

REGIONAL BOARD

Actions from the
Meeting of the Regional Board held on
Thursday 14 June 2018 in Room F02, Borders College, Hawick

Item	Action	Responsibility and Date
24/18	Provide data on the next cohort of students using the same criteria as used in the mental health presentation	BCSA - session 2018-19
25/18	Reissue and revise the abbreviation sheet in order to help new members with regard to terminology	J Ayling
28/18	The Safeguarding Policy would be added to the next Board agenda	S McColm – 25 October
29/18	An addition to S Ker's Register of Interest was noted and would be added	
32/18	Look at the Board recruitment procedure and consider using the HR department as a more sensible route Board members to consider joining an additional committee	A Cox/ T Jakimciw
33/18	P.11 - the first bullet point would be removed from the "What should we improve" section (Board self-evaluation doc)	J Ayling
	P. 25 - The Board's involvement in the College Graduation Ceremony, the joint Board/SLT dinner and the Fellow dinner would be added to the "What do we do well" section.	J Ayling
	The Board agreed for the Chair to have authority to agree and approve the final terms of the self-evaluation document	T Jakimciw
34/18	Publish Community Empowerment (Scotland) Act 2015 – annual report on College website	P Smith
36/18	Include in Principal's report an update on items which were above target and red on Risk Register. Feedback from discussions at Executive Team meetings around the aforementioned risks would be included in the report and the Risk Register would be attached	A Cox
35/18	Include SOSEP, Borderlands and the Regional Investment Plan for the South of Scotland within the Curriculum Strategy and add titles for each of the strategic drivers	H Anderson
37/18	Add risk of bursary rules not allowing for the purchase of IT equipment back in to the Risk Register	P Smith
	Amend terminology around new risk 2h	P Smith
38/18	Establish Students' Association current position re PREVENT	D Jardine
39/18	Forward suggestions for Fellow to the Graduation Committee	S McColm
40/18	Update Board of any further developments regarding the curriculum restructure	A Cox
41/18	Ensure that the Outcome Agreement was signed prior to submission to the SFC	A Cox
43/18	A new Partnership Agreement would be prepared for signature	BCSA
46/18	Present Chair's Evaluation report at next meeting	V Grant - 25 October
51/18	Board members were reminded to update their training records and return to S McColm	All

25/18	<p>CHAIR'S OPENING REMARKS</p> <p>The Chair welcomed everyone to the meeting. He extended a particular welcome to the new Board member, David Johnson and advised that he would be recommending he join the Finance & General Purposes Committee and the Curriculum & Quality Committee. The Chair also welcomed Douglas Jardine, Student President Elect, who was attending this meeting as an observer, but would officially become a member of the Board when he took up the Student President post on 19 June.</p> <p>The Chair had attended a meeting of the South of Scotland Economic Partnership earlier that day, where the joint college bids had been considered. He was unable to disclose the outcome at this time.</p> <p>He also attended the Scottish Government Strategic Futures group on behalf of Colleges Scotland and reported that colleges were now being encouraged to generate and put as much income as possible into Arms' Length Foundation (ALF) trusts. The Board would need to be mindful of this going forward.</p> <p>The Chair also sat on the Education and Skills strand of the Economic Partnership. He reported that Skills Development Scotland was funding a Regional Skills Investment Plan which should identify skills shortages and map the current skills offer. SOSEP would then take ownership to decide the areas to invest in.</p> <p>Included in both the SFC Outcome Agreement and Financial Memorandum was the potential to claw back funding from colleges not meeting their targets, i.e. as agreed in the Outcome Agreement. SFC was currently consulting with the sector to find the best method of applying claw back. Colleges would need to have contingency arrangements in place.</p> <p>It was agreed to revisit the abbreviation sheet in order to help new members with regard to terminology.</p> <p style="text-align: right;">ACTION: JA</p>
26/18	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Virginia Grant, Elaine Acaster, Sara Shinton, Liz Parkes, Paula Hutchison and Nicola McIlwraith.</p>
27/18	<p>MINUTES OF REGIONAL BOARD MEETING HELD ON 8 MARCH 2018 (Paper A)</p> <p>The minutes of the meeting held on 8 March 2018, including the confidential section were agreed as a true and accurate record. It was agreed that the confidential section was no longer confidential and could be published with the approved minutes.</p>
28/18	<p>MATTERS ARISING</p> <p>12/18 The Principal advised that the Students' Association was now a department of the College and therefore not the responsibility of the Board with regards to GDPR.</p> <p>17/18 The Safeguarding Policy would be added to the next Board agenda.</p> <p style="text-align: right;">ACTION: SMc</p> <p>All remaining actions were complete.</p>

