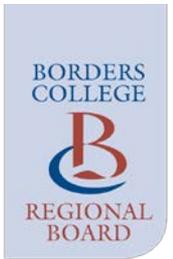


REGIONAL BOARD

Actions from the
Meeting of the Regional Board held on
Thursday 25 October 2018 in the Board Room, Scottish Borders Campus



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, C Nairn session 2018-19
25/18	Reissue and revise the abbreviation sheet in order to help new members with regard to terminology	J Ayling
54/18	Links to the Enterprise and Skills Strategic Board Strategic Plan would be circulated	T Jakimciw
58/18	Update Register of Interests	S McColm
60/18	Add a fourth Statutory Obligation to the Safeguarding Policy	H Anderson
61/18	Remove agreed item from the Standing Orders	J Ayling
63/18	Make amendments to BCSA Constitution	D Jardine
	Seek clarification from HR: in the event of the BCSA President, an employee of the College being voted out of office by the student body, would this result in a loss of employment.	A Cox
67/18	Make amendments to BCSA Strategic Plan	D Jardine
76/18	Investigate comparators with other colleges re mental health stats	H Anderson

REGIONAL BOARD

Minutes of the meeting of the Regional Board held on Thursday 25 October 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 David Peace Jane Gaddie Virginia Grant Bryan McGrath Nicola McIlwraith David Johnson Jen MacKenzie (Staff member) Douglas Jardine (Student President) David Elder (Student member)</p>
In Attendance:	<p>Heather Anderson (Vice Principal, Curriculum and Student Services) James Ayling (Board Secretary) Sheila McColm (Secretary) Kevin Drum (Health & Safety Manager) – item 64/18 only Deirdre McKendry (Director of Business Development) – item 53/18 only</p> <p>It was decided to proceed directly to agenda item 64/18.</p>
64/18	<p>HEALTH & SAFETY (standing item)</p> <p><u>Annual Health & Safety Report</u></p> <p>The Health & Safety Manager presented the summary of the main Health & Safety issues from August 2017 – July 2018, and planned activity for the coming year. He provided the following update:</p> <ul style="list-style-type: none"> • A further four members of staff have completed MIDAS (Minibus Driver Awareness Scheme) training. • A total of sixteen Facilities and IT staff have now completed Manual Handling Refresher training. • He was working to put the new Curriculum Learning Managers through all the required Health & Safety processes. <p>Board members queried the accident incurred by a member of the public in the car park during icy weather. The Health & Safety Manager advised that the car park was treated by the Facilities team first thing in the morning and periodically throughout the day. An element of non-reporting near misses was a factor in this instance.</p> <p>The Chair thanked the Health & Safety Manager and he left the meeting at this point.</p>

53/18	<p>PRESENTATION – BUSINESS DEVELOPMENT UNIT</p> <p>The Board received a presentation from the Director of Business Development which provided an overview of the strategic priorities, successes and challenges of the Business Development Unit.</p> <p>Following questions from members the Chair thanked the Director of Business Development and she left the meeting.</p>
54/18	<p>CHAIR’S OPENING REMARKS</p> <ul style="list-style-type: none"> • The Chair reported that he had attended a meeting with the new Minister for Further Education, Higher Education and Science in September 2018. He was particularly interested in the impact of colleges on the economy. • The Bill regarding the establishment of the South of Scotland Economic Agency had been published, with a timetable for introduction in 2020. The SOSEA Board would consist of 6 – 11 members, with a Chair appointed by the Scottish Government. The main aims of the Agency were: <ul style="list-style-type: none"> • to drive the economy forward with growth that creates opportunities for all, where the benefits of increased prosperity are shared; • to sustain and grow communities so that people thrive in the places where they live and work; • to capitalise on people and resources of the South, developing the skills and making the most of assets to address exclusion and assist growth <p>The Agency would employ between 125 – 175 staff and an annual budget of around £40m had been indicated.</p> • Links to the Enterprise and Skills Strategic Board Strategic Plan would be circulated. <p style="text-align: right;">ACTION: TJ</p> <p>The 4 key themes were:</p> <ul style="list-style-type: none"> • Business models and workplace innovation • Skills for the future • Business creation and growth • Exports <p>The focus was on the impact of demographic trends; less on young people and more on the workforce/aging population. A new curriculum strategy would be required for the College around this agenda.</p> <ul style="list-style-type: none"> • Meetings had been held with the Government regarding the sector budget submission. A subsequent re-evaluation by the Treasury of the Teachers’ Pension Scheme had identified a shortfall and there was an expectation that employer contributions would increase. • The situation between colleges and CITB remained unresolved and a collective decision had been taken not to sign CITB contracts until resolved. • The joint Board meeting with Dumfries and Galloway College on 6 November would focus on the introduction of the South of Scotland Economic Agency, the creation of South of Scotland as a region and the funding allocation. <p>Professor Russell Griggs, Chair of SOSEP and Michael Cross of the Scottish</p>

