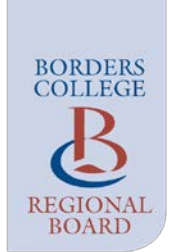


BORDERS COLLEGE REGIONAL BOARD

Actions from the
Meeting of the Regional Board held at 5.30pm on
Thursday 20 June 2019 in the Board Room, Scottish Borders Campus

Item	Action	Responsibility and Date
50/19	The Board would receive a SOSEP presentation from B McGrath next academic session	B McGrath
	The paper drafted for the joint Board meeting would be shared with the Board	T Jakimciw
54/19	Amend Registers of Interest	S McColm
55/19	Fixed versus variable expenditure was queried and would be made clearer in future reports	H Robertson
	Separate Baxter Storey element out of catering budgets going forward	H Robertson
	Arrange FFR approval process	H Robertson/ J Ayling
56/19	A proposal to set up a working group to look at ways of increasing Board diversity was agreed. A list of questions would be circulated.	J Ayling
58/19	A link to the Robertson Trust update would be circulated for information	J MacKenzie
60/19	The Publication Scheme was now due for renewal and would be updated over the summer	H Robertson/ S McColm
61/19	Risk relating to CITB would be added to the Risk Register	H Robertson
62/19	Board would be notified when a decision was made and the offer of Fellowship accepted	A Cox
63/19	Analyse results of Board self-evaluation and prepare a paper for the next meeting	J Ayling
64/19	Details of committee membership would be circulated	S McColm
66/19	KPI update would be circulated once the registers closed end July	H Anderson
67/19	Include any data in annual priorities update where relevant	A Cox
	MBTAG to be added to the current list of acronyms	H Anderson
68/19	Consider how best the role of chair could be interpreted in future to equip the Board to deal with changes and to bring suggestions to the next meeting	Board
78/19	SFC was advertising for new Board members, details of which would be circulated	J Ayling

BORDERS COLLEGE REGIONAL BOARD



Minutes of the meeting of the Regional Board held on Thursday 20 June 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 Elaine Acaster Liz Parkes Virginia Grant David Peace Jane Gaddie Sara Shinton David Johnson (video conference) Jess McBeath Nuala Broderick Paul Scrimger Jen MacKenzie (Support staff member) Dave Black (Academic staff member) Ann Letham (Student member)</p>
In Attendance:	<p>Heather Anderson (Vice Principal, Curriculum and Student Services) Hazel Robertson (Vice Principal, Finance & Corporate Services) David Elder Douglas Jardine James Ayling (Board Secretary) Sheila McColm (Minutes) Jayne Gracie (Item 49/19 only)</p>
49/19	<p>PRESENTATION – PORTFOLIO 1 (Care, Access and Rural Skills)</p> <p>The Board received a presentation from Jayne Gracie, Assistant Principal for Portfolio 1, comprising Health Care and Social Care, Early Education and Supported Programmes, and Rural Skills.</p> <p>She advised that one of the strategies used to address equality and inclusion issues was to challenge students' ideas in the classroom. She also reported on the very successful Project Search programme, whereby candidates were based at the BGH with an intensive package of support to train them for employment. A further 8 interns with additional needs would undertake the programme next session. Many of the previous interns had moved on to full-time employment.</p> <p>The need for employers within the care sector to equip their workforce to care for people in their own homes was discussed.</p> <p>After questions the Chair thanked J Gracie for the presentation and she left the meeting. The Board noted the importance of protecting the resources to deliver the innovation and services to students seen in this and other presentations.</p>

