

REGIONAL BOARD

Actions from the
 Meeting of the Regional Board held on
 Thursday 8 March 2018 in the Board Room, Scottish Borders Campus

Item	Action	Responsibility and Date
120/17	The Chair and Board Secretary would bring a committee structure and appointment process back to the Board	T Jakimciw/J Ayling – 26 April 2018
12/18	Provide link to online GDPR module for Board members	J Robertson
	Clarification would be sought with regard to where responsibility for GDPR sits in terms of the Students Association	J Robertson
02/18	Circulate SOSEP briefing	T Jakimciw
09/18	Discussion on how to spend more time looking at high risk items was required before the next meeting.	T Jakimciw/ S Ker
	The Chair requested a paper or presentation to identify the particular mental health issues experienced by students of the College.	A Cox/ H Anderson/ D Elder
	S Shinton offered to share a guide used by the university	S Shinton
	Consider and identify any areas which could be affected by Brexit thus putting achievement of corporate goals at risk.	Exec Team
17/18	The Whistleblowing Policy would be reviewed by the HR Committee in conjunction with the Safeguarding Policy.	HR Committee
22/18	The committee schedule would be circulated to absent Board members.	S McColm

REGIONAL BOARD

Minutes of the meeting of the Regional Board held on Thursday 8 March 2018
at 5.30 pm in the Board Room, Scottish Borders Campus, Galashiels

ITEM	MINUTE
Present:	<p>Tony Jakimciw (Chair) Angela Cox (Principal) Elaine Acaster (teleconference) Liz Parkes (teleconference) Virginia Grant (SIM) Jane Gaddie Sara Shinton Bryan McGrath (until end item 12/18) Paula Hutchison (Staff member) Jen MacKenzie (Staff member) David Elder (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> <p>Janet Campbell (Education Scotland) (item 01/18 only) Janet Robertson (Director of Business Improvement and Performance) (until end item 12/18)</p>
01/18	<p>PRESENTATION – EDUCATION SCOTLAND</p> <p>The Board received a presentation from Janet Campbell, College HMI which provided feedback on the College’s Evaluative Report and Enhancement plan.</p> <p>Education Scotland considered the Evaluative Report to be:</p> <ul style="list-style-type: none"> • High quality • Highly evaluative • Forensic in detail • Comprehensive and honest • Well crafted • Exemplar for the sector <p>The College’s Enhancement Plan would be used to inform future visits by the College HMI.</p> <p>Student team members had not been used as much as expected across the sector. The College would be required to complete another evaluation report and action plan using around 6 of the 12 quality indicators. This would not be such an onerous task as the first report.</p> <p>The College HMI considered the grades chosen by the College to be robust. Grades would be published from next year onwards. She advised that PIs for the sector had been published that week and noted that Borders College was on a downward trend for full-time students.</p> <p>Following questions from members the Chair thanked J Campbell and she left the meeting at this point.</p>

12/18	<p>PRESENTATION – GDPR (Paper F)</p> <p>It was agreed to move this item up the agenda.</p> <p>The Director of Business Improvement and Performance introduced herself and advised that her remit included MIS, HR and Quality.</p> <p>She provided a presentation on General Data Protection Regulations (GDPR), including some background information and an update on progress towards achieving compliance by the deadline of 25 May 2018. A steering group was meeting on a fortnightly basis and the project plan was 21% complete at week 5 of 17. The steering group would report to the Executive Team and the Regional Board.</p> <p>All College staff were required to complete an online GDPR module, a link to which would be provided for Board members.</p> <p style="text-align: right;">ACTION: JR</p> <p>Clarification would be sought with regard to where responsibility for GDPR sits in terms of the Students Association.</p> <p style="text-align: right;">ACTION: JR</p> <p>Board members thanked J Robertson for her very clear presentation and she left the meeting. B McGrath also left the meeting at this point.</p>
02/18	<p>CHAIR’S OPENING REMARKS</p> <p>The Chair welcomed everyone to the meeting and introduced David Elder, the second student Representative.</p> <p>Board members noted the sad loss of David Peace’s wife.</p> <ul style="list-style-type: none"> • The Chair reported on his appointment to the Board of the South of Scotland Economic Partnership. A number of themes on which to develop work plans had been identified at the first meeting of the Partnership, namely: <ul style="list-style-type: none"> - Communities - Farming, Forestry and Land Management - Education and Skills (the Chair was a Board member) - Key Sectors - Business Support - Infrastructure <p>A briefing would be circulated after the meeting.</p> <p style="text-align: right;">ACTION: TJ</p> <ul style="list-style-type: none"> • The Chair advised of his reappointment as Chair of Borders College Regional Board for a further two years until February 2020. • The Chair had attended a meeting with SFC to discuss revisions to the funding model. This work was being taken forward and the revised model should be in place at the end of two years. • The exemption for colleges with regard to self-insuring as a public body had been extended for a further three year period.

