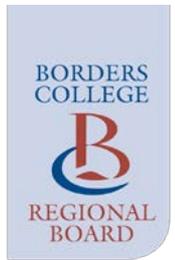


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REGIONAL BOARD

Actions from the
Meeting of the Regional Board held on
Thursday 26 October 2017 in the Board Room, Scottish Borders Campus

Item	Action	Responsibility and Date
91/17	Volunteers as Board representative on the Health and Safety Committee to contact the Board Secretary	Board members
80/17	The Outcome Agreement Guidance letter had been received the previous day and would be circulated to Board members	T Jakimciw
86/17	Details on the mentoring programme used by Edinburgh University would be shared with Board members	S Shinton
	Several amendments suggested by Board members would be made prior to publishing the Gender Action Plan	A Cox
89/17	Links to the LOIP would be circulated	B McGrath
90/17	Circulate role descriptions for Vice Chair and SIM to Board members with a request to self-nominate	T Jakimciw
92/17	"Worst performing programmes" would be amended to "needing greatest improvement" prior to publishing the Principal's Report	A Cox
93/17	The Board would receive update reports on GDPR between now and May 2018	P Smith
95/17	Publish front sheet only of Stakeholder Strategy on website	S McColm
97/17	Cyber resilience and GDPR should be identified as risks on the Risk Register	P Smith
100/17	Board members were encouraged to read the ECU handbook on equality and diversity for Board members in Scotland's colleges as this would be an agenda item at the next meeting	All
104/17	A proposal for a sub-group to look at Board self-evaluation would be brought to the next meeting	J Ayling

REGIONAL BOARD

Minutes of the meeting of the Regional Board held on Thursday 26 October 2017
at 5.30 pm in the Board Room, Scottish Borders Campus

ITEM	MINUTE
<p>Present:</p> <p>In Attendance:</p>	<p>Tony Jakimciw (Chair) Angela Cox (Principal) Ian Ireland Byran McGrath Elaine Acaster (tele-conference) Steven Ker Liz Parkes Virginia Grant David Peace Jane Gaddie Sara Shinton Paula Hutchison (Staff member) Jen MacKenzie (Staff member) Emma Smith (Student member) Arlene Rae-Hewitt (Student member)</p> <p>Pete Smith (Vice Principal, Finance and Resources) Heather Anderson (Vice Principal, curriculum) James Ayling (Board Secretary) Sheila McColm (Secretary) Kevin Drum (until end item 91/17) Achievement Coaches (item 85/17 only)</p>
<p>85/17</p>	<p>PRESENTATION – CREATIVE INDUSTRIES, SPORT AND BUSINESS</p> <p>The Chair welcomed everyone to the meeting, including E Acaster who was attending via teleconference. He suggested bringing agenda item 85/17 forward to the beginning of the agenda, followed by item 91/17.</p> <p>The three Achievement Coaches introduced themselves to the Board:</p> <p>Lauren Hamilton, Construction, Engineering and Landbased Faculty Debbie Whellans, Care and Access Faculty Tracey Mackay, Creative Industries, Sport and Business Faculty</p> <p>They then gave a presentation on the role of the Achievement Coach, explaining how students were identified as requiring support and the main issues affecting these students, i.e. mental health and financial issues. The Coaches had been allocated a pod in the Student Advice Centre where they could meet with students.</p> <p>In response to questions from Board members, the Coaches confirmed that they were receiving sufficient support from the Student Support service, Faculty Heads and Programme Leaders and had been welcomed into their teams.</p> <p>The Principal reported that Borders College was the only college in Scotland to introduce this role. The VP Curriculum and Student Services advised that students were revealing more to the Coaches than to staff and she considered</p>

