

**REGIONAL BOARD**

Actions from the  
Meeting of the Regional Board held on  
Thursday 29 September 2016 in the Board Room, Scottish Borders Campus

<b>Item</b>	<b>Action</b>	<b>Responsibility and Date</b>
82/16	Publish confidential section of minutes of 23 June along with the minutes	S McColm
70/16	Remind Faculty Heads and Programme Leaders of the Learning for Leading programme	H Anderson
	Update L4L guidance notes	B Hood
	Inform the Board when the new microsite was ready to go live	B Hood
90/16	Add a risk regarding a possible period without a Principal to the Risk Register	P Smith
91/16	Contact the national advisory group to request benchmarking data on complaints from across the sector	D Killean
92/16	Further to discussion around the possible impact of transport on withdrawals it was agreed to add a transport code to the form	D Killean
	Transport issues would be considered at the session on risk	All
93/16	Circulate a summary of the findings from the Chair's evaluation. The Board Framework document would also be forwarded to new members	B Hood
94/16	Provide cashflow information	K Armstrong

## REGIONAL BOARD

Minutes of the meeting of the Regional Board held on Thursday 29 September 2016  
at 5.30 pm in the Board Room, Scottish Borders Campus

ITEM	MINUTE
Present:	Gillian Crosier (Chair) Liz McIntyre Ian Ireland Bryan McGrath Steven Ker Jane Martin Liz Parkes David Peace Jane Gaddie Sara Shinton Nicola Mcllwraith Andy Winwood (Staff member) Kevin Armstrong (Student member)
In Attendance:	David Killean (Vice Principal, Quality and Innovation) Heather Anderson (Vice Principal, Curriculum) Brian Hood (Clerk to the Board) Sheila McColm (Secretary) Kenny Thomson (Head of Construction, Engineering & Land-based) – item 85/16 Jamie McIntyre (Campus Librarian) – item 88/16 Kevin Drum (Health & Safety Manager) – item 98/16
<b>80/16</b>	<p><b>CHAIR'S OPENING REMARKS</b></p> <p>G Crosier was chairing the meeting in place of T Jakimciw. She welcomed everyone and extended a particular welcome to the two new Board members, Nicola Mcllwraith and Sara Shinton.</p> <p>She proposed changing the agenda to allow non-Board staff members to leave the meeting after their items.</p>
<b>85/16</b>	<p><b>PRESENTATION FROM THE CONSTRUCTION, ENGINEERING AND LAND-BASED FACULTY (KENNY THOMSON, HEAD OF FACULTY)</b></p> <p>K Thomson gave a presentation on the Construction, Engineering and Land-based Faculty.</p> <p>He gave an overview of the structure of the faculty which consisted of four curricular areas; construction, engineering, rural industries and farming, which were each led by a Programme Leader. He also provided information on commercial activity, resources and staffing.</p> <p>KPI's had dropped from the previous year, with success rates down by 4% but still above sector average.</p> <p>Brickwork, Engineering and Painting &amp; Decorating programmes would move to the new site at Tweedbank in April 2017.</p>

