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BORDERS COLLEGE REGIONAL BOARD



Actions from the
Meeting of the Regional Board held at 5.30pm on
Thursday 17 June 2021

Item	Action	Responsibility and Date	Action Status
28/21	The Audit Committee will follow up with the points raised as recommendations of the External Effectiveness Review and the Chair will report back to the Board.	P Scrimger	This has been added to the workplan for Audit Committee
51/21	A spell check of the Risk Register document is required.	H Robertson	Complete
52/21	Add comments to the Colleges Scotland Draft Statement of Ambition response.	I Earp	Complete
55/21	Forward any nominations for Fellow to the Principal.	Board	
58/21	Model Publication Scheme to be updated before the end of this calendar year.	H Robertson	In progress
	A suggestion by Board members to receive updates from the Sustainability Strategy workstreams will be discussed offline.	H Robertson/ E Acaster	Much of this is already covered in the Principals report. A separate programme update report can be provided twice per year or more frequently if required.

BORDERS COLLEGE REGIONAL BOARD

Minutes of the Virtual Meeting of the Regional Board
held on Thursday 17 June 2021 at 5.30 pm

ITEM	MINUTE
Present:	<p>Elaine Acaster (Interim Chair) Angela Cox (Principal) Nuala Broderick Liz Parkes David Peace Jess McBeath David Johnson Carol Gillie Paul Cathrow Lynn Mirley Dave Black (Academic staff member) Jen MacKenzie (Support staff member) Ann Letham (Student member) Sally Stephanie Prentice (Student member)</p>
Not present:	<p>Paul Scrimger Bryan McGrath</p>
In Attendance:	<p>Heather Anderson Vice Principal, Curriculum & Student Services) Hazel Robertson Vice Principal, Finance & Corporate Services Ingrid Earp (Board Secretary) Sheila McColm (Minutes) Dale Clancy (Lecturer Construction & Engineering, STEM) – to end Item 46/21 Simon Watson (Lecturer Access, Early Education & Supported Programmes) – to end Item 46/21</p>
44/21	<p>CHAIR’S OPENING REMARKS</p> <p>The Interim Chair welcomed everyone to the meeting. Introductions were made to Dale Clancy, Lecturer Construction & Engineering, STEM and Simon Watson, Lecturer Access, Early Education & Supported Programmes.</p> <p>Board members were thanked for their responses to the Colleges Scotland Draft Statement of Ambition 2021-25 which had been circulated for comment.</p> <p>The Regional Board Self-Evaluation questionnaire for 2020-21 has been circulated to members for comment by 12 July. Responses will be collated and presented to the Board in October.</p> <p>A Scottish Government consultation on ethical standards in public life is awaited.</p> <p>Extraordinary meetings of the Curriculum & Quality and Audit committees have been scheduled in relation to the Strategic Risk Register.</p> <p>The Board will be expected to comment upon the SFC Sustainability Review which is due for release in the coming weeks.</p>

	The Chair apologised for the late circulation of two papers; Colleges Scotland Statement of Ambition and draft minutes of the recent Finance & General Purposes Committee.
45/21	APOLOGIES FOR ABSENCE No apologies for absence were received.
46/21	CURRICULUM PRESENTATION The Board received a presentation from the Lecturer Construction & Engineering, STEM and the Lecturer Access, Early Education & Supported Programmes on the impact of lockdown and lessons learned. The successes and challenges of homeworking and remote delivery were highlighted. The following responses were provided to questions from Board members: <ul style="list-style-type: none"> • The practical input of electrical courses has been managed through liaison with SECTT, the training provider, to front load the timetable with theory units. Fortunately, the campus became accessible at the appropriate time to complete the practical aspects. • The importance of providing a positive and fruitful student experience should be foremost in the minds of staff. • The College has communicated very effectively with staff throughout the pandemic. • A blended learning approach will work very effectively post pandemic. The Board thanked the Lecturers and noted the excellent progress that has been made. The Lecturers left the meeting at this point.
47/21	MINUTES OF REGIONAL BOARD MEETING HELD ON 22 APRIL 2021 (Paper A) The minutes of the meeting held on 22 April 2021 were agreed as a true and accurate record of the meeting.
48/21	MATTERS ARISING There were no matters arising.
49/21	DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE There were no declarations of any conflict of interest.
50/31	BUDGET 2021-2022 (Paper B) The annual budget 2021-2022 was discussed at length at the Finance & General Purposes Committee meeting of 10 June, draft minutes of which were circulated to the Board earlier today. The VP Finance & Corporate Services highlighted several strategic points:

