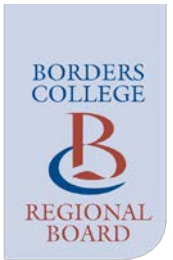


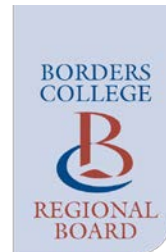
BORDERS COLLEGE REGIONAL BOARD



Actions from the
Meeting of the Regional Board held at 5.30pm on
Thursday 22 October 2020

Item	Action	Responsibility and Date	Action Status
08/20	Carry forward Committee Terms of Reference to next meeting	I Earp	Will be undertaken as part of review of all governance documentation
54/20	The SIM would host a consultation session to define a plan going forward	V Grant	Planned for Board Strategy Day
74/20	A link to the SFC Review Phase 1 report will be circulated	S McColm	Complete
76/20	Item 71/20 of previous minutes - add the sentence "The Board formally approved the Strategic Ambition 2020-2025"	S McColm	Complete
78/20	Update the Student Member's Register of Interest	S McColm	Complete
80/20	Indicate Learning for Leading areas of interest to the Board Secretary by 30 October	Board members	
	A full list of new curriculum areas and a list of the current L4L areas will be distributed. Quality and Learning and Teaching will be added	A Cox	Complete
85/20	Preferences around times of virtual meetings to be forwarded to the Board Secretary	Board members	

BORDERS COLLEGE REGIONAL BOARD



Minutes of the Meeting of the Regional Board
held on Thursday 22 October 2020 at 5.30 pm

ITEM	MINUTE
<p>Present:</p> <p>In Attendance:</p>	<p>Elaine Acaster (Interim Chair) Angela Cox (Principal) Bryan McGrath Nuala Broderick Liz Parkes David Peace Jess McBeath Virginia Grant David Johnson Jen MacKenzie (Support staff member) Ann Letham (Student member)</p> <p>Hazel Robertson (Vice Principal, Finance & Corporate Services) Heather Anderson (Vice Principal, Curriculum & Student Services) Ingrid Earp (Board Secretary) Sheila McColm (Minutes)</p>
74/20	<p>CHAIR'S OPENING REMARKS</p> <p>The Chair welcomed everyone to the meeting and updated Board members on the following matters.</p> <ul style="list-style-type: none"> • The SFC Review Phase 1 report has been published on the SFC website. There are areas of potential opportunity for the College and no immediate areas for concern. The link will be circulated. <p style="text-align: right;">ACTION: SMc</p> <p>The timecale for a response has not yet been provided. Part of a future Board agenda or an early evening strategic discussion may be required for this purpose.</p> <p>Dialogue between Borders and Dumfries and Galloway continues re collaboration and partnership working and will continue to do so bearing in mind the recommendations of the Review.</p> <ul style="list-style-type: none"> • The Scottish Government has indicated that recruitment of a new Chair will not be progressed before February, at the earliest. The Board Secretary confirmed with SG that the Interim Chair is willing to continue and has the support of the Board in this. • The Chair attended the first meeting of the Regional Enterprise Partnership. Going forward the Chairs will nominate either the Principal or a senior staff member as the Member for each organisation.
75/20	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from P Scrimger and D Black.</p>

