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## BORDERS COLLEGE REGIONAL BOARD

Actions from the meeting of the Regional Board meeting  
held at 5.30pm on Thursday 1 December 2022  
in the Board Room of Scottish Borders Campus, Galashiels

Item	Action	Responsibility and Date	Action Status
93/22	Annual Accounts to be electronically signed off following meeting.	Principal & Chair	Completed
95/22	Corporate Parenting Plan for 2019-21 on website – a number of action areas had been progressed and required updating.	VP Student Experience	Completed
96/22	Curriculum Offer Presentation to be circulated. Further time to be allocated at next Planning Day.	VP Student Experience Board Secretary	Completed
97/22	Annual Strategic Priorities Action Plan update to be provided at March Board Meeting.	Principal	March Agenda item
98/22	Sustainability Strategy - Performance measures and targets to be incorporated where possible.	VP Finance & Corporate Services	Being discussed at Sustainability Committee on 8th March.
100/22	H&S Policies on website – roles to be updated. H&S Committee Board Member representative being sought.	H&S Manager  All	Completed  U Mbaezue confirmed as H&S representative.
103/22	Student mentoring to be discussed further.	Chair & P McGreal	Completed
105/22	Trade Union Board Members - Consultation feedback to be discussed with Principal and Chair for return by 21 January 2023.	Board Secretary	Completed
106/22	Audit Committee's Annual Report for 21-22 to be circulated electronically for approval.	Board Secretary	Completed

## BORDERS COLLEGE REGIONAL BOARD

Meeting of the Regional Board held at 5.30pm on Thursday 1 December 2022  
in the Board Room of the Scottish Borders Campus, Galashiels

ITEM	MINUTE
Present	Ray McCowan (Chair) Pete Smith (Principal) Ann McKerracher David Peace Ugonne Mbaezue Liz Parkes Vernice Key Dave Roberts Carol Gillie Paul McGreal Dave Black
In Attendance	Katrina Fitzgerald (Health & Safety Manager – Item 100/22) Anne-Marie Sturrock (Vice Principal - Student Experience) Jane Grant (Executive Director - Enterprise & Business Innovation) Kirsty Robb (Vice Principal - Finance & Corporate Services) Ingrid Earp (Board Secretary) Lorraine Sulo (Minutes)
<b>87/22</b>	<b>CHAIR'S OPENING REMARKS</b>  The Chair welcomed everyone to the meeting including the College's Health and Safety Manager, Katrina Fitzgerald. Members agreed to discuss the Annual Health & Safety Report earlier in the agenda.
<b>88/22</b>	<b>APOLOGIES FOR ABSENCE</b>  Apologies had been received from Jess McBeath, Bernie Quinn, Sally Prentice, Lynne Mirley and Paul Cathrow.
<b>89/22</b>	<b>MINUTES OF REGIONAL BOARD MEETING HELD ON 27 OCTOBER 2022</b>  The previous minutes were approved as an accurate record.
<b>90/22</b>	<b>MATTERS ARISING</b>
<b>47/22</b>	The Chair advised that he had provided an update to the Nominations Committee on his follow-up meeting with Livingston James. The Committee had confirmed their satisfaction with the outcome.
<b>68/22</b>	The Terms of Reference for Sub-Committees would be discussed under item 92/22.

100/22

## Health & Safety Management Annual Report (Paper J)

An overview of the Annual Report was provided by the Health & Safety Manager. The paper provided Members with a summary of the main health and safety issues over the past year and planned activity for the next year.

Key areas raised included:

- COVID-19 – continued vigilance with recommended behaviours in place;
- Five RIDDOR reportable accidents during 21-22 which was an increase, however, this was following lockdown;
- Lessons from accidents are incorporated back in to the student's learning for when they enter the workplace;
- Near Miss Reporting - a new procedure had been implemented which provided staff with the confidence to log reports and ultimately reduce accidents;
- CO2 monitoring was an additional tool to ensure a safe working/learning environment with data gathering underway;
- H&S Policies currently on website were highlighted for updating due to some roles being out of date;
- Training – percentages of those staff who had completed would be of benefit for future reports;
- Budget remained on track;
- Health & Safety qualitative survey provided positive feedback from staff;
- The audit which had been completed in March 2022 had received a strong level of assurance with no recommendations and fourteen areas of good practice.

**ACTION: H&S  
Manager**

L Parkes, Health & Safety Board Member representative, advised that proactive monitoring was high, however, there was slightly too much reactive, and suggested that it would be useful to look at planning controls and evaluation in order to have continual improvement. It would perhaps be of benefit for the Regional Board to consider target setting which would provide a good structure going forward. L Parkes also advised that she would be stepping down as Health & Safety Board Member in February 2023 when her tenure ended. Any Member who may be interested in undertaking this role should contact the Board Secretary.

**ACTION: All**

The Chair thanked the Health & Safety Manager for an excellent report and commended the volume of work which had been completed.

The Health & Safety Manager left the meeting at this point.

