

## BORDERS COLLEGE REGIONAL BOARD

Actions from the  
Meeting of the Regional Board held at 5.30pm on  
Thursday 7 March 2019 in the Board Room, Scottish Borders Campus

Item	Action	Responsibility and Date
02/19	Reschedule 25 April Board meeting	S McColm
05/19	The updated Corporate Governance Guide would be circulated to new Board members	J Ayling
06/19	The omission of D Jardine's remunerated position with the College on the Register of Interests would be brought to his attention	J Ayling
09/19	Test the Business Continuity Plan using some of the scenarios from the BREXIT risk assessment	H Robertson
11/19	An update to point 3 in the Enhancement Plan was suggested by the student rep (for BCSA to produce an update for each Board meeting). To be considered.	J Ayling



	<p>Support for the new South of Scotland Enterprise Agency had been positive with few issues raised at the Stage 1 Committee consideration. An indicative budget of over £40m had been announced for the new agency which is expected to commence operation on 1 April 2020.</p> <p>A new Regional Skills Investment Plan would be considered by the SOSEP Board on 14 March.</p> <p>The Chair advised that the next scheduled Board meeting on 25 April coincided with the CDN Board Induction event for new Board members. The Board meeting would therefore be rescheduled.</p> <p style="text-align: right;"><b>ACTION: SMc</b></p>
<b>03/19</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Jen MacKenzie and Douglas Jardine.</p>
<b>04/19</b>	<p><b>MINUTES OF REGIONAL BOARD MEETING HELD ON 6 DECEMBER 2018 (Paper A)</b></p> <p>The minutes of the meeting held on 6 December 2018 were agreed as a true and accurate record subject to the Board Secretary noting that Steven Ker's resignation was in fact effective from the end of the Audit Committee meeting on 7 February 2019.</p>
<b>05/19</b>	<p><b>MATTERS ARISING</b></p> <p>86/18 The Principal reported that the brief feedback received from SFC on the Outcome Agreement had been overwhelmingly positive with no significant amendments. A meeting would be arranged to finalise the document once the Outcome Agreement Manager returned from leave.</p> <p>Indicative funding allocations had been announced for 2019-20. There was no increase in core allocations but additional funding had been allocated for national bargaining harmonisation costs.</p> <p>87/18 The updated Corporate Governance Guide would be circulated to new Board members.</p> <p style="text-align: right;"><b>ACTION: JA</b></p> <p>All remaining actions were complete.</p>
<b>06/19</b>	<p><b>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE (Paper B)</b></p> <p>For the benefit of new Board members the Secretary had requested that members be asked on at least an annual basis to review and sign their register of interest forms as an accurate record. This was in addition to the ongoing requirement to consider this as a standing agenda item at all meetings. A current register of interest form had accordingly been completed by all members (except P Scrimger) and were contained in the board pack. The Secretary asked members to note these forms and the information, updated where applicable, contained therein as if declared at the meeting and members did so.</p> <p>It was noted that an earlier register of interest form for V Grant had been erroneously used and the Secretary therefore advised that the correct updated form for V Grant noted that VMG Management Consultants provided</p>

	<p>management consultancy to both the <b>public and private sector organisations</b> and that the Frances Sprot trust of which Dr Grant is a trustee provides financial assistance to a <b>number</b> of Borders College students (previously a <b>small number</b>).</p> <p>P Scrimger declared his interest as being employed as a Finance Business Partner by Jardine Lloyd Thomson and he was a SFA Accredited coach with Peebles Football club.</p> <p>The following additional declarations were noted:</p> <ul style="list-style-type: none"> <li>• The Principal declared a conflict of interest in terms of being a Trustee of Borders Further Education Trust (BFET).</li> <li>• The Principal declared a further conflict of interest relating to Paper I.</li> <li>• V Grant declared that she had recently become Director of Ale Water Valley Limited and would update her profile accordingly.</li> <li>• D Black declared a conflict of interest relating to Paper I.</li> </ul> <p>The Chair advised that members would not be excluded during discussion of these items but would be excluded from any vote.</p> <p>J Gaddie advised on a supply lecturer's post which she was currently undertaking for the College over an eight week period. The Board Secretary had discussed this with the Chair and given the short timescale of the post, it was not considered that this would have a significant impact. She would however require to declare an interest should staffing matters be raised and should a Remuneration Committee meeting be required (of which she is Chair) and matters such as the Principal's or other staff members salaries are raised, she has offered to step-down if at the time she was still employed as a temporary lecturer. These interests had been recorded within the register.</p> <p>The Secretary noted that Douglas Jardine, who was absent from the meeting, required to extend his register of interest form to indicate his remunerated position as Student President with the College and this would be brought to his attention.</p> <p style="text-align: right;"><b>ACTION :JA</b></p> <p>Finally it was agreed that members be given a final copy of their register of interest for checking prior to being out online.</p>
07/19	<p><b>COMMITTEE MEMBERSHIP AND CHAIRMANSHIP (Paper C)</b></p> <p>The Chair presented this item and asked members to consider a number of appointments for approval.</p> <p><u>Curriculum and Quality Committee</u></p> <ul style="list-style-type: none"> <li>• To appoint N Broderick as a member.</li> <li>• To appoint T Jakimciw as interim Chair.</li> <li>• D Black to join the Committee as staff member.</li> </ul> <p><u>Audit Committee</u></p> <ul style="list-style-type: none"> <li>• To appoint P Scrimger as a member and ultimately as Chair (given his position of qualified accountant).</li> <li>• To appoint B McGrath as interim Chair.</li> </ul> <p><u>Finance &amp; General Purposes Committee</u></p> <ul style="list-style-type: none"> <li>• To appoint J McBeath as a member.</li> </ul>

