

REGIONAL BOARD

Actions from the
Meeting of the Regional Board held on
Thursday 23 June 2016 in the Board Room, Scottish Borders Campus

Item	Action	Responsibility and Date
58/16	Make amendments to draft Strategic Plan	L McIntyre
	Work together to produce a statement around leadership and governance for the Introduction section	L McIntyre/ T Jakimciw
61/16	Make amendments to Corporate Parenting Plan	D Killean
62/16	Make amendments to Data Protection Policy	D Killean
65/16	Consider the Community Empowerment Act in the event of future disposals and bring back recommendations	SMT
	Raise both the residual likelihood and impact of Risk 11b to 4	P Smith
67/16	Work together to ease out concerns re Prevent agenda	SMT/BCSA
70/16	Reminders would be sent to members who had not yet visited their areas	B Hood

REGIONAL BOARD

Minutes of the meeting of the Regional Board held on Thursday 23 June 2016
at 5.30 pm in the Board Room, Scottish Borders Campus

ITEM	MINUTE
Present:	<p>Tony Jakimciw (Chair) Liz McIntyre Gillian Crosier Ian Ireland Norman Roxburgh Bryan McGrath Elaine Acaster Jane Martin Liz Parkes David Peace Jane Gaddie Andries Fourie (Staff member) Brian Jamieson (Student member) Conor McCabe (Student member)</p> <p>In Attendance:</p> <p>David Killean (Vice Principal: Quality and Innovation) Pete Smith (Vice Principal: Finance and Resources) Brian Hood (Clerk to the Board) Sheila McColm (Secretary) Kevin Armstrong (new student member) John Laird (Education Scotland) – item 57/16 only</p>
57/16	<p>REPORT ON ANNUAL ENGAGEMENT VISIT</p> <p>T Jakimciw welcomed everyone to the meeting and suggested proceeding directly to item 57/16; the report from John Laird of the Annual Engagement Visit by Education Scotland on 24 May 2016.</p> <p>Copies of the report had previously been circulated and J Laird advised that this document was confidential to the College and the Scottish Funding Council. He reported that the review had been a positive experience and that the two reviewers had been very impressed. Staff morale did not appear to be low due to the national disputes, although he appreciated that they must have been affected.</p> <p>The reduction of full-time FE completions had been examined. Reviewers had a very good sense that the College understood the reasons for this, i.e. changes in BTEC awards and lack of guidance and support from the awarding body. Special measures for performance improvement had been applied to the three subject areas of concern and the improvement is evident. Staff have shown strong ownership and responsibility and have good strategies and interventions in place.</p> <p>Employability had been noted as a particular strength for the College.</p> <p>The improvements being made to the ICT infrastructure were noted.</p> <p>The meeting with learners and the Students' Association had been very upbeat. It was obvious the Students' Association had a good sense of their role and the students had spoken positively and enthusiastically.</p>

