

## BORDERS COLLEGE REGIONAL BOARD

Actions from the  
Meeting of the Regional Board held at 5.30pm on  
Thursday 9 May 2019 in the Board Room, Scottish Borders Campus

Item	Action	Responsibility and Date
23/19	A review of pen portraits would be undertaken.	J Ayling
26/19	The Government had committed £4m for mental health, which would include the implementation of 80 counsellor posts. Student members agreed to follow this up with the NUS to seek a more flexible use of the money.	D Jardine/ D Elder
29/19	The Operational and Enhancement Plans would be presented at the next meeting for consideration.	J Ayling
30/19	The Register of Interests would be updated accordingly and posted on the Regional Board section of the College website.	S McColm
31/19	Comments on the Outcome Agreement would be forwarded to the Director of Business Improvement and Performance.	A Cox
32/19	Finance & General Purposes Committee ToR to come to next Board when agreed by Committee	J Ayling
34/19	A Risk workshop would be arranged.	H Robertson
35/19	The Board would be advised when the attendee list from Dumfries & Galloway was available for joint meeting.	T Jakimciw
38/19	The Board would be advised of the deadline date for publishing the Equality Mainstreaming report.	A Cox
39/19	Results of the 2018-19 questionnaire re the Chair were being collated and would be presented at the next meeting.	V Grant
45/19	The new members' report on CDN Board training would be distributed for discussion at the next meeting. Consideration would be given to areas for improvement and the paper updated accordingly.	S Shinton – 20 June
47/19	The student members' terms of office would end before the next Board meeting and they asked if they could attend as observers. This request would be investigated.	J Ayling

## BORDERS COLLEGE REGIONAL BOARD

Minutes of the meeting of the Regional Board held on Thursday 9 May 2019  
at 5.30 pm in the Board Room, Scottish Borders Campus, Galashiels

ITEM	MINUTE
Present:	<p>Tony Jakimciw (Chair) Angela Cox (Principal) Bryan McGrath Liz Parkes Virginia Grant David Peace Jane Gaddie Sara Shinton Jess McBeath Nuala Broderick Paul Scrimger Jen MacKenzie (Support staff member) Dave Black (Academic staff member) David Elder (Student member) Douglas Jardine (Student member) Ann Letham (Student member co-opted)</p>
In Attendance:	<p>Heather Anderson (Vice Principal, Curriculum and Student Services) Hazel Robertson (Vice Principal, Finance &amp; Corporate Services) James Ayling (Board Secretary) Sheila McColm (Minutes) Lynne Gilchrist (Item 25/19 only)</p> <p>The Chair sought agreement from Board members to co-opt the President Elect of the Students' Association before the next Board and invite her to attend this meeting. This was agreed and Ann Letham was welcomed to the meeting.</p>
<b>25/19</b>	<p><b>PRESENTATION – PORTFOLIO 3 (CREATIVE INDUSTRIES, SPORT AND BUSINESS)</b></p> <p>The Board received a presentation from Lynne Gilchrist, Assistant Principal for Portfolio 3, comprising Creative Industries, Sport &amp; Outdoor Activities, Business, Events and Tourism. Detail was provided of the Portfolio's priorities, potential pathways, partnership working, challenges, opportunities and successes.</p> <p>The Chair thanked L Gilchrist for the very positive presentation and she left the meeting at that point.</p>
<b>26/19</b>	<p><b>CHAIR'S OPENING REMARKS</b></p> <p>This item was treated as confidential and a separate minute was taken.</p>
<b>27/19</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Elaine Acaster and David Johnson.</p>

