

REGIONAL BOARD

Actions from the
Meeting of the Regional Board held on
Thursday 27 April 2017 in the Board Room, Scottish Borders Campus

Item	Action	Responsibility and Date
28/17	The Board would receive an update on City Deal and its implications at the next meeting	A Cox
35/17	Provide D Killean with details of international work placements	A Winwood
	Make the suggested changes to the ROA	D Killean
36/17	Raise the Board's concerns that the very small numbers within the retention and leaver data could result in individuals being identified	D Killean
	The Chair suggested using the term "undeclared" in place of "unknown" if this was permissible. The title of section 2.3 would be amended to <i>Governance</i> .	D Killean
	SMT would look for an achievable and acceptable strategy to close the gender pay gap, for consideration by the HR Committee	SMT
38/17	Draft the response to the College Good Governance consultation and circulate for consideration	T Jakimciw/ D Killean
41/17	Discuss opportunities of working with Scottish Borders Council around innovation	B McGrath/ A Cox
42/17	Any further ideas for Regional Board Development plan 2016-17 to be emailed to D Killean	All
44/17	Discuss a way forward re Chair's evaluation	G Crosier/ D Killean

REGIONAL BOARD

Minutes of the meeting of the Regional Board held on Thursday 27 April 2017
at 5.30 pm in the Board Room, Scottish Borders Campus

ITEM	MINUTE
Present:	<p>Tony Jakimciw (Chair) Angela Cox (Principal) Bryan McGrath Steven Ker Jane Martin Elaine Acaster Liz Parkes Gillian Crosier Nicola McIlwraith. Jane Gaddie Andy Winwood (Staff member) Kevin Armstrong (Student member) Morag Mulhern (Student member)</p>
In Attendance:	<p>David Killean (Vice Principal, Quality and Innovation & Interim Board Secretary) Pete Smith (Vice Principal, Finance and Resources) Heather Anderson (Vice Principal, curriculum) Sheila McColm (Secretary) Jayne Gracie (Head of Care & Access Faculty) – item 33/17 only</p>
33/17	<p>Presentation – Care and Access Faculty</p> <p>It was agreed to bring this item to the beginning of the agenda.</p> <p>J Gracie introduced herself to Board members and gave a presentation on the overall performance of the Care and Access Faculty.</p> <p>In response to questions she advised that work placements were found for the majority of students; however some students had a distance to travel. Placements were assessed and feedback was provided by the employers. A Care event had been held in March for employers. She also reported that some of the employers assisted with student interviews.</p> <p>Board members noted that outcomes were not always measurable. J Gracie advised that essential skills were embedded within all programmes.</p> <p>The Chair thanked J Gracie and she left the meeting at this point.</p>
28/17	<p>CHAIR'S OPENING REMARKS</p> <p>The Chair welcomed everyone to the meeting and provided updates on the following matters:</p> <p><u>Creation of South of Scotland Agency Vehicle</u> The outstanding issue was the nature of the vehicle and structure of the agency. The Chair explained that a joint committee was a result of legislation enshrined in the local government act to form partnerships within legal statute. Representation would be required from each Council and local bodies. Further</p>

	<p>details were provided to members The Chair had met with the Chair of the Highlands and Islands Enterprise to look at the most important characteristics, i.e.</p> <ol style="list-style-type: none"> 1. The ability to be autonomous and independent 2. To be flexible and use different approaches to solve different problems 3. To have excellent stakeholder engagement <p>A further South of Scotland Vehicle meeting was being held on 8 May to focus on the structure of the vehicle. The creation of an independent agency established by statute was unlikely due to the parliamentary time required and four other options currently being explored were explained.</p> <p>The Board agreed to continue to endorse their view that an autonomous independent model similar to HIE was preferable and that, in the absence of a statutory agency a new company established by guarantee should be pursued.</p> <p>The Board would receive an update on City Deal and its implications at the next meeting.</p> <p style="text-align: right;">ACTION: AC</p> <p><u>SFC Funding</u> The Chair had held discussions with SFC regarding future funding. He explained that the funding methodology and allocation method had changed several years ago and as a result the sector had collectively agreed to ask SFC that no college lose over 1% of its funding over the next three years as a transitional arrangement. This transition period was now coming to an end and SFC has asked if the sector wanted to continue. There was confusion within the sector over this; however the Chair and SMT considered that a transition period was still required.</p> <p>The Board agreed the transition should continue for the next three years.</p>
29/17	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Ian Ireland, Sara Shinton, David Peace and Virginia Grant.</p>
30/17	<p>MINUTES OF BOARD MEETING HELD ON 2 MARCH 2017 (Paper A)</p> <p>Further to the following amendment being made the minutes of the meeting held on 2 March 2017 were agreed as a true and accurate record.</p> <p>Item 17/17, report from Finance & General Purposes Committee; change second sentence to "<i>It had been disappointing to learn of enrolment shortfall against student numbers</i>".</p> <p>Board members were content with the less personalised format of the minutes.</p>
31/17	<p>MATTERS ARISING</p> <p>All actions from the meeting were complete.</p>
22/17	<p>The Chair enquired whether the College had received pathfinder funding to undertake energy efficiency measures.</p>

