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REGIONAL BOARD

Actions from the
Meeting of the Regional Board held on
Thursday 18 February 2016 in the Board Room, Scottish Borders Campus

Item	Action	Responsibility and Date
41/15	P Smith would present a progress report on Prevent Duty	P Smith – June 2016
77/15	T Jakimciw and P Smith had met with the Scottish Funding Council to put forward a case for additional rural funding - a response would be pursued	T Jakimciw
78/15	Board members were reminded of the requirement to update the Register of Interests and were asked to respond to B Hood	All
90/15	The Constitution of the Borders College Students Association was currently being revised and would be presented at the next meeting	C McCabe
01/16	A link to the report on the 2013/14 audit of Coatbridge College: Governance of Severance Arrangements would be circulated to Board members	T Jakimciw
14/16	Amend Risk 8b due to the national dispute over pay and the ballot for industrial action	P Smith
23/16	Circulate the Anti-Bribery Policy to Board members	P Smith
	An evaluation form on the Chair's performance had been circulated by the Clerk. T Jakimciw asked that Board members complete this form openly and honestly	All

REGIONAL BOARD

Minutes of the meeting of the Regional Board held on Thursday 18 February 2016
at 5.30 pm in the Board Room, Scottish Borders Campus

ITEM	MINUTE
Present:	<p>Tony Jakimciw (Chair) Liz McIntyre Gillian Crosier Steven Ker Ian Ireland Jane Martin Norman Roxburgh Bryan McGrath David Peace Virginia Grant Jane Gaddie Liz Parkes Andy Winwood (Staff member) Brian Jamieson (Student member) Conor McCabe (Student member)</p>
In Attendance:	<p>David Killean (Vice Principal: Quality and Innovation) Pete Smith (Vice Principal: Finance and Resources) Heather Anderson (Vice Principal: Curriculum) Brian Hood (Clerk to the Board) Sheila McColm (Secretary)</p>
01/16	<p>CHAIR'S OPENING REMARKS</p> <p>T Jakimciw welcomed everyone to the meeting and updated Board members on the following items.</p> <p>He and L McIntyre had met with Cameron and Callum Crawford on 15 February to discuss the reasons that Board had decided not to proceed with the Barbour building at Tweedbank. The meeting had finished on an amicable note with the Crawford brothers accepting and understanding the Board's decision. They had, however submitted an alternative option for the College to lease part of the Barbour building.</p> <p>A link to the report on the 2013/14 audit of Coatbridge College: Governance of Severance Arrangements would be circulated to Board members.</p> <p style="text-align: right;">ACTION: TJ</p> <p>L McIntyre and T Jakimciw had attended a meeting with the Cabinet Secretary on 3 February. The meeting had been positive and the Cabinet Secretary had appeared to be supportive of Scotland's colleges.</p> <p>T Jakimciw suggested that, once all Board members have attended the Governance workshops offered by College Development Network, any learning potential outcomes of the workshops for the Board should be a future agenda item.</p>

02/16	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Elaine Acaster and Andries Fourie, the new staff representative.</p>
03/16	<p>MINUTES OF BOARD MEETING HELD ON 10 DECEMBER 2015 (Paper A)</p> <p>The minutes, including the confidential section of the meeting held on 10 December 2015 were agreed as a true and accurate record.</p>
04/16	<p>MATTERS ARISING</p> <p>74/15 T Jakimciw reported that the Scottish Government had confirmed that depreciation could be used for the implementation of a pay award.</p> <p>77/15 T Jakimciw and P Smith had met with the Scottish Funding Council to put forward a case for additional rural funding. A response would be pursued.</p> <p>78/15 Board members were reminded of the requirement to update the Register of Interests and were asked to respond to B Hood.</p> <p>90/15 The Constitution of the Borders College Students Association was currently being revised and would be presented at the next meeting.</p> <p style="text-align: right;">ACTION: TJ</p> <p style="text-align: right;">ACTION: All</p> <p style="text-align: right;">ACTION: CMc</p> <p>All remaining actions were complete.</p>
05/16	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>The student representatives reported a potential conflict in relation to Item 06/16 due to a request from EIS to support the proposed strike of lecturing staff. Both B Jamieson and C McCabe indicated their intention to remain neutral and support any students attending college during the strike.</p> <p>A Winwood also reported a possible conflict with Items 06/16 and 07/16.</p> <p>T Jakimciw advised that, while exclusion from these items was unnecessary he would not expect participation from B Jamieson, C McCabe or A Winwood in the event of a vote.</p>
06/16	<p>2015-16 PAY AWARD IMPLEMENTATION (Paper B)</p> <p>This item was treated as confidential and a separate minute was taken.</p>
07/16	<p>ESTATES DEVELOPMENT (Paper C)</p> <p>P Smith had prepared a paper in which two alternative options to the Barbour building at Tweedbank, Unit 1 and Unit 4.2 had been identified and considered.</p> <p>He reported that, further to discussions with the curriculum team it had become evident that Unit 4.2, at 10,000 sq ft would meet space requirements to accommodate the Engineering and Painting & Decorating curriculum.</p> <p>The Animal Care programme could then re-locate from a portacabin at Newtown St Boswells into the existing Painting & Decorating workshop in Galashiels. It was also</p>

