GEÀRR-CHUNNTAS DEARBHTE

BÒRD NA GÀIDHLIG

Geàrr-chunntas coinneimh:
Coinneamh a' Bhùird-stiùiridh
Air-loidhne
Diciadain 02/12/2020 bho 09.30

Minutes of the meeting of:
Board Meeting
Online
Wednesday 02/12/2020 from 09.30

Buill an làthair:
Màiri T NicAonghais (MTNA) [Cathraiche]
Ailean Caimbeul (AC)
Dòmhnall MacLeòid (DML)
Jennifer Gilmour (JG)
Johan Nic a' Ghobhainn (JNG)
Stewart MacLeòid (StML)

Members present:
Mary T MacInnes (MTMI) [Chair]
Allan Campbell (AC)
Donald MacLeod (DML)
Jennifer Gilmour (JG)
Johan Smith (JS)
Stewart MacLeod (StML)

An Làthair:
Luchd-obrach Bhòrd na Gàidhlig
Shona NicIllinnein, Ceannard (SNI)
Daibhidh Boag, Stiùiriche Planadh Cànain is Leasachaidhean Coimhearsnachd (DB)
Ailig Greumach, Ceann Roinn an Ionmhais (AG)
Seumas Whannel, Stiùiriche Foghlam Gàidhlig (SW)
Joanne McHale, Manaidsear Foghlaim (JNH) Puing 10.1
Steven Kellow, Oifigear Maoineachaidh is Phròiseactan (SK) Puing 9.1
Liz Taylor, Oifigear Dìon Dàta (LT) Puing 6.1
Louise NicIlleathain (LNI) Puing 16
Orla NicDhòmhnaill, A' Togail Geàrr-chunntas (OND)

In attendance:
Bòrd na Gàidhlig staff
Shona MacLennan, Ceannard (SML)
David Boag, Director of Language Planning & Community Development (DB)
Alex Graham, Head of Finance (AG)
Jim Whannel, Director of Gaelic Education (JW)
Joanne McHale, Education Manager (JMH) Point 10.1
Steven Kellow, Funding and Projects Officer (SK) Point 9.1
Liz Taylor, Data Protection Officer (LT) Point 6.1
Louise MacLean (LML) Point 16
Orla MacDonald, Recording Minute (OMD)

	SEISEAN DÙINTE	CLOSED SESSION
1.0	**CÙISEAN TÒISEACHAIDH IS GEÀRR-CHUNNTASAN**	**OPENING ITEMS AND MINUTES**
1.1	**Fàilte bhon Chathraiche** Chuir an Cathraiche fàilte air a h-uile duine chun na coinneimh.	**Welcome** The Chair welcomed everybody to the meeting.
1.2	**Leisgeulan** Cha robh gin ri chlàradh.	**Apologies** None
1.3	**A' nochdadh chom-pàirtean** MTNA: Ceòlas agus Colaiste Abaid a' Bhatail Nuaidh AC: An Comunn Gàidhealach DML: Comhairle nan Eilean Siar	**Disclosure of Interests** MTMI: Ceòlas and Newbattle Abbey College AC: An Comunn Gàidhealach DML: Comhairle nan Eilean Siar
1.4	**Geàrr-chunntas na Coinneimh 23/09/2020** Chaidh geàrr-chunntas na coinneamh aontachadh, le atharraichidhean.	**Minutes from the Meeting of 23/09/2020** Minutes of the meeting were approved, with amendments.
	Geàrr-chunntas na Coinneimh 02/11/2020 Chaidh geàrr-chunntas na coinneamh aontachadh, le aon atharrachadh	**Minutes from the Meeting of 02/11/2020** Minutes of the meeting were approved, with one amendment.
1.5	**Puingean Gnìomh** Ghabh Buill FA-NEAR dhan fhiosrachadh anns a' chlàr-gnìomhan agus mhol iad co-theacs puing 6.0 atharrachadh.	**Points of Action** Members NOTED the information in the actions log and suggested that the context of point 6.0 be changed
1.6	**Cùisean a thog ceann bho na coinneamhan sin nach eil fo phuing eile air a' chlàr-ghnothaich** Cha robh gin ri chlàradh.	**Matters arising from the meetings not included on the agenda** None.