50/19	<p>CHAIR'S OPENING REMARKS</p> <p>The Chair officially welcomed the new Student President to the Board.</p> <p>He updated Board members on the following matters:</p> <ul style="list-style-type: none"> • The new South of Scotland Enterprise Agency bill had been passed, with Royal assent expected by the end of summer. A Chair would be appointed by the end of the month, and individuals were currently being appointed and seconded to take the agenda forward. The Board would receive a presentation from B McGrath next academic session. <p style="text-align: right;">ACTION: BMC</p> <ul style="list-style-type: none"> • The Chair had attended a Brexit summit where arranging bi-lateral agreements between institutions had been advised. The Board may need to consider cost benefits of this type of programme. <p>A further item raised was treated as confidential at this time and a separate minute was taken.</p>
51/19	<p>APOLOGIES FOR ABSENCE</p> <p>There were no apologies for absence.</p>
52/19	<p>MINUTES OF REGIONAL BOARD MEETING HELD ON 9 MAY 2019 (Paper A)</p> <p>The minutes of the meeting held on 9 May 2019, including the confidential section were agreed as a true and accurate record of the meeting.</p>
53/19 34/19	<p>MATTERS ARISING</p> <p>A risk workshop would be arranged after the summer.</p> <p>All remaining actions were complete.</p> <p>The Principal updated the Board on the agreement with the EIS. The settlement agreed in principle was within the 3% budgeted funding envelope and is affordable now but would be challenging going forward:</p> <p>Year 1 and 2 (1st April 2017 – 31st March 2019) - All lecturing staff to receive a £400 unconsolidated payment.</p> <p>Year 3 (1st April 2019 – 31st August 2020) - All unpromoted and promoted lecturers scale points to receive a consolidated award of £1500.</p> <p>Changes to terms and conditions included all lecturers engaging in lesson observations and being on site for 35 hours per week, unless agreed with their manager.</p>
54/19	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>There were no declarations of any conflicts of interest.</p> <p>A Letham had ceased employment with the Wheatsheaf Hotel and taken up employment with the College (remunerated).</p> <p>J Gaddie had ceased employment as a temporary lecturer with the College.</p>

	<p>Both Registers of Interest would be amended accordingly.</p> <p style="text-align: right;">ACTION: SMc</p>
<p>55/19</p>	<p>BUDGET AND FFR (Paper B)</p> <p>The VP Finance and Corporate Services presented a high-level budget for 2019-20 for approval.</p> <p>The Finance and General Purposes Committee had approved the budget setting and financial planning processes for this year's cycle at its meeting in May. There had been a further delay in receiving SFC guidance on the FFR therefore a 5-year forecast was not presented. The guidance was expected the following week.</p> <p>Progress was being made with the two-year zero based budget. The Board was asked to approve the high level budget in order that the underlying detailed budgets could be provided to budget holders prior to the start of the new session. A further meeting would need to be convened to consider and approve the FFR, the timescales and constitution of which would need to be agreed.</p> <p>The following points of clarification were discussed:-</p> <ul style="list-style-type: none"> • The SOSEP revenue figure within the budget should be £223k. Commercial income budgets had been reduced to reflect the challenges in meeting targets this year. • It had been decided not to supply student accommodation this year therefore income and spend had been removed. • There would be some flexibility within the staff budget. • Money had been reallocated in order to invest £75k in ISLT developments. The biggest challenge was the ability to find resources to cover the ISLT investment. • No assumptions had been made around the financial implications of Brexit. <p>A table showing movement over the past three years was circulated. There had been flexibility in the 2018-19 budget for a £150k donation to BFET while no assumption had been made in the 2019-20 budget.</p> <p>It was noted that total income was inclusive of SOSEP funding of £223k. This would cease in April and alternative resources would need to be found going forward.</p> <p>The prudent approach in not including additional Credit target was noted. The VP Curriculum and Student Services advised that delivery against targets was positive, with the admissions target (which included conditional offers) now exceeded. Targets had been increased without an increase in costs.</p> <p>The Board acknowledged the numerous changes in the Finance department this past year and gave credit to all involved in producing this budget.</p> <p>Fixed versus variable expenditure was queried and would be made clearer in future reports.</p> <p style="text-align: right;">ACTION: HR</p>