	<p>The VP Finance and Resources confirmed this was the case and that proposals from Ameresco included the replacement of LED light fittings across the campuses; the addition of another solar panel; the lowering of electricity voltage into the main campus and adjusting timers on vending machines. A further proposal to replace the oil-fired boiler at the Newtown campus could not be taken forward at this time.</p>
32/17	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>There were no conflicts of interest declared.</p>
34/17	<p>BOARD EFFECTIVENESS REVIEW – FINAL REPORT (Paper B)</p> <p>The Board formally approved the final version of the Governance Effectiveness Review of March 2017 undertaken by J Polley of Polley Solutions Ltd.</p>
35/17	<p>REGIONAL OUTCOME AGREEMENT (Paper C)</p> <p>The VP Quality and Innovation presented the current draft of the Regional Outcome Agreement 2016/17.</p> <p>He explained that the financial figures and credit figures were indicative and not actual figures. He considered that the 6% reduction in student support funding should be manageable.</p> <p>No changes had been made to the Context Statement since the Board meeting in December 2016.</p> <p>A group including board members had been put together to undertake an Equality Impact Assessment of the Outcome Agreement and their feedback was proving very useful.</p> <p>Board members provided feedback on the following items:</p> <p>Page 11, Social Inclusion - clarification was requested. Page 26, International work placements – visits from Swedish students and placements in Spain had been omitted. A Winwood to provide detail. ACTION: AW</p> <p>Page 45, Estate’s capacity – the wording was considered “too nice and did not fully reflect current issues” Page 15, first line – school <i>roles</i> to be amended to <i>rolls</i> Page 5, 3rd paragraph – replace <i>ensure</i> with <i>strive to ensure</i>... 4th para – amend to <i>strive to operate</i>...</p> <p>Page 24 – heading to be amended and alternative wording to be considered around completers finding employment, e.g. “<i>of those looking for employment x% were successful</i>”.</p> <p>The VP Quality and Curriculum agreed to make the suggested changes. ACTION: DK</p> <p>The Principal advised that the papers tabled by SFC at the College Principals’ Group had indicated an expectation for colleges to use the Outcome Agreement for funding applications. She recommended delaying the final sign off until further detail was received.</p> <p>The Board agreed with this recommendation and delegated authority to the</p>

	Principal and Chair for the final sign-off. In the event of any significant changes a Chair's Committee would be called.
36/17	<p>EQUALITY OUTCOMES ACTION PLAN & MAINSTREAMING REPORT (Paper D)</p> <p>The Chair asked Board members for any comments on this very thorough piece of work.</p> <p>It was noted that the very small numbers within the retention and leaver data could result in individuals being identified. The Chair advised that this information was required by the Government. However, as this was a public document, the Clerk would formally raise the concern on behalf of the Board.</p> <p style="text-align: right;">ACTION: DK</p> <p>The Chair suggested using the term "undeclared" in place of "unknown" if this was permissible.</p> <p>The title of section 2.3 would be amended to <i>Governance</i>.</p> <p style="text-align: right;">ACTION: DK</p> <p>It was agreed that SMT would look for an achievable and acceptable strategy to close the gender pay gap, for approval by the HR Committee.</p> <p style="text-align: right;">ACTION: SMT</p>
37/17	<p>FINANCIAL PLANNING UPDATE/DRAFT BUDGET 2017-18 (Paper J)</p> <p>This item was treated as confidential and a separate minute was taken.</p>
38/17	<p>COLLEGE GOOD GOVERNANCE: CONSULTATION (Paper E)</p> <p>The Chair presented a summary of key recommendations from the College Good Governance Task Group consultation, to which a response was required by 17 May 2017.</p> <p>Each recommendation was considered and responses agreed as follows:</p> <ul style="list-style-type: none"> • Remuneration for chairs of assigned colleges – <i>an appointment process involving Regional Board Chairs and ministerial appointment should be needed for this to happen</i> • An additional two staff members to be nominated by unions – <i>this was not supported by the Board</i> • Amending appointments guidance – <i>this would be a great benefit to the Board</i> • Amend guidance to encourage recruitment of board members with ability to work well as a team – <i>this is done anyway</i> • Advertise all Board vacancies on CDN website – <i>agreed as already done</i> • Enhance ministerial powers to suspend board members – <i>agreed subject to concerns which need to be addressed</i> • Extend existing powers of SFC to attend and address Board and committee meetings – <i>agreed</i> • Clarify that ministerial power to suspend Board members also applies to assigned colleges - <i>agreed</i> <p>The Chair and Board Secretary would draft the response and circulate for consideration.</p> <p style="text-align: right;">ACTION: TJ/DK</p>