1.7 Co-dhùnadh eadar coinneamhan

Thug na buill **FA-NEAR** dhan cho-dhùnadh a chaidh a dhèanamh eadar coinneamhan.
Thug SNL iomradh air a' phròiseas airson co-dhùnaidhean eadar coinneamhan. Thug DB fios do na Buill mu cho-dhùnadh a chaidh a dhèanamh leotha agus gun tig sin dhan ath choinneamh airson clàradh gu foirmeil.

Decisions between meetings

The Members NOTED the decision made between meetings.
SML discussed the process for making decisions between meetings. DB informed the Members about a decision which the Members had taken and that this would be brought to the next meeting for recording formally.

1.8 Clàradh chuspairean a tha rin togail fo GISBE

Cha robh gin ann.

Recording topics to be covered under AOCB

None.

2.0 GEÀRR-CHUNNTASAN NAN COMATAIDHEAN IS NA BUIDHNE-STIÙIRIDH IS CO-DHÙNAIDHEAN EADAR COINNEAMHAN

MINUTES FROM THE COMMITTEES AND THE STEERING GROUP & DECISIONS BETWEEN MEETINGS

2.1

PT1 Comataidh Sgrùdaidh is Dearbhachd (Dreachd)
PT2 Comataidh Poileasaidh is Ghoireasan (Dreachd)
PT3 Buidheann-stiùiridh a' Phlana Leasachaidh (Dreachd)

Audit & Assurance Committee (Draft)
Policy & Resources Committee (Draft)
Improvement Plan Steering Group (Draft)

Co-dhùnadh:

Thug na Buill **FA-NEAR** dhan fhiosrachadh anns na dreachd gheàrr-chunntasan.

Decision:

Members **NOTED** the information in the draft minutes.

3.0 AITHISG A' CHATHRAICHE

Thug MTNA taing do AG airson na h-obrach a tha e air dèanamh airson na Gàidhlig agus Bhòrd na Gàidhlig on a thòisich e sa bhuidhinn ann an 2003.

Thug MTNA iomradh air pròiseas Comataidh PAPLS agus thug i fios nach bi Aithisg Earrann 22 ann am-bliadhna.

Dh'innis MTNA do na Buill gu bheil am pròiseas airson sireadh Buill ùra Bhòrd na Gàidhlig air tòiseachadh.

Dh'innis MTNA mu dheidhinn coinneamhan le coimhearsnachdan Gàidhlig sna h-Eileanan an Iar.

CHAIR'S REPORT

MTMI thanked AG for the work he has done for Gaelic and for Bòrd na Gàidhlig since he started with the group in 2003.

MTMI referred to the PAPLS Committee process and noted that there will be no Section 22 Report this year.

MTMI informed Members that the process to seeking new Bòrd na Gàidhlig Members had begun.

MTMI reported on meetings with Gaelic communities in the Western Isles.

4.0 COVID-19

Thug SNI iomradh air suidheachadh luchd-obrach Bhòrd na Gàidhlig agus iad fhathast ag obair bhon taigh airson an àm ri teachd. Chaidh suirbhidhean sunnd a-mach do luchd-obrach airson faighinn a-mach mu na suidheachaidhean aca. Chaidh a chomharrachadh gu bheil an luchd-obrach ann an diofar ìrean Covid a thaobh siostaman an Riaghaltais is mar sin tha iad a' bualadh air a h-uile duine ann an dòigh eadar-dhealaichte. Tha luchd-obrach ag obair air neartachadh nan siostaman 'stiùireadh deasg' airson gum bi iad nas làidire ma bhios neo-làthaireachd ann.

Thog Buill a' cheist ciamar a tha luchd-obrach ùr a' dèanamh agus iad air na dreuchdan a thòiseachadh air-loidhne. Thug SNI fios mu ciamar a tha iad a' faighinn air adhart.

COVID-19

SML discussed the situation of Bòrd na Gàidhlig staff who are still working from home and will be for the foreseeable future. Wellbeing surveys were issued to employees to find out about their circumstances. It was noted staff are at different Covid levels and that this affects everyone in a different way. Staff are working on strengthening the 'desk management' systems to make them more resilient in the event of absence.

Members raised the question as to how new employees who started their roles online are getting on. SML gave an update on this.

