

REGIONAL BOARD REPORT

Subject: Board Operational and Enhancement Plans 2018-19 Progress Report	Purpose: For Approval <input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Information <input type="checkbox"/>
Prepared by: James Ayling	Date: 27/02/19
Purpose: To update the Board on progress with the Board Operational and Enhancement Plans	
Linked to Strategic Goal 5: Build Sustainability.	
Executive Summary: Attached are copies of the respective Board Operational and Enhancement Plans 2018-19 showing progress to date (in red) against actions.	
Recommendation: The Board review the current position.	
Previous Committee Approvals: N/A	
For publication <input checked="" type="checkbox"/>	For publication with redactions <input type="checkbox"/>
Not for publication <input type="checkbox"/>	

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 Current Update
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 Principal reports this at every Board meeting in her Principal's Report. Executive considering potential enhanced reporting system using Advantage Management software. GDPR implications being reviewed.
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	Ongoing.
3.	Ensure best use of Board resources	Increased effective conduct of Board business	Review committee structure and membership	Chair, Vice Chair & Board Secretary	Ongoing. Arrangements being put in place for F&GP Committee to assume HR Committee responsibilities. Continuing to endeavour to allocate suitably qualified members (including members recently appointed) to relevant committees.

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 Paper submitted to February 2019 Audit Committee setting out a new BRAG (Blue, Red, Amber, Green) rating system to monitor follow up of internal and external audit recommendations.
5.	Membership of and procedures used by the Remuneration Committee	Compliance with governance requirements	Appoint new member Consider how best to obtain staff/student feedback relating to the Executive's remuneration	Board and Remuneration Committee	Liz Parkes appointed as new member December 2018 Discussed by Remuneration Committee in November 2018 and agreed that current position be retained, whereby the Chair discussed with staff and student members of the Board and reported back to the Committee on any issues
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 Proposal to be put to 7 March 2019 Board on new member. To be discussed at F&GP Committee on 28 February 2019.
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	Proposed to be incorporated in Terms of Reference of F&GP Committee.
8.	Evaluation of the Principal	Ensure that all relevant matters	Devise a method of involving the Board as a	Remuneration Committee	This was discussed at November 2018 Remuneration Committee. Agreed that

		or concerns are addressed as part of the review	whole in the process		going forward the Chair would ask Board members for any comments/concerns re the Principal's performance before the Chair carried out an evaluation of the Principal's performance.
9.	Process for evaluation of Board committee Chairs	Effectiveness of Board and committees	Enhance process for evaluating Committee Chairs	Chair and Board Secretary	To be discussed.

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 Current Update
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)	A paper was submitted to December 2018 Board meeting reminding members of the terms and provisions of the Code.
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	Allocation of Learning for Leading member to Students' Association. Joint presentation with Head of Student Services and BCSEA VP Education on mental health. Winners of student competitions, e.g. Hairdressing will be invited to give presentations to CQC.
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 Paper on changes to the Strategic risk Register/risk appetite monitoring and proposed annual review by the Board

					agreed at the Audit Committee in February 2019. Ongoing.
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 Paper agreed at February 2019 Audit Committee on proposed reporting approach on Business Continuity Plan. Audit Committee to be updated annually.
6.	Awareness of charitable responsibility	Governance compliance	Reminding Board members of nature of charitable responsibilities	Board Secretary Annually at Dec Board	Paper submitted to December 2018 Board meeting updating members on their responsibilities as trustees of a charitable organisation.
7.	Understanding implications of charitable status	Governance compliance	Consider charitable duties/implications when reviewing College policies	Board	Ongoing.
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 An enhanced advertising campaign was put in place for the Autumn 2018 recruitment exercise to try to reach more diverse groups. Local groups were approached. An accountant has been recruited as a new Board member.
9.	Board training	Effectiveness of members	Consider the provision of voluntary training around confidence building and board skills possibly	Chair and Board Secretary	To be considered.

			with an external facilitator or appropriate member of staff		
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	Various initiatives being pursued with SOSEP and other institutions.