

**A**

**BORDERS COLLEGE**

**REGIONAL BOARD**

Actions from the

Meeting of the Regional Board held at 5.30pm on

Thursday 21 April 2022

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Action** | Responsibility and Date | Action Status |
|  | Amend attendees of 3 March meeting to include David Peace. | I Earp | Complete |
| 01/22 | The final Education Scotland report will be circulated. | HMI | A Cox to circulate final report. |
| 07/22 | The dates within the Student agreement and Mental Health documents will be reviewed and amended where required. | S Prentice | Ongoing – A Cox committed to report being ready for start of next AY. |
| 08/22 | Read Code of Conduct. | Board | Complete |
|  | The Financial Regulations will be reviewed to ensure that any relevant points are carried over. | H Robertson | Complete |
| 09/22 | Review cyber security risk. | H Robertson | Ongoing |
|  | Further context on risks that have changed will be added to the narrative going forward. | H Robertson | Ongoing |
|  | An incorrect date in the final column of the strategic risk management reports will be amended. | H Robertson | Complete |
| 13/22 | A nomination form for Vice Chair will be circulated. | I Earp | Complete |
| 14/22 | J McBeath offered to provide linkages to online materials for the sex education forum. | J McBeath | Complete |
|  | The forum will be discussed out with the meeting to ensure that expertise is involved in taking this forward. | A Cox/S Prentice | Ongoing |
| 17/20 | Consider emerging items to produce an agenda for the next meeting. | R McCowan/A Cox/I Earp | Complete |

**BORDERS COLLEGE**

**REGIONAL BOARD**

Minutes of the Meeting of the Regional Board

on Thursday 21 April at 5.30pm via MS Teams

|  |  |
| --- | --- |
| **ITEM** | **MINUTE** |
| Present:  In Attendance: | Ray McCowan (Chair)  Angela Cox (Principal)  Elaine Acaster  Liz Parkes  Jess McBeath  Paul Cathrow  Dave Black (Academic staff member)  Ann McKerracher (Support staff member)  Bryan McGrath  David Johnson  Lynn Mirley  Carol Gillie  David Peace  Sally Prentice (Student member)  Karl Davy (Student member)  Hazel Robertson (Vice Principal, Finance & Corporate Services)  Ingrid Earp (Board Secretary) |
| **21/22** | **Chair’s Opening Remarks**  The Chair welcomed everyone to the meeting which has a slightly different agenda to previous Board meetings at this time of year. Given there has not been a round of Committee meetings prior to this April meeting and that the meeting was already in diaries it was decided to try a different approach and have three main areas of discussion and debate. |
| **22/22** | **Apologies for Absence**  Apologies for absence were received from Jane Grant. |
| **23/22** | **Minutes of Regional Board Meeting held on 3 March 2022 (Paper A)**  Theminutes of the meeting held on 3 March 2022 were agreed as a true and  accurate record of the meeting with the caveat that David Peace be added as present.  **ACTION: IE** |
| **24/22** | **Matters Arising**  All actions are either complete or ongoing. |
| **25/22** | **Declaration of any Conflict of Interest/Register of Interests Update**  L Parkes has updated her Register of Interest to include clients she is currently working with. |
| **26/22** | **Review of Board Business (Paper B)**  The Chair set the context for this paper which is a summary of their first impressions and thoughts since appointment and a reflection on the discussions held individually with Board Members. The consensus was that the Board is in a good place and operates well as it is presently structured. This is not to say that there are aspects that could be improved building on the strengths of the Board. It was noted that it is important to remember, and particularly when new Members join, that the role of the Board is much more strategic then operational.  It was felt that the annual self-assessment is a useful tool to help aid future development as are the individual reviews each Member has with the Chair – both feed into the Board Development Plan.  Other suggestions included the allocation of papers to a Committee member who will take the lead on that item and initiate discussion, feedback from the Exec Team to Board on their impression of how the Board is doing, challenge is good but should be constructive and relevant.  A student member suggested more guidance for students about what is covered in each meeting, there is a lot to get to grips with in a very short space of time as students don’t normally serve long terms on the Board.  The structure of Committees was also discussed – are they covering what we need them to? This will be examined in line with the review of the ToR scheduled now for over the summer with presentation to the first meeting of the new AY.  The Principal said that the discussion and feedback from Board on strategy is welcomed and felt that more focus on this would be very useful and an ongoing review of papers presented to Board to bear this in mind. There is potential for Board to get more information than they need and for the key items to be lost in myriad reports. It was agreed reporting by exception within KPIs and agreed tolerances would be a useful way to move forward. It was also noted that a risk approach, a mechanism of assurance to identify where Board need detail and don’t would also be helpful.  Action on the Principal, Chair and Board Secretary to pull together comments and outline proposals over the coming months, and definitely by start of the new AY.  **ACTION: Principal/Chair/Board Secretary** |
| **27/22** | **Budget Presentation**  This was led by VP Finance and Corporate Resources and was intended to be a scene setting presentation for all Board Members prior to a detailed scrutiny of the proposed Budget by Finance and General Purposes Committee and then onward recommendation to Board in June.  The presentation included sources of funding, scenario planning and proposed solutions.  It was noted that the content of the presentation is, at present, confidential and the detailed Budget is very much a draft and as such should not be shared out with the meeting. |
| **28/22** | **Cyber Security Workshop**  This was led by VP Finance and Corporate Resources and unfortunately we ran out of time to undertake the Exercise in a Box activity. The Chair asked that it be added to the agenda for the next Board Meeting.  **ACTION: IE** |
| **29/22** | **Date of Next Meeting**  The date of the next meeting is 16 June 2022 and it will be held on Galashiels Campus. |

Signed:……………………………………. Signed:…………………………………

Chair Board Secretary