	<p>planned to deliver the Horse Care programme entirely from the Ian Stark Equestrian Centre, with the addition of some additional ICT resource. These plans would resolve overcrowding issues at Newtown in the medium term. A steel storage building had also been sourced and it was proposed to replace the portacabins during session 2016-17 with modern cabins.</p> <p>The Joinery programme would move from the Hawick site to Scottish Borders Campus. The Hawick site would be rebranded as a Commercial Training Centre and the Business Development Unit (BDU) would be moved to Hawick. The existing BDU office in the main campus could then be used as an additional classroom. Another smaller classroom would also be freed up with the relocation of the TEL team to share space with the rest of the ISLT department.</p> <p>The alternative option for part of the Barbour building was around the same size as Unit 4.2; however an application for change of use would be required which could cause issues around timing. There were also concerns around cost which is as yet unknown and the timescales. On the other hand, the landlord of Unit 4.2 was currently upgrading the premises, including the toilet block at his expense. There was other interest in Unit 4.2 therefore further delay could cause risk.</p> <p>There would be procurement issues to come back to either the Board or the Finance and General Purposes Committee if these proposals were agreed.</p> <p>The Board approved the proposal to lease Unit 4.2 and to replace the portacabins at Newtown in principle, but agreed to delegate responsibility for taking this forward to the Finance and General Purposes Committee.</p>
08/16	<p>ISLT STRATEGY (Paper D)</p> <p>P Smith presented the Information and Learning Technology Strategy to the Board and drew attention to the implementation plan which identified the financial implications for the actions necessary to achieve the Strategy. The total capital outlay was estimated at £415k and it was proposed to bid to the Borders Further Education Trust for this amount. P Smith considered the lifespan of this investment to be in the region of 10 years.</p> <p>The second staff consultation was being launched on 22 February with an aim to create an appropriate structure and develop staff to support this.</p> <p>Board members agreed that the bid would fit with the College's strategic priorities and therefore approved the submission of the bid to the Trust. The Information and Learning Technology Strategy was also approved.</p>
09/16	<p>IMPLEMENTATION OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (Paper E)</p> <p>It was agreed to delegate responsibility for approval of this item to the Finance and General Purposes Committee at its meeting on 25 February.</p>
10/16	<p>JOINT VENTURE IN OMAN (Paper F)</p> <p>P Smith presented a progress report on the proposal to deliver vocational training in Oman.</p> <p>He reported that the College had a very productive visit from representatives of the Haima Institute in Duqm. D McKendry and S Rennie had produced a revised proposal, for delivery in Duqm initially, but which could be expanded to other</p>

	<p>ventures in Oman. The model would be a joint venture, with Haima Institute responsible for governance and government arrangements and the College providing the programme. Approval was now in place for an international school to be built in Duqm to age 18.</p> <p>A further delegation visit to Oman would be required to meet the Ministry of Manpower and to agree a financial and delivery model with Haima Institute. P Smith reported that he was unable, at this stage to put a risk analysis on the venture. T Jakimciw reminded him to ensure compliance with Colleges Scotland's Framework for International Development and proposed that responsibility be delegated to the Finance and General Purposes Committee.</p> <p>The Board gave approval for the College to continue to work on the detail of the programme and the development of a joint venture approach with Haima Institute. It was agreed that oversight be delegated to the Finance and General Purposes Committee.</p>
<p>11/16</p>	<p>PRINCIPAL'S REPORT (Paper H)</p> <p>The Principal's Report consisted of progress updates against KPIs and Annual Priorities for 2014-15. All other activity was dealt with separately on the agenda.</p> <p>Board members queried KPI7 (non-SFC income as a % of total income) being green when it was under the target. P Smith explained this was due to it being ahead of budget to date and the same applied to KPI9.</p> <p>The Board noted the content of the paper.</p>
<p>12/16</p>	<p>MINISTERIAL LETTER OF GUIDANCE FOR THE ACADEMIC YEAR 2016-17 (Paper I)</p> <p>L McIntyre presented the Letter of Guidance from the Scottish Government to the Funding Council. She reported that she was comfortable with the content of the letter and the strong focus on Developing the Young Workforce was aligned with the College's priorities.</p> <p>The Board noted the content of the Letter of Guidance.</p>
<p>13/16</p>	<p>DRAFT STRATEGIC PLAN PROGRESS REPORT (Paper J)</p> <p>L McIntyre presented an update on progress being made towards the new Strategic Plan to 2020 following the Board Away Day and the Stakeholder Dinner.</p> <p>A number of strategic planning sessions held with staff groups had provided further valuable input into the process. Attitudes had been very positive in considering the strategy and realising that making changes to the curriculum was an 18-month process. Students would also be involved in the consultations.</p> <p>The plan consisted of simply stated high level goals. The context statement would be developed and the goals would be mapped to guidance and CPP priorities. L McIntyre planned to have a final draft by end April for approval by the Board on 23 June. She asked that Board members contact her with any further contributions.</p> <p>Board members agreed with the structure and content of the Strategic Plan to date.</p>