28/19	<p><b>MINUTES OF REGIONAL BOARD MEETING HELD ON 7 MARCH 2019 (Paper A)</b></p> <p>The minutes of the meeting held on 7 March 2019, including the confidential section were agreed as a true and accurate record of the meeting.</p>
29/19	<p><b>MATTERS ARISING</b></p> <p>11/19 The Operational and Enhancement Plans would be presented at the next meeting for consideration.</p> <p>23/19 A review of pen portraits would be undertaken.</p> <p>All remaining actions were complete.</p> <p style="text-align: right;"><b>ACTION: JA</b></p> <p style="text-align: right;"><b>ACTION: JA</b></p>
30/19	<p><b>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</b></p> <p>There were no declarations of any conflicts of interest.</p> <p>The following two interests had been reported to the Finance &amp; General Purposes Committee by D Johnson:</p> <ul style="list-style-type: none"> <li>• Dissertation Advisor at University of Edinburgh Business School. This was effective from 22<sup>nd</sup> April until 31<sup>st</sup> October 2019 and was in addition to his current role at Napier.</li> <li>• Assistant Professor (Lecturer) in Entrepreneurship at the University of Glasgow. This was effective from 1<sup>st</sup> September 2019 and he would be moving from his full-time role at Napier to take up this position.</li> </ul> <p>A Letham registered an interest in the following areas:</p> <ul style="list-style-type: none"> <li>• Chef at the Caddy Man restaurant in Jedburgh.</li> <li>• Duty manager at the Wheatsheaf Hotel in Swinton.</li> <li>• Committee member of Royal Highland Education Trust.</li> <li>• BCSA VP Activities.</li> <li>• Shortly to be appointed as Student President (remunerated by College).</li> </ul> <p>V Grant advised of a change to her Register of Interest, from Director to Chair of Ale Water Valley Ltd.</p> <p>The Registers would be updated accordingly and posted on the Regional Board section of the College website.</p> <p style="text-align: right;"><b>ACTION: SMc</b></p>
31/19	<p><b>OUTCOME AGREEMENT 2019-20 (Paper B)</b></p> <p>The Principal presented the final draft of the College's Regional Outcome Agreement for approval.</p> <p>The Chair reminded members that the ultimate responsibility for the Outcome Agreement lay with the Board and, once signed, the College would be committed to achieving the stated ambitions.</p> <p>It was noted that indicative funding had been used pending confirmation of grant and additional credits. However, confirmation of such would not alter the text.</p>

	<p>The following suggestions were made by Board members:</p> <p>Page 8, 1<sup>st</sup> paragraph – further clarification was required around lower success rates from those travelling to College.</p> <p>Page 23, 3<sup>rd</sup> para – it was noted that engineering included a large amount of applied mathematics and also the Regional STEM Hub included schools, therefore maths and science would be involved.</p> <p>Page 30, second last para, last sentence –on the evidence it would not be necessary to undertake an external review in 2019-20 therefore amend to “<i>when required</i>”.</p> <p>Page 31, 4.3, second paragraph – to include that BCSA provided regular updates to each Board meeting.</p> <p>The above comments would be forwarded to the Director of Business Improvement and Performance.</p> <p style="text-align: right;"><b>ACTION: AC</b></p> <p>The Board approved the Outcome Agreement subject to the proposed amendments being made and that there was no significant change to funding in the indicative allocation.</p>
<p><b>32/19</b></p>	<p><b>TERMS OF REFERENCE: FINANCE &amp; GENERAL PURPOSES COMMITTEE (Paper C)</b></p> <p>The Chair reported that further changes had been made to the Terms of Reference at the Finance &amp; General Purposes Committee meeting the previous week. This item was therefore deferred to a future Board meeting.</p> <p style="text-align: right;"><b>ACTION: JA</b></p>
<p><b>33/19</b></p>	<p><b>BOARD SELF-EVALUATION (Paper D)</b></p> <p>The Board Secretary presented a process of self-evaluation for approval. He proposed to circulate the questionnaire the following week for members to return by end May.</p> <p>The process and format of the questionnaire was approved.</p>
<p><b>34/19</b></p>	<p><b>STRATEGIC RISK REGISTER (Paper E)</b></p> <p>The VP Finance and Corporate Services presented the Risk Register which had previously been considered by the Board on 7 March. No changes had been made to the Risk Register since then, although progress had been made in some areas.</p> <p>The Risk Register would require a refresh in line with the Outcome Agreement. It may also be timely to consider the format and clarify the process for adding and removing risks. It was suggested that a simpler format, similar to the Brexit Risk Register would enable more discussion.</p> <p>The Finance &amp; General Purposes Committee had requested a session to consider the Risk Register and the Financial plan. A workshop would be arranged.</p> <p style="text-align: right;"><b>ACTION: HR</b></p> <p>In the meantime, any queries or suggestions for improvement of the Risk Register should be directed to the VP Finance and Corporate Services.</p> <p>The Risk Register was agreed.</p>

