

# A

## REGIONAL BOARD



Actions from the  
Meeting of the Regional Board held on  
Thursday 7 December 2017 in the Board Room, Scottish Borders Campus

Item	Action	Responsibility and Date
114/17	The amendments would be made to the OA and the document re-circulated to Board members.	A Cox
115/17	A missing word was noted in section 4.5 of the Estates Strategy and the document was yet to be proof read.	P Smith
117/17	The updated Terms of Reference for the Audit Committee was approved, subject to two further changes being made.	S Ker/J Ayling
118/17	Following discussion around mental health support it was agreed to amend the wording of risk 3 to "... funding for adequate support to support learners to be successful..." Risk 2a would also be expanded in this regard.	P Smith
	It was also agreed to include the Borderlands Initiative within risk 1c.	P Smith
120/17	The Chair and Board Secretary would bring a committee structure and appointment process back to the Board.	T Jakimciw/ J Ayling

## REGIONAL BOARD

Minutes of the meeting of the Regional Board held on Thursday 7 December 2017  
at 5.30 pm in Room F02, Hawick Campus

ITEM	MINUTE
Present:	<p>Tony Jakimciw (Chair)          Angela Cox (Principal)          Ian Ireland          Elaine Acaster          Steven Ker          Virginia Grant          David Peace          Jen MacKenzie (Staff member)          Emma Smith (Student member)</p>
In Attendance:	<p>Pete Smith (Vice Principal, Finance and Resources)          Heather Anderson (Vice Principal, curriculum)          James Ayling (Board Secretary)          Sheila McColm (Secretary)</p>
106/17	<p><b>CHAIR'S OPENING REMARKS</b></p> <p>The Chair welcomed everyone to the meeting and updated Board members on the following strategic developments.</p> <p><u>South of Scotland Enterprise Agency</u>          Rob Dickson had been appointed as interim CEO and Professor Russell Griggs had been appointed as Chair of the SOSEA. Professor Griggs had been invited to a meeting with the Chair at Borders College on 19 December.</p> <p>Both Borders and Dumfries &amp; Galloway Colleges were being represented by the SFC; however there had been a lack of contact to involve the colleges which the Chairs had complained about. In response, the Principals and Chairs had been invited to a meeting with the SFC in January to take this forward.</p> <p><u>Joint meeting with Dumfries and Galloway</u>          The Chair thanked Board members for attending the joint meeting with Dumfries &amp; Galloway College Regional Board. As a consequence of the meeting a letter had been drafted to Paul Smart.</p> <p><u>Strategic Futures Group</u>          The Chair had been invited to attend a Strategic Futures Group led by Shirley Anne Somerville MSP, to discuss the shape of the sector going forward. He had also spoken with the Chair of the Crichton Leadership Group, Dame Barbara Kelly, whose remit had been extended to consider how organisations in the South of Scotland could work together with the future Enterprise Agency. Dame Barbara had agreed that there should be a joint meeting arranged to explore the way forward.</p> <p>The Chair reported that he and the Principal had met with the Chair and Principal of Dumfries &amp; Galloway College to consider how to work together in a more collaborative way.</p> <p><u>SFC Funding Group</u>          The Chair reported that concerns had been noted around the Flexible</p>