	<p>With regard to core skills, a number of actions had been taken to address the downward trend in PI's in 2014-15. A new core skills team had been established and members had undertaken TQFE training with support from the Director of Learning and Teaching. They were very enthusiastic and had given the Education Scotland reviewers a good sense that core skills were being delivered in a successful way.</p> <p>There was a strong culture of continuous quality improvement in the College.</p> <p>In response to questions from Board members, J Laird confirmed that all colleges had suffered from the changes to BTEC awards. However, he considered the College's decision to continue with the award to be a robust strategy, which best suited requirements.</p> <p>J Laird also advised that, across the sector, outcomes in the current year were similar to or less than in the previous year.</p> <p>T Jakimciw thanked J Laird for the report and responded that none of the findings around performance and student achievement had come as a surprise to the Board. He thanked J Laird for the positive report and noted his reassurance that measures were in place to improve the quality of provision.</p> <p>On behalf of the Regional Board, T Jakimciw then thanked the Senior Management Team and the Students' Association for this very positive report.</p> <p>J Laird left the meeting at this point.</p>
52/16	<p>CHAIR'S OPENING REMARKS</p> <p>T Jakimciw welcomed everyone to the meeting. He welcomed and congratulated K Armstrong, the newly elected President of the Students' Association who would take over from B Jamieson on 30 June.</p> <p>T Jakimciw reported that the Chair's Committee had met on 20 June to look at the effectiveness review which the Board would be expected to carry out in academic session 2016-17. He would bring recommendations for progress to the Board in due course.</p> <p>The Nominations Committee had met on 22 June to interview prospective Board members. The Committee was currently considering which of two very good candidates to recommend to the Board for appointment. Although there was only one place to fill, it was permissible to invite a potential member to attend each meeting in order to build up succession planning. In the event of another member leaving the Board, this person could take their place. Members agreed to support this.</p>
53/16	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Virginia Grant, Steven Ker, Andy Winwood and Heather Anderson.</p>
54/16	<p>MINUTES OF BOARD MEETING HELD ON 21 April 2016 (Paper A)</p> <p>The minutes of the meeting held on 21 April 2016 were agreed as a true and accurate record.</p>

<p>55/16</p> <p>41/16</p>	<p>MATTERS ARISING</p> <p>D Killean confirmed that a copy of the BCSA Impact Report had been sent to SFC with a high level explanation.</p> <p>B Jamieson confirmed that permission would be sought from those involved in the report before posting it on the website.</p> <p>All remaining actions were complete.</p>
<p>56/16</p>	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>There were no declarations of any conflicts of interest.</p> <p>B Hood should be provided with any amendments to the Register of Interests.</p>
<p>58/16</p>	<p>STRATEGIC PLAN 2020 AND ANNUAL STRATEGIC PRIORITIES 2016-17 (Paper B)</p> <p>L McIntyre presented the draft Strategic Plan 2020 and a new set of Annual Priorities for 2016-17 for comment. The Key Strategic Indicator table had been published separately to allow for changes to be made.</p> <p>Board members made the following suggestions for amendment:</p> <p>Introduction: replace <i>www</i>, with <i>www.</i> in website address P. 16 – to add mention of employability P. 16 – first bullet point – to explain/make reference to success for all learners P.6 – <i>conurbations</i> to be replaced with <i>towns</i> and <i>20,000</i> population to be changed to <i>15,000</i> P. 9 – remove <i>newly elected</i> from Scottish Government</p> <p style="text-align: right;">ACTION: LMc</p> <p>L McIntyre and T Jakimciw would work together to produce a statement around leadership and governance for the Introduction section.</p> <p style="text-align: right;">ACTION: LMc/TJ</p> <p>In relation to Key Strategic Indicator 13, L McIntyre confirmed that the College’s target was for 100% of full-time permanent staff to be TQFE qualified. She also advised that the non-SFC income as a percentage of turnover (under number 17) was an ambition.</p> <p>Board members were content that the draft Strategic Plan 2020 reflected the key objectives to be achieved over the period of the Plan, and therefore approved the Plan with the above amendments. The Annual Priorities for 2016-17 were also approved.</p>
<p>59/16</p>	<p>BUDGET 2016-17 to 2017-18 (Paper C)</p> <p>P Smith presented an updated version of the draft budget which the Finance & General Purposes Committee had considered at its meeting on 26 May.</p> <p>The Committee had authorised the voluntary severance scheme and approved the applications as recommended by SMT. The savings generated as a result of these applications had reduced the deficit in the original budget and had been included in the updated version. The deficit was now £175k for academic year 2016-7, with an R-DEL underspend of £116k and a cash position of a £114k shortfall. However</p>