	Chaidh a chomharrachadh gu bheil cùisean nas fheàrr an dà chuid airson sgoilearan ann am FtG agus airson teaghlaichean leis gun deach na sgoiltean air ais.	It was noted that things have improved both for pupils in GME and for families since the schools have returned.
	Bha còmhradh aig na Buill mu dheidhinn nan suidheachaidhean obrach aig Buidhnean Gàidhlig.	The Members discussed the work situations for the Gaelic organisations.
5.0	**AITHISG A' CHEANNARD** **Fios às ùr** Thug SNL fios gu bheil gnìomhan a' gluasad air adhart a thaobh Leasachadh na Gàidhlig.	**CEO REPORT** **Update** SML reported that actions are progressing on Gaelic Development.
	Thug i cuideachd fios mu dheidhinn coinneamhan mìosail le ceannardan bhuidhnean Gàidhlig, MG ALBA agus Sabhal Mòr Ostaig.	She also reported on monthly meetings with leaders of Gaelic organisations, MG ALBA and Sabhal Mòr Ostaig.
	Bha SNL an làthair aig CoHI agus rinn i taisbeanadh air a' Ghàidhlig mar stòras eaconomach. Thug i fios mu bhuilean na coinneimh.	SML attended CoHI and delivered a presentation on Gaelic as an economic asset. She reported on the outcome of the meeting.
6.0	**CÙISEAN CORPORRA**	**CORPORATE MATTERS**
6.1	**Aithisg Oifigear Dìon-dàta** Thug LT seachad ùrachadh mun obair a tha Bòrd na Gàidhlig air dèanamh a thaobh Dìon Dàta. Tha LT an dùil tòiseachadh air sgrùdadh desktop a dhèanamh feuch dè an obair eile a tha ri dèanamh. Bidh seo a' gabhail a-steach Conaltradh agus Rianachd Chlàran. Thèid pasgan trèanaidh airson a' Bhùird a thoirt seachad mar phàirt den trèanadh a thaobh dìon dàta san fharsaingeachd.	**Data Protection Officer Report** LT gave an update on the work that Bòrd na Gàidhlig has done on Data Protection. LT is planning to start desktop audits to assess what further work is to be done. This will include Communications and Records Management. A data protection training package for the Board will be delivered as part of the overall training in data protection.
	Thog Buill a' Bhùird ceistean mu phuingean 1.3 agus 7.2 agus thug LT seachad ùrachadh air na cuspairean sin agus thug i barantas seachad a thaobh riosgan agus a bhith gan lasachadh	Board Members raised questions about points 1.3 and 7.2 and LT gave an update on these and provided assurances on risks and mitigation of those.
	<u>**Co-dhùnadh:**</u> Thug na Buill **FA-NEAR** dhan fhiosrachadh anns a' phàipear.	<u>**Decision:**</u> Members **NOTED** the information in the report.
6.2	**Leasachadh na Buidhne – Seisean Prìobhaideach**	**Organisational Development – Private Session**
8.0	**TOISEACH AN T-SEISEIN FHOSGAILTE**	**BEGINNING OF THE OPEN SESSION**
8.1	**Fàilte bhon Chathraiche** Chuir an Cathraiche fàilte air a h-uile duine chun na coinneimh agus thug i taing do dh'Ailig Greumach, Ceann an Ionmhais, airson na h-obrach a tha e air dèanamh thar nam bliadhnaichean agus thuirt i gur e seo coinneamh a' Bhùird-stiùiridh mu dheireadh aige aig Bòrd na Gàidhlig.	**Fàilte bhon Chathraiche** The Chair welcomed everyone to the meeting and thanked Alex Graham, Head of Finance, for his work over the years and noted that this was his final Bòrd na Gàidhlig board meeting.
8.2	**Leisgeulan** Stewart MacLeòid	**Apologies** Stewart MacLeod
8.3	**A' nochdadh chom-pàirtean** MTMA: Ceòlas, Colaiste Abaid a' Bhatail Nuadh agus Cnoc Soilleir AC: An Comunn Gàidhealach DML: Comhairle nan Eilean Siar	**Declarations of interest** MTNI: Ceòlas, Colaiste Abaid a' Bhatail Nuadh agus Cnoc Soilleir AC: An Comunn Gàidhealach DML: Comhairle nan Eilean Siar
9.0	**IONMHAS**	**FINANCE**

9.1 Maoin COVID II

Thug SK iomradh air an sgeama maoineachaidh. Tha iad a' sireadh aonta airson Sgeama Maoin Covid II a' leantainn air cho soirbheachail agus feumail 's a bha a chiad fhear. Thug e dearbhadh gu bheil airgead sa bhuidseat air a shon. Bidh an sgeama a' ruith mar a chiad fhear ach le beagan atharraichean a tha air ainmeachadh sa phàipear.