35/19	<p><b>UPDATE ON STRATEGIC DIALOGUE</b></p> <p>The Chair advised that no further update was available. A meeting was arranged for 25 June; the Board would be advised when the attendee list from Dumfries &amp; Galloway was available.</p> <p style="text-align: right;"><b>ACTION: TJ</b></p>
36/19	<p><b>PRESENTATION – SOSEP UPDATE</b></p> <p>The Principal gave a presentation on the South of Scotland digital and physical skills and learning network project with Dumfries &amp; Galloway College.</p> <p>She informed Board members that a joint newsletter had previously been circulated to all stakeholders and another would be published in the near future. There had also been press publicity around the Hawick development and the spokes being installed in the various sites.</p> <p>The BDU was working with the Construction/STEM team around employer engagement for the Hawick hub. The Marketing Manager would attend their next meeting to agree a plan for promoting the facility.</p>
37/19	<p><b>PRINCIPAL’S REPORT (Paper F)</b></p> <p>The Principal provided the following updates since producing her report:</p> <ul style="list-style-type: none"> <li>• The position on student retention had improved.</li> <li>• Two Beauty Therapy students had been accepted for the World Skills finals.</li> <li>• The STEM Hub Co-ordinator for Hawick had been appointed and would take up post in June.</li> <li>• The Chair and Principal had attended the Employers’ Association Residential on 8 - 9 May. EIS had cancelled the strike on 8 May and an update was awaited with regard to the further strike action planned for 15 and 16 May. It would be necessary for the Board to look at the implications of long-term harmonisation and fair pay for support staff once the figures were known.</li> </ul> <p>A further update was treated as confidential and a separate minute was taken.</p>
38/19	<p><b>EQUALITY MAINSTREAMING REPORT</b></p> <p>The Principal reported that some of the feedback from Board members from the written approval procedure had been incorporated in the final version of the Equality Mainstreaming report and other feedback would be incorporated in future reports. The Board would be advised of the deadline date for publishing the report.</p> <p>The Board endorsed their approval of this.</p> <p style="text-align: right;"><b>ACTION: AC</b></p>
39/19	<p><b>BOARD CHAIR ANNUAL DEVELOPMENT PLAN UPDATE (Paper G)</b></p> <p>The Chair left the meeting during discussion of this agenda item.</p> <p>The Senior Independent Member presented an update on the Chair’s annual development plan for 2017-18. Three ongoing actions had been agreed and would be included in the development plan for 2019-20.</p> <p>It was noted that results of the 2018-19 questionnaire were being collated and would be presented at the next meeting.</p> <p style="text-align: right;"><b>ACTION: VG</b></p>

40/19	<p><b>REPORTS FROM COMMITTEE CHAIRS</b></p> <p><u>Finance and General Purposes Committee (Paper H)</u></p> <p>The draft minutes of the Finance &amp; General Purposes Committee meeting of 28 February 2019 were received. The Chair provided a verbal update of the meeting held on 2 May 2019:</p> <ul style="list-style-type: none"> <li>• Discussions had taken place around the financial forecast return (FFR) and financial planning.</li> <li>• An improved Business Review report had been received. There were no concerns this financial year.</li> <li>• Savings would need to be made in order to maintain the Board's intention to have a balanced budget.</li> </ul> <p>Agreement was sought strategically from the Board to seek to maintain frontline services when considering any savings to be made. The Board approved this proposal.</p> <p>The Principal advised that quality must be balanced with survival and there had been a focus on creating different avenue streams.</p> <p>The Chair reported that an additional Finance &amp; General Purposes Committee was being held to consider the Financial Forecast Return (FFR). The Board agreed to a proposal for the FFR to be circulated electronically for approval if necessary.</p>
41/19	<p><b>BCSA UPDATE AND PROGRESS REPORT (standing item – Paper I)</b></p> <p>The student member presented the report and advised that he had omitted to report on the Student Focus Group/Angela's Pizza Sessions, which had taken place three times this year. These sessions had proven invaluable to the Principal and the students involved.</p> <p>The BCSA President noted thanks to D Elder for standing in during his long term illness and the Student Association Support Officer's maternity leave.</p>
42/19	<p><b>HEALTH &amp; SAFETY (standing item)</b></p> <p>No items were raised.</p>
43/19	<p><b>EQUALITY AND DIVERSITY (standing item)</b></p> <p>No items were raised.</p>
44/19	<p><b>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</b></p> <p>No items were raised.</p>
45/19	<p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p>The new members' report on CDN Board training would be distributed for discussion at the next meeting. Consideration would be given to areas for improvement and the paper updated accordingly.</p> <p style="text-align: right;"><b>ACTION:SS</b></p>

	<p>An update on mental health figures was requested. It was agreed to wait until session 2019-20 when the data would be complete.</p> <p>Any further suggestions for agenda items should be forwarded to the Board Secretary.</p>
<b>46/19</b>	<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 F could be published with redactions</li> </ul>
<b>47/19</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>The student members' terms would end before the next Board meeting and they asked if they could attend as observers. This request would be investigated.</p> <p style="text-align: right;"><b>ACTION: JA</b></p> <p>In the event that they were unable to attend the next meeting, the Chair thanked both D Jardine and D Elder for their input over the past year.</p> <p>The Chair thanked Board members for their attendance at the meeting.</p>
<b>48/19</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Board of Management would take place on Thursday 20 June 2019 at 5.30pm in the Board Room, Scottish Borders Campus, Galashiels.</p>

Signed:.....  
Chair

Signed:.....  
Board Secretary