	<p>confirmation of additional funding was awaited from SFC to meet sector wide additional cost pressures which would reduce the Income & Expenditure deficit to £109k and cash deficit to £48k.</p> <p>L McIntyre advised that the funding would not meet the full cost of the pay award but only the additional 1.5% for 2016-17. She also reported that SMT had discussed trying to close the £48k shortfall throughout the year.</p> <p>E Acaster reported that the Finance & General Purposes Committee had felt unable to approve the cash deficit budget; however the situation had improved to one she now considered to be supportable.</p> <p>Following further discussion the Board agreed to approve the deficit budget for this year only, with strong commentary around the inability to react to long term plans.</p> <p>L McIntyre advised that the broader issue of sustainability for the sector had been raised with the new Minister for Further Education. T Jakimciw considered that it should be raised with SFC.</p>
60/16	<p>REGIONAL OUTCOME AGREEMENT (Paper D)</p> <p>D Killean presented the final draft of the Regional Outcome Agreement 2016-17 and summarised the significant changes to the draft which was presented to the Board on 10 December 2015.</p> <p>The 1% growth which was requested by the Regional Board and which the curriculum had been built around had not been agreed by SFC. The offer was therefore the same level of activity as 2015-16 at 25095 credits. The curriculum plan had therefore been adjusted to take account of the lower offer by reducing the credits allocated to the BDU for community and business related activity. Should further credits become available the BDU could respond by quickly increasing its activity.</p> <p>The College would like the additional funds being discussed with SFC to be built into the final Outcome Agreement.</p> <p>The student support funding of £2,113,303 provided by SFC should be adequate for transport, bursary and childcare costs.</p> <p>Board members queried the impact of threatened cuts to bus routes; however, as there would still be three buses from Hawick the College did not anticipate any problems</p> <p>L McIntyre confirmed that the Outcome Agreement had been used to inform the new Strategic Plan and that reference to the Outcome Agreement had been made in the Plan. Key Strategic Indicators had been matched.</p> <p>Board members endorsed the final draft of the Regional Outcome Agreement and the action taken to reduce activity in line with the lower offer from SFC.</p>
61/16	<p>CORPORATE PARENTING PLAN (Paper E)</p> <p>D Killean presented the final draft of the College Corporate Parenting Plan, which the College had drafted ahead of legal requirements expected in 2017. He was also seeking approval from the Board for the Curriculum and Quality Committee to have responsibility for overseeing the project and monitoring the plan.</p>

	<p>The following amendments were suggested and agreed:</p> <p>P2. To update section on Mission, Vision and Values in line with the new Strategic Plan P9. Outcome 4.4 – to amend the statement around the word “appropriate” ACTION: DK</p> <p>The Board complimented this good piece of work and approved the Corporate Parenting Plan. The Curriculum and Quality Committee would oversee the progress made through twice yearly reporting by SMT.</p>
<p>62/16</p>	<p>UPDATED COLLEGE POLICIES (Paper F)</p> <p>D Killean presented two updated College policies for approval.</p> <p>The Data Protection Policy had been expanded to include direct marketing and CCTV surveillance.</p> <p>The Equality, Diversity & Inclusion Policy had been updated to assist the College in retaining the LGBT charter mark. Care leavers, trade union membership and non-binary gender were now recognised. Equality Impact Assessment tools had also been updated to include these areas.</p> <p>Board members considered it would be useful to have representation on the Equality and Diversity Committee. Volunteers would be sought in due course. ACTION BH</p> <p><i>Board of Management</i> would be replaced with <i>Regional Board</i> throughout the document. ACTION: DK</p> <p>The Board approved the Data Protection Policy and the Equality, Diversity & Inclusion Policy.</p>
<p>63/16</p>	<p>PRINCIPAL’S REPORT (Paper G)</p> <p>This item was treated as confidential and a separate minute was taken.</p>
<p>64/16</p>	<p>ESTATES DEVELOPMENT UPDATE (Paper H)</p> <p>P Smith presented a paper on Estates Developments and provided an update on recent events.</p> <p>The Scottish Funding Council had requested further information on the potential sale of the Melrose Road site and an update on Tweedbank. P Smith had consequently completed and submitted a form for strategic funds, which would be considered by correspondence by the end of the following week. If the SFC did not support the proposition the College would face problems in delivering all of its planned curriculum and would also have to consider whether to proceed with the lease at Tweedbank and move in gradually. This was a 10-year lease with no opt out clause, at a cost of £35k per annum.</p> <p>The following points were clarified for Board members:</p> <ul style="list-style-type: none"> • The majority of the £600k required for the Tweedbank project was for M&E costs, which would be necessary in order to move Engineering into the unit. • Brickwork would be the easiest and least expensive department to move in. • The specification for Tweedbank was being developed with the architects and was in the final stages.