	<p>the real impact of the role relating to the level of withdrawals would be evident after the second week in November census date.</p> <p>Board members congratulated the Achievement Coaches and thanked them for this very informative presentation. They left the meeting at this point.</p>
91/17	<p>HEALTH AND SAFETY</p> <p><u>Annual Health and Safety Report (Paper F)</u></p> <p>K Drum presented the Health and Safety report from 2016-17 and summarised the main points.</p> <p>It was noted that the number of work related accidents had decreased significantly from 35 in 2015-16 to only 17 in 2016-17. This was considered to be a result of staff undertaking IOSH training and now finding it easier to differentiate between incidents and accidents.</p> <p>The Chair advised that a replacement for Jane Martin was required as Board representative on the Health and Safety Committee and asked that any volunteers contact the Board Secretary.</p> <p style="text-align: right;">ACTION: Board members</p>
80/17	<p>CHAIR'S OPENING REMARKS</p> <p>The Chair welcomed Arlene Rae-Hewitt, the second student representative to the Board.</p> <p>He then updated Board members on the following strategic developments.</p> <p><u>South of Scotland Enterprise Agency</u></p> <p>Progress was being made. The Agency would ultimately be an independent body; however interim arrangements would be put in place. The Board would include representation from those agencies providing funding. Each agency would be expected to commit resources. The Chair would be appointed by the Scottish Government. The Board would be supported by an advisory group consisting of private and public bodies and including an FE/HE representative appointed by the Minister. This would be an opportunity for colleges to work with partners and to aid the economic development of the region.</p> <p><u>Regional Improvement Collaboratives</u></p> <p>The Scottish Borders was being partnered with Edinburgh and the Lothians in this initiative to improve attainment in schools. Colleges were not included in the collaborations at this time but Colleges Scotland was lobbying for inclusion.</p> <p><u>Ministerial Letter of Guidance</u></p> <p>The Outcome Agreement Guidance letter had been received the previous day and would be circulated to Board members.</p> <p style="text-align: right;">ACTION: TJ</p> <p>The Chair provided the following summary of the guidance and expectations:</p> <ul style="list-style-type: none"> • Colleges no longer need to prioritise full time provision for 16-24 year olds, but should be responsive to learners of all ages, as well as those returning to learning in order to up-skill. • There would be an intensification of the Outcome Agreement process.

	<ul style="list-style-type: none"> • Widening access, to be monitored at institutional level. • Expansion in articulation and improved outcomes. • Colleges to provide evidence of delivery and promotion of STEM subjects. • An improvement in College retention and attainment. • To improve gender balance on boards and on courses. • To grow apprenticeships. • To provide more pathways for senior phase of schools. <p>The potential implications for the College were noted. Further clarification was required from SFC.</p>
81/17	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Nicola McIlwraith.</p>
82/17	<p>MINUTES OF REGIONAL BOARD MEETING HELD ON 22 June 2017 (Paper A)</p> <p>The minutes of the meetings held on 22 June 2017 were agreed as a true and accurate record.</p>
83/17	<p>MATTERS ARISING</p> <p>61/17 The Board Secretary advised that a sub-committee was being formed to take forward Board self-evaluation.</p> <p>72/17 The Chair encouraged Board members to undertake Learning for Leading visits. Only six visits had been completed the previous year.</p> <p>Remaining actions were complete.</p>
84/17	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>The Chair reminded Board members of the importance of updating the Register of Interests and advised that the Board Secretary should be informed of any updates.</p> <p>V Grant advised that she was now a trustee of the Frances Sprot Trust.</p> <p>The Board Secretary declared that he was also employed by Lyle & Scott and that his wife was a part-time lecturer at the College.</p>
86/17	<p>GENDER ACTION PLAN (Paper B)</p> <p>The Principal presented the Gender Action Plan which had been produced by David Killean to address the challenging target set by the SFS to ensure that no subject area had a gender disparity of more than 25%/75% by 2030.</p> <p>She advised that specific actions had been added to faculty enhancement plans. The marketing department was looking to use role models and case studies to promote gender equality. It would be necessary to convey the message to school pupils before they enrolled at college through partnership working with the schools.</p>