	<p>A long-term strategy was required for the Newtown site.</p> <p>Engineering and Motor Vehicle students had participated in the Greenpower Racing Championships at Aintree. They had built and developed an electric racing car as part of an international initiative to advance education in the subjects of sustainable engineering and technology to young people. They had not won the speed race, but had been awarded the 'Spirit of Aintree' award for their hard work, enthusiasm, collaboration, communication skills and dedication on the day as well as having a positive attitude that best reflected the Greenpower ethos.</p> <p>The project had received a contribution from BFET (Borders Further Education Trust) and Trustees would be updated on this success at the next BFET meeting on 5 October.</p> <p>S Shinton reported that, as Chair of Bang Goes the Borders, she had been very impressed with the level of commitment of College staff and students at the recent event in Melrose.</p> <p>G Crosier thanked K Thomson for his presentation and he left the meeting at this point.</p>
88/16	<p><b>COPYRIGHT POLICY</b></p> <p>J McIntyre introduced himself to Board members and reported that he had been in post as Library Manager for only 29 days.</p> <p>The updated Copyright Policy had been approved by the JCC (Joint Consultative Committee) and was now posted on the College website.</p> <p>J McIntyre circulated a summary of changes to Copyright law which had led to the Copyright Policy being updated. He recommended that a review of current licences should be undertaken to ensure the College was receiving value for money. There was little evidence of photocopying taking place and there had been few requests the previous year for television recordings.</p> <p>L McIntyre reported on a sector-wide aspiration to negotiate with CLA on charges for Scotland's colleges. One college was currently operating with no licence as a trial. She was uncertain of the implications from CLA and recommended that no changes were made without taking advice from the group at Colleges Scotland.</p> <p>The Board approved the amended Copyright Policy.</p> <p>J McIntyre then left the meeting, after the Chair had thanked him for his presentation. She suggested that Board members might value a future tour of the Library.</p>
98/16	<p><b>ANNUAL HEALTH &amp; SAFETY REPORT</b></p> <p>K Drum presented the Health &amp; Safety report from 2015-16 and gave a brief summary of the issues over the past year and planned activity for 2016-17.</p> <p>Accident numbers were down slightly from 2014-15 but with similar peaks and troughs. The number of RIDDOR reportable incidents had increased slightly.</p> <p>Near misses were seldom reported and it was hoped that the Working Safely training would raise awareness and encourage reporting.</p>

	<p>L McIntyre reported that the College Management Team had undertaken Managing Safely training which had raised awareness around the dangers of driving at the end of a long day. K Drum advised that this was included in the Driving at Work Policy.</p> <p>All staff with responsibility for driving College minibuses were required to undertake MIDAS training and 54 staff had passed this to date.</p> <p>A further IOSH Working Safely session was arranged for February. Only low priority areas were now outstanding.</p> <p>J Martin reported that the College Health &amp; Safety Committee worked very hard to get staff to join the Committee.</p> <p>Crosier thanked K Drum and he left the meeting at this point.</p>
<b>81/16</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Tony Jakimciw, Virginia Grant, Elaine Acaster, Andries Fourie and Pete Smith.</p>
<b>82/16</b>	<p><b>MINUTES OF BOARD MEETING HELD ON 23 JUNE 2016 (Paper A)</b></p> <p>The minutes of the meeting held on 23 June 2016 were agreed as a true and accurate record.</p> <p>It was agreed that the confidential section was no longer confidential and could therefore be published along with the minutes.</p> <p style="text-align: right;"><b>ACTION: SMc</b></p>
<b>83/16</b>	<p><b>MATTERS ARISING</b></p> <p>58/16 The Strategic Plan had been updated and was now published on the College website.</p> <p>61/16 The Corporate Parenting Plan had been amended.</p> <p>62/16 The Data Protection Policy had been amended.</p> <p>65/16 The Community Empowerment Act would be considered in the event of future disposals.</p> <p>67/16 K Armstrong had met with P Smith and received assurance with regard to concerns around the Prevent agenda.</p> <p>70/16 H Anderson would remind Faculty Heads and Programme Leaders of the Learning for Leading programme.</p> <p style="text-align: right;"><b>ACTION: HA</b></p> <p>B Hood would update the guidance notes.</p> <p style="text-align: right;"><b>ACTION: BH</b></p>
<b>84/16</b>	<p><b>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</b></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><b>86/16</b></p>	<p><b>WEBSITE DEMONSTRATION</b></p> <p>B Hood gave a demonstration of the new Regional Board microsite which Board members agreed was a great improvement to the current Board area on the College website.</p> <p>Board members agreed to their photographs and pen pictures being used in the Board Members Profiles area.</p> <p>Any suggestions for further improvements should be forwarded to B Hood or S McColm. B Hood would inform the Board when the site was ready to go live.</p> <p style="text-align: right;"><b>ACTION: BH</b></p>
<p><b>87/16</b></p>	<p><b>TWEEDBANK PROCUREMENT</b></p> <p>L McIntyre apologised that the outcomes of the tendering exercise were not yet ready to bring to the Board for approval. She explained that all bids had come in over budget and were now being engineered back into budget. This slight delay would not affect the project plan.</p> <p>Following discussion, it was agreed to delegate formal approval of the contractor to the Finance &amp; General Purposes Committee. Involvement from any other Board members would be welcomed.</p>
<p><b>89/16</b></p>	<p><b>PRINCIPAL'S REPORT (Paper C)</b></p> <p>L McIntyre presented the Principal's Report. She highlighted that the College was shortlisted for two College Development Network Awards in the categories of Digital Education and Essential Skills.</p> <p>I Ireland queried the low actual figure against target under KPI 10. L McIntyre advised that this was not a drop-off in efficiency but was due to the differences in reporting with SUMS being replaced by Credits.</p> <p>H Anderson provided clarification around the Early Withdrawal figures. She reported that the targets had been set in 2012, with each year set more challenging than the previous year. She considered the Further Withdrawal figures to be more concerning than the Early Withdrawal figures. There had been a significant increase in people entering employment, i.e. 79 compared to 48 last year. An analysis would be carried out over the next two weeks.</p> <p>L McIntyre advised that these figures were monitored by the Curriculum and Quality Team. Courses for concern requiring action plans were identified by H Anderson and rigorous processes were put in place.</p> <p>Unison had held a national strike on Tuesday 27 September. Only three members of College staff had been involved. Significant work was required to find a solution nationally.</p> <p>The College had suffered a virus attack at the start of term. Staff involved in enrolment switched to paper alternatives while the ISLT team had worked very hard to resolve the problems.</p>

