 6 October 2016
09:30 – 11:00

Board Members

Allan MacDonald (Chair) (AMD)
Elizabeth McAtear (EMA)
Donald MacLeod (DML)
Fiona O’Hanlon (FOH)
John MacLeod (JML)
Donald MacSween (DMS)
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In attendance:

Shona MacLennan (Ceannard) (SML)
David Boag (DB)
Mona Wilson (MW)
Christine Stewart (minutes)
Beathag Morrison (translation)

Continued from previous day

Apologies

Douglas Ansdell (Government)

7) NATIONAL GAELIC LANGUAGE PLAN (2017-22)

Following discussions on the Plan yesterday, Members agreed the following:

- That the Plan should not be issued for consultation in its present form.
- The Ceannard, in consultation with DA, will re-draft the plan.
- The Chair will be in close communication with the Ceannard and DA while they work on the Plan.
- After four weeks the Chair will report back to Members with an update on progress.
- The full Plan will be presented to Members at the December Board Meeting.

The Plan will be distributed to Members as soon as it is finished, before the rest of the papers, if possible.

Members approved Points 4 and 6 at this time

8) ANY OTHER COMPETENT BUSINESS

There were no other matters to be discussed.

9) Date of next meeting – 6/7 December 2016 - Glasgow

The next meeting will be held in Glasgow on 6 and 7 December.

The Chair brought the meeting to a close at 11am, and members of the community in Islay were going to give a presentation on what was happening on the island with regard to Gaelic.