

## BORDERS COLLEGE REGIONAL BOARD

Actions from the  
Meeting of the Regional Board held at 5.30pm on  
Thursday 24 October 2019 in the Board Room, Scottish Borders Campus

| Item   | Action  | Responsibility and Date  | Action Status               |
|--------|---|--------------------------|-----------------------------|
| 50/19  | The Board would receive a SOSEP presentation from B McGrath next academic session   | B McGrath                |                             |
| 55/19  | Fixed versus variable expenditure was queried and would be made clearer in future reports   | H Robertson              |                             |
| 60/19  | The Publication Scheme was now due for renewal and would be updated over the summer   | H Robertson/<br>S McColm | Ongoing                     |
| 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                    |                             |
| 80/19  | Reschedule Board Away Day<br>A doodle poll for Board in February would be circulated in the new year  | S McColm                 | Rescheduled for 10 February |
| 80/19  | Reschedule March 2020 Board meeting to February 2019  | S McColm                 | Rescheduled for 18 February |
| 84/19  | Amend Registers of Interest   | S McColm                 | Complete                    |
| 85/19  | Financial plan <ul style="list-style-type: none"> <li>• The savings as a % of turnover would be changed to a year to year basis.</li> <li>• Change of approach slide – to add size of provision in each area and include how they would adapt to digitalisation.</li> <li>• Market information would be helpful in discussions, i.e. to map against the Regional Skills Investment Plan.</li> <li>• To present the methodology to the various Board committees.</li> <li>• The plan would be circulated electronically for final approval.</li> </ul> | H Robertson              |                             |
| 87/19  | Remove numbering from Priorities and add introductory text to link together regional issues, finance and performance  | A Cox                    | Complete                    |
| 98/19  | Make report from the BCSA available to all students   | A Letham                 | Complete                    |
| 100/19 | Contact LP, DP and SS re the short term working group to explore ways of increasing Board diversity   | H Robertson              |                             |

# BORDERS COLLEGE REGIONAL BOARD



Minutes of the meeting of the Regional Board held on Thursday 24 October 2019  
at 5.30 pm in the Board Room, Scottish Borders Campus, Galashiels

| ITEM           | MINUTE   |
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| Present:       | <p>Tony Jakimciw (Chair)<br/>                     Angela Cox (Principal)<br/>                     Bryan McGrath<br/>                     Elaine Acaster<br/>                     Liz Parkes<br/>                     Virginia Grant<br/>                     David Peace<br/>                     Jane Gaddie<br/>                     David Johnson<br/>                     Jess McBeath<br/>                     Nuala Broderick<br/>                     Paul Scrimger<br/>                     Jen MacKenzie (Support staff member)<br/>                     Dave Black (Academic staff member)<br/>                     Ann Letham (Student member)<br/>                     David Elder (Student member)</p>  |
| In Attendance: | <p>Heather Anderson (Vice Principal, Curriculum and Student Services)<br/>                     Hazel Robertson (Vice Principal, Finance &amp; Corporate Services and Interim Board Secretary)<br/>                     Janet Robertson (Dir of Business Improvement &amp; Performance) –86/19 &amp; 96/19<br/>                     Sheila McColm (Minutes)</p>   |
| <b>80/19</b>   | <p><b>CHAIR'S OPENING REMARKS</b></p> <p>The Chair welcomed everyone to the meeting and reported on the following matters.</p> <ul style="list-style-type: none"> <li>• James Ayling had resigned as Board Secretary. The Board's appreciation of the work he had done was formally noted. Hazel Robertson had agreed to act as Secretary in the interim. Interviews for a new Secretary were taking place the following week.</li> <li>• David Elder had been re-elected as BCSA VP Education and was welcomed back to the Board as student member.</li> <li>• The Regional Chair position would be advertised in November. The Chair encouraged Board members to consider the position and offered to discuss with any interested members.</li> <li>• There was concern around the impact of Brexit on EU funded programmes, i.e. Graduate Apprenticeships and Foundation Apprenticeships. These could be made subject to SFC funding which might mean that School/College linked programmes could also be at risk. The Scottish Government planned to announce their budget on 12 December which was after the Board Away Day when the focus would be on the financial plan. The Chair's proposal to therefore postpone the Away Day to late January, early February was agreed.</li> </ul> |