76/20	<p>MINUTES OF EXTRAORDINARY REGIONAL BOARD MEETING HELD ON 30 JULY 2020 (Paper A)</p> <p>Further to the following amendment the minutes of the meeting held on 30 July 2020 were agreed as a true and accurate record of the meeting.</p> <p>Item 71/20 – to add the sentence “The Board formally approved the Strategic Ambition 2020-2025”.</p> <p style="text-align: right;">ACTION: SMc</p>
77/20	<p>MATTERS ARISING</p> <p>There were no matters arising.</p>
78/20	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>The Student Member reported an update to her Register of Interests, which will be amended accordingly.</p> <p style="text-align: right;">ACTION: SMc</p>
79/20	<p>REGIONAL BOARD SELF-EVALUATION AND DEVELOPMENT PLAN (Paper B)</p> <p>The Board Secretary presented the Regional Board Self Evaluation 2019-20 and Enhancement Plan 2020-21 for approval.</p> <p>The response rate to the self-evaluation exercise was disappointing but this was conducted during the lockdown period. It was noted that changes may be required to the Enhancement Plan dependent upon requirements of new Board members.</p> <p>It is important to ensure that actions are followed up.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • Further consideration is required around how best to create a supportive environment to encourage challenge and discussion (point 4). Time is limited at the Board Away Day on 12 November, so discussion may not be possible then but this is an important area for Board development. • Further use of Microsoft Teams will be encouraged. • The suggestion for Risk workshops run by the VP Finance & Corporate Services to discuss the new approach to the Risk Register was welcomed. <p>Any comments on the document should be emailed to the Board Secretary by 5 November. Following receipt of any comments the paper will then be put forward for formal approval either electronically or at the Board meeting on 3 December.</p>
80/20	<p>LEARNING FOR LEADING SCHEME (Paper C)</p> <p>The Principal presented a revised Learning for Leading scheme and summarised the changes.</p> <ul style="list-style-type: none"> • The scheme has been extended to include support functions in addition to the curriculum areas.

	<ul style="list-style-type: none"> • Board members will have the opportunity to engage in any area in order to become more familiar with the work of the College. • The College is appreciative of the time commitment already provided by Board members. It is noted that engagement with departments does not have to be on a face to face basis. • Learning for Leading reports will be collated annually and a summary provided to the Executive Team by the Board Secretary. <p>Further to discussion it was agreed that Board members will indicate their areas of interest to the Board Secretary by 30 October.</p> <p style="text-align: right;">ACTION: All</p> <p>It will then be the responsibility of the Head of Department to contact the Board member.</p> <p>A full list of new curriculum areas and a list of the current Learning for Leading areas will be distributed. Quality and Learning and Teaching will be added to the list.</p> <p style="text-align: right;">ACTION: AC</p> <p>The Board welcomed the inclusion of support areas and the changes to the scheme. The revised Learning for Leading scheme was approved.</p>
81/20	<p>PRINCIPAL'S REPORT (Paper D)</p> <p>The Principal presented her report and provided an overview of key points.</p> <ul style="list-style-type: none"> • Performance rates for 2019-20 have increased from 2018-29 and credit must go to staff who worked incredibly hard during lockdown to achieve this result. • There are no concerns around reaching enrolment targets. • Early withdrawal figures are currently low but student engagement and retention is a concern in the current circumstances. • The results from the student survey are overwhelmingly positive. 95% of the 364 students surveyed consider the College to be welcoming and inclusive. • Apprenticeship starts are ahead of target and additional funding has been accessed. • An additional £40k has been awarded for the Flexible Workforce Development Fund. £7m allocated to the sector is targeted towards SMEs, and a case is being made for additional funding. • A joint bid has been submitted with Scottish Borders Council and the Chamber of Commerce to deliver the Kickstart programme around IT and digital skills. • External engagement has been very busy. • The outcomes of the Skills Alignment project are now available and will become a baseline for curriculum development work. • Conversations have recommenced in relation to CITB. The College continues to deliver to 110 CITB Construction apprentices each year with only a minimum uptake from College apprenticeships, but will continue to persevere. • The College has been shortlisted for two CDN awards. This will be an online event. • EIS has accepted a 2% pay increase for curriculum staff, which is budgeted for. The support staff offer is still under discussion. Job evaluation is unlikely to be completed before end 2021, with appeals in early 2022. The financial risk of backdating any changes to September 2018 is being raised with SFC. • In relation to COVID, the College has been conservative around students and staff returning to campus with a maximum of 60 staff and 100 students onsite each day across the three sites. This is being increased in practical areas to ensure that students can complete. Borders was the first college to complete

