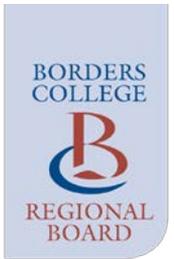


BORDERS COLLEGE REGIONAL BOARD



Actions from the
Meeting of the Regional Board held at 5.30pm on
Tuesday 18 February 2020 in the Board Room, Scottish Borders Campus

Item	Action	Responsibility and Date	Action Status
06/20	Update to Register of Interest would be provided to the Board Secretary	V Grant	Complete
08/20	Carry forward Committee Terms of Reference to next meeting	I Earp	Carried forward to June meeting
10/20	Bring piece of work around stakeholder engagement, partnership working and profile to the next Board	A Cox	Ongoing
16/20	Report back findings from student consultation on strategic planning to the Board	A Letham/ D Elder	
21/20	Board members interested in attending the Leadership and Governance summit should contact the Principal's PA	Board members	Postponed
12/20 (conf)	Maintain joint working group of the two Boards – Principal to take forward with Board Secretary	A Cox	Ongoing

	<p>recognised as a key partner. One of the key objectives was education and skills and the role it would play to increase productivity and growth. There was a need to be ambitious and consider different models.</p> <ul style="list-style-type: none"> • The Launch of the Cumberford Little Report had taken place. The report was the sectors response to how colleges in the future could help the Government to achieve its ambitions. Recommendations of the report included: <ul style="list-style-type: none"> ➤ Targets should focus on the impact wanted from colleges; ➤ The need to secure a new, more efficient tertiary system; ➤ Supporting business growth should be the top priority; ➤ Planning in the regions should involve all key agencies; ➤ SQA to review qualifications and better align with business needs; ➤ A 2-year degree; ➤ Expand Flexible Workforce Development Fund; ➤ Review of the ONS classification as part of reviewing the tertiary system; ➤ The new funding methodology should be in place by 2021/22 <p>The Chair noted that specific reference had been made to the South of Scotland.</p>
<p>03/20</p>	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Nuala Broderick, Dave Black, Bryan McGrath and Paul Scrimger.</p>
<p>04/20</p>	<p>MINUTES OF REGIONAL BOARD MEETING HELD ON 5 DECEMBER 2019 (Paper A)</p> <p>The minutes of the meeting held on 5 December 2019, including the confidential section were agreed as a true and accurate record of the meeting.</p>
<p>05/20</p>	<p>MATTERS ARISING</p> <p>All actions were complete.</p> <ul style="list-style-type: none"> • The VP Finance and Corporate Services reported that the Diversity sub-group of the Board had met. Various types of diversity had been discussed and suggestions put forward to make it easier for individuals to consider becoming Board members, i.e. to invite people to observe a meeting or possibly hold a meeting in public. Another meeting of the sub-group was arranged. • The Principal reported that 333 additional credits had been awarded, which was less than anticipated. The additional income for the credits was £50k while the cost to continue to deliver the curriculum plan for the rest of the year could be up to £200k . The Director of Business Development had been asked to work with MIS to determine whether apprenticeship credits could be moved to the following year’s budget. Any flexibility around employability funding would be queried with SFC. <p>The Chair reminded the Board that they had previously approved the risk of over delivery, with financial mitigation. The provision should still be provided to protect reputational damage. The Principal confirmed that the 333 additional credits would cover current over-delivery but that any other delivery would have no funding.</p> <p>Board members noted the need to fulfil expectations of employers and considered the risk should be taken if funding could be manipulated.</p>