	<p>Government would provide their views on the implication of this development. A confidential paper would be circulated prior to the meeting. The Chairs and Principals would meet after this meeting to identify further action that may be taken.</p>
55/18	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received from Ian Ireland, Steven Ker, Sara Shinton and Liz Parkes (who had attempted to join the meeting via teleconference but a connection could not be made).</p>
56/18	<p>MINUTES OF REGIONAL BOARD MEETING HELD ON 14 JUNE 2018 (Paper A)</p> <p>The minutes of the meeting held on 14 June 2018, including the confidential section were agreed as a true and accurate record.</p>
57/18	<p>MATTERS ARISING</p> <p>24/18 The action to provide data on the next cohort of students using the same criteria as the mental health presentation should be shared between BCSA and C Nairn.</p> <p>25/18 The action to revise the abbreviation sheet was ongoing.</p> <p>38/18 The NUS position with regard to PREVENT remained unchanged. BCSA considered training to be appropriate for staff but not for students.</p> <p>All remaining actions were complete.</p>
58/18	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>An amendment to the Student President's Register of Interest was noted. Two other Board members had forwarded updates to the Board Secretary. The Register would be amended accordingly.</p> <p style="text-align: right;">ACTION: SMc</p>
59/18	<p>EVALUATIVE REPORT 2017-18 AND ENHANCEMENT PLAN 2018-19 (Paper B)</p> <p>The Principal presented this item on behalf of the Director of Business Improvement and Performance.</p> <p>Draft versions of the document had been considered at the pre-endorsement meeting with Education Scotland and SFC on 8 October. Several amendments had been made in line with guidance provided at the meeting. Education Scotland and SFC had concurred with the indicative grades awarded.</p> <p>The updated document had been considered and agreed for recommendation to the Board by the Curriculum and Quality Committee on 18 October.</p> <p>Supplementary information on grading was included with the paper. There was discussion around the grades awarded; <i>Outcomes and impact</i> and <i>Leadership and quality culture</i> were both graded as Very Good while <i>Delivery of learning and services to support learning</i> was graded as Good.</p>

	<p>Concern was noted with regard to the low number of students that had completed the annual learners survey. The VP Curriculum and Student Services advised that a different approach was being used this year, enlisting the help of Achievement Coaches. Other forms of evidence were also used, e.g. the class representative system and the experience of the vast number of students was above the national benchmark.</p> <p>The Principal advised that, while the ambition of the College was to move from Very Good to Excellent in <i>Outcomes and impact</i>, the challenge was around landscape and funding. The grade for <i>Learning and teaching</i> would need to be raised in order to raise <i>Outcomes and impact</i>, and this could take several years. The Board endorsed the Evaluative Report 2017-18 and Enhancement Plan 2018-19 for final submission to Education Scotland and SFC.</p>
60/18	<p>SAFEGUARDING CHILDREN AND ADULTS AT RISK OF HARM POLICY (Paper C)</p> <p>The VP Curriculum and Student Services presented the Safeguarding Children and Adults at Risk of Harm Policy, which had been updated to include recommendations from OSCR and to take account of staff changes. There had been a change to the language in the Policy to include adults.</p> <p>It was agreed that a fourth Statutory Obligation should be added:</p> <p>4. The College will report any significant instance involving a vulnerable adult or child to OSCR under Notifiable Events.</p> <p style="text-align: right;">ACTION: HA</p> <p>The updated Policy was approved further to the above amendment.</p>
61/18	<p>REVIEW OF CORPORATE GOVERNANCE GUIDE (Paper D)</p> <p>The Board Secretary presented a paper to obtain the views of the Board on two items in the Standing Orders within the Corporate Governance Guide, which was currently being revised.</p> <p>Following discussion, Board members agreed to the proposal to retain the requirement that 50% of the quorum must be non-executive members.</p> <p>The Board also agreed to the proposed change to the Scheme of Delegation, i.e. to remove the following item:</p> <p><i>The Board should be required to approve retrospectively a decision that has already been delegated to the Chair.</i></p> <p>This item would be removed from the Standing Orders and a requirement that the Chair report their action to the next Board included</p> <p style="text-align: right;">ACTION: JA</p>
62/18	<p>DONATION TO BORDERS FURTHER EDUCATION TRUST</p> <p>The Chair of the Finance and General Purposes Committee updated the Board on the proposal considered at the F&GP meeting earlier that day.</p> <p>She explained that the College had previously made contributions to the Borders Further Education Trust (BFET) in order that the Trust could fund strategic projects. This year the draft accounts indicated a payment of £50k to BFET.</p>

