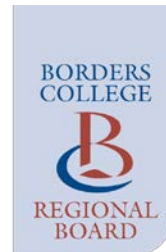


BORDERS COLLEGE REGIONAL BOARD

Actions from the
Meeting of the Virtual Regional Board held at 5.30pm on
Thursday 18 June 2020

Item	Action	Responsibility and Date	Action Status
08/20	Carry forward Committee Terms of Reference to next meeting	I Earp	Carried forward to next meeting
12/20 (conf)	Maintain joint working group of the two Boards – Principal to take forward with Board Secretary	A Cox	Ongoing
28/20	Bring updates to Outcome Agreement after lockdown	A Cox	Closed - no action required until SFC provide guidance
46/20	Consultation meetings will be held in July prior to final approval	A Cox	Completed
48/20	Pass on best wishes to Andy Winwood on his retirement	A Cox	Completed
49/20	An additional F&GP Committee will be scheduled to discuss the budget in detail before recommending to the Board for approval	H Robertson – 30 July	Meetings arranged - F&GP on 23 July followed by Board on 30 July
50/20	Query the location used for members of Heriot-Watt to make scrubs for the NHS	H Robertson	Estates Manager has confirmed this was properly risk assessed and authorised
51/20	The Board requested careful monitoring of Risk 5m	H Robertson	Financial position is under close scrutiny
54/20	The SIM would host a consultation session to define a plan going forward	V Grant	On-going
57/20	Approval of the Financial Forecast Review will take place at the Chair's Committee meeting	H Robertson – 26 June	Approved by the Chair's Committee and submitted by 30 June deadline.

BORDERS COLLEGE REGIONAL BOARD



Minutes of the virtual meeting of the Regional Board
held on Thursday 18 June 2020 at 5.30 pm

ITEM	MINUTE
Present:	<p>Elaine Acaster (Interim Chair) Angela Cox (Principal) Liz Parkes David Peace Bryan McGrath Nuala Broderick Jess McBeath Virginia Grant David Johnson Paul Scrimger Dave Black (Academic staff member) Jen MacKenzie (Support staff member) Ann Letham (Student member) David Elder (Student member)</p>
In Attendance:	<p>Heather Anderson (Vice Principal, Curriculum and Student Services) Hazel Robertson (Vice Principal, Finance & Corporate Services) Ingrid Earp (Board Secretary) Sheila McColm (Minutes)</p>
42/20	<p>CHAIR'S OPENING REMARKS</p> <p>The Chair congratulated students, staff and the Executive Team for their outstanding commitment and success in facing the challenges of COVID 19. She noted that investment in digital infrastructure and curriculum delivery prior to the lockdown had placed the College in a sound position.</p> <p>Between Board meetings, the Principal has informed Members in e-briefings of significant strategic and operational challenges and developments, which will be supplemented throughout this Board Meeting.</p> <p>The Chair has attended Colleges Scotland meetings including two with Richard Lochhead MSP, Minister for FE/HE who has commissioned a significant review of Further and Higher Education. The headline is 'Review of Coherent Provision and Sustainability of Colleges and Universities in the light of COVID 19'. The review will be taken forward by SFC and will consider provision and delivery of teaching and research activity across the College and University sector, and how this will be funded. It will include changes needed to funding, operations and accountability frameworks for coherent sustainable provision. A scoping exercise involving relevant parties and stakeholders is to be completed in August 2020.</p> <p>Prior to the announcement of the SFC review a meeting with Dumfries & Galloway College took place between the Chairs, Principals and Board Secretaries. The purpose was to maintain the dialogue around collaboration in the South of Scotland to support the economy, regional skills and development challenges through innovative practice.</p> <p>On a personal note, the Chair has agreed to continue as interim Chair in the short term, as Scottish Government has postponed its advertising campaign for Chairs of College Boards for three months when the situation will be reviewed.</p>

43/20	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from S Shinton and J Gaddie.</p> <p>The Chair reported that Jane Gaddie had taken the decision to stand down from the Board. She hoped it would be possible to thank Jane personally in the future for her contribution to the Board and the College.</p>
44/20	<p>MINUTES OF REGIONAL BOARD MEETING HELD ON 23 APRIL 2020 (Paper A)</p> <p>The minutes of the meeting held on 23 April 2020 were agreed as a true and accurate record of the meeting.</p>
08/20 12/20 28/20	<p>MATTERS ARISING</p> <p>Committee Terms of Reference were deferred to the next meeting.</p> <p>The Principal reported postponement until the new strategy for partnership working was agreed.</p> <p>SFC expected no further action relating to the Outcome Agreement and had given the College maximum flexibility to use the funding allocated in the best possible way.</p>
45/20	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>There were no declarations of any conflicts of interest or additions to the Register of Interests.</p>
46/20	<p>STRATEGIC AMBITION 2020-2025 (Paper B)</p> <p>The Chair thanked the Principal for consultation meetings involving the Board in the preparation of the new Strategic Ambition 2020-2025.</p> <p>The Principal presented a very early draft for approval of the core text only, explaining that a more developed version would be presented to the Board in July prior to the launch in August.</p> <p>The Board approved the Strategic Ambition, Strategic Objectives, Values and Behaviours in principle.</p> <p>It was agreed consultation meetings were an effective use of time for strategic discussion.</p> <p>Post meeting note: Consultation meetings will be held in July prior to final approval.</p> <p style="text-align: right;">ACTION: AC</p>
47/20	<p>STRATEGIC PRIORITIES 2019-2020 UPDATE AND PROPOSED PRIORITIES FOR 2020-2021 (Paper B1)</p> <p>The Principal presented an update on the Strategic Priorities 2019-20 that have been progressed and a summary of the impact of the actions taken.</p>