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|              | <ul style="list-style-type: none"> <li>Following discussion it was agreed to bring forward the date of the Board meeting on 5 March to February while the Chair was still in post. A doodle poll would be circulated in the New Year when further information was available.<br/><b>ACTION: SMc</b></li> </ul> <p>The Financial Plan was a major agenda item on the agenda and the Chair proposed allocating up to one hour for this item and, as a consequence, items for information would be taken as read. This was agreed.</p>             |
| <b>81/19</b> | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from Sara Shinton.</p>   |
| <b>82/19</b> | <p><b>MINUTES OF REGIONAL BOARD MEETING HELD ON 20 JUNE 2019 (Paper A)</b></p> <p>Further to a small amendment under Any Other Business and a typo in the title of item 69/19, the minutes of the meeting held on 20 June 2019, including the confidential section were agreed as a true and accurate record of the meeting.</p>  |
| <b>83/19</b> | <p><b>MATTERS ARISING</b></p> <p>50/19 The Board would receive a SOSEP presentation from B McGrath at the next meeting.</p> <p>55/19 The action re fixed versus variable expenditure was carried forward.</p> <p>63/19 The Board Secretary had prepared a paper on the Board self-evaluation results which had been postponed to the next meeting.</p> <p>68/19 This action was carried forward to the next meeting.</p> <p>All remaining actions were complete.</p> <p>A suggestion to add a status column to the Action sheet was agreed.</p> |
| <b>84/19</b> | <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>N Broderick advised that she had accepted a part-time teaching post at the University of Glasgow.</p> <p>D Elder reported that he was now a member of the SBHA Board.</p> <p>Both Registers of Interest would be amended accordingly.</p> <p><b>ACTION: SMc</b></p> <p>It was agreed to proceed to agenda items 86/19 at this point.</p>  |
| <b>86/19</b> | <p><b>EXECUTIVE SUMMARY OF SELF-EVALUATION REPORT 2018-19 AND EVALUATIVE REPORT UPDATE (Paper C)</b></p> <p>The Director of Business Improvement and Performance presented the findings of the self-evaluation of 2018-19, explaining that this was an internal report for the College and not a requirement of the Scottish Funding Council.</p>   |

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|              | <p>The published grades of 2018-19 had been reflected upon and although a significant improvement had been made, it was not considered enough to increase the grade for the quality of provision and services from Good to Very Good.</p> <p>The report had been considered by the Curriculum &amp; Quality Committee on 17 October and the grades had been agreed.</p> <p>The Board approved the report.</p>  |
| <b>96/19</b> | <p><b>ANNUAL COMPLAINTS HANDLING REPORT 2018-19 (Paper L)</b></p> <p>The Director of Business Improvement and Performance presented the Annual Complaints Handling Report 2018-19 which had previously been considered by the Curriculum and Quality Committee.</p> <p>The Board noted the content of the report.</p> <p>The Director of Business Improvement and Performance left the meeting at this point.</p>  |
| <b>85/19</b> | <p><b>FFR AND COLLEGE FINANCIAL PLAN (Paper B)</b></p> <p>The Chair advised that Audit Scotland had criticised the lack of consistent financial planning across the sector. Colleges had received a clear instruction from SFC to show a break-even situation each year and not to report a deficit. However, not all colleges had followed this instruction.</p> <p>He explained that the FFR was to be accompanied by a financial plan, which would be presented to SFC following Board approval. The FFR had been presented to SFC on 27 September. Further work on the financial plan would be undertaken by the Board and Executive Team over the next few months. This session was to ensure the Board understood the issues involved and would be the starting point for further investigation of scenarios and planning of actions.</p> <p>The VP Finance and Corporate Services then gave a presentation on the 2019 financial plan. Slides were also circulated to Board members.</p> <p>She explained that it was necessary to consider the following three years in financial planning. A total savings of £947k was required over the next five years to meet FFR assumptions. Further savings would be required to meet potential scenarios. The next two years looked to be tight but achievable; however potential futures and possible imp acts must be identified. Variables over the final two years were unknown.</p> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> <li>• The savings as a % of turnover would be changed to a year to year basis.</li> <li>• Change of approach slide – to add size of provision in each area and include how they would adapt to digitalisation.</li> <li>• Market information would be helpful in discussions, i.e. to map against the Regional Skills Investment Plan.</li> <li>• To present the methodology to the various Board committees.</li> <li>• The plan would be circulated electronically for final approval.</li> </ul> <p style="text-align: right;"><b>ACTION: HR</b></p> |
|              | <p>The Board approved the financial forecast return for 2019-20 to 2023-24 subject to the final changes to be made.</p>  |