	<p>After careful consideration, the Finance and General Purposes Committee had recommended a contribution of up to £150k subject to 2018 -19 financial performance. The SFC had asked for reassurance that the Board consider and agree this proposal.</p> <p>The Board agreed to accept the proposal should it arise.</p>
<p>63/18</p>	<p>BORDERS COLLEGE STUDENTS ASSOCIATION UPDATE</p> <p><u>Student Partnership Agreement 2018-19 (Paper E)</u> The Borders College Student Partnership Agreement 2018-19 was presented for approval.</p> <p>The College and Students' Association have agreed to work together on the following three areas throughout the year:</p> <ul style="list-style-type: none"> • Student Representation • Mental Health • Student Community <p>The President advised that, to address the issue of parity of esteem across the campuses, the Students' Association would be based at the Newtown St Boswells campus one day each week. A new Buzz the BCSA text service had also been introduced.</p> <p>The Partnership Agreement was approved for sign off.</p> <p><u>BCSA Constitution (Paper F)</u> The Student President presented the BCSA Constitution, which had been updated following consultation with the student body and summarised the main changes.</p> <p>Several amendments were suggested by Board members:</p> <p>1.8 – typo 5.2 – reference to 5.5 to be changed to 5.3 9.1.3 - ... to best support <i>the President's manifesto.....</i> Appendix 1, 9.2 – A meeting of the <i>Executive Team.....</i></p> <p style="text-align: right;">ACTION: DJ</p> <p>Clarification was sought whether in the event of the BCSA President, an employee of the College being voted out of office by the student body, this would result in a loss of employment. There was no mention of this scenario in the Constitution and clarification was required with HR.</p> <p style="text-align: right;">ACTION: AC</p> <p>Further to clarification and to the above changes being made the Board approved the amended Constitution.</p>
<p>65/18</p>	<p>STRATEGIC RISK REGISTER (Paper H)</p> <p>The Principal presented the Strategic Risk Register and clarified that the date on the Executive Summary, first bullet point should read 2016/17.</p>
	<p>She advised that the risks above target were summarised within the Principal's Report and asked for feedback from Board members on this format.</p>

66/18	<p>PRINCIPAL'S REPORT (Paper I)</p> <p>The VP Curriculum and Student Services provided an update on recruitment figures from those within the report.</p> <p>Current figures indicated a current shortfall of 50 students against the full-time target, equating to around 850 in credits. Additional delivery was planned to address this shortfall. The early withdrawal point would be measured on 2 November and if withdrawals were less than predicted, the projected shortfall would be under 850 credits.</p> <p>She also reported that the Business Development Unit had been awarded the SVQ contract from Edinburgh City Council.</p> <p>The Principal reported that feedback from the Leadership Development launch for middle managers the previous day had been very positive. The Talent Development programme was being launched on 30 October.</p> <p>The improved outcomes in 2017-18 student success were noted and the Chair congratulated staff on behalf of the Board.</p>
67/18	<p>BCSA STRATEGIC PLAN (Paper J)</p> <p>The Student President presented the new BCSA Strategic Plan 2018 – 20, which had been developed through a process of consultation with the student body. A two-year strategy had been produced to align with future College strategy dates.</p> <p>The Vision of <i>an empowered and engaged student community, learning and growing together at Borders College</i> was the ultimate goal of the Students' Association.</p> <p>The following amendment would be made at the suggestion of Board members:</p> <p>Key Performance Indicators; Have Fun; 1st bullet point:</p> <p>Number of students <i>actively engaging with</i> the Students' Association</p> <p style="text-align: right;">ACTION: DJ</p>
68/18	<p>ANNUAL COMPLAINTS HANDLING REPORT (Paper K)</p> <p>The Principal presented the Annual Complaints Handling Report for 2017-18 and advised that the document had been discussed at the Curriculum and Quality Committee the previous week.</p> <p>Board members commented on the extremely thorough approach to complaints handling and the fairness in structure. The tracking document was also welcomed.</p>
69/18	<p>BOARD SELF-EVALUATION AND DEVELOPMENT PLAN (Paper L)</p> <p>The Board Secretary presented the Board Enhancement and Board Operational Plans, which had been agreed as a single document by the Board at its meeting in June. Progress reports would be provided to the Board at regular intervals.</p>