29/18	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>There were no declarations of any conflicts of interest.</p> <p>D Johnson declared his interests. An addition to S Ker's Register of Interest was noted and would be added (Treasurer of Peebles Football Club).</p> <p style="text-align: right;">ACTION: SMC</p>
30/18	<p>BUDGET 2018-19 (Paper B)</p> <p>This item was confidential at this time therefore a separate minute was taken.</p>
31/18	<p>UPDATE OF ANNUAL STRATEGIC PRIORITIES 2017-18 AND PROPOSAL FOR 2018-19 (Paper C)</p> <p>The Principal presented an update on progress against the 12 priorities set at the beginning of session 2017-18.</p> <p>Although good progress had been made, the Senior Leadership Team considered these still to be the key themes on which to focus over the coming year. Approval of the Board was therefore sought to continue with the same 12 priorities for 2018-19.</p> <p>In response to a query regarding AP7 and AP8, the Principal confirmed that income had increased. The Business Development Unit would meet and, in some cases, exceed its targets.</p> <p>The Board approved the continuation of the 12 Annual Strategic Priorities for academic year 2018-19.</p>
32/18	<p>BOARD COMMITTEE STRUCTURE (Paper D)</p> <p>The Board Secretary presented the following proposals regarding committee structure and membership:</p> <ul style="list-style-type: none"> • To disband the HR Committee and transfer its remit to the Finance & General Purposes Committee; • Elaine Acaster to join the Nominations Committee; • David Johnson to join both Curriculum & Quality Committee and Finance & General Purposes Committee; • Board members were asked to consider joining another committee in order to lessen the likelihood of meetings being inquorate; • To commence a recruitment campaign in August to recruit an additional Board member. • To amend Terms of Reference as necessary and bring to Board for approval. <p>Clarification was provided on the following points:</p> <p>The HR Committee had been reduced to once a year in recent times and its main purpose had been to receive reports. Any updates on national bargaining or industrial action disputes would be included in the Principal's Report.</p> <p>Members involved in more than one committee were reminded of the option to join the meeting by teleconference.</p>

	<p>Ian Ireland would be retiring in February after serving 9 years on the Board, therefore more than one new member would be recruited.</p> <p>The Chair and Principal would look at the recruitment procedure and consider using the HR department.</p> <p style="text-align: right;">ACTION: AC/TJ</p> <p>All of the proposals regarding committee structure and membership were approved.</p>
<p>33/18</p>	<p>BOARD SELF-EVALUATION (Paper E)</p> <p>The Board Secretary presented the draft Board Self-evaluation 2017-18 and Enhancement Plan 2018-19 which had been prepared by the Chair's Committee as a requirement under the Code of Good Governance.</p> <p>He explained that a comprehensive review had been undertaken and the draft enhancement plan had been prepared to address the areas where improvements had been identified. Comments were sought from those Board members that had not previously had sight of the plan.</p> <p>A lengthy discussion took place with the following points made and amendments agreed:</p> <ul style="list-style-type: none"> • P.11 - the first bullet point would be removed from the "What should we improve" section. <p style="text-align: right;">ACTION: JA</p> <ul style="list-style-type: none"> • P.19 – Clarification was provided that consultation from staff and students relating to the Executive Team's remuneration would only be with Board representatives and not the entire student body (the Principal declared a conflict of interest in relation to this item). • P. 25 - The Board's involvement in the College Graduation Ceremony, the joint Board/SLT dinner and the Fellows dinner would be added to the "What do we do well" section. <p style="text-align: right;">ACTION: JA</p> <ul style="list-style-type: none"> • P.34 – This page had been left blank. An alternative format had been used for the draft Enhancement Plan for ease of reporting going forward. This plan was attached to the document. • Any risk factors that may prevent actions being carried out would be identified within progress reports. • Actions in the Enhancement Plan would be prioritised; no target deadline dates would be inserted. <p>The Board was satisfied with the report and agreed for the Chair to have authority to agree and approve the final terms of the document.</p> <p style="text-align: right;">ACTION: TJ</p>
<p>34/18</p>	<p>COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015 – ANNUAL REPORT (Paper F)</p> <p>The VP Finance & Corporate Services presented the Annual Report on the College's obligations under Parts 3 and 5 of the Community Empowerment (Scotland) Act 2015 and confirmed that no participation requests or asset transfer requests had been received.</p> <p>The Board approved the publication of the annual report on the College website.</p> <p style="text-align: right;">ACTION: PS</p>