90/16	<p><b>RISK REGISTER (Paper D)</b></p> <p>Copies of the Risk Register were circulated.</p> <p>SMT had increased the likelihood of Risk 3a to 3 at their meeting of 26 September, due to full-time enrolments being slightly short of target.</p> <p>S Ker reported that the Audit Committee had agreed to re-evaluate new areas of risk at its next meeting on 24 November.</p> <p>L McIntyre also advised that a significant part of the Board Strategy Day on 17 November would be allocated to risk management.</p> <p>Further to the addition of a risk regarding a possible period without a Principal, the current status of risks was approved by the Board.</p> <p style="text-align: right;"><b>ACTION: PS</b></p>
91/16	<p><b>ANNUAL COMPLAINTS HANDLING REPORT (Paper E)</b></p> <p>D Killean presented the Complaints Handling Report 2015/16.</p> <p>He reported that the number of Level 1 complaints had decreased from 23 in 2014/15 to 14 over the same period in 2015/16. There had been two Level 2 complaints; one from students relating to their programme had resulted in the implementation of Special Measures to Improve Performance, and the other was anonymous and had not been upheld. He did suspect that not all complaints were being reported through the system.</p> <p>The Complaints Handling Report would be published on the website without the greater detail of the individual complaints. D Killean agreed to contact the national advisory group to request benchmarking data from across the sector.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>In order to be more legible, the spreadsheet would be printed on A3 paper in future.</p>
92/16	<p><b>ENROLMENT REPORT</b></p> <p>H Anderson circulated the enrolment report and apologised that it had not been distributed with the papers as she wanted to provide up-to-date information.</p> <p>She reported that it had been more difficult this year to reach the recruitment target. To date, 1215 students had enrolled which was 37 below target. The number of those who had withdrawn after being offered a place was 100 higher than the previous year, with more entering into employment. Entry level course numbers were down due to more pupils staying on at school. A higher number had gone on to university and the number withdrawn for personal reasons had also increased.</p> <p>There was an increase from 6 to 26 of enrolments from Midlothian, with positive feedback around accessibility due to the railway.</p> <p>Further to discussion around the possible impact of transport on withdrawals it was agreed to add a transport code to the form.</p> <p style="text-align: right;"><b>ACTION: DK</b></p> <p>L McIntyre reported that the affected bus routes had impacted on the Schools Academy programmes and suggested that transport issues should be considered at the session on risk.</p> <p style="text-align: right;"><b>ACTION: All</b></p>

