

**Chair's Committee**

**Meeting at 2.00pm on Monday 22 January 2018**

**Location: Board Room, Scottish Borders Campus**

**Minutes**

| <b>ITEM</b>                  | <b>MINUTES</b>  |
|------------------------------|---|
| Present<br><br>In Attendance | Tony Jakimciw (Chair)<br>Ian Ireland<br>Elaine Acaster<br>Jane Gaddie<br>Steven Ker (teleconference)<br><br>James Ayling (Board Secretary) - teleconference<br>Sheila McColm (Minute Secretary)   |
| <b>01/18</b>                 | <b><u>Chair's Opening Remarks</u></b><br><br>The Chair welcomed everyone and thanked them for attending the meeting.  |
| <b>02/18</b>                 | <b><u>Apologies for Absence</u></b><br><br>There were no apologies for absence.   |
| <b>03/18</b>                 | <b><u>Approval of Minutes of Previous Meeting</u></b><br><br>The minutes of the meeting held on 16 August 2017 were agreed as a true and accurate record.   |
| <b>04/18</b>                 | <b><u>Matters Arising</u></b><br><br>All actions had been completed.  |
| <b>05/18</b>                 | <b><u>Declaration of any Conflicts of Interest</u></b><br><br>There were no declarations of any Conflicts of Interests.   |
| <b>06/18</b>                 | <b><u>Register of Members Interests</u></b><br><br>Members were reminded to update their Register of Interests as required.   |
| <b>07/18</b>                 | <b><u>Board Self-evaluation and Development Plan Process and Implementation</u></b><br><br>The Board Secretary presented a proposal for undertaking the Board self-evaluation process. Copies of the self-evaluation document produced by the previous Board Secretary, the Governance Effectiveness Review and the Annual Board Development Plan were also attached. |

|       |   |
|-------|---|
|       | <p>The Committee agreed this was an appropriate way to undertake the Board self-evaluation. The document would be populated on the basis of this meeting and would be presented to the full Board to consider before being incorporated into the College's self-evaluation.</p> <p>The Committee considered each of the challenge questions and all responses and suggestions were noted. The self-evaluation document would be populated accordingly and circulated to members for further consideration.</p> <p style="text-align: right;"><b>ACTION: SMc</b></p> |
| 08/18 | <p><b><u>Any Other Business</u></b></p> <p>There was no further business for discussion.</p>  |

Signed..... Signed .....

**Chairman** **Secretary**

**Chair's Committee**

**Meeting at 2.00pm on Monday 22 January 2018**

**Location: Room 0.040, Scottish Borders Campus**

**Actions**

| <b>Item</b> | <b>Action</b>  | <b>Responsibility and Date</b> |
|-------------|--|--------------------------------|
| 07/18       | The self-evaluation document would be populated accordingly and circulated to members for further consideration. | S McColm                       |