	<p>Workforce Development fund at the recent meeting of the Funding Group with SFC. Of the £10m awarded to colleges only £1.5m had been committed. Only levy paying businesses were eligible and HMRC refused to release a list of these companies. In addition, the funding was capped at £10k, which did not attract many larger businesses. Colleges were now lobbying for the cap to be increased.</p> <p>The Scottish Government had committed to increasing the number of places at nurseries and expanding care provision therefore more trained staff were required. Only 300 of the 600 HNC places allocated to colleges had been filled, which was a concern as it was expected that the target next year was for an additional 2000 students.</p> <p>The Funding Group had discussed dissatisfaction at the current funding methodology and SFC had agreed to undertake a review, with sector consultation commencing in January.</p>
<b>107/17</b>	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received from Nicola McIlwraith, Bryan McGrath, Liz Parkes, Jane Gaddie and Paula Hutchison.
<b>108/17</b>	<b>MINUTES OF REGIONAL BOARD MEETING HELD ON 26 OCTOBER 2017 (Paper A)</b>  The minutes of the meeting held on 26 October 2017, including the confidential section were agreed as a true and accurate record.
<b>109/17</b>	<b>MATTERS ARISING</b> <p>91/17                          The Chair noted thanks on behalf of the Board to Liz Parkes who had volunteered to represent the Board on the Health &amp; Safety Committee and had attended their meeting on 29 November.</p> <p>93/17                          The VP Finance and Resources would be attending a General Data Protection Regulation (GDPR) Steering Group meeting the following week. The new Director of Business Improvement and Performance would be leading this agenda from January 2018 on behalf of the College.</p> <p>Remaining actions were complete.</p> <p>The Chair reported that Arlene Rae-Hewitt had resigned from the Board due to pressures of college work. A replacement student representative would be sought in the New Year.</p>
<b>110/17</b>	<b>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</b>  There were no declarations of any conflict of interest. Board members were reminded to inform the Board Secretary of any new registers of interest.
<b>111/17</b>	<b>PRESENTATION – STUDENTS’ ASSOCIATION</b>  Board members received a presentation from the President of the Students’ Association, including a video which had been produced earlier this year to show to new students. An overview of the work undertaken by the Students’ Association and the different services available to the students was included in

	<p>the presentation.</p> <p>In response to questions from Board members the President of the Students' Association advised of the following:</p> <p>There were more students with mental health issues this year. A wellbeing messaging service was currently being developed for students to have an online chat with student welfare officers.</p> <p>Bullying was a significant issue within the College at this time. The Students' Association was running an anti-bullying campaign around both face to face bullying and cyber bullying.</p> <p>The President was working with the Head of ISLT to produce a video which would be displayed on all screens around the campus. Victims of bullying would be encouraged to pin ribbons upon a mannequin situated in the Union. The Principal agreed to pin the first ribbon.</p> <p>The Chair thanked the Student President for her presentation.</p>
112/17	<p><b>BORDERS COLLEGE ANNUAL ACCOUNTS (Paper B)</b></p> <p>The VP Finance and Resources presented the Annual Accounts 2016/17 with a recommendation of approval from the Audit Committee, following consideration of the Accounts at their meeting of 23 November 2017 with members of the Finance &amp; General Purposes Committee present.</p> <p>Board members approved the adoption of the audited Annual Accounts 2016/17. The Accounts would be signed by the Chair and Principal at the end of the meeting.</p>
113/17	<p><b>LETTER OF REPRESENTATION (Paper C)</b></p> <p>The VP Finance and Resources presented the Letter of Representation together with a copy of the 2016/17 Annual Audit Report to the Regional Board and the Auditor General for Scotland which had been prepared by the College's external auditors. The Audit Committee and Finance and General Purposes Committee had considered the detail of the Report prior to making a recommendation for Board approval.</p> <p>The Board approved the issuing of the Letter of Representation.</p>
114/17	<p><b>REGIONAL OUTCOME AGREEMENT 2018/19 – DRAFT 1 (Paper D)</b></p> <p>The Principal presented the first draft of the Regional Outcome Agreement for 2018-19, which had been produced by the VP Quality and Innovation (retired) with input from the Executive Team and key SLT members. She provided the following summary:</p> <ul style="list-style-type: none"> <li>• A greater level of ambition had been built in, with an additional 800 credits requested in 2017/18 consolidated into 2018/19 growth</li> <li>• More work was required on demonstrating ambition and this area would be revisited.</li> <li>• An ambitious growth in apprenticeship numbers had been built in.</li> <li>• The College had been 1.5 people away from achieving the childcare target given.</li> <li>• Areas of intensification were listed.</li> <li>• The draft had to be submitted to the SFC by Xmas with feedback expected in January.</li> </ul>