	<p>last year's students. There have been two staff cases of COVID and one student but no cross infection. The Library also had one HWU case, where there was contact with seven other students but no additional positive cases. SFC has requested a weekly return from all colleges.</p> <ul style="list-style-type: none"> • The Teams meeting with the Deputy First Minister and students went well. <p>In response to questions from Board members the following points were clarified: The current situation regarding potential industrial action at Heriot-Watt University will not have any implications for College staff.</p> <p>The effect on staff and students of having fewer possibilities for practical work was discussed. The VP Curriculum & Student Services advised that the College is prioritising the areas requested by the Scottish Government, i.e. Levels 5 and 6 and apprentices. Engagement with the schools has been the most difficult area for staff. It was previously anticipated that school groups could attend the campus from January but this is now unlikely.</p> <p>As the COVID situation continues there is concern about the impact of the enforced changes and regulations on staff in terms of energy, morale and their perceived ability to do a good job. Momentum and motivation to end last year and start a new academic year has been very high with all areas delivering to a high standard in new circumstances and the challenge now is to maintain this when there is no clear end in sight. The Senior Leadership Team is holding a session on 28 October to discuss COVID related issues and agree ways of supporting staff and students in areas such as support for online delivery, how to maintain the 'team spirit' when working apart and best ways to support students.</p> <p>The students currently in campus are those finishing off from last year and all apprentices, i.e. Carpentry & Joinery, Electrical, Plumbing, Painting & Decorating, Engineering, Hairdressing and Beauty Therapy. First year students were on the Newtown site but the campus has closed for four weeks for the building work and delivery has switched to online.</p> <p>The school delivery at the racing yard is 50% on site and 50% online. Care courses and Business courses are 100% online delivery.</p> <p>On site delivery will begin to build up from this week, with the most practical areas prioritised. For some groups the period of synchronised teaching will be extended.</p> <p>Board members recognise the challenges facing staff and would like staff to know that they are aware of their hard work in this regard.</p> <p>The Chair thanked the Principal for the very stimulating report, noting that the Board can feel confident the College is being future proofed.</p>
82/20	<p>COVID 19 UPDATE</p> <p>The VP Finance and Corporate Services provided an update on COVID-19.</p> <ul style="list-style-type: none"> • From now on, the Incident Management Team will only meet if there is a requirement, e.g. a change in guidance or a change in the level of cases. • An on-call rota system has been implemented for the Strategic Management Team to ensure availability in the event of any incidences. • It is recognised that some staff may benefit from further equipment and different technology for working from home and adjustments will continue to be made. • It will be helpful if college and university guidance can be separated.

	<ul style="list-style-type: none"> • The Finance & General Purposes Committee and the Audit Committee received the self-assessment of the COVID-19 response. Both committees concluded that the College has responded very well against Audit Scotland criteria. <p>The Chair thanked all the staff involved in ensuring the College is able to open safely and within guidelines to ensure continuity of the provision of learning and teaching.</p> <p>In response to a question from the Chair, the Board confirmed from a governance perspective that it was satisfied all reasonable steps had been taken to comply with official COVID-19 guidance, to protect the health and safety of staff and students.</p>
83/20	<p>STRATEGIC RISK REGISTER (Paper E)</p> <p>The VP Finance & Corporate Services presented an updated version of the Risk Register.</p> <p>A new scoring mechanism has been created which adds an additional layer when considering the category. This scoring methodology has been used to reassess the current Risk Register. Several risks have been merged together and several risks have been removed.</p> <p>Two workshops will be held by the VP Finance & Corporate Services to discuss the new approach to the Risk Register. Dates/times TBC.</p> <p>No additional strategic risks were identified.</p>
84/20	<p>SUMMARY OF SELF-EVALUATION AND ENHANCEMENT PLAN 2020-21</p> <p>The VP Curriculum & Student Services reported that the Self-evaluation and Enhancement Plan would normally be considered by the Curriculum & Quality Committee before coming to the Board for approval. The CQC meeting has been moved to 29 October when the draft report will be considered. A final draft will then be circulated electronically to the Board. The Board noted the report in its draft form.</p> <p>Jayne Gracie, AP Quality & Development is now leading on self-evaluation and has met with Margaret Rose Livingston, HMI. Education Scotland has asked that colleges concentrate on recovery from the impact of COVID-19 this year and have provided a framework based on the following themes:</p> <ul style="list-style-type: none"> • Curriculum, learning and teaching, and assessment • Services to support learning • Transitions • Evaluation to facilitate improvement <p>There will be no grading this year and the report will not be published.</p>
85/20	<p>BOARD SECRETARY'S UPDATE (Paper G)</p> <p>The Board Secretary presented an update of recent activity she has undertaken and summarised the highlights.</p> <p>The recruitment campaign for new Board members was successful and recommendations have been made to the Minister to appoint three of the candidates.</p>