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| 87/19                        | <p><b>ANNUAL STRATEGIC PRIORITIES 2019/20- 2021/22 (Paper D)</b></p> <p>The Principal presented the 3-year Strategic Priorities for approval. She advised that some of the actions for years 2 and 3 had not yet been identified as they would be dependent upon the outcomes of year 1 and the new Strategic Plan.</p> <p>Following discussion it was agreed to remove the numbering from the Priorities and to add introductory text to link together regional issues, finance and performance.</p> <p style="text-align: right;"><b>ACTION: AC</b></p> <p>The Board approved the 3-year Strategic Priorities.</p> |
| 88/19                        | <p><b>MENTAL HEALTH STRATEGY (Paper E)</b></p> <p>The VP Curriculum and Student Services presented the amended Mental Health and Wellbeing Strategy for Students for approval. One typo had been missed and would be corrected before publishing on the website.</p> <p>The Board approved the Strategy.</p>   |
| 89/19                        | <p><b>BOARD COMMITTEE STRUCTURE (Paper F)</b></p> <p>The interim Board Secretary presented a paper on the current structure and membership of Board committees for approval.</p> <p>The Board approved the appointment of P Scrimger as Chair of the Audit Committee. B McGrath was thanked for his time as interim Chair.</p> <p>The Board was reminded that a Chair was required for the Curriculum and Quality Committee.</p>   |
| Additional Item for Approval | <p><b>SALE OF MELROSE ROAD SITE</b></p> <p>A paper had been circulated by the VP Finance and Corporate Services seeking approval for the sale of surplus assets.</p> <p>An offer had been received for Thorniedean House and the workshops. As of that day there were two interested parties in the rest of the site.</p> <p>The Board approved the offer for Thorniedean House subject to the criteria being satisfied. Formal notification to SFC was also approved.</p>   |
| 90/19                        | <p><b>STRATEGIC RISK REGISTER (Paper G)</b></p> <p>The VP Finance and Corporate Services presented the Risk Register which had been updated at the Board meeting on 20 June 2019.</p> <p>The Risk Register had been considered by all Board committees at their recent meetings.</p> <p>No further risks were identified by the Board at this time.</p>  |