	<p>Board members considered that a statement regarding the overall ambition of Borders College should be added to the context statement.</p> <p>The conservative targets relating to full time HE programmes were noted. The Principal explained that there was a possibility of being penalised if targets were not met.</p> <p>The following amendments were suggested:</p> <p>The difficulty in persuading universities to provide articulation places was noted; however articulation to other colleges to complete an HND would be included.</p> <p>Output 39 at the foot of page 29 would be amended to “to <i>complete</i> self-evaluation.....”</p> <p>Section 1.8.1 on page 10 would be expanded to include detail of intervention. The disconnection between child and young adult mental health provision and adult mental health provision was noted and it was agreed to strengthen the intent and aspirations around supporting mental health.</p> <p>It was noted that the 2017-18 target was missing from the spreadsheet at the end of the document.</p> <p>The above amendments would be made and the document re-circulated to Board members.</p>
	<b>ACTION: AC</b>
	<p>Board members approved the targets and supported the Executive Team in their application for further growth. They agreed that, subject to no further significant changes the document could be signed on their behalf by the Chair.</p>
115/17	<p><b>ESTATES STRATEGY (Paper E)</b></p> <p>The VP Finance and Resources presented the Estates Strategy 2017-2027 for final approval before taking this to the Scottish Funding Council. The Strategy had previously been considered by the Finance and General Purposes Committee.</p> <p>A missing word was noted in section 4.5. The VP Finance and Resources advised that the document was yet to be proof read.</p>
	<b>ACTION: PS</b>
	<p>The Board approved the Estates Strategy 2017-2027.</p>
116/17	<p><b>APPOINTMENT OF VICE CHAIR/SENIOR INDEPENDENT DIRECTOR</b></p> <p>E Acaster left the room during the following discussion.</p> <p>The Chair reported that one nomination had been received for E Acaster as Vice Chair. The Board unanimously agreed to this appointment.</p> <p>No nominations had been received for Senior Independent Director. The Chair advised that this post was required in order to lead on the evaluation of the Chair and to act on behalf of the Board if there was an issue they did not want to discuss directly with the Chair.</p> <p>V Grant then offered to put herself forward for the position of Senior Independent Director. Both she and the Chair left the room during discussions.</p>

	<p>There was discussion around those members not present being given the opportunity but it was agreed they had been given the chance to volunteer. The agreement from those members present was to accept V Grant as Senior Independent Member.</p>
117/17	<p><b>COMMITTEE TERMS OF REFERENCE (Paper F)</b></p> <p>The updated Terms of Reference for the Curriculum and Quality Committee was approved.</p> <p>The updated Terms of Reference for the Audit Committee was approved, subject to two further changes being made.</p> <p style="text-align: right;"><b>ACTION: SK/JA</b></p>
118/17	<p><b>STRATEGIC RISK REGISTER (Paper G)</b></p> <p>The VP Finance and Resources presented the Risk Register which had been updated following the Finance &amp; General Purposes Committee. The Committee had noted the similarity between risks 1c and 1j and they had subsequently been combined, with risk 1j closed.</p> <p>Following discussion around mental health support it was agreed to amend the wording of risk 3 to "... funding for adequate support to support learners to be successful..." Risk 2a would also be expanded in this regard.</p> <p style="text-align: right;"><b>ACTION: PS</b></p> <p>The Principal reported that there was sufficient support within the College to deal with issues in the first instance before referring on to professionals.</p> <p>It was also agreed to include the Borderlands Initiative within risk 1c.</p> <p style="text-align: right;"><b>ACTION: PS</b></p>
119/17	<p><b>PRINCIPAL'S REPORT (Paper H)</b></p> <p>The Principal presented her report and provided a further update on National Bargaining, reporting that negotiations were close to a position the sector would be able to accept. There were now financial implications around the pay claim made by EIS for this academic year as the Government had indicated that it would not pay a cost of living increase. This dispute could lead to strike action at a later date.</p> <p>Board members noted the reduction in early withdrawals and congratulated the Principal and VP Curriculum and Student Services.</p> <p>The Chair thanked the Principal and noted some of the very positive items within the report.</p>
	<p><b>REPORTS FROM COMMITTEE CHAIRS (INCLUDING ANNUAL REPORTS)</b></p> <p><u>Finance and General Purposes Committee (Paper I) - E Acaster</u>  The Board received approved minutes of the meeting held on 26 October and the annual report for 2016-17.</p> <p><u>Curriculum and Quality Committee (Paper J) – I Ireland</u>  The Board received the annual report for the period December 2016 – November 2017 together with draft minutes of the meeting held on 19 October. The Chair reported that the meeting scheduled for 30 November had been cancelled and the next meeting had been brought forward to 1 February 2018.</p>