	<p>It was noted that staff turnover at the College was very low and it would be virtually impossible to change the profile and address the male/female imbalance.</p> <p>Details on the mentoring programme used by Edinburgh University would be shared with Board members.</p> <p style="text-align: right;">ACTION: SS</p> <p>Several amendments suggested by Board members would be made prior to publishing the document.</p> <p style="text-align: right;">ACTION: AC</p> <p>Board members noted that the targets were challenging and approved the Gender Action Plan subject to the suggested amendments being made.</p>
87/17	<p>EVALUATIVE REPORT 2016-17 AND ENHANCEMENT PLAN 2017-18 (Paper C)</p> <p>The VP Curriculum and Student Services presented the following three documents:</p> <ol style="list-style-type: none"> 1. College-level self-evaluation report 2016/17 and Enhancement Plan 2017/18 2. Evaluative Report 2016/17 3. Enhancement Plan 2017/18 <p>She explained that the first document had been produced for internal use in the same format used previously. This document had informed the Evaluative Report 2016/17, which together with the Enhancement Plan 2017/18 had been produced in line with the new Quality framework from Education Scotland and the SFC.</p> <p>The documents had been considered by the Curriculum and Quality Committee on 19 October and one small change had been made. The CQC recommended that the Board approve the reports prior to their endorsement by Education Scotland and the SFC.</p> <p>Board members considered the Evaluative Report 2016/17 to be a fair assessment and accepted the recommendations of the Curriculum and Quality Committee to approve both documents. The Evaluative Report would be signed by the Chair and the Principal prior to submission.</p>
88/17	<p>EFFICIENCIES (Paper D)</p> <p>This item was treated as confidential and a separate minute was taken.</p>
89/17	<p>COMMUNITY PLANNING PARTNERSHIP – APPROVAL OF DELEGATED AUTHORITY (Paper E)</p> <p>As the College representative on the Community Planning Partnership, the Chair advised that he was seeking delegated authority to himself and the Principal to agree the College's contribution to the Local Outcomes Improvement Plan (LOIP) and Locality Plans, providing this was consistent with the College's Strategic Plan and within the approved budget.</p> <p>Board members confirmed delegated authority to the Chair and Principal.</p>

	<p>Links to the LOIP would be circulated.</p> <p style="text-align: right;">ACTION: BMc</p>
90/17	<p>APPOINTMENT OF VICE CHAIR/SENIOR INDEPENDENT DIRECTOR</p> <p>The Chair advised that the positions of Vice Chair and Senior Independent Director were now vacant due to the recent resignation of Board members.</p>
	<p>He proposed to circulate role descriptions for both positions to Board members with a request to self-nominate with a view to being in post for the meeting in December. Staff and student representatives and employees of the local authority were exempt.</p> <p style="text-align: right;">ACTION: TJ</p> <p>Board members agreed with this proposal.</p>
92/17	<p>PRINCIPAL'S REPORT (Paper G)</p> <p>The Principal circulated an updated version of the Principal's Report and provided a brief update.</p> <p>Full-time enrolment figures had improved since the update had been produced and now stood at 66 above the target.</p> <p>The BDU was working to sign up employers for the Flexible Workforce Development fund before the cut-off date of end November. Five businesses had committed to date.</p> <p>The wording "worst performing programmes" would be amended to "needing greatest improvement" prior to publishing the paper.</p> <p style="text-align: right;">ACTION: AC</p> <p>The Board noted the content of the Principals' Report.</p>
93/17	<p>GENERAL DATA PROTECTION REGULATION (GDPR) (Paper H)</p> <p>The VP Finance and Resources presented a summary paper on the new General Data Protection Regulations together with ICO guidance from UCSS (Universities and Colleges Shared Services).</p> <p>He advised that the new Head of Business Performance and Improvement would take forward the implementation of GDPR until the following year when the College, as a public authority would be required to appoint a Data Protection Officer (DPO).</p> <p>The Principal confirmed that members of SLT had undertaken training sessions and an e-learning module would be implemented for all staff to complete by 25 May 2018.</p> <p>The Board would receive update reports between now and May 2018.</p> <p style="text-align: right;">ACTION: PS</p>
94/17	<p>CYBER RESILIENCE PLAN UPDATE (Paper I)</p> <p>The VP Finance and Resources presented the Scottish Government's best practice guidelines in relation to cyber resilience in the public sector and the College's response to the questions asked.</p>