	<ul style="list-style-type: none"> • The budget and FFR would normally be prepared simultaneously, however the FFR guidance for the current year has not yet been received. Two FFR returns have been requested this year; a 1-year return to be submitted by the end of July and a full 3-year FFR in October, guidance for which is expected in mid August. The 1-year FFR will be presented to the Chair’s Committee on 15 July while the 3-year FFR will undergo the full governance process. • The AP Finance and the Finance Business Partner have undertaken a robust exercise with operational teams in order to develop the budget. • The overall position of a £110k surplus is very close to the prediction of £120k. • The savings of £170k are consistent with the forecast and overall savings targets are being met. • There is a 2.4% increase on core funding. • Core credits and ESF funding remain static. • The impact of COVID19 on the catering service has been built into the budget. • Job Evaluation costs remain outstanding. • The increase in the ISLT budget due to the digital transformation programme is in line with the cost model developed at the start of the programme. • Two tables remain incomplete while awaiting FFR guidance. • Budgets will be set for operational areas once the budget is approved. <p>In response to a query from Board around risks related to the budget, the VP Finance & Corporate Services advised that, pending guidance from SFC, there cannot be 100% certainty that the correct assumptions have been used. The assumptions made are consistent with previous years with no major changes applied.</p> <p>The Board accepted the recommendation of the Finance & General Purposes Committee to approve the budget 2021-2022 as an operating budget, bearing in mind some minor amendments may be required before final submission.</p>
51/21	<p>NEW STRATEGIC RISK REGISTER (Paper C)</p> <p>The VP Finance & Corporate Services introduced the proposed revision to the Strategic Risk Register.</p> <p>She apologised that, due to timing restraints, this paper has not been discussed by all Board committees. It was agreed at the Finance & General Purposes Committee to hold one-agenda item meetings of both Audit Committee and Curriculum & Quality Committee in order to provide feedback. The Chair’s Committee will then take a consolidated view of all the committees at its meeting on 15 July.</p> <p>A number of Board members have found it difficult to equate scoring on the Risk Register. This proposal takes a more high level approach, deliberately considering the positives of the risk as well as the negatives and will be aligned with the strategic KPIs.</p> <p>A worked example of a risk relevant to each Committee will be provided.</p> <p style="text-align: right;">ACTION:HR</p> <p>A spell check of the document is required.</p> <p style="text-align: right;">ACTION: HR</p> <p>The Board noted the content of the report.</p>

52/21	<p>COLLEGES SCOTLAND STATEMENT OF AMBITION</p> <p>The Chair presented the outcome of the recent consultation on Colleges Scotland Draft Statement of Ambition and thanked Board members for their responses.</p> <p>Further to discussion the response was agreed with the following additions:</p> <ul style="list-style-type: none"> • Board members considered there was insufficient mention of sustainability. • The statement “When Colleges thrive, Scotland thrives” could be evidenced with the Fraser Allander Institute report that investment in colleges has an impact on the economy. This could be added as a footnote. <p style="text-align: right;">ACTION: IE</p>
53/21	<p>PRINCIPAL’S REPORT (Paper E)</p> <p>The Principal presented her report and provided an update.</p> <ul style="list-style-type: none"> • The ongoing EIS dispute has been resolved and wording agreed for the Circular. • The College continues to perform well. • Recruitment numbers for 2021/22 are improving. • The local DWP has reported a lack of engagement in COVID emergency programmes, despite around 800 people in the Borders being inactive. The College is involved in many opportunities at present, but will focus on a fewer number going into the new academic session. • The College is now certified as a Great Place to Work, which is seldom achieved at first attempt, and is also being considered as a Great Place to Work for Women and a Great Place to Work for Wellbeing. • An appointment has been made to the role of Executive Director, DEBI. Jane Grant will take up the post in August. <p>This report will provide a basis for the Principal’s address to staff on 23 June, which Board members are welcome to attend. The Future Skills Strategy will also be launched at this event.</p> <p>Board members thanked the Principal and commended the positive report.</p>
54/21	<p>IMPACT OF COVID UPDATE</p> <p>The Board received a joint presentation from the VP Curriculum & Student Services and the VP Finance & Corporate Services of the position as at June 2021.</p> <ul style="list-style-type: none"> • Additional support has been received for deferrals. • A staff consultation is underway to seek views on modes of operating upon return to campus. The vast majority are favouring a hybrid model. • Testing kits are available from Reception for staff and students. From a stock of 1458 only 161 have been issued. • 43% of full-time and 46% of part-time FE students will complete their programmes by 18 June. A number of Hairdressing students and Apprentices will need to return next year to complete practical elements of their programmes. • 69% of full-time HE students will complete by 18 June. • At risk students will be monitored on an ongoing basis.