	It was agreed to proceed to agenda item 36/18 at this point.
36/18	<p>ADDRESSING HIGH RISK ITEMS (Paper H)</p> <p>The Chair of the Audit Committee presented the proposal for further Board discussion on aspects of the Strategic Risk Register, namely;</p> <ol style="list-style-type: none"> 1) around any additional risks that had not been identified 2) to satisfy the Board that management was taking appropriate steps to mitigate high level risks <p>Following discussion, it was agreed that the Principal would include in her report an update on items which were above target and had been categorised as red. Feedback from discussions at Executive Team meetings around the aforementioned risks would be included in the report and the Risk Register would be attached.</p> <p style="text-align: right;">ACTION: AC</p> <p>It was agreed to proceed to the Audit Committee report before the Chair of the Audit Committee had to leave the meeting.</p> <p>The Chair of the Audit Committee presented the draft minutes of the Audit Committee meeting held on 16 May (Paper P). He reported very good results from the audit reports, in particular when benchmarked against other colleges.</p> <p>He then left the meeting at this point.</p>
35/18	<p>CURRICULUM STRATEGY 2018-2023</p> <p>The VP Curriculum and Student Services presented the draft Curriculum Strategy 2018-2023 for approval.</p> <p>She explained that the main strategic drivers within the national and regional context had been selected in producing the strategy and the future curriculum of the College would be shaped by the responses to these drivers.</p> <p>Board members requested the inclusion of SOSEP, Borderlands and the Regional Investment Plan for the South of Scotland within the Strategy. Titles for each of the strategic drivers should also be added.</p> <p style="text-align: right;">ACTION: HA</p> <p>Further to these amendments the Curriculum Strategy 2018-2023 was approved by the Board.</p>
37/18	<p>STRATEGIC RISK REGISTER</p> <p>The VP Finance & Corporate Services presented the Risk Register which had previously been considered by the Curriculum & Quality Committee and Finance & General Purposes Committee on 31 May and 5 June respectively.</p> <p>Both committees had proposed an additional risk and Risks 2h and 5j had been added accordingly.</p> <p>The Chair raised the matter which had been discussed at the Finance & General Purposes Committee around potential risk should bursary rules not allow for the purchase of student IT equipment. He considered that, although current rules did allow for the purchase of equipment, there could be a risk to the IT strategy going</p>

	<p>forward if rules changed. It was agreed to add this risk back in to the Risk Register.</p> <p style="text-align: right;">ACTION: PS</p> <p>Board members queried the terminology around new risk 2h and it was agreed this should be amended.</p> <p style="text-align: right;">ACTION: PS</p>
38/18	<p>PREVENT DUTY GUIDANCE FOR SCOTLAND – UPDATE (Paper J)</p> <p>The VP Finance & Corporate Services presented the update and reported little change from the previous year.</p> <p>Board members queried the current position of the Students' Association's position in relation to point 67. Previously, the Students Association had stated that it did not agree with the principles of Prevent.</p> <p>The Student President Elect advised that this had been a national position. He was uncertain of the Students' Association current position but would investigate.</p> <p style="text-align: right;">ACTION: DJ</p>
39/18	<p>COLLEGE FELLOW</p> <p>The Principal advised that the College Graduation Ceremony was taking place on Friday 28 September.</p> <p>She asked that, between now and the summer, Board members forward any nominations for this year's Honorary Fellow. This should be someone who has made a considerable contribution to the Borders Region.</p> <p>Several names were suggested and noted. All nominations would be forwarded to the Graduation Committee.</p> <p style="text-align: right;">ACTION: SMC</p>
40/18	<p>PRINCIPAL'S REPORT (Paper K)</p> <p>The Principal presented her report and provided the following updates:</p> <p>Retention figures had increased slightly since the report had been produced. Withdrawals for FEFT now stood at 22.7% and HEFT stood at 18.3%, both of which were an improvement on the previous year.</p> <p>There was a predicted increase in learner success rates, although not as much as the College was aiming for.</p> <p>Recruitment figures for 2018-19 were looking positive.</p> <p>A confidential update was provided on the current position regarding the curriculum restructure. The Principal would update the Board of any further developments.</p> <p style="text-align: right;">ACTION: AC</p> <p>The Board noted the content of the Principal's Report.</p>
41/18	<p>FINAL OUTCOME AGREEMENT (Paper L)</p> <p>The Board was reminded that, at the meeting held on 8 March 2018 delegated authority was given to the Chair and Principal to sign off on the final Outcome</p>