	<p>Clarification was provided around the decision to cease student accommodation; this had been running at a loss and was not viable and there were also concerns around safeguarding.</p> <p>The differences in the catering budgets were queried and the Baxter Storey element would be separated out.</p> <p style="text-align: right;">ACTION: HR</p> <p>The Chair's suggestion for approval of the FFR to be delegated to the Chair's Committee (consisting of any Board members available) was agreed by the Board. A recommendation would then be made electronically to the full Board. The 5-year financial plan would come back to the full Board.</p> <p style="text-align: right;">ACTION: HR/JA</p> <p>The Board approved the high-level budget for 2019-20.</p>
56/19	<p>BOARD OPERATIONAL AND ENHANCEMENT PLANS (Paper C)</p> <p>The Board Secretary presented an update on progress with the Board Operational and Enhancement Plans and sought approval in the following areas:</p> <p>Enhancement Plan, point 8 - A proposal to set up a working group to look at ways of increasing Board diversity was agreed. A list of questions would be circulated.</p> <p style="text-align: right;">ACTION: JA</p> <p>Enhancement Plan, point 9 – training for Board members. The Board agreed to discuss this in the context of the later CDB Board training paper.</p> <p>Operational Plan, point 9 – a proposal to extend the Board Evaluation questionnaire to include Committee Chairs was agreed.</p>
57/19	<p>CITB DECISION (Paper D)</p> <p>The Principal presented an update on the ongoing sector dispute with CITB around the level of funding proposed for “off the job” delivery of the Construction Apprenticeship. It was clear that further progress was not forthcoming and decisions would need to be made.</p> <p>The sector considered that colleges could deliver the contracts without CITB in future but recognised the risk of doing so too quickly. Based on legal advice from Colleges Scotland, colleges had agreed to sign the 2018-19 contract.</p> <p>Two recommendations were presented for approval:</p> <ol style="list-style-type: none"> 1. In line with the vast majority of the sector to absorb additional Assessor and Verifier costs and see out the contract for 2017-18 and 2018-19 intakes to minimise reputational damage. 2. To opt for a staged transition, i.e. maintain the framework contract with CITB and transition to a College contract over the next few years. 2019-20 starts would be mixed between College and CITB. Plan for 2020-21 starts to be 100% College. <p>The Principal advised that the College's construction contract was 7% greater than some of the larger colleges and the College would be able to deliver on its own. The estimated cost of covering the additional activity required to deliver the</p>

	<p>framework was circa £200k per annum. The budget would be tighter in future years therefore a mid-contract update would need to be provided to the Board.</p> <p>The Board agreed to the two recommendations and to delegate monitoring responsibility to the Finance and General Purposes Committee.</p>
58/19	<p>CORPORATE PARENTING PLAN 2019-21 (Paper E)</p> <p>The VP Curriculum and Student Services presented the draft Corporate Parenting Plan 2019-21 for approval.</p> <p>The Curriculum and Quality Committee had agreed at its meeting on 30 May 2019 to recommend approval of the Plan to the Board with the following amendments:</p> <ol style="list-style-type: none"> 1. To include relevant sections of the Children and Young People (Scotland) Act. As the entire Act was relevant, a link had been included instead. 2. Approval and monitoring of the Plan had been amended to approval by the Board and monitoring by the CQC. <p>A link to the Robertson Trust update would be circulated for information. ACTION: JMac</p> <p>The Board approved the Corporate Parenting Plan 2019-21.</p>
59/19	<p>MENTAL HEALTH AND WELLBEING STRATEGY (Paper F)</p> <p>The Mental Health and Wellbeing Strategy had been scrutinised by the Curriculum and Quality Committee on 30 May 2019 and several amendments had been suggested. These changes would be implemented for the next CQC on 17 October before coming to the Board for approval.</p>
60/19	<p>FREEDOM OF INFORMATION REPORT (Paper G)</p> <p>The VP Finance and Corporate Services presented the Freedom of Information report for 2018-19.</p> <p>29 Freedom of Information requests had been received and all had been responded to within the statutory deadline. Exemptions had been applied on two occasions. The Publication Scheme was now due for renewal and would be updated over the summer.</p> <p>ACTION: HR/SMc</p> <p>The Board approved the report.</p>
61/19	<p>STRATEGIC RISK REGISTER (Paper H)</p> <p>The VP Finance and Corporate Services presented the Strategic Risk Register. Details of those risks updated since the previous meeting were included. She provided an update on the web filtering issue to stop users accessing certain sites. Different options had been explored and the recommendation was to implement the highest level of filtering for students and a different service for staff. She confirmed that any attempts to access such sites would be logged.</p> <p>Solutions were also being sought in relation to USB sticks. An identity management upgrade was being carried out over the summer and only</p>

