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REGIONAL BOARD REPORT

Subject: Board Self-evaluation and Development Plan	**Purpose:** **For Approval** ☐ **For Discussion** ☐ **For Information** ☒
Prepared by: James Ayling	**Date:** 11 October 2018

Purpose: To update members on the Board Enhancement and Board Operational Plans

Linked to Strategic Goal 3: Provide a high quality College experience.

Executive Summary:

The June 2018 Board meeting reviewed and agreed the terms of the aforementioned documents subject to a number of amendments as set out in the Minute of the meeting. The Board further agreed that the Chair have authority to agree and approve the final terms of the document.

The Secretary has since met with the Chair who has agreed the amendments. As part of this process it was noted that it would be preferable for the Development Plan to be split into two separate plans namely a Board Enhancement Plan and a Board Operational Plan to reflect the nature of the relevant actions. This has been done and copies are attached for information. Several items are shown as priorities.

A progress report will be made to the Board at intervals.

Recommendation: The Board is asked to note the terms of the Plans.

Previous Committee Approvals:

For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐

BOARD OPERATIONAL PLAN (2018-19)

	Area for Development	**Impact** (The intended difference to be made)	**Actions to be taken**	**Responsibility**	**Those prioritised are marked 1**
1.	Ensure appropriate mechanisms are in place for the monitoring of student retention and reporting of retention figures.	Board members provided with more detailed information on retention figures	Challenge management over student retention and reporting of figures Improve management information systems in this regard	Curriculum & Quality Committee	1
2.	Enhance support of the Board in its information needs and decision making process by the College Executive	Timely distribution of Board papers a week prior to meetings to allow members time to consider the terms of sometimes detailed and lengthy papers	Consider how to minimise occurrences of papers being submitted outwith a week before meetings	Board Secretary	
3.	Ensure best use of Board resources	Increased effective conduct of Board business	Review committee structure and membership	Chair, Vice Chair & Board Secretary	
4.	Enhanced monitoring by Audit Committee of recommendations/ actions taken re risks	Timeous implementation of recommendations from audits	Enhanced monitoring of the implementation of recommendations from audits within an agreed timescale	Audit Committee	1
5.	Membership of and procedures	Compliance with	Appoint new member	Board and	

	used by the Remuneration Committee	governance requirements	Consider how best to obtain staff/student feedback relating to the Executive's remuneration	Remuneration Committee	
6.	Strengthen the Finance and General Purposes Committee	Ensure financial and institutional sustainability of the College	Endeavour to appoint new members with necessary business/financial expertise Improve focus of management on planning for longer term and increasing financial income resources/external business development	Board and F&GP Committee	1
7.	Compliance with the nationally agreed college sector Staff Governance Standard	Positive employee relations and fair and effective management of all staff	Reporting on compliance with National Staff Governance Standard - F&GP/HR Committee	F&GP/HR Committee	
8.	Evaluation of the Principal	Ensure that all relevant matters or concerns are addressed as part of the review	Devise a method of involving the Board as a whole in the process	Remuneration Committee	
9.	Process for evaluation of Board committee Chairs	Effectiveness of Board and committees	Enhance process for evaluating Committee Chairs	Chair and Board Secretary	

BOARD ENHANCEMENT PLAN (2018-19)

	Area for Development	**Impact** (The intended difference to be made)	**Actions to be taken**	**Responsibility**	**Those prioritised are marked 1**
1.	Enhance Board members' understanding of the Code of Conduct	Continued adherence to compliance with the relevant terms and provisions of the Code	Paper to go to the Board on an annual basis to remind members of the terms	Board Secretary December Board meeting (annually)	
2.	Ensure effective engagement with relevant stakeholders	Meet the needs of the region and make best use of available funding	Actively pursue engagement and consultation with stakeholders Further encourage existing stakeholders to become more actively involved	Board	
3.	Further direct involvement of Board members with students	Enhanced understanding of student issues	Board members to be given more opportunities for direct involvement with students (informally) More presentations from students on matters important to them Work with Students' Association to improve succession planning for class representatives	Curriculum & Quality Committee	
4.	Enhanced review by the Board of the College's risk appetite and risk management	Ensure a greater understanding of risk and mitigation	Further discussion at Board meetings on high risk items	Chair of Audit Committee	1

5.	Enhanced review of business continuity plans	Effective continuity plans and internal control systems in place	Consideration of continuity plans at the Audit Committee	Board Audit Committee	1
6.	Awareness of charitable responsibility	Governance compliance	Reminding Board members of nature of charitable responsibilities	Board Secretary Annually at Dec Board	
7.	Understanding implications of charitable status	Governance compliance	Consider charitable duties/implications when reviewing College policies	Board	
8.	Continue to develop a broader base for Board membership to help ensure an appropriate balance of skills and experience to enable effective discharge of duties and responsibilities	Effectiveness of the Board in all aspects of its role and enhanced Board diversity	Attract members from those sections of the community currently underrepresented on the Board (link in with earlier development plan) Approach local groups Set up short-life working group of the Board to explore how to increase Board diversity Procure Board members with financial/accounting experience	Nominations Committee/ Board Secretary	1
9.	Board training	Effectiveness of members	Consider the provision of voluntary training around confidence building and board skills possibly with an external facilitator or appropriate member of staff	Chair and Board Secretary	

10.	Partnership working	Coherent provision of high quality fundable further and higher education in the Scottish Borders	Encourage proactive involvement from new and existing partners	Chair and Board	