	<p>The position with regard to Heriot-Watt University was queried by Board members. The VP Finance and Resources advised that the ICT infrastructure belonged to the College; however the University had requested a revisit of the ISLT Service Level Agreement and cyber security may be discussed then.</p>
95/17	<p>STAKEHOLDER STRATEGY (Paper J)</p> <p>The Principal presented the Stakeholder Engagement Strategy which had been produced at the request of the Board.</p> <p>She advised that the purpose of the Strategy was to evaluate the impact of employer engagement going forward and to identify and increase engagement in priority sectors. She considered that the Stakeholder Strategy had focussed staff, although some development was still required.</p> <p>The stakeholder dinner on 19 October had been successful and an Honorary Fellows dinner was planned for 16 November.</p> <p>Board members considered the document to be very helpful. The front sheet only would be published on the College website.</p> <p style="text-align: right;">ACTION: SMC</p>
96/17	<p>PREVENT UPDATE (Paper K)</p> <p>The VP Finance and Resources presented an updated version of the College's compliance with Prevent duty and apologised that this should have come to the Board in June. He advised that no incidents had been reported to the police.</p> <p>The student representatives agreed with the wording of item 67.</p>
97/17	<p>STRATEGIC RISK REGISTER (Paper L)</p> <p>An updated copy of the Strategic Risk Register was circulated.</p> <p>The VP Finance and Resources requested views on whether cyber resilience and GDPR should be identified as risks. Board members considered that both items should be added to the Risk Register.</p> <p style="text-align: right;">ACTION: PS</p> <p>Board members also agreed with the lowering of likelihood and impact grades of the new risk 5g from 3 to 2.</p>
98/17	<p>ANNUAL COMPLAINTS HANDLING REPORT 2016-17 (Paper M)</p> <p>The annual Complaints Handling Report 2016-17 had been included for information. The report had been considered by the Curriculum and Quality Committee the previous week.</p> <p>Members noted the report.</p>
99/17	<p>REPORTS FROM COMMITTEE CHAIRS</p> <p><u>Finance and General Purposes Committee (E Acaster)</u></p> <p>The meeting had been chaired by the Chair of the Board. He informed the Board that it was too early to report on the College's financial position; however there was nothing to flag apart from the confidential items previously discussed.</p>

	<p><u>Curriculum and Quality Committee (I Ireland)</u></p> <p>The CQC Chair reported that the updated Learning and Teaching Strategy had been considered. There had been two successful applications to the Aspire Scheme by students for funds. It had been noted that the College's success rates had dropped again in 2016-17 and this would continue to be monitored by the Committee.</p> <p><u>Audit Committee (S Ker)</u></p> <p>The Committee Chair reported that Jane Gaddie, Jen MacKenzie and Emma Smith had joined the Audit Committee and there were now six members. The annual summary from the internal audits had indicated excellent performance around internal controls.</p> <p><u>Chair's Committee (T Jakimciw)</u></p> <p>Draft minutes of the meeting held on 16 August 2017 had previously been circulated to Board members.</p> <p><u>Remuneration Committee (J Gaddie)</u></p> <p>The Committee Chair advised that most of the items covered in the meeting had been reported under agenda item 88/17. A pay award had been agreed for the Executive Team in line with that of SLT. An additional meeting had been scheduled for 16 January 2018.</p> <p><u>Nominations Committee (T Jakimciw)</u></p> <p>The Chair reported that the Nominations Committee had met on 12 October to consider replacements for G Crosier and J Martin and had agreed the following priorities:</p> <ul style="list-style-type: none"> • A local employer, preferably from one of the key sectors • Someone with an accounting background • Someone young • Someone representing an under-represented characteristic <p>The recruitment process would start in the new year with a view to having new Board members in place for the meeting in April 2018.</p> <p>Local groups representing minorities would be contacted. Board members were also encouraged to use their contacts to assist the process.</p>
100/17	<p>EQUALITY AND DIVERSITY (standing item)</p> <p>Board members were encouraged to read the ECU handbook on equality and diversity for Board members in Scotland's colleges as this would be an agenda item at the next meeting.</p> <p style="text-align: right;">ACTION: All</p>
101/17	<p>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</p> <p>The VP Finance and Resources reported that he would be representing the College at the Green Gown awards on 16 November. The College had been selected as a finalist for the SHARC system.</p>

	The target in the first year of the Carbon Management Plan had been exceeded.
102/17	AGENDA ITEMS FOR NEXT MEETING Governing bodies, equality and diversity. Board members to inform the Board Secretary of any other proposed items.
103/17	BOARD PAPERS FOR PUBLICATION All papers would be published on the website with the exception of the confidential paper D, the Evaluative Report paper C and the Stakeholder Strategy paper J.
104/17	ANY OTHER BUSINESS It was agreed to hold the next Board meeting at the Hawick campus. In response to Board members wish to have more opportunities to get to know each other, the Principal had been asked to arrange a Xmas lunch for Board members. It was also proposed to hold pre-Board meeting buffets in a separate room in future. A proposal for a sub-group to look at Board self-evaluation would be brought to the next meeting. ACTION: JA
105/17	DATE OF NEXT MEETING The next meeting of the Board of Management would take place on Thursday 7 December 2017 at 5.30pm in Room F002, Hawick campus.

Signed:.....
Chair

Signed:.....
Board Secretary