03/18	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Nicola McIlwraith, Ian Ireland, Steven Ker, David Peace and Emma Smith.</p>
04/18	<p>MINUTES OF REGIONAL BOARD MEETING HELD ON 7 DECEMBER 2017 (Paper A)</p> <p>The minutes of the meeting held on 7 December 2017 were agreed as a true and accurate record.</p>
05/18 120/17	<p>MATTERS ARISING</p> <p>The committee structure and appointment process would be presented at the next meeting.</p> <p>All remaining actions were complete.</p>
06/18	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>The Chair noted a conflict of interest with regard to item 15/18 and advised that he would leave the room during discussion of this item.</p> <p>Board members were reminded to inform the Board Secretary of any new registers of interest.</p>
07/18	<p>REGIONAL OUTCOME AGREEMENT- FINAL DRAFT (Paper B)</p> <p>The Principal presented the final draft of the Regional Outcome Agreement 2018/19 which incorporated the amendments suggested by the Board in December around ambition.</p> <p>A few very minor changes had been suggested by the Outcome Agreement Manager and were listed on the front sheet of the paper.</p> <p>The Principal reported that indicative funding received from the SFC did not include the increase in credits required for the College to achieve the ambition set out in the Outcome Agreement. This issue had been raised and the SFC had responded that funding allocations were indicative.</p> <p>Board members agreed to delegate authority to the Principal and Chair to sign off the Outcome Agreement on behalf of the Board on completion of conversations with the SFC regarding indicative funding and credits.</p>
08/18	<p>RECRUITMENT OF NEW BOARD MEMBERS</p> <p>This item was treated as confidential and a separate minute was taken.</p>
09/18	<p>STRATEGIC RISK REGISTER (Paper D)</p> <p>The VP Finance and Corporate Services presented the Strategic Risk Register which had been updated following suggestions from the Audit Committee and Curriculum & Quality Committee.</p> <p>The Audit Committee had asked the Executive Team to consider the impact of Borderlands at risk 1c and whether this should be a separate risk; however the</p>

	<p>Executive Team had decided to leave this risk unchanged.</p> <p>The Chair of the Audit Committee considered that the Board should spend more time looking at high risk items. Discussion on how to approach this was required before the next meeting.</p> <p style="text-align: right;">ACTION: TJ/SK</p> <p>There was discussion around the involvement of faculty councils to help alleviate risk 2a. The VP Curriculum and Student Services advised that an audit checklist was being introduced and more guidelines created for staff around mental health support.</p> <p>It was noted that the College's remit was as education provider and care should be taken not to replicate services available from the NHS. The College was not equipped to deal with NHS issues and was responsible only for supporting and signposting those requiring help.</p> <p>The Chair requested a paper or presentation to identify the particular mental health issues experienced by students of the College.</p> <p style="text-align: right;">ACTION: HA/AC</p> <p>S Shinton offered to share a guide used by the university.</p> <p style="text-align: right;">ACTION: SS</p> <p>There was discussion around the risks of Brexit and uncertainty around funding and other implications. The Executive Team would consider and identify any areas which could be affected by Brexit thus putting achievement of corporate goals at risk.</p> <p style="text-align: right;">ACTION: Exec Team</p>
<p>10/18</p>	<p>PRINCIPAL'S UPDATE (Paper E)</p> <p>The Principal's paper would be treated as confidential and would not be published on the website.</p> <p>The Principal provided an update on attendance, reporting that the overall figure was 84%. This had dipped to 79% the previous week as an impact of the snow.</p> <p>There was no update on national bargaining; however an Employers' Association meeting was scheduled for 12 March.</p> <p>The Principal advised that no immediate concerns had arisen due to the changes to the Senior Leadership Team.</p> <p>Board members congratulated the College on being shortlisted for a CDN Marketing Award for use of Yammer as a tool for internal communication.</p>
<p>11/18</p>	<p>BOARD SELF-EVALUATION PROGRESS UPDATE</p> <p>The Board Secretary reported that the Chair's Committee had met and members were now in the process of completing the Board self-evaluation. A further meeting would be required before the Committee could bring a completed draft to the Board for consideration and subsequent approval.</p>