	<p>The Principal advised that the apprenticeship contract had grown by 100%. This year, there had been more early withdrawals, a bumper enrolment and year 2 successions were higher than sector average. Over-delivery had been planned. However the previous year's additional 300 credits had not been consolidated.</p> <p>The VP Finance and Corporate Services advised that the recurrent savings target and non-recurring savings of £50k had been achieved at end December and the financial position at the moment was better than anticipated.</p> <p>The Principal would report back to the Board if credits were able to be moved forward. The number of credits required for the BDU would be calculated and the curriculum plan mapped out. Some of the schools programmes may be reduced and Foundation Apprenticeships offered as they were under the SDS contract and did not require credits to deliver.</p> <p>It was agreed to progress these plans and for the Executive to put any mitigations in place and report back to the next Finance & General Purposes Committee.</p> <ul style="list-style-type: none"> • The Chair reported a vacancy on the Board and that early recruitment would be necessary. • The interviews for the Chair of Borders College position were taking place that day.
06/20	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>There were no declarations of any conflicts of interest.</p> <p>V Grant advised of an update to her Register of Interest which would be provided to the Board Secretary.</p> <p style="text-align: right;">ACTION: VG</p>
07/20	<p>BOARD ENHANCEMENT PLAN (Paper B)</p> <p>The Board Secretary Presented the Board Enhancement Plan 2019-20 which followed the previous format. The plan was a reflection of the significant development work undertaken by the Board.</p> <p>No amendments were suggested and the Enhancement Plan 2019-20 was approved.</p>
08/20	<p>COMMITTEE TERMS OF REFERENCE (Paper C)</p> <p>This item was removed and would be considered at the next meeting.</p> <p style="text-align: right;">ACTION: IE</p>
09/20	<p>STUDENT MENTAL HEALTH AGREEMENT (Paper D)</p> <p>The Student President presented the Student Mental Health Agreement 2020 for approval. The document had been produced with a strong influence from students. It awaited approval from the Equalities & Inclusion Committee as their meeting had been reconvened to 20 February.</p> <p>She reported that a high number of withdrawals had cited mental health reasons. The new Mental Health Officer was now in post, which would hopefully make a</p>

	<p>difference.</p> <p>The Student Mental Health Agreement 2020 was approved.</p>
10/20	<p>STRATEGIC RISK REGISTER (Paper E)</p> <p>The VP Finance and Corporate Services presented the Strategic Risk Register and reported that several risks remained above target level.</p> <p>Risk 5a) Concern around long term funding to replace the IT infrastructure when required - discussions had begun.</p> <p>Risk 5i) Cyber Security – Dundee & Angus College had undergone a severe cyber attack and it was necessary to be extra vigilant. The Scottish Government had issued a toolkit which was being worked through. A review of the Cyber Security Plus accreditation would be undertaken.</p> <p>The student member queried Risks 2f and 5k, which related to bursary laptops. The Principal advised that it was very unlikely the College would be able to purchase laptops from bursary funding in the future as this was not sustainable. Laptop lockers had been purchased to allow students to borrow laptops if they did not own a device. Students on Bring Your Own Device courses would be advised to bring a device.</p> <p>The Board agreed to close Risks 3c, 3d and 4c and not to reduce 5i) in the meantime, awaiting further information on the Dundee & Angus attack.</p> <p>There was discussion around collaboration in achieving a South of Scotland approach and increased dependency on other organisations. The Principal advised that a piece of work was underway around stakeholder engagement, partnership working and profile, which she would bring to the next Board.</p> <p style="text-align: right;">ACTION: AC</p> <p>In relation to the Brexit Risk Register, no new guidance was available but arrangements were being made to move data currently stored within the EU back into the UK.</p>
11/20	<p>BOARD COMMITTEE MEETING SCHEDULE (Paper F)</p> <p>The Board Secretary presented a draft committee schedule for session 2020-21. The Finance and Audit Committees had been split up in November for the first time which was welcomed by the Chairs.</p> <p>The Board Committee Schedule 2020-21 was approved.</p>
12/20	<p>JOINT WORKING</p> <p>This item was treated as confidential and a separate minute was taken.</p>
13/20	<p>PRINCIPAL'S REPORT (Paper G)</p> <p>The Principal provided the following updates to her report:</p> <ul style="list-style-type: none"> • No funding had been awarded from the CITB bid for South of Scotland due to incorrect criteria. A revised bid would be submitted in April for £3.3m over a 3-year period. The intention was that Borders and Dumfries & Galloway Colleges take the lead, along with the two local authorities. Matched funding would be required. The Board would be updated on progress.