	<p>The Priorities identified for 2020-21 were also presented for approval.</p> <p>Following clarification, the Board noted the progress made against the 2019-20 Strategic Priorities and agreed the proposed Strategic Priorities for 2020-21.</p>
48/20	<p>PRINCIPAL'S REPORT (Paper C)</p> <p>The Principal presented her report and highlighted two additional points:</p> <p>In response to Black Lives Matter, the College and BCSA have issued a joint statement confirming support for the campaign. Equality Impact Assessments will become more explicit in relation to racial discrimination.</p> <p>Advanced Manufacturing Challenge funding of £3.3m has been confirmed. The project, which will be led by Dumfries & Galloway Council in partnership with Scottish Borders Council and both colleges will provide capacity and expertise to micro and small manufacturing businesses. 80% of the equipment purchased will be located in both colleges, providing access for businesses throughout the South of Scotland. The Board supported this opportunity to enhance economic recovery.</p> <p>Board members conveyed their best wishes to Andy Winwood on his retirement. He had previously served on the Board as academic staff member.</p> <p style="text-align: right;">ACTION: AC</p> <p>The content of the Principal's Report was noted.</p>
49/20	<p>BUDGET 2020-2021</p> <p>The VP Finance and Corporate Services presented a position paper to update Board members on the budget modelling. She reported that the three high level scenarios, i.e. optimistic, pessimistic and most pessimistic had been considered and challenged by the Finance & General Purposes Committee.</p> <p>Since preparing this paper, a common approach has been agreed across the sector to enable colleges to prepare a five year forecast. Following questions it was noted that difficult choices will need to be made in order to present the required balanced budget. An additional Finance & General Purposes Committee will be scheduled to discuss the budget in detail before recommending to the Board for approval by the deadline of 30 July.</p> <p style="text-align: right;">ACTION: HR</p> <p>Concerns were noted that COVID-19 would impact upon the budget and this would be reviewed by the Finance & General Purposes Committee.</p>
50/20	<p>PHASED EXIT STRATEGY FROM LOCKDOWN (Paper E)</p> <p>In a comprehensive briefing, the VP Finance and Corporate Services presented the COVID-19 exit strategy. She advised that the paper demonstrated a risk based approach and had been written prior to the official move to Phase 2 in the Scottish route map.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> • The priority is to make buildings safe and reopen them in a safe manner. • Key members of staff will soon be allowed on site to help with preparations and agree modifications to make their areas safe.

	<ul style="list-style-type: none"> • There will be prioritisation of staff on site when the buildings open. In line with social distancing rules, only around a third of the College population will be on campus at any given time. A reduction to the distance would enable more people on campus but would raise concerns around circulation. • Agreements are still to be made around services, e.g. catering provision. • A Campus Management IMT (Incident Management Team) has now been created with Heriot-Watt University. • Transport will be the focus for discussion at the next IMT. • A layer of timetabling is yet to be fitted into the plan. <p>Board members commended the Incident Management Team for their work and the very comprehensive paper which they recognised would change through time. The following three clear priorities were agreed:</p> <p>These measures will only work if</p> <ol style="list-style-type: none"> 1) people socially distance 2) have good hand hygiene 3) look after their own health and do not come on site if displaying symptoms <p>It was noted that, while the focus was in gaining access to the building and ensuring safety there was a wider risk around managing expectations of staff due to the cultural changes. There would also be risks with students due to the year starting remotely and inductions would therefore be very important. Some students have applied for courses which will not run.</p> <p>Further work is required on the curriculum plan. Provision is in place for online learning and enrolment and induction will also be online. Transport is a big determining factor which has limited timetabling.</p> <p>The student member queried the location used for members of Heriot-Watt to make scrubs for the NHS.</p> <p style="text-align: right;">ACTION: HR</p> <p>Following response to questions the Board members were content with the exit strategy plan and noted appreciation for the work being carried out across the College.</p>
51/20	<p>STRATEGIC RISK REGISTER (Paper F)</p> <p>The VP Finance & Corporate Services presented the Strategic Risk Register.</p> <p>Risks have been reviewed due to the impact of COVID-19 and several risks have become above target as a result. A new risk (5m) has been added in relation to the potential impact of COVID-19 on the financial sustainability of the College. The Finance & General Purposes Committee was satisfied that the score of 16 was reflective of the current position.</p> <p>The Board was satisfied with the current status of the Risk Register and requested careful monitoring of Risk 5m.</p> <p style="text-align: right;">ACTION: HR</p>