13/18	<p>INDICATIVE FUNDING AND 2018-19 BUDGET (Paper G)</p> <p>The VP Finance and Corporate Services presented a summary of indicative funding levels for colleges for academic year 2018-19 and the implications for the College budget.</p> <ul style="list-style-type: none"> • The SFC had recognised the burden of national bargaining and pay harmonisation costs for colleges and the funding allocation was better than expected. The College would receive £650k to meet these increased costs in 2018-19. • An additional £1m had been allocated for rural and remoteness funding, the College's share of which was £200k. • Capital funding had been reduced by £40k. • Student support funding was reduced by £300k. • The cost of the lecturing staff cost of living pay increase over the next three years had not been factored in. <p>The Chair of the Finance & General Purposes Committee reported that the meeting of 28 February had been postponed to 19 April which would allow more time for budget planning to be developed in more detail. The F&GP Committee would meet again before the Board meeting in June when the budget would be presented for approval.</p>
14/18	<p>REPORTS FROM COMMITTEE CHAIRS (INCLUDING ANNUAL REPORTS)</p> <p><u>Finance and General Purposes Committee - E Acaster</u> The meeting of 28 February had been rescheduled for 19 April.</p> <p><u>Curriculum and Quality Committee (Paper H) – I Ireland</u> Draft minutes of the meeting held on 15 February were received.</p> <p><u>Audit Committee (Paper I) – S Ker</u> Draft minutes of the meeting held on 8 February were received.</p> <p><u>Nominations Committee - T Jakimciw</u> The Chair reported that the focus of the Nominations Committee had been on recruitment.</p> <p><u>HR Committee</u> The Chair advised that the appointment process for Chair of the HR Committee had been postponed in order to consider whether it should remain as a separate committee. In many colleges HR was part of the Finance Committee.</p>
15/18	<p>EVALUATION OF CHAIR</p> <p>The Chair left the room during discussion of this agenda item.</p> <p>The Senior Independent Member (SIM) provided a brief overview of her role as follows:</p> <ol style="list-style-type: none"> 1. To lead on the appraisal of the Chair; 2. To provide a sounding board for the Chair; 3. To serve as an intermediary for the Principal in terms of other Board members and the Board Secretary; 4. To be available for other channels.

	<p>She advised that a Chair Evaluation Questionnaire would be issued to Board members for completion and return to Board Secretary by a defined date. Board members would be advised of the results and a development plan would be agreed with the Chair and shared with Board members.</p>
16/18	<p>CORPORATE PARENTING PLAN UPDATE (Paper J)</p> <p>The VP Curriculum and Student Services presented the update on progress and gave a brief summary:</p> <ul style="list-style-type: none"> • Very good progress had been made with 62 of the 75 actions completed; • A further two actions had been added; • The College had been awarded a further two years of funding from the Robertson Trust; • The Scottish Government had asked for a progress report. The report submitted to the Board would be updated to March for this purpose; • Two actions were causing concern and an anomaly with the software would need to be resolved. • The College would be showcasing the BYT project at the CDN Expo event. <p>The ongoing issue with IT systems was noted. Insufficient progress was being made in this regard and Board members considered it important for College management to come up with a solution/proposal.</p> <p>The Chair congratulated staff members on the good progress made and reported that he had received a very positive report from the executive of the Robertson Trust.</p>
17/18	<p>OSCR – KEEPING VULNERABLE BENEFICIARIES, VOLUNTEERS AND STAFF SAFE</p> <p>The Board Secretary reported on an email received from OSCR in February and copied by email to Board members, to remind all charities of the following two key duties:</p> <ul style="list-style-type: none"> • Safeguarding – keeping vulnerable beneficiaries, volunteers and staff safe • Notifiable events <p>The College Safeguarding Policy would need to be updated and reviewed as appropriate by the HR Committee. The Board Secretary suggested that the Whistleblowing Policy also be reviewed by the HR Committee in conjunction with the Safeguarding Policy.</p> <p style="text-align: right;">ACTION: JA</p> <p>In addition to informing the Local Authority of any notifiable events, OSCR would also need to be informed.</p> <p>The Board noted their responsibilities as board members of the College and also as trustees of a charity.</p>
18/18	<p>EQUALITY AND DIVERSITY (standing item)</p> <p>There were no items for discussion.</p>

19/18	<p>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</p> <p>The VP Finance and Corporate Services reported that Claudia Beamish MSP was visiting the College on 12 March for a SHARC event hosted by Scottish Water.</p>
20/18	<p>AGENDA ITEMS FOR NEXT MEETING</p> <ul style="list-style-type: none"> • Risk Register • Mental Health • Board Evaluation • Committee Structure
21/18	<p>BOARD PAPERS FOR PUBLICATION</p> <p>All papers would be published on the website with the exception of the following:</p> <ul style="list-style-type: none"> • Principal's Report • Recruitment of Board Members
22/18	<p>ANY OTHER BUSINESS</p> <p>Board members were reminded of the Board and SLT dinner which had been rescheduled for Tuesday 27 March.</p> <p>A draft Board committee schedule for session 2018-19 was circulated. Any comments or concerns should be directed to S McColm. The schedule would be circulated to absent Board members.</p> <p style="text-align: right;">ACTION: SMc</p>
23/18	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Board of Management would take place on Thursday 26 April 2018 at 5.30pm in the Board Room, Scottish Borders Campus, Galashiels.</p>

Signed:.....
Chair

Signed:.....
Board Secretary