Bha còmhradh aig na Buill mu chlàr-ama airson an sgeama agus mar a bhios e eadar-dhealaichte bhon chiad fhear. Bha Buill gu math toilichte gu bheil dàrna sgeama a' dol a bhith a' ruith agus thuirt iad ris na daoine a bha a' coimhead air a' choinneimh gum biodh fàilte orra cur a-steach air a shon.

__Co-dhùnadh:__

GHABH na Buill ris a' mholadh maoineachaidh mar a chaidh a thaisbeanadh.

COVID Fund II

SK presented the funding scheme. Approval is being sought for the second Covid Support Fund Scheme following the success and usefulness of the first one. He confirmed that there is money in the budget for it. The scheme will be run as the first but with a few changes as mentioned in the paper.

Members discussed the timetable for the scheme and how it will differ from the first. Members were delighted that a second scheme is to run and invited those watching the meeting to apply.

__Decision:__

Members **APPROVED** the funding recommendation as presented.

9.2 Aithisg Ionmhais gu 30/09/2020

Thug AG fios as ùr air a' phàipear bhon a chaidh e dhan Chomataidh Poileasaidh is Ghoireasan. Bha fo-chosg ann ach tha sin a-nis a' tilleadh gu buidseatan.

Bha còmhradh aig na Buill mu dheidhinn dè bhios a tachairt ma bhios airgead a bharrachd ann air sgàth phròiseactan nach tachair ri linn Covid.

__Co-dhùnadh:__

Ghabh buill **FA-NEAR** dhan fhiosrachadh mar a chaidh a thaisbeanadh.

__Gnìomh:__

AG ri coimeas a dhèanamh eadar na tha dol dhan bhuidseat 'Àrdachadh na Gàidhlig' ann am bliadhnaichean eile.

Finance Report to 30/09/2020

AG gave an update on the paper since it had gone to the Policy and Resources Committee. There was an underspend but it now returning to budget.

Members discussed what would happen if there is surplus funding due to projects that do not take place as a result of Covid.

__Decision:__

Members **NOTED** the information as presented.

__Action:__

AG to compare the budget for 'Gaelic Promotion' with previous years.

10.0 PLANA GNÌOMH IS COILEANADH

OPERATIONAL PLAN AND PERFORMANCE

10.1 PCC 3

Dh'innis JNH mu adhbhar a' phàipeir, agus sin nach eil na buidhnean tràth bhliadhnaichean air a bhith a' coinneachadh. Mar sin, thathar ag iarraidh na targaidean aig PCC3 atharrachadh gus am biodh e iomchaidh airson suidheachadh COVID.

Bha còmhradh aig na Buill mu dè seòrsa taic a bhiodh iomchaidh do phàrantan agus mu dheidhinn planaichean airson pàrantan ùra a tharraing gu FtG.

__Co-dhùnadh:__

GHABH Buill ris an atharrachadh mar a chaidh a thaisbeanadh.

PCC 3

JNH explained the purpose of the paper, namely that early years groups have not been meeting. Therefore, it is sought to adjust the targets of PCC3 to suit the COVID scenario.

Members discussed the type of support that would be appropriate for parents and discussed plans to attract new parents to GME.

__Decision:__

Members **APPROVED** the revision as presented.

10.2 Coileanadh a' Phlana Gnìomh 20-21 gu 30/09/2020

Thug SNI am fios as ùr seachad air a' chlàr agus thug i fa-near gu bheil duilgheadasan air a bhith ann a' cur an gnìomh nan gnìomhan a thaobh nan tràth-bhliadhnaichean gu sònraichte.