	<ul style="list-style-type: none"> The issues with the sale of the Melrose Road site related to title rights over Langhaugh Lane. The buyer would have rights of access but was trying to ascertain if he would have vehicular access. He had also indicated that construction costs were higher than anticipated. <p>The Board agreed that, if SFC funds were not forthcoming, authority would be delegated to the Finance and General Purposes Committee to consider actions to be taken. There were too many variables to make an electronic decision therefore, if required an emergency meeting of the Committee would be called in the week commencing 4 July.</p>
65/16	<p>RISK REGISTER (Paper I)</p> <p>P Smith reported that SMT had considered the Risk Register on 21 June and agreed the following changes:</p> <p>Risk 8b – to increase the inherent risk to 4. Risk 9g – to increase the residual likelihood to 4. Risk 12e – reduce to residual likelihood to 2 and change status to green.</p> <p>T Jakimciw advised of the need to consider the Community Empowerment Act in the event of future disposals. SMT agreed to consider and bring back recommendations.</p> <p style="text-align: right;">ACTION: SMT</p> <p>It was agreed to raise both the residual likelihood and impact of Risk 11b to 4.</p> <p style="text-align: right;">ACTION: PS</p>
66/16	<p>COLLEGE FELLOW</p> <p>L McIntyre suggested that, this year the College Fellowship be awarded to someone from a charitable background.</p> <p>Board members agreed with this principle and to forward any names or suggestions to L McIntyre within the next few weeks; otherwise she would make the choice.</p>
67/16	<p>PREVENT DUTY UPDATE (Paper J)</p> <p>P Smith presented an update on the College's compliance under the Prevent strand of the Counter-Terrorism and Security Act 2015.</p> <p>B Jamieson reported that the Students' Association had significant concerns relating to the Prevent agenda. NUS also had concerns and would not support it. P Smith considered that amending the wording would not comply with the Act.</p> <p>Board members noted the legal requirement to comply with the Act and asked that SMT and BCSA work together to agree revised wording.</p> <p style="text-align: right;">ACTION: SMT/BCSA</p>
68/16	<p>OMAN UPDATE (Paper K)</p> <p>P Smith presented an update on the proposal to deliver vocational training in Oman. He was unable to bring a business case at this time as information on costs was still awaited.</p> <p>L McIntyre reported that SMT had taken a decision not to fund any further visits to Oman until this information was received.</p>