70/18	<p>BOARD CHAIR ANNUAL EVALUATION AND DEVELOPMENT PLAN (Paper M)</p> <p>The Chair left the room during discussion of this item.</p> <p>The Senior Independent Member presented a paper which provided detail of the process undertaken in the evaluation of the Chair, the results of which were very positive. A copy of the Board Chair Annual Development Plan was also attached for information.</p>
71/18	<p>REPORTS FROM COMMITTEE CHAIRS (INCLUDING ANNUAL REPORTS)</p> <p><u>Finance and General Purposes Committee</u> The Chair of the Finance & General Purposes Committee provided a verbal update of highlights from the meeting which had taken place directly before the Board meeting:</p> <ul style="list-style-type: none"> • The draft Financial Statements had been presented. Initial feedback from the auditors was positive. Adjustments were yet to be made and the next draft would be circulated prior to the joint Finance and Audit Committee. • An update on the Estates Strategy implementation had been received. Discussions were ongoing with H&H Developments regarding the Newtown St Boswells site. • The two-month Business Review had shown a healthy surplus. • SFC requirements around the College's donation to BFET had been discussed at length. <p><u>Audit Committee (Paper N)</u> The draft minutes of the meeting held on 13 September were received. The Committee had reviewed progress on outstanding actions from general audits. More progress was now evident, specifically with regard to IT systems.</p> <p><u>Curriculum and Quality Committee</u> The content of the meeting held on 18 October had been previously discussed.</p> <p><u>Nominations Committee (Paper O)</u> The draft minutes of the meeting held on 30 August were received. The Chair advised that the closing date for Board applications was 30 October. He thanked the Board Secretary for the work he had undertaken, especially in contacting under-represented groups.</p> <p><u>Chair's Committee (Paper P)</u> The draft minutes of the meeting held on 30 August were presented. The Chair advised that the FFR had been submitted with no concerns expressed by the Scottish Funding Council.</p>
72/18	<p>EQUALITY AND DIVERSITY (standing item)</p> <p>There were no items for discussion.</p>
73/18	<p>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</p> <p>The College was proceeding with SHARC Phase 2 and was already significantly ahead of target in CO2 reductions.</p>
74/18	<p>AGENDA ITEMS FOR NEXT MEETING</p> <ul style="list-style-type: none"> • General update on BCSA and its progress (D Jardine/D Elder)

75/18	<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"> • Draft committee minutes • Principal's Report • Complaints data • Evaluative Report and Enhancement Plan
76/18	<p>ANY OTHER BUSINESS</p> <p>The Chair reported that the curriculum staff representative had resigned from the Board. The Board Secretary was taking forward the recruitment for a replacement.</p> <p><u>Update to Student Mental Health presentation</u> The Student member advised that at the time of the previous meeting, 36 students (10%) had withdrawn for mental health reasons. By the end of the academic year this had increased to 43 students (14%), which was a 4% increase on the previous year.</p> <p>Over the summer, BCSA had worked with Quarriers on the mental health agenda and students between the ages of 16 – 18 could now self-refer in their own towns outwith the College.</p> <p>The Chair considered this to be a national issue and enquired as to comparators with other colleges. The VP Curriculum and Student Services agreed to investigate.</p> <p style="text-align: right;">ACTION: HA</p> <p><u>Board Away Day – 29 November</u> It was noted that the Student members were unable to attend until 11.30. The meeting would be structured so that important issues were not missed.</p> <p><u>Board meeting – 25 April 2019</u> The All Chairs and Principals Stakeholder Event was coinciding with the Board meeting on 25 April 2019 but it was agreed not to move the meeting at this time.</p>
77/18	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Board of Management would take place on Thursday 6 December 2018 at 5.30pm in the Board Room, Scottish Borders Campus, Galashiels.</p>

Signed:.....
Chair

Signed:.....
Board Secretary