Implementation of the 20/21 Operational Plan to 30/09/2020

SML gave an update on the register and noted that there had been difficulties in implementing actions in relation to early years in particular.

Rinn na Buill moladh air an obair a chaidh a dhèanamh thairis air na mìosan a chaidh seachad airson faighinn dhan ìre seo. Bha còmhradh aig na Buill mu far a bheil obair ri dhèanamh.

Co-dhùnadh:
Thug na Buill **FA-NEAR** dhan fhiosrachadh mar a chaidh a thaisbeanadh.

Members commended the work done over the last few months to reach this point. The Members discussed where further work was necessary.

Decision:
The Members **NOTED** the information as presented.

11.0 ADHARTAS NAS LUAITHE

Adhartas nas Luaithe

Rinn DB aithris air an aithisg. Fhuair na Buill fiosrachadh mu dheidhinn na buaidh a th' air a bhith aig Adhartas nas Luaithe taobh a-staigh na buidhne agus an ìomhaigh a th' aca airson Adhartas nas Luaithe san àm ri teachd. Thug na Buill moladh do dh'Adhartas nas Luaithe airson a bhith na phìos obrach glè chudromach.

Co-dhùnadh:
Thug na Buill **FA-NEAR** dhan fhiosrachadh.

FASTER RATE OF PROGRESS

Faster Rate of Progress

DB presented the report. Members discussed the impact of Faster Rate Progress within the organisation and their vision for Faster Progress for the future. Members commended Faster Progress as being a very important piece of work.

Decision:
The members **NOTED** the information.

12.0 AM PLANA NÀISEANTA

Plana Cànain Nàiseanta Gàidhlig 2023-28

Thug DB fios seachad mun Phlana Cànain Nàiseanta Gàidhlig agus ceisteachan a bhios a' dol a-mach mu dheidhinn. Cha deach an ceisteachan a sgaoileadh fhathast ach bidh e deiseil a dh'aithghearr.

Chuir na Buill taic ris a' cheisteachan agus bha còmhradh aca mu dheidhinn ciamar as urrainn conaltradh a bhith aca le coimhearsnachdan san dòigh as fhèarr.

Co-dhùnadh:
Thug na Buill **FA-NEAR** dhan fhiosrachadh.

THE NATIONAL PLAN

National Gaelic Language Plan 2023-28

DB provided information on the National Gaelic Language Plan and on a forthcoming questionnaire on this subject. The questionnaire has not yet been distributed but will be completed shortly.

Members agreed the questionnaire and discussed how best to engage with communities.

Decision:
The members **NOTED** the information.

13.0 LEASACHADH NA BUIDHNE

13.1 Am Plana Leasachaidh

Thug SNL seachad tar-shealladh air a' Phlana Leasachaidh ùr anns a bheil gnìomhan a tha air fhàgail bhon phlana mu dheireadh, molaidhean bhon aithisg sgrùdaidh bhliadhnail agus prìomhachasan bho shuirbhidh an luchd-obrach. Thug SML cuideachd sealladh farsaing seachad air a' phròiseas tron deach am plana a chur mus deach a thoirt dhan Bhòrd.

Thug JG aithisg seachad, mar Chathraiche Buidheann-stiùiridh a' Phlana Leasachaidh, air an eacarsaich mapaidh a tha a' dol air adhart eadar am Plana Leasachaidh mu dheireadh agus am plana Leasachaidh làithreach.

Bheachdaich na buill air na riosgan a tha an lùib a' phlana is cruth a' phlana ùir agus chuala iad mun phlana trèanaidh a bhios ann.

Co-dhùnadh
DH'AONTAICH na buill am plana, leis an tuigse gun tèid na cinn-latha ath-sgrùdadh agus gun tèid an eacarsaich mapaidh a chrìochnachadh.

Improvement Plan

SML gave an overview of the new Improvement Plan which comprises actions outstanding from the last plan, recommendations from the annual audit report and priorities from the staff survey.
SML also gave an overview of the process which the plan has been through before being presented to the Board.

JG, as Chair of the Improvement Plan Steering Group, gave a report on the mapping exercise which is being undertaken between the previous and current Improvement Plan.

Members discussed risks involved in the plan, formatting of the new plan and heard about the training plan which will be in place.