	<p>encrypted USB sticks under management control would be permitted.</p> <p>Risk relating to CITB would be added to the Risk Register.</p> <p style="text-align: right;">ACTION: HR</p> <p>The Board noted the terms of the Risk Register.</p>
62/19	<p>COLLEGE FELLOW</p> <p>The Principal explained that a College Fellow was selected from the Borders area each year, either for their contribution to the region or for making a national impact or contribution. The three nominations for this year were reported.</p> <p>Two further suggestions put forward by Board members would be forwarded to the Graduation Committee and the Board would be notified when a decision was made and the offer of Fellowship accepted.</p> <p style="text-align: right;">ACTION: AC</p> <p>The Fellow would be recognised at the Graduation Ceremony, taking place this year on Friday 27 September at Springwood Park, Kelso.</p>
63/19	<p>BOARD SELF-EVALUATION 2018-19</p> <p>The Board Secretary thanked members for their responses, which would be analysed over the summer and a paper prepared for the next meeting.</p> <p style="text-align: right;">ACTION: JA</p> <p>No issues of immediate concern were evident.</p>
64/19	<p>CDN BOARD TRAINING (Paper I)</p> <p>The Board received a paper summarising the recent CDN training session for new Board members.</p> <p>Five Board members had attended the session and considered that attending as a group had been of particular value in developing relationships. The following suggestions for development were made:</p> <ul style="list-style-type: none"> • To implement a buddying system with other Board members, e.g. with members of different committees to gain knowledge of other areas. The buddy system could also be used in succession planning by targeting younger Board members and developing them in a focussed way. • The presentation from NUS and Sparqs had been very energetic and a presentation at a future Board meeting was suggested. • Reciprocal visits with other Boards could be interesting. • Information sessions on the structure and purpose of the Risk Register would be welcomed. <p>It was suggested that members put themselves forward as an informal starting point for the buddying scheme. Details of committee membership would be circulated.</p> <p style="text-align: right;">ACTION: SMc</p> <p>Any requests for visits to other Boards should be forwarded to the Board Secretary.</p> <p>It was noted that the ongoing programme of CDN events was open to Board members, as were any training sessions offered by the College.</p>

65/19	<p>NATIONAL PERFORMANCE FRAMEWORK</p> <p>The Chair presented the National Performance Framework for consideration as part of future strategy planning.</p> <p>Board members considered this Framework would allow a longer term strategic approach to be developed and it would help with scenario planning. It was very useful and clear and aligned with the Enterprise and Skills Strategy. It would also fit with the logic modelling approach being introduced by the VP Finance and Corporate Services.</p> <p>The Board agreed to adopt the National Performance Framework as an aid to strategic planning.</p>
66/19	<p>END OF YEAR PERFORMANCE</p> <p>A KPI update at 20 June 2019 was circulated.</p> <p>The VP Curriculum and Student Services provided an overview:</p> <ul style="list-style-type: none"> • The actual credit level for 2018-19 was currently only 97 short of target, which was a good position. • The FE full-time early withdrawal figures had not been fully recovered and actual total withdrawal was slightly below the previous year. HE full-time was ahead of the previous year. • The focus was now on partial success rates of students on FE full-time courses. • Additional Achievement Coach roles were being added for 2019-20, extending to part-time students. • The induction approach was being changed for 2019-20. • There would be a focus on tracking and monitoring over the summer. • KPIs would change as student work was still being submitted. • Admission and enrolment targets had been increased due to applications being more positive than expected. • Numbers withdrawing for mental health reasons had increased by four from the previous year. • The final KPI results would be available mid September but the final version would not be published until mid January. An update would be circulated once the registers closed end July. <p style="text-align: right;">ACTION: HA</p>
67/19	<p>UPDATE OF ANNUAL STRATEGIC PRIORITIES 2018-19 (Paper K)</p> <p>The Principal presented the update on progress against Strategic Priorities set for 2018-19 and the proposal for 2019-20.</p> <p>In light of moving towards a 3-year planning and enhancement plan cycle, SLT had identified a number of key priorities to include in a 3-year plan and to develop in light of the Enhancement Plan and the FFR. The Board noted the update and Board members requested the inclusion of any evidential data where relevant.</p> <p style="text-align: right;">ACTION: AC</p> <p>MBTAG (Midlothian & Borders Tourism Action Group) to be added to the current list of acronyms.</p> <p style="text-align: right;">ACTION: HA</p>