	<ul style="list-style-type: none"> • The Incident Management Team (IMT) will be convened in early August to support the return to campus. • A modelling exercise of the Baxter Storey service was undertaken and the most prudent model implemented in the meantime. • An assumption of 1 meter social distancing is being used for future planning. <p>In response to questions from Board members the following points were clarified:</p> <ul style="list-style-type: none"> • A hybrid model will not involve a split between online or onsite delivery. Programmes will be fully online or fully onsite. • All students that can complete their programme in this academic year will do so. Where this is not possible units can be carried into the following year for completion. • The 22 students unable to complete this year are HNC students, most of whom will return for the HND. Those that do not progress to HND level will not be awarded the HNC until the outstanding units are complete. <p>The report was noted.</p> <p>N Broderick left the meeting at this point.</p>
55/21	<p>COLLEGE FELLOW</p> <p>The Principal updated Board on the current position around Graduation.</p> <p>At this point it is not possible to confirm that the Graduation Ceremony can take place at the end of September. Rather than hold an online ceremony, a decision was taken last year to postpone the 2020 Graduation until a face-to-face ceremony was possible. There are now two student groups to graduate.</p> <p>Each year the Board is asked for any nominations for College Fellow; normally someone local to the Borders who has made an impact in the region. Any such nominations should be forwarded to the Principal.</p> <p style="text-align: right;">ACTION : Board</p>
56/21	<p>BOARD SECRETARY'S UPDATE (Paper F)</p> <p>The Board Secretary presented her report and provided an update on the Chair recruitment. The pre-recruitment meeting with the Scottish Government has been scheduled for 7 July. The Principal, Interim Chair, Interim Vice Chair and Board Secretary will attend along with the Principal and Interim Chair from Dumfries & Galloway College. The recruitment video is almost complete and an e-booklet is being compiled for interested parties.</p> <p>Board members were reminded that completed Learning for Leading reports should be sent to the Principal's PA in the first instance. The reports will then be forwarded on to Exec for a response prior to being presented to the Curriculum & Quality Committee.</p>
57/21	<p>BCSA UPDATE AND ANNUAL REPORT (Paper G/Ga)</p> <p>The Student President presented an update on activity since the previous meeting.</p> <p>The Digital Communities Coordinator and Student Engagement Officer are now</p>

	<p>in post and the short life projects are underway, with research and student consultation ongoing.</p> <p>BCSA worked with Level 7 Sport students to provide work experience placements and help them achieve their qualifications.</p> <p>The BCSA Annual Report provides a summary of activity throughout the year and highlights the work being done in relation to developing a student-led Students' Association.</p> <p>Both papers were noted.</p>
58/21	<p>FREEDOM OF INFORMATION REPORT (Paper H)</p> <p>The Freedom of Information Report 2020-21 was received.</p> <p>The VP Finance & Corporate Services assured the Board that the Model Publication Scheme would be updated before the end of this calendar year.</p> <p style="text-align: right;">ACTION: HR</p>
59/21	<p>COMMUNITY EMPOWERMENT ACT (Paper I)</p> <p>The Board received the Community Empowerment (Scotland) Act 2015 - Annual Report 2020-21.</p> <p>The VP Finance & Corporate Services confirmed that no requests have been made under either aspects of the Act.</p>
60/21	<p>REPORTS FROM COMMITTEE CHAIRS</p> <p><u>Finance & General Purposes Committee</u> Draft minutes of the meeting held on 10 June were circulated prior to the Board meeting. The Chair summarised the highlights and advised that concerns were raised around the payment time for creditors and the impact of this delay on businesses. The Committee received the results of the Great Places to Work survey from the Head of HR and Development.</p> <p><u>Audit Committee (Paper J)</u> Draft minutes of the Audit Committee meeting held on 20 May were received.</p> <p><u>Curriculum & Quality Committee (Paper K)</u> Draft minutes of the meeting held on 27 May minutes were received. The Committee provided good feedback on the Future Skills Strategy and a suggestion to link the Strategy to other strategies has since been actioned.</p> <p><u>Remuneration Committee (Paper L)</u> A report of the Remuneration Committee meeting of 27 April was received. The Principal advised that the additional one-off days leave applied to the previous year.</p> <p>The Remuneration Committee Chair thanked the Executive Team for their efforts throughout the year.</p>

61/21	<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> A suggestion by Board members to receive updates from the Sustainability Strategy workstreams will be discussed offline.</p> <p style="text-align: right;">ACTION: EA/HR</p>
62/21	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>Any suggested agenda items should be forwarded to the Board Secretary.</p>
63/21	<p>BOARD PAPERS FOR PUBLICATION</p> <p>Only those papers marked for publication will be posted on the website. No draft papers or those that are commercially sensitive will be published.</p>
64/21	<p>ANY OTHER BUSINESS</p> <p>The Board thanked the retiring BCSA President for her fantastic contribution over the past two years.</p> <p>The Support Staff member's term of office is also complete. The marvellous transition she has made was noted and she was thanked for being such a reliable and honest member over the past four years.</p> <p>The Chair thanked members and wished them a lovely summer.</p>
65/21	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Regional Board will take place on Thursday 21 October 2021.</p>

Signed:.....

Chair

Signed:.....

Board Secretary