Decision:

Members APPROVED the plan, on the condition that the deadlines are reviewed, and the mapping exercise is completed.

13.2 Gnàth-riaghailtean Buidheann-stiùiridh Phlana Leasachaidh

Thug SNI iomradh air a' phròiseas airson gnàth-riaghailtean ùrachadh. Tha atharraichean air an comharrachadh ann an dearg.

Thug JG fios gur e adhbhar na h-atharraichean airson dol an sàs luchd-obrach a rèiteachadh.

<u>**Co-dhùnadh:**</u>
GHABH na Buill ris na Gnàth-riaghailtean mar a chaidh an taisbeanadh.

Improvement Plan Steering Group Standing Orders

SML discussed the process for updating standing orders. The changes are marked in red.

JG pointed out that the reason for the changes was to involve staff in the negotiation.

<u>**Decision:**</u>
Members **APPROVED** the Standing Orders as presented.

14.0 RIANACHD MHÌ-CHINNTEAN

Clàr mhì-chinntean Ro-innleachdail

Rinn SNI aithris air a phròiseas airson an Clàr Mhì-chinntean Ro-innleachdail.

Bha còmhradh aig na Buill mu dheidhinn a' chunntais-sluaigh agus ciamar as urrainn Bòrd na Gàidhlig a bhith an sàs.

<u>**Co-dhùnadh:**</u>
GHABH na Buill ris a' Chlàr mhì-chinntean mar a chaidh a thaisbeanadh.

RISK MANAGEMENT

Strategic Risk Register 2021/22

SML explained the process for the Strategic Risk Register.

The Members discussed the census and how Bòrd na Gàidhlig could be involved.

<u>**Decision:**</u>
Members **APPROVED** the Strategic Risk Register as presented.

15.0 PLANA OBRACH A' BHÙIRD-STIÙIRIDH

Plana Obrach a' Bhùird-stiùiridh 2020/21

Rinn SNI aithris air a' Phlana Obrach.

<u>**Co-dhùnadh**</u>
GHABH na Buill ris a' Phlana Obrach mar a chaidh a thaisbeanadh le tuigse gun deigheadh colbh 2/11 ùrachadh.

BOARD WORKPLAN

Board Workplan 2020/21

SML presented the Work Plan.

<u>**Decision:**</u>
Members **APPROVED** the work plan as presented with the understanding that column 2/11 would be updated.

16.0 CLÀR-AMA CHOINNEAMHAN 2021/22

Clàr-ama choinneamhan 2021/22

Thug LNI fios seachad mu dheidhinn a' chlàir-ama agus bha còmhradh aig na Buill mu dheidhinn.

<u>**Co-dhùnadh:**</u>
GHABH na Buill ris a' Chlàr-ama aca, le cothrom airson atharrachadh a dhèanamh a rèir fios air ais bho na Buill.

<u>**Gnìomh:**</u>
Gum biodh na Buill a' leigeil fios do LNI ro 11/12 nan robh duilgheadasan aca le deit sam bith.

TIMETABLE FOR MEETINGS 2021/22

Timetable for meetings 2021/22

LML presented the timetable which the Members discussed.

<u>**Decision:**</u>
Members **APPROVED** the timetable, subject to opportunity for amendment following feedback from Members.

<u>**Action:**</u>
Members to notify LML by 11/12 if there are issues with any date.

17.0 GISBE

Cha robh nì sam bith eile ri dheasbad.

Ceann-latha na h-ath coinneimh 24/02/2021

Dùnadh na coinneimh

AOCB

There were no additional items for consideration.

Date for next meeting 24/02/2021

Close of the meeting

Thug an Cathraiche moladh agus taing dhan a h-uile duine a bha an sàs sa choinneimh. Dh'ainmich i cuideachd an àireamh dhaoine a tha air clàradh le Duolingo, agus an obair a chaidh a dhèanamh gu saor-thoileach leis an sgioba a chuir na goireasan ri chèile.

Thug i taing gu h-àraidh do AG airson na h-obrach aige thar nam bliadhnaichean.

The Chair thanked and commended all who had taken part in the meeting. She also mentioned the number of people who registered with Duolingo, and the voluntary work undertaken by the team to producing the resource.

She gave special thanks to AG for his work over the years.