	<p>The Chair thanked Board members who had participated in the shortlisting and interview exercise and the Board Secretary for her efforts in attracting 12 applications.</p> <p>The External Effectiveness Review is due for completion by 30 April 2020. This will be carried out by the College internal auditors and the facilitator will attend the Board meeting on 3 December.</p> <p>A review of the current Governance documentation will be undertaken in the near future as well as induction for new Board members.</p> <p>Suggestions are being sought from Board members around methods of engagement and improving response rates.</p> <p>There was discussion around the times of virtual meetings and Board members were asked to provide any comments or preferences to the Board Secretary.</p> <p style="text-align: right;">ACTION: All</p> <p>It was suggested to reduce the Board Strategy day to a half day as it is challenging to work remotely for any longer. Any Board members with connectivity issues are welcome to come in to the College if preferred.</p> <p>The Board Secretary was thanked for her useful report and it was agreed that a similar update at future meetings would be helpful.</p>
<p>86/20</p>	<p>ANNUAL COMPLAINTS HANDLING REPORT (Paper H)</p> <p>The Board received the Annual Complaints Handling Report 2019-20 for information.</p> <p>The increase in the number of complaints received from the previous year was noted but this is partially due to staff being encouraged to formally record complaints.</p>
<p>87/20</p>	<p>BCSA UPDATE (Paper H1)</p> <p>The Student Member presented an update of activities since the last meeting and provided a brief update.</p> <ul style="list-style-type: none"> • A recharge week is being planned for after the October holiday on a similar but smaller scale than welcome week. • The student elections are taking place the following week. There is only one nomination for VP Education which is the second student representative post. • Funding had the least positive results of all areas in the student survey. The Student Member will work with Finance to implement suggestions to support students with funding applications. <p>The Principal provided reassurance that the College will underwrite a contribution to BCSA, up to £7k as agreed at the Board several years ago. It was noted that bursary funding is a nationally applied scheme. There can be challenges in finding evidence required to meet the criteria and the bursary team try hard to resolve issues for students. An improvement project is currently being carried out to try to improve this service.</p> <p>The Staff Member reported an increase in students seeking support this year.</p>

88/20	<p>REPORTS FROM COMMITTEE CHAIRS</p> <p><u>Finance & General Purposes Committee</u> Draft minutes of the meeting on 24 September were received. The draft annual accounts and the annual report will be presented to the Board on 3 December.</p> <p>The VP Finance & Corporate Services updated the Board on the sale of Thorniedean House and workshops on Melrose Road, Galashiels. The sale has been difficult due to the change of use and to COVID-19 but the financial and legal aspects are now concluded and the sale will finalise at end October.</p> <p><u>Audit Committee</u> Draft minutes of the meeting on 1 October were received. D Johnson had stepped in to fill the vacancy in the Audit Committee in the interim period and agreed to continue for the foreseeable future.</p> <p><u>Nominations Committee</u> The Nominations Committee had met on 12 August to discuss recruitment of Board members.</p>
89/20	<p>STANDING ITEMS</p> <p><u>Health & Safety</u> No items were raised.</p> <p><u>Equality, Diversity & Inclusion</u> No items were raised.</p> <p><u>Environmental & Sustainability</u> No items were raised.</p>
90/20	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>Any suggested agenda items should be forwarded to the Board Secretary or the Principal's PA.</p>
91/20	<p>BOARD PAPERS FOR PUBLICATION</p> <p>Only those papers marked for publication will be posted on the website.</p>
92/20	<p>ANY OTHER BUSINESS</p> <p>There was no further business for discussion.</p>
93/20	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Regional Board will take place on Thursday 3 December 2020 at a time to be agreed.</p>

Signed:.....

Chair

Signed:.....

Board Secretary