39/17	<p>STRATEGIC RISK REGISTER (Paper F)</p> <p>The VP Finance and Resources presented the Strategic Risk Register which had been considered by SMT on 18 April, with particular focus on risks 4b and 5d. SMT had agreed to leave these risks unchanged.</p> <p>The Principal advised that risk 5c could increase due to ongoing national bargaining activity. This would be kept under review.</p>
40/17	<p>PRINCIPAL'S REPORT (Paper G)</p> <p>The Principal presented her report and provided the following update:</p> <p><u>National Bargaining</u> There had been 36 lecturing staff members on strike that day. The Principal was impressed at the way in which managers and staff had pulled together to minimise disruption to students. Moving forward, the College would need to consider the impact of national bargaining if there was no movement in the EIS position. It would be impossible to achieve the volume of savings required to avoid a deficit position.</p> <p>The Chair reported that he been asked by the Employers' Association to write to Ministers to seek support of the College's' position. Board members agreed with this request.</p> <p>Further confidential discussion took place and a separate minute was taken.</p> <p><u>Student Survey Results</u> Results of the national SSES Survey were provided. Three areas had decreased since the previous year and had been highlighted as a concern. Any areas with a satisfaction rate of less than 87% would be discussed at the next Curriculum and Quality Committee.</p> <p><u>Performance Indicators</u> KPI's were still a concern but closer monitoring and reporting of absence have seen an improvement in attendance.</p> <p><u>Yammer</u> The Principal explained that Yammer was the College's social media system which was used to share good news stories.</p>
41/17	<p>INNOVATION SRATEGY (Paper H)</p> <p>The Principal presented a paper explaining the College's intention to create an Innovation Strategy in order to take full advantage of innovation funding opportunities.</p> <p>B McGrath would discuss opportunities of working with Scottish Borders Council in this respect with the Principal.</p> <p style="text-align: right;">ACTION: BMc/AC</p> <p>The Principal considered that innovation may need to be addressed through the Regional Outcome Agreement. The Innovation Strategy would be presented to the Board in due course.</p>

42/17	<p>REGIONAL BOARD DEVELOPMENT PLAN UPDATE (Paper I)</p> <p>The Board Secretary presented the progress report on the Regional Board Development plan 2016-17.</p> <p>The Chair asked for suggestions to achieve/enhance team working. The following suggestions were made.</p> <ul style="list-style-type: none"> • to hold a dinner/social event at the end of strategic planning days. • to hold a Xmas dinner for Board members • to hold a facilitated training session • join up for faculty visits
	<p>Any further ideas should be emailed to the Clerk.</p> <p style="text-align: right;">ACTION: All Members</p>
43/17	<p>SFC LETTER OF GUIDANCE (Paper K)</p> <p>The Chair presented the Ministerial Letter of Guidance and asked Board members to consider any areas where issues may arise.</p> <p>The Principal advised that the STEM agenda was being revisited. Digital technology was a priority for the College and action taken to develop the curriculum; however problems in recruiting staff have been encountered. She confirmed there was currently no demand in the area for screen/film/TV and the Board agreed that we should not be seeking to develop this area.</p> <p>Board members agreed that the Principal should continue to pursue the areas identified and report back on these when appropriate.</p>
44/17	<p>ROLE OF SENIOR INDEPENDENT MEMBER (Paper I)</p> <p>G Crosier presented the terms of the Senior Independent Member (SIM) role description as agreed by College Development Network.</p> <p>She asked Board members to consider processes for evaluating the Chair's performance. The informal arrangement previously used was now required to be more systematic.</p> <p>The Chair suggested that this evaluation process should fit in with the new overall quality framework currently being developed for the College. G Crosier agreed to discuss with the Board Secretary to agree a way forward.</p> <p style="text-align: right;">ACTION: GC</p>
45/17	<p>REPORTS FROM COMMITTEE CHAIRS</p> <p><u>Finance and General Purposes Committee (Paper M)</u> Draft minutes of the meeting held on 16 February were received. A verbal report had been provided at the previous Board meeting.</p> <p><u>Curriculum and Quality Committee (Paper N)</u> The Board received draft minutes of the meeting held on 9 March.</p> <p><u>Nominations Committee (Paper O)</u> Draft minutes of the meeting held on 2 March were received.</p>

46/17	EQUALITY AND DIVERSITY (standing item) There were no further items for discussion.
47/17	ENVIRONMENTAL AND SUSTAINABILITY (standing item) The pathfinder project had been discussed under agenda item 31/17.
48/17	HEALTH AND SAFETY (standing item) There were no items for discussion.
49/17	AGENDA ITEMS FOR NEXT MEETING Any suggestions for agenda items should be forwarded to the Board Secretary or S McColm.
50/17	Board Papers for Publication All papers would be published on the website with the exception of paper J and elements of paper G.
51/17	ANY OTHER BUSINESS The Board Secretary circulated a paper indicating which Strategic Goal each Board paper was linked to. K Armstrong reported that the new Students Association President would be elected the following day. He had really enjoyed his term as Student Representative. He agreed to the Chair's request that he attend the meeting on 22 June along with the new President.
52/17	DATE OF NEXT MEETING The next meeting of the Board of Management would take place on Thursday 22 June 2017 at 5.30pm in the Board Room, Scottish Borders Campus, Netherdale, Galashiels.

Signed:.....
Chair

Signed:.....
Board Secretary