	<p>Agreement.</p> <p>The Principal presented a paper providing detail of final amendments which had been made. She drew attention to the paragraph on deprived 10% postcode areas, where the SFC had requested targets to be stretched to 6% (from 4% in draft 1). This area was a constant challenge to the College.</p> <p>The Principal would ensure that the Outcome Agreement was signed prior to submission to the SFC.</p> <p style="text-align: right;">ACTION: AC</p>
42/18	<p>FEEDBACK FROM EDUCATION SCOTLAND ENGAGEMENT VISIT (Paper M)</p> <p>The Principal presented a summary of the recent observations carried out by a review team of HMI and Associate Assessors during April and May.</p> <p>A total of 56 observations had been carried out, 6 of which were paired observations of HMI with College staff.</p> <p>Board members noted concerns around the areas for further development. The Principal considered the outcomes to be fairly balanced; however the timing of the observations could have impacted as some students were working through assignments at that time.</p> <p>The Student member advised that the reliability of computers, wi-fi, email and Moodle, which had been noted as inconsistent, was now improving.</p>
43/18	<p>BCSA ANNUAL REPORT (Paper N)</p> <p>The Student member presented the BCSA annual report for session 2017-18.</p> <p>The report provided an update on work carried out during the 2017-18 and outlined the new student manifesto aims for 2018-19. The following year would also see a move from the Faculty Councils to the new Student Experience Committee model.</p> <p>A new Partnership Agreement would be prepared for signature.</p> <p style="text-align: right;">ACTION: BCSA</p>
44/18	<p>REPORTS FROM COMMITTEE CHAIRS (INCLUDING ANNUAL REPORTS)</p> <p><u>Finance and General Purposes Committee (Paper O)</u> The Board received the draft minutes of the meeting held on 19 April. A brief verbal update of the meeting held on 5 June was provided by the Chair. The main points of discussion had been around the budget and ISLT Strategy implementation.</p> <p><u>Audit Committee (Paper P) – S Ker</u> This was previously discussed under agenda item 36/18.</p> <p><u>Curriculum and Quality Committee (Paper Q) – I Ireland</u> Draft minutes of the meeting held on 31 May were received. The Chair reported that the new Director of Business Improvement and Performance was making a difference, working on quality and reporting issues. Retention had not improved as much as the Committee would like.</p>

	<p><u>Learning for Leading Report (Paper R) – J Ayling</u> The Board received a copy of the Learning for Leading paper prepared by the Board Secretary which provided a brief review of overall trends in the scheme.</p> <p>Unhappiness with the facilities at the Newtown St Boswells campus was a common factor. The Principal advised that both new and recycled equipment and furniture was being installed at Newtown over the summer.</p> <p>Another common factor was positive feedback regarding staff and lecturers.</p>
45/18	<p>SOUTH OF SCOTLAND ENTERPRISE AGENDA (Paper S)</p> <p>The Board received a copy of the College's response to the consultation on a new Enterprise Agency for the South of Scotland. A copy of the proposal being made in partnership with Dumfries & Galloway College for STEM hubs for the South of Scotland was also attached.</p> <p>The Chair enquired whether Board involvement in procurement would be required in the event of the bid being successful.</p> <p>The VP Finance & Corporate Resources advised that the Board would be required to approve the tender award.</p> <p>In the event of this being required prior to the next Board meeting, the Board agreed to delegate approval to the Chair's Committee.</p>
46/18	<p>CHAIR'S EVALUATION REPORT</p> <p>The Chair left the room during discussion of this item.</p> <p>The Board Secretary reported that all Board members had responded to the questionnaire for the Chair's Evaluation. Responses had been collated and discussed with the Senior Independent Member. The SIM was meeting with the Chair on 29 June to go over the report and produce a development plan.</p> <p>A report would be provided by the SIM at the next Board meeting.</p> <p style="text-align: right;">ACTION: VG</p>
47/18	<p>EQUALITY AND DIVERSITY (standing item)</p> <p>There were no items for discussion.</p>
48/18	<p>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</p> <p>The VP Finance & Corporate Services advised that a report on the procurement, operation and success of the SHARC system was being produced by a contact at Napier University.</p> <p>Board members were advised that the promotion of keep cups on campus would be extended early in the new session to remove the use of plastic cups, apart from public areas and Reception.</p>
49/18	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>Any proposed agenda items should be forwarded to the Board Secretary.</p>

50/18	<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"> • Curriculum Strategy • Draft committee minutes • Principal's Report • Budget 2018-19
51/18	<p>ANY OTHER BUSINESS</p> <p>Board members were reminded to update their training records and return to S McColm.</p> <p style="text-align: right;">ACTION: All</p> <p>A joint meeting with Dumfries & Galloway Regional Board was planned for 6 November 2018 at Scottish Borders Campus, Galashiels. This would be an important meeting in light of Borderlands and the South of Scotland agenda.</p> <p>The Chair announced that this would be the VP Finance & Corporate Services' final meeting as he had secured a similar post at NE Scotland College and would be leaving the College in September. Board members passed on congratulations and thanked him for all the work he had done for the College.</p> <p>B McGrath left the room during the following discussion:</p> <p>The Chair advised that the terms of office for both Bryan McGrath and Elaine Acaster would end in August. Board members agreed to his recommendation to seek Ministerial approval to extend the terms of office for both for a further 4-year period.</p> <p>The Chair thanked Board members for all their work throughout the year. He considered that progress was being made.</p>
52/18	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Board of Management would take place on Thursday 25 October 2018 at 5.30pm in the Board Room, Scottish Borders Campus, Galashiels.</p>

Signed:.....
Chair

Signed:.....
Board Secretary