120/17	<p><b>Audit Committee (Paper K) - S Ker</b></p> <p>The annual report of the Audit Committee for the year ended 31 July 2017 was received with minutes of the Audit Committee held on 16 October.</p> <p>The Chair reported from the meeting held on 23 November that clean external audit reports had been received. The Audit Committee thanked the VP Finance and Resources and all others involved.</p> <p><b>Remuneration Committee - J Gaddie</b></p> <p>The confidential annual report of the Remuneration Committee was received.</p> <p><b>Nominations Committee (Paper M) - T Jakimciw</b></p> <p>The Board received the annual report of the Nominations Committee 2016-17 and draft minutes of the meeting held on 12 October. The Chair reported that the recruitment process for Board members would commence in January. The Board Secretary would be contacting minority groups and V Grant had been very helpful in contacting the Institute of Directors with regard to the vacancies.</p> <p><b>HR Committee (Paper N) – T Jakimciw</b></p> <p>The annual report of the HR Committee for the period December 2016 – November 2017 was received. A new Chair would be required for the HR Committee. The Chair and Board Secretary would bring a committee structure and appointment process back to the Board.</p> <p style="text-align: right;"><b>ACTION: TJ/JA</b></p> <p>The Chair thanked all committee Chairs and members.</p>
121/17	<p><b>REGIONAL BOARD SELF-EVALUTATION AND DEVELOPMENT PLAN (Paper O)</b></p> <p>The Board Secretary presented a proposal for the Chair's Committee to draft the Board sub-level Self-evaluation Report 2016/17 and Enhancement Plan 2017/18 for approval of the full Board at its meeting on 8 March 2018.</p> <p>Members agreed to take this forward.</p>
122/17	<p><b>SCOTTISH BORDERS COMMUNITY PLAN (Paper P)</b></p> <p>The Scottish Borders Community Plan had been included for information. The Plan did not yet reflect the contribution that Borders College could make to the targets and this information would be provided.</p>
123/17	<p><b>HEALTH AND SAFETY (standing item)</b></p> <p>There were no items for discussion.</p>
124/17	<p><b>EQUALITY AND DIVERSITY (standing item)</b></p> <p><u>Equality and Diversity for Board Members in Scotland's Colleges (Paper Q)</u></p> <p>The Board Secretary presented details of a research project being undertaken by the Scottish Government and the Commissioner for ethical Standards in Public Life in Scotland around diversity. He would seek assistance from Board members to complete the survey following Board self-evaluation and utilise the indicators during the recruitment process for additional Board members.</p>

125/17	<p><b>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</b></p> <p>The VP Finance and Resources reported that the College had won two energy awards for the SHARC system (the Green Gown award and a Green Energy award) and the project had been commended at parliamentary level.</p> <p>He also reported that the Wellbeing Group would take forward a green workspaces project as part of the EAUC Living Workplace Plan.</p>
126/17	<p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <ul style="list-style-type: none"> <li>• Board self-evaluation plan</li> <li>• Process for evaluation of Chair</li> <li>• GDPR</li> </ul> <p>Board members to inform the Board Secretary of any other proposed items.</p>
127/17	<p><b>BOARD PAPERS FOR PUBLICATION</b></p> <p>All papers would be published on the website with the exception of the following:</p> <ul style="list-style-type: none"> <li>• Annual Accounts</li> <li>• The section of the Principal's Report which referred to grades</li> <li>• Draft Outcome Agreement</li> <li>• Annual report of the Remuneration Committee</li> </ul>
128/17	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no further business for discussion.</p>
129/17	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Board of Management would take place on Thursday 8 March 2018 at 5.30pm in the Board Room, Scottish Borders Campus, Galashiels.</p>

Signed:.....  
Chair

Signed:.....  
Board Secretary