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| 91/19 | <p><b>FORUM FOR STRATEGIC PLANNING</b></p> <p>The Senior Independent Member advised that this item referred to a proposal at a previous meeting to increase the scope for strategic discussion by adding a substantial section to each Board meeting.</p> <p>The Chair suggested that strategic discussions could replace presentations from staff at the start of each meeting.</p> <p>It was agreed that other items could be more efficiently managed to allow more time for these discussions. Going forward, items for information would be for information only, unless new information had emerged or members had questions</p>   |
| 92/19 | <p><b>JOINT BOARD MEETING (Paper H)</b></p> <p>This item was treated as confidential and a separate minute was taken.</p>  |
| 93/19 | <p><b>PRINCIPAL'S REPORT (Paper I)</b></p> <p>The Board received the Principal's Report.</p> <p>In addition to the content, the Principal reported that the College would soon be delivering employer led qualifications on behalf of Scottish horse racing. This would be an area of specialism which would broaden the College's offering around equine management.</p>  |
| 94/19 | <p><b>BOARD CHAIR ANNUAL DEVELOPMENT PLAN (Paper J)</b></p> <p>The Board received the Chair's Annual Development Plan prepared by the Senior Independent Member.</p>   |
| 95/19 | <p><b>FUTURE SKILLS ALIGNMENT (Paper K)</b></p> <p>The paper was received.</p>   |
| 97/19 | <p><b>REPORTS FROM COMMITTEE CHAIRS</b></p> <p><u>Remuneration Committee</u><br/>The Remuneration Committee Chair reported that the Committee met on 7 August to agree senior postholder salary increases. This had been awarded in line with the support staff pay increase.</p> <p><u>Chair's Committee (Paper M)</u><br/>The minutes of the meetings held on 7 August and draft minutes of the meeting on 5 September were received.</p> <p><u>Audit Committee (Paper N)</u><br/>Draft minutes of the meeting held on 26 September were received.</p> <p><u>Finance and General Purposes Committee</u><br/>The Chair of the Finance and General Purposes Committee Chair reported that the Committee had met on 3 October. The Financial Regulations had been discussed and would come to the Board in December for approval. The draft report and financial statements had also been considered.</p> |

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|               | <p><u>Curriculum and Quality Committee</u><br/>The Committee had met on 17 October. A considerable number of the items discussed at the meeting were on the Board agenda.</p>   |
| <b>98/19</b>  | <p><b>BCSA UPDATE (Paper O)</b></p> <p>The Chair commended the excellent report from the Students' Association which he considered should be made available to all students.</p> <p style="text-align: right;"><b>ACTION: AL</b></p>  |
| <b>99/19</b>  | <p><b>HEALTH AND SAFETY</b></p> <p>There were no items for discussion.</p>  |
| <b>100/19</b> | <p><b>EQUALITY AND DIVERSITY</b></p> <p>Three Board members (Liz Parkes, David Peace and Sara Shinton) had volunteered to join a short term working group to explore ways of increasing Board diversity. The interim Board Secretary would contact the volunteers to move this forward.</p> <p style="text-align: right;"><b>ACTION: HR</b></p>   |
| <b>101/19</b> | <p><b>ENVIRONMENTAL AND SUSTAINABILITY (standing item)</b></p> <p>The VP Finance and Corporate Services reported a further reduction in CO2 emissions.</p>  |
| <b>102/19</b> | <p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p>SOSEA presentation (B McGrath)<br/>Partnership landscape at a high strategic level (Principal)</p>   |
| <b>103/19</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>• All draft minutes</li> <li>• Paper B</li> <li>• Paper H</li> <li>• Paper I could be published with redactions</li> <li>• Sale of Asset paper</li> </ul>  |
| <b>104/19</b> | <p><b>ANY OTHER BUSINESS</b></p> <p>The VP Finance and Corporate Services reported that the College had received formal notification that SHARC were preparing for liquidation. On a positive note, the delivery system had been set up as a special purpose vehicle based on partnership with four members. The College was now in discussion with Flow Mech regarding the operation of the equipment. The campus heating system was currently operating via the gas boilers. No risks to the College were anticipated due to these developments other than a possible small risk in relation to carbon emissions reduction targets.</p> |

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| <b>105/19</b> | <b>DATE OF NEXT MEETING</b><br><br>The next meeting of the Board of Management would take place on Thursday 5 December 2019 at 5.30pm in the Board Room, Scottish Borders Campus, Galashiels. |
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Signed:.....  
Chair

Signed:.....  
Board Secretary