	<p>P Smith confirmed that the business case and associated risk assessment would require approval by the full Board.</p>
69/16	<p>REPORTS FROM COMMITTEE CHAIRS</p> <p><u>Audit Committee (Paper L)</u> The draft minutes of the Audit Committee meeting on 19 May were presented for information. T Jakimciw reported that he and S Ker had discussed the possibilities of reducing the burden on SMT around compliance reporting and had agreed to revisit this at a future meeting.</p> <p><u>Curriculum and Quality Committee (Paper M)</u> The draft minutes of the CQC meeting held on 2 June were received.</p> <p><u>Finance and General Purposes Committee (Paper N)</u> The draft minutes of the Finance & General Purposes meeting of 26 May were presented.</p> <p>E Acaster reported that the Head of Facilities had given a presentation which had been very helpful in demonstrating the balance of strategic and operational responsibilities to provide a shared service to the College and Heriot-Watt University. The Head of ISLT would attend the next meeting.</p> <p><u>Chair's Committee</u> T Jakimciw reported that the Chair's Committee had met on 20 June to formally consider the report on Coatbridge College.</p> <p>He gave assurance that the Committee had no areas of concern regarding Borders College's practises.</p>
70/16	<p>LEARNING FOR LEADING SUMMARY (Paper O)</p> <p>B Hood presented a summary and reports of visits by Board members to programme areas.</p> <p>T Jakimciw considered the scheme to be an effective method of communication with staff and a way of feeding back on any issues.</p> <p>Reminders would be sent to members who had not yet visited their areas.</p> <p style="text-align: right;">ACTION: BH</p> <p>G Crosier reported that the Visual Communications department had undertaken a project for the Rape Crisis Centre and volunteers were delighted with the rebrand.</p>
71/16	<p>ANNUAL REPORT OF THE CAMPUS MANAGEMENT COMMITTEE 2014-15 (Paper P)</p> <p>The annual report of the Campus Management Committee 2014-15 had been included for information only.</p>
72/16	<p>UPDATE OF ANNUAL PRIORITIES FOR 2015-16 (Paper Q)</p> <p>L McIntyre presented an update on the College's performance against the Corporate Plan 2013-2016 and a snapshot of the current position against the linked strategic KPI's.</p>

73/16	<p>CHAIR'S EVALUATION REPORT (Paper R)</p> <p>B Hood presented a summary of responses from Board members regarding the Chair's performance. The report was very positive and would be discussed in greater detail at the next meeting.</p> <p>T Jakimciw thanked Board members for their contributions.</p>
74/16	<p>EQUALITY AND DIVERSITY (standing item)</p> <p>The Equality, Diversity & Inclusion Policy and Corporate Parenting had been discussed previously in the agenda.</p>
75/16	<p>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</p> <p>P Smith reported that the Sustainability Committee had considered the draft Carbon Management Plan for 2016 – 2020 and a target reduction of 10% over 5 years had been agreed. The Plan would be monitored by the Finance and General Purposes Committee.</p>
76/16	<p>HEALTH AND SAFETY (standing item)</p> <p>There were no items for discussion.</p>
77/16	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>Board members were reminded to suggest agenda items.</p>
78/16	<p>ANY OTHER BUSINESS</p> <p>This was B Jamieson and C McCabe's final meeting. T Jakimciw thanked them, on behalf of the Board for their contribution and for the work they had done to improve the Students' Association.</p> <p>He also thanked all Board members for their commitment and involvement as they continued to move forward with a very successful college. He wished everyone a good summer break.</p> <p>A further item was treated as confidential and a separate minute was taken.</p>
79/16	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Board of Management would take place on Thursday 29 September 2016 at 5.30pm in the Board Room, Scottish Borders Campus, Netherdale, Galashiels.</p>

Signed:.....
Chair

Signed:.....
Clerk to the Board

REGIONAL BOARD

This section was treated as confidential at the time of the meeting

Confidential Minute of the meeting of the Regional Board held on Thursday 23 June 2016 at
5:30 pm in the Board Room, Scottish Borders Campus

ITEM	MINUTE
63/16	<p>PRINCIPAL'S REPORT (Paper G)</p> <p>L McIntyre presented her Principal's Report and also a briefing on National Bargaining which had been issued for college staff by Colleges Scotland.</p> <p>She reported that the outcome of the Voluntary Severance Scheme had been successful and would help management to move forward plans. Not all staff members that had applied for voluntary severance had been successful.</p>
78/16	<p>ANY OTHER BUSINESS</p> <p>L McIntyre alerted Board members that redundancies through the voluntary severance scheme would be treated as dismissal by law. Those involved would have a right of appeal, although she considered this would be very unlikely.</p> <p>She also reported that, under the College's Disciplinary Procedure a member of staff had been dismissed that day for gross misconduct and would have ten working days to lodge an appeal.</p>