14/16	<p>RISK REGISTER (Paper K)</p> <p>P Smith presented the Risk Register which had been considered by SMT at their meeting on 25 January. Changes had been made to Risk 11b and a new Risk 2g had been added. These amendments had been agreed by the Audit Committee on 11 February.</p> <p>T Jakimciw requested re-consideration of Risk 8b due to the national dispute over pay and the ballot for industrial action.</p> <p style="text-align: right;">ACTION: PS</p> <p>Further to the above amendment being made, the Board accepted the current status of risks and endorsed the recommendations of the Audit Committee.</p>
15/16	<p>BOARD DEVELOPMENT NEEDS (Paper L)</p> <p>B Hood reported that the response from Board members regarding development needs had been minimal and he asked for any other requests.</p> <p>T Jakimciw advised that the Nominations Committee had met directly before this meeting and had looked at development needs of the Board. They considered it would be useful to have a presentation on the different entities to which the College was required to report and also on financial reporting. This would be arranged before a Board meeting later in the year.</p> <p>A brief review session of the Governance workshops would also be held after all Board members had completed the sessions.</p>
16/16	<p>REPORTS FROM COMMITTEE CHAIRS</p> <p><u>Audit Committee</u> S Ker reported that the Audit Committee had met on 11 February and had been presented with the new Anti-Bribery Policy. The following Internal Audit reports had also been presented:</p> <ul style="list-style-type: none"> • Corporate Governance (no recommendations) • Income Collection and Credit Control (no recommendations) • Performance Management and Review (one minor recommendation) <p>T Jakimciw congratulated staff on these positive results.</p> <p><u>Curriculum and Quality Committee (Paper M)</u> The minutes of the meeting on 3 December 2015 were attached for information.</p>
17/16	<p>COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 (Paper N)</p> <p>The summary of implications for the College with regard to asset transfers under the Community Empowerment (Scotland) Act 2015 was presented for information.</p> <p>P Smith considered that the risk to the College as a result of this legislation would be minimal.</p>
18/16	<p>INTERNAL AUDIT ASSIGNMENT – CORPORATE GOVERNANCE (Paper O)</p> <p>T Jakimciw presented the outcome of the recent audit of the College’s Corporate Governance arrangements. He reported that he was seeking clarification regarding self-evaluation of the Chair, i.e. whether the recommendation had taken account of</p>

	<p>the annual meeting where the Chair was required to leave the meeting.</p> <p>P Smith confirmed that adequate insurance was in place.</p> <p>The Board noted the content of the report.</p>
19/16	<p>EQUALITY AND DIVERSITY (standing item)</p> <p>D Killean reported on the half-day Corporate Parenting training session on 4 February. An action plan was being drafted and would be presented to the Board in due course.</p>
20/16	<p>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</p> <p>P Smith reported that the SHARC heating system was still being configured.</p>
21/16	<p>HEALTH AND SAFETY (standing item)</p> <p>P Smith reported that the Health and Safety Committee had met on 10 February. No major issues had been reported and all inspections and training were up to date.</p>
22/16	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>BCSA Constitution (C McCabe)</p>
23/16	<p>ANY OTHER BUSINESS</p> <p>P Smith agreed to circulate the Anti-Bribery Policy to Board members. ACTION: PS</p> <p>An evaluation form on the Chair's performance had been circulated by the Clerk. T Jakimciw asked that Board members complete this form openly and honestly. Responses could be anonymous if required. ACTION: All</p>
24/16	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Board of Management would take place on Thursday 21 April 2016 at 5.30pm in the Board Room, Scottish Borders Campus, Netherdale, Galashiels.</p>

Signed:.....
Chair

Signed:.....
Clerk to the Board