68/19	<p>BOARD CHAIR EVALUATION RESULTS</p> <p>The Chair left the room during discussion of this item.</p> <p>The Senior Independent Member reported the outcome of the Board Chair evaluation following the completion of the questionnaire issued to Board members and in terms of the development plan from the previous year. Results were extremely positive and some very helpful remarks had been included.</p> <p>It was important to highlight that the next Chair development plan would be a 10-month plan given that the Chair's tenure would cease in March 2020. Board members were asked to consider how best the role of chair could be interpreted in future to equip the Board to deal with changes and to bring suggestions to the next meeting.</p> <p style="text-align: right;">ACTION: Board</p>
69/19	<p>COMMUNITY EPOWERMENT SCOTLAND ACT (Paper M)</p> <p>The Board approved the publication of the Annual Report on the College's obligations under Parts 3 and 5 of the Community Empowerment (Scotland) Act 2015.</p>
70/19	<p>APPOINTMENT OF INTERNAL AUDITORS</p> <p>The Board Secretary formally noted the reappointment of Wylie & Bisset as internal auditors. This appointment had been approved by the Board via email.</p>
71/19	<p>REPORTS FROM COMMITTEE CHAIRS</p> <p><u>Audit Committee (Paper N)</u> Draft minutes of the meeting held on 16 May 2019 were received. The main items for discussion were the re-appointment of Wylie & Bisset as internal auditors and the outcome of the internal audit on IT systems where the overall conclusion was weak. This would be monitored by the Committee throughout the year.</p> <p><u>Finance and General Purposes Committee (Paper O)</u> The draft minutes of the meeting held on 2 May 2019 were received. A verbal update had been provided at the previous Board meeting.</p> <p><u>Curriculum and Quality Committee (Paper P)</u> Draft minutes of the meeting held on 30 May 2019 were received. The highlights were the good progress made with Lesson Observations and the overall student satisfaction rate of 90% from the annual learner survey.</p> <p>The Board noted the reports.</p>
72/19	<p>BCSA ANNUAL REPORT (Paper Q)</p> <p>The BCSA Impact Report for 2018-19 was presented.</p> <p>A brief overview of activity during the year was provided. The successful change from Faculty Councils to Student Experience Committee and increased engagement around student elections were highlighted.</p> <p>Moving forward, the focus would be on engaging hard to reach students, i.e. evening class and BDU students, and also in building more of a community,</p>

	<p>arranging more activities etc.</p> <p>The retiring student members noted thanks to Board members and to the Students' Association Support Officer for her support during the year.</p> <p>The Chair thanked the student members for the very good report.</p>
73/19	<p>HEALTH & SAFETY (standing item)</p> <p>No items were raised.</p>
74/19	<p>EQUALITY AND DIVERSITY (standing item)</p> <p>No items were raised.</p>
75/19	<p>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</p> <p>No items were raised.</p>
76/19	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>SOSEA presentation from B McGrath.</p>
77/19	<p>BOARD PAPERS FOR PUBLICATION (Standing item)</p> <p>All papers would be published on the website with the exception of the following:</p> <ul style="list-style-type: none"> • All draft minutes • Paper D • Paper K could be published with redactions
78/19	<p>ANY OTHER BUSINESS</p> <p>The Scottish Government had issued a consultation on proposed legislation on monitoring gender balance on Boards which asked colleges to report on the the gender balance of their Boards over the past two years and provide other related information. Board members agreed that the Secretary and Chair could respond on their behalf.</p> <p>The Chair advised that SFC was advertising for new Board members, details of which would be circulated.</p> <p style="text-align: right;">ACTION: JA</p> <p>The Chair thanked the retiring student members officially on behalf of the Board for their contribution over the past year.</p> <p>The staff members requested permission to appoint David Peace as Returning Officer for BCSA. This was agreed.</p> <p>The student members thanked Virginia Grant for presenting awards at the Rural Skills prize giving. The Chair reminded the Executive that Board members had indicated their willingness to attend these events and should be advised of days and times well in advance.</p> <p>The Chair thanked Board members for all their hard work this academic year.</p>

79/19	DATE OF NEXT MEETING The next meeting of the Board of Management would take place on Thursday 24 October 2019 at 5.30pm in the Board Room, Scottish Borders Campus, Galashiels.
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Signed:.....
Chair

Signed:.....
Board Secretary