	<p>H Anderson assured the Board that the College would strive to keep every student and was looking to make up the shortfall with part-time activity through the Business Development Unit.</p> <p>L McIntyre advised that a review of the curriculum would be undertaken. In order to grow and to address skills gaps, new areas would need to be developed around digital skills and creative industries. She considered H Anderson and the team to be excellent at curriculum planning. The College was one of the best colleges at achieving targets and the shortfall of 37 was not a disaster for the College. She also reported that the enrolment team had academic staff had coped very well during the virus attack and had devised other methods of enrolling the students. Lessons had been learned around resilience and the need to ensure that staff were more aware of business continuity plans.</p> <p>H Anderson advised that recruitment would continue until the October holiday. She would provide an update to the Curriculum and Quality Committee on 27 October.</p>
93/16	<p><b>CHAIR'S EVALUATION</b></p> <p>This item would be deferred to the next meeting when round the table oral comments would subsequently be shared with the Chair and the Clerk.</p> <p>Meanwhile, B Hood would circulate a summary of the findings from the Chair's evaluation questionnaire and any comments should be passed to G Crosier before the meeting. The Board Framework document would also be forwarded to the new members.</p> <p style="text-align: right;"><b>ACTION: BH</b></p>
94/16	<p><b>BORDERS COLLEGE STUDENTS' ASSOCIATION (BCSA) UPDATE (Paper F)</b></p> <p>K Armstrong presented the update on activity during 2015-16 in relation to the objectives set out in the BCSA Strategic Plan 2015-18.</p> <p>He explained the reasons for the £4k overspend in the accounts and the measures that have been put in place to ensure tighter control in 2016-17. S Ker queried the £2k bank balance and K Armstrong agreed to provide cashflow information.</p> <p style="text-align: right;"><b>ACTION: KA</b></p> <p>K Armstrong had received confirmation from P Smith of a miscommunication around Baxter Storey's contribution to BCSA and this would now be back-dated to the start of their contract. Detail from P Smith would follow.</p>
95/16	<p><b>REPORTS FROM COMMITTEE CHAIRS</b></p> <p><u>Audit Committee</u> S Ker advised that the Audit Committee had met on 22 September.</p> <p>The internal auditors, Wylie &amp; Bisset had presented reports, including a report on the student funding application system. Controls were considered to be strong but the virus would be discussed at the next meeting. A summary of all the work undertaken in 2015-16 was also presented. The few recommendations of the audits were being addressed by management.</p> <p><u>Finance and General Purposes Committee (Paper G)</u> The minutes of the extraordinary meeting of the Committee on 6 July were received.</p>

	<p><u>Nominations Committee</u> The Nominations Committee planned for earlier that day had been deferred.</p>
96/16	<p><b>EQUALITY AND DIVERSITY (standing item)</b></p> <p>Learning Support, QUELTM Standards and inaccessibility of papers had all been discussed.</p>
97/16	<p><b>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</b></p> <p>L McIntyre advised that the College Sustainability Committee met on a regular basis.</p>
99/16	<p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p>BCSA Partnership Agreement Renewal Annual Accounts Regional Outcome Agreement</p> <p>Board members were reminded that suggestions for agenda items would be welcomed.</p>
100/16	<p><b>ANY OTHER BUSINESS</b></p> <p>G Crosier noted that this would be L McIntyre's final Board meeting and thanked her for everything she had done for the College and the Board.</p> <p>L McIntyre thanked Board members for their support to her and the rest of the SMT team, from which they had benefited greatly.</p>
101/16	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Board of Management would take place on Thursday 8 December 2016 at 5.30pm in the Board Room, Scottish Borders Campus, Netherdale, Galashiels.</p>

Signed:.....  
Chair

Signed:.....  
Clerk to the Board