	<p>The Board approved the above appointments.</p> <p>It was noted that one further position remained on the Board, which would be left open for someone with a financial background (to join the Finance &amp; General Purposes Committee).</p> <p>The Chair proposed a change to the agenda and to proceed at this point to item 13/19.</p>
<b>13/19</b>	<p><b>UPDATE ON SFC STRATEGIC DIALOGUE (Paper I)</b></p> <p>This item was treated as confidential and a separate minute was taken.</p>
<b>08/19</b>	<p><b>STRATEGIC RISK REGISTER (Paper D)</b></p> <p>The VP Finance and Corporate Services presented the Risk Register, which had previously been discussed at all three Board committees, with some changes factored in.</p> <p>Further discussion was required around risk appetite and the recommendation was for the Board to consider this in depth when discussing the Financial Forecast Return (FFR) in May.</p> <p>The tension between risk appetite versus strategic goals was highlighted, as were two new risks relating to SOSEP and the Textiles Centre of Excellence.</p> <p>The Board approved the proposed approach to risk appetite monitoring and the addition of the aforementioned new risks.</p>
<b>09/19</b>	<p><b>BREXIT RISK ASSESSMENT (Paper E)</b></p> <p>The VP Finance and Corporate Services presented the BREXIT Risk Assessment for discussion.</p> <p>The Risk Assessment had been compiled in order to gain a better understanding of potential factors which could affect the College and their possible impact. A total of 23 potential impacts had been identified.</p> <p>EU funding was secured until 2021; however there could be risks around third party funding. The potential impacts on the local economy, on directly affected staff and students and on the supply of goods and services and connected costs were all identified as risks. There were also potential issues around information sharing agreements between the College and EU parties.</p> <p>Working groups were being set up in order to take proactive action where possible. A meeting with the SFC BREXIT team was scheduled for 25 March.</p> <p>There was discussion around the capacity to invoke the Business Continuity Plan and it was agreed this should be tested using some of the scenarios from the risk assessment.</p> <p style="text-align: right;"><b>ACTION: HR</b></p>
<b>10/19</b>	<p><b>PRINCIPAL'S REPORT (Paper F)</b></p> <p>The Principal presented her report and provided the following update:</p>

	<p><u>City Region Deal</u> Both digital and construction skills projects had been signed off the previous week. This was worth around £1.2m (over 5 years) to Borders College.</p> <p><u>Credits</u> The College had accepted 300 additional credits at a reduced rate of £154/credit and had submitted an additional bid to SOSEP to increase the rate back up to £250/credit in order to deliver these.</p> <p><u>Innovations and Ideas Fund</u> A total of seven applications had been received.</p> <p><u>National Bargaining</u> The third strike day had taken place the previous day. There had been more staff in College than on the previous strike days and only one class had been cancelled.</p> <p>EIS was now balloting to withhold assessment results from management systems. The Principal had written to all staff to update them on events and to remind lecturing staff that such action would result in a breach of contract. The student rep advised that the Students' Association had compiled an email to inform all students of the proposed action, of which AP's and CLM's had a copy.</p> <p><u>Student Success</u> The improvement in student success rates against the sector was commended, with the Board congratulating all staff on this achievement.</p>
11/19	<p><b>BOARD OPERATIONAL AND ENHANCEMENT PLANS 2018-19 (Paper G)</b></p> <p>The Board Secretary presented progress updates to the Board Operational and Enhancement Plans 2018-19. The plans would be fully completed for the Board meeting on 20 June.</p> <p>An update to point 3 in the Enhancement Plan was suggested by the student rep (for BCSA to produce an update for each Board meeting).</p> <p style="text-align: right;"><b>ACTION: JA</b></p>
12/19	<p><b>BOARD COMMITTEE MEETING SCHEDULE 2019-20 (Paper H)</b></p> <p>The proposed Board Committee Schedule 2019-20 was presented. Any concerns with the proposed dates should be directed to the Board Secretary.</p>
14/19	<p><b>APPROVAL OF PREFERRED CONTRACTOR FOR THE HAWICK STEM HUB</b></p> <p>The VP Finance and Corporate Services thanked Board members for responding to the request for written approval of the preferred contractor for the Hawick STEM Hub.</p> <p>The contract had subsequently been awarded to Ogilvie Construction Ltd, Stirling and their first on site meeting had taken place earlier that day.</p>