52/20	<p>CURRICULUM DELIVERY AND STUDENT PERFORMANCE (Paper G)</p> <p>The VP Curriculum and Student Services presented the update on curriculum delivery and student performance, which has been further developed from the paper presented to the Curriculum & Quality Committee.</p> <p>An Equality Impact Assessment was undertaken to ensure that no groups were inadvertently disadvantaged.</p> <p>The Incident Management Team will produce a survey for new students to identify those without access to digital devices and data packages. Bursary funding will be used in the same manner as the past few years to purchase devices. Returning students already have laptops.</p> <p>The 30 apprentices from last year are still to complete and this will be the focus during the first term. It was noted that these apprentices come from managing agents, e.g. CITB and SNIPEF. Direct apprentices are still enrolling and training with Smart Assessor is ongoing. Construction apprentices may not commence until January 2021.</p> <p>The Board considered the format and content of the report very useful.</p>
53/20	<p>BCSA ANNUAL UPDATE (Paper H) and UPDATE JUNE 2020 (Paper H1)</p> <p>The Student member presented the BCSA annual report 2019-20 and an update of activity since the previous Board meeting.</p> <p>Board members noted all of the good work undertaken by BCSA and recognised the importance of conveying a message of positivity.</p> <p>The challenges facing the sector around building online rapport with new students were recognised.</p> <p>The student member advised that some current students were actually finding it easier to ask for assistance online rather than in person. Some cohorts have also been looking after their own classes, thus helping the BCSA and creating a really good environment.</p>
54/20	<p>BOARD CHAIR EVALUATION</p> <p>The Senior Independent Member thanked Board members for completing the questionnaire to evaluate the Chair's performance.</p> <p>She had met with the Chair after his term was complete and they had taken the opportunity to reflect on previous and future challenges. She and the Interim Chair will now prepare a development plan, which will also be relevant for the new Chair.</p> <p>The results of the questionnaire were very positive. Some interesting comments for reflection were highlighted around constructive challenge and limited contribution by some members in some meetings.</p> <p>It was agreed to take these matters outwith the meeting. Any comments would be welcomed by the SIM. The Chair and the SIM would meet to produce a development plan after which the SIM would host a consultation session to define a plan going forward.</p> <p style="text-align: right;">ACTION:VG</p>

55/20	<p>FREEDOM OF INFORMATION REPORT (Paper I)</p> <p>The Board received a report of Freedom of Information activity during 2019-20.</p>
56/20	<p>COMMUNITY EMPOWERMENT ACT (Paper J)</p> <p>The Board received the annual report on the College's obligations under Parts 3 and 5 of the Community Empowerment (Scotland) Act 2015.</p>
57/20	<p>REPORTS FROM COMMITTEE CHAIRS</p> <p><u>Finance & General Purposes Committee (Paper K)</u> The Chair reported that the primary discussion at the F&GP meeting of 4 June was associated with budget and the likely outturn for this year. Approval of the Financial Forecast Review will take place a Chair's Committee meeting on 26 June.</p> <p style="text-align: right;">ACTION: HR</p> <p><u>Audit Committee (Paper L)</u> Draft minutes of the Audit Committee meeting of 21 May were received. The audit plans for the coming year had been approved.</p> <p><u>Chair's Committee (Paper M)</u> The Chair's Committee had agreed the implementation of the job retention scheme. Over 60 College staff are now furloughed.</p> <p><u>Curriculum & Quality Committee (Paper N)</u> Draft minutes of the meeting of 28 May were received. The Interim Chair had attended the meeting for the first time and was very impressed with the quality of discussion.</p>
58/20	<p>STANDING ITEMS</p> <p><u>Health and Safety</u></p> <p>No further items were raised.</p> <p><u>Equality and Diversity</u></p> <p>No further items were raised.</p> <p><u>Environmental and Sustainability</u></p> <p>No further items were raised.</p>
59/20	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>Board members were reminded that agenda items could be requested in advance of the next meeting.</p>
60/20	<p>BOARD PAPERS FOR PUBLICATION (Standing Item)</p> <p>A decision of papers to be published would be taken outwith the meeting. Any draft papers or commercially sensitive papers would be withdrawn.</p>

61/20	<p>ANY OTHER BUSINESS</p> <p>The Chair congratulated David Elder, student member for passing his exams and wished him good luck with his studies at Edinburgh College. She thanked him for the value he had added during his time on the Board and the huge amount of work he had done with the Students' Association. Members added their good wishes.</p> <p>The Chair thanked members for their support at the meeting.</p>
61/20	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Regional Board will take place on Thursday 22 October 2020 at 5.30pm. This may be rescheduled, depending upon progress over the summer.</p>

Signed:.....
Chair

Signed:.....
Board Secretary