	<ul style="list-style-type: none"> The joint bid through the Advanced Manufacturing Challenge Fund to support small and medium sized businesses had been successful, with £3.4m awarded to the two colleges and local authorities.
14/20	<p>FINANCE UPDATE (Paper H)</p> <p>The VP Finance and Corporate Services presented the Finance Update and highlighted the following:</p> <ul style="list-style-type: none"> A recurring savings target had been achieved at half year. Additional student support funding of £140k had been confirmed. The cash flow position was good and the target figure may be changed going forward. The aged debt figure was less than this time last year. Payment performance was improving. Overall, the financial position was satisfactory at this time. <p>The Board congratulated the Finance team on this positive position.</p>
15/20	<p>REPORTS FROM COMMITTEE CHAIRS</p> <p><u>Audit Committee</u> The VP Finance and Corporate Services reported that the Audit Committee had met on 6 February. The Committee received two internal audit reports:</p> <ol style="list-style-type: none"> Corporate Governance, which had no points for action and 12 points of good practice identified Commercial Income, which gave very strong assurance and identified one point for action around the need to set targets for commercial income in curriculum areas. <p>The Committee had also received a report on procurement activity, and it was confirmed that 73% of invoices were now on Pecos.</p> <p>A full report of the data breach which had occurred over the Xmas period had been presented in confidence. This had also been shared with other colleges and lessons learned may be shared with the Community Planning Partnership.</p>
16/20	<p>BCSA UPDATE AND PROGRESS REPORT (Paper I)</p> <p>The Student members presented the BCSA Update for February and updated the Board on the following matters:</p> <ul style="list-style-type: none"> The Students Association had been disappointed to have no student representation at the official Launch of BTECH. 150 responses had been received from the student consultation on strategic planning. Findings would be reported back to the Board. <p style="text-align: right;">ACTION: AL/DE</p> <ul style="list-style-type: none"> 16 students had attended Scottish Mental Health First Aid training. The Open Day had been very busy with over 450 visitors. A summary of activities over the Xmas period was provided along with plans for future activity. <p>Board members thanked the Students Association and asked them to keep up the good work.</p>

17/20	<p>STRATEGIC PLANNING UPDATE (Paper J)</p> <p>The Strategic Planning Update was received for information.</p>
18/20	<p>STANDING ITEMS</p> <p><u>Health and Safety</u> The Principal reported that dialogue had taken place with Heriot-Watt University on their approach to the Corona virus and emergency planning was being discussed, although the risk was considered to be low. The Health & Safety Officer had adapted guidance for students to post on the website.</p> <p><u>Equality and Diversity</u> There were no items for discussion.</p> <p><u>Environmental and Sustainability</u> There were no items for discussion.</p>
19/20	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>Partnership working Committee Terms of Reference</p>
20/20	<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 H
21/20	<p>ANY OTHER BUSINESS</p> <p>The Chair advised that the College Leadership and Governance Summit 2020 would take place on 29th April at the Stirling Court Hotel. There was an associated cost of £40 to attend therefore a block booking would be made. Board members interested in attending should contact the Principal's PA.</p> <p style="text-align: right;">ACTION: All</p> <p>The Vice Chair thanked the Chair for his inspiring, collaborative and inclusive chairmanship of the College over the past 6 years. A celebration of his dedicated service was taking place on 3 March.</p> <p>The Principal added that, as a first time Principal, the Chair's support to the College and to the sector had been invaluable. He would be a very difficult act to follow</p> <p>The Chair thanked all Board members for their contribution and wished them good luck going forward. The outcome of the interviews for Chair should be known the following week.</p>
22/20	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Board of Management would take place on Thursday 23 April 2020 at 5.30pm in the Board Room, Scottish Borders Campus, Galashiels.</p>

Signed:..... Signed:.....
Chair Board Secretary