15/19	<p><b>REPORTS FROM COMMITTEE CHAIRS</b></p> <p><u>Finance and General Purposes Committee</u> The Chair of the F&amp;GP Committee provided a verbal summary of the meeting held on 28 February.</p> <ul style="list-style-type: none"> <li>• The HR Committee had been absorbed into the F&amp;GP Committee. The F&amp;GP Committee had agreed to adopt core items from the HR Terms of Reference into the current F&amp;GP Terms of Reference. The proposed arrangement would be reviewed after one year.</li> <li>• The 6-monthly figures for the Business Review performance had been presented. The College was in a reasonable position with an overall budgeted surplus of £163K and a projected underspend of £44k.</li> <li>• An update on the Estates Strategy implementation had been received.</li> <li>• The draft ISLT Action Plan had been presented.</li> <li>• The Committee had agreed to recommend approval to the Board of a £150k donation to BFET by end March.</li> </ul> <p>Board members agreed to the recommendation from the F&amp;GP Committee to donate £150k to BFET.</p> <p><u>Audit Committee (Paper K)</u> Draft minutes of the meeting held on 7 February 2019 were received. The Interim Chair gave a brief summary of the meeting:</p> <ul style="list-style-type: none"> <li>• Policies had been updated and plans for implementation and communication with staff had been discussed.</li> <li>• Feedback on the fresh approach to the Risk Register and BREXIT Risk Register had been positive.</li> <li>• The improved version of action monitoring tables was welcomed.</li> </ul> <p><u>Curriculum and Quality Committee (Paper L)</u> Draft minutes of the meeting held on 21 February 2019 were received. The Chair reported that very fulsome praise had been received from the College HMI in relation to the College's self-evaluation process, which she considered to be sector leading.</p> <p>Congratulations were conveyed on behalf of the Board to the Director of Business Improvement and Enhancement for this achievement.</p>
16/19	<p><b>BCSA UPDATE AND PROGRESS REPORT (standing item – Paper M)</b></p> <p>The student member provided an overview of the paper to update the Board on key projects and events.</p> <p>He reported that four applications had been received for the Student President position and the outcome of the election should be known the following day.</p> <p>The first Student Experience Committee had been well attended. A summary would be reported to the Learning &amp; Teaching Committee and the Curriculum &amp; Quality Committee.</p> <p>The Chair congratulated the Students Association on progress made, in particular around mental health.</p>

17/19	<p><b>COLLEGE GOVERNANCE – MINISTERIAL ANNOUNCEMENT (Paper N)</b></p> <p>The Chair presented the paper to inform Board members of the Minister for FE, HE and Science’s decisions regarding the proposed amendments to the Corporate Governance of Colleges, and highlighted the main points.</p> <ul style="list-style-type: none"> <li>• The introduction of two trade union nominees to college boards in addition to the existing staff reps (which could create issues with regard to conflicts of interest). A working group had been formed to take this forward and it was unlikely to come into effect in the immediate future as the group had to consider a number of issues related to implementation.</li> <li>• The Ministerial Guidance for college boards was being amended to strengthen guidance on succession planning and favoured candidate appointments.</li> <li>• Colleges were being brought into line with other public bodies where appointing bodies had the power to suspend a Board member. It was currently not clear whether a Board would have the power to suspend a member they had appointed.</li> </ul> <p>The Chair would keep the Board updated as to developments.</p>
18/19	<p><b>HEALTH &amp; SAFETY (standing item)</b></p> <p>No items were raised.</p>
19/19	<p><b>EQUALITY AND DIVERSITY (standing item)</b></p> <p>No items were raised.</p>
20/19	<p><b>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</b></p> <p>No items were raised.</p>
21/19	<p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p>Members were reminded to inform the Board Secretary of any required agenda items.</p>
22/19	<p><b>BOARD PAPERS FOR PUBLICATION (Standing item)</b></p> <p>All papers would be published on the website with the exception of the following:</p> <ul style="list-style-type: none"> <li>• Draft minutes</li> <li>• Paper I</li> <li>• Paper E could be published with redactions</li> <li>• Paper F could be published with redactions</li> </ul>
23/19	<p><b>ANY OTHER BUSINESS</b></p> <p>The Board Secretary proposed a review of pen portraits by existing Board members and for new members to produce a pen portrait for the Board website.</p> <p>The Chair thanked Board members for their attendance at the meeting.</p>
24/19	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Board of Management would take place on Thursday 9 May 2019 at 5.30pm in the Board Room, Scottish Borders Campus, Galashiels.</p>

Signed:.....  
Chair

Signed:.....  
Board Secretary