91/22	<p><b>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</b></p> <p>No items were raised.</p>
92/22	<p><b>Revised Terms of Reference: Sub-Committees (Paper B)</b></p> <p>A revised set of Terms of Reference (ToR) for all Board committees had been previously circulated and updated following feedback, with final approval now being sought from Members.</p> <p>The Board Secretary confirmed that the ToRs would be reviewed annually at the Chair’s Committee in June.</p> <p>Members approved the final versions.</p>
93/22	<p><b>Annual Report &amp; Financial Statements 2021/22 (Paper C)</b></p> <p>The VP for Finance &amp; Corporate Services advised that the Annual Report and Financial Statement had been subject to a full external audit with an unqualified opinion received which was a positive response. The accounts had been considered jointly by the Audit Committee and Finance &amp; General Purposes Committee on 24 November 2022. The overall assessment of the College’s financial sustainability had received an amber rating which was similar to across the sector. L Parkes expressed disappointment at the amber rating, given the effort of the College to mitigate the risks.</p> <p>Following a discussion, the VP for Finance &amp; Corporate Services advised that a variety of external auditors were assigned to colleges across the sector by Audit Scotland and that the College’s external auditors had advised at the meeting on 24 November 2022 that there would be a consistent approach to ratings across the sector.</p> <p>Members confirmed their approval of the annual report and financial statements, which would be electronically signed off by the Chair and Principal following the meeting.</p> <p style="text-align: right;"><b>ACTION: Principal &amp; Chair</b></p>
94/22	<p><b>Letter of Representation (Paper D)</b></p> <p>The VP for Finance and Corporate Services advised that the Letter of Representation was part of the process of ensuring that proper governance arrangements were in place when agreeing the final accounts. The letter had been prepared in a standard format and agreed with the external auditors.</p> <p>Members indicated their understanding of their obligations and confirmed their approval of the letter.</p>

<p><b>95/22</b></p>	<p><b>Regional Outcome Agreement &amp; Self-Evaluation Report (Paper E)</b></p> <p>The VP for Student Experience advised that the first draft of the Regional Outcome Agreement and Self-evaluation Report had been presented to the Curriculum &amp; Quality Committee on 22 November 2022 with minor amendments completed. The final version was due to be with SFC by 5 December 2022.</p> <p>The following points were raised during the discussion:</p> <ul style="list-style-type: none"> <li>• Link to Corporate Parenting Plan for 2019-21 on website – a number of action areas had been progressed and therefore could be updated; <b>ACTION: VP SE</b></li> <li>• Enhancement Plan showed areas for development in order to address drop in attainment with 10 point plan approved by SLT and reported to Education Scotland at recent visit;</li> <li>• Early withdrawals were significantly lower than the same time last year with resilience and coping training incorporated in to student induction process;</li> <li>• There had been a significant increase in student mental health issues following the pandemic with HE KPIs dipping for all colleges. This was being investigated further at a sector and local level;</li> <li>• The College was piloting a new academic calendar for 22/23 in order to provide students with progress and achievement weeks; and</li> <li>• Students from most deprived areas – the College continued to work closely with the Department of Work and Pensions and schools.</li> </ul> <p>Members approved the report for submission.</p>
<p><b>96/22</b></p>	<p><b>Strategic Discussion &amp; Presentation – Curriculum Offer (Paper F)</b></p> <p>The VP for Student Experience’s provided a presentation on the future curriculum at the College.</p> <p>Members agreed that this had been a very helpful presentation, which would be circulated to all following the meeting. There were a number of key questions on the final slide for Members which would be explored further at the next planning day, however, any immediate feedback should be sent on to the VP for Student Services.</p> <p style="text-align: right;"><b>ACTION: VP SE &amp; BS</b></p> <p>V Key advised that more information on demand and the transportation of students to the various campus sites would be helpful in order to inform thinking.</p>

<p><b>97/22</b></p>	<p><b>Annual Strategic Priorities Action Plan (Paper G)</b></p> <p>The paper provided an update on the progress in meeting the agreed performance measures of the Strategic Ambition 2020-2025. The Principal advised that an update on the Strategic Priorities Action Plan for 2021-22 was also included as this had not been provided to Members at the end of the academic year. A similar format had been followed for the current year based on a number of enhancements which were being carried out.</p> <p>A further update would be provided at the March 2023 Board meeting.</p> <p style="text-align: right;"><b>ACTION: Principal</b></p> <p>Members noted the contents of the report.</p>
<p><b>98/22</b></p>	<p><b>Sustainability Strategy Review (Paper H)</b></p> <p>The VP for Finance &amp; Corporate Services outlined the paper which provided Members on the key activities in relation to the implementation of the College's Sustainability Strategy. Eight workstreams had been established in 2020 to take forward the areas of priority with further details on progress provided within the paper.</p> <p>The following points were highlighted from the report:</p> <ul style="list-style-type: none"> <li>• The waste management tender contract was underway;</li> <li>• Travel and transport – three electronic vehicles were expected in March which would mean 100% electronic car fleet. Alternative options for the minibus fleet were being considered, given that an electric fleet was currently not cost effective;</li> <li>• Free bus travel for Under 22s was being used well; and</li> <li>• E-Cycling Charging points is being explored further with SB Council.</li> </ul> <p>C Gillie raised that it would be of benefit to have performance measures and targets incorporated. The securing of extra funding through the government's Decarbonisation was very positive and the College was also starting to benefit from the expertise of a partnership Sustainability Officer. It was noted that all eight workstreams are integrated.</p> <p style="text-align: right;"><b>ACTION: VP F&amp;CS</b></p> <p>The Chair thanked everyone involved on the good progress which was being made and reiterated the prior request for measures and targets.</p>

<p><b>99/22</b></p>	<p><b>Strategic Risk Register (Paper I)</b></p> <p>The paper provided the current report on the Strategic Risk Register which had been reviewed by the F&amp;GP Committee on 17 November. The Committee had requested consideration to a Climate Change risk which would be discussed further by SLT and presented to the March Board meeting. The following changes in rating had been made:</p> <ul style="list-style-type: none"> <li>• 3b - rating on internal controls had been reduced from 9 to 6; and</li> <li>• 4c – rating on Executive Team staff changes had been reduced from 9 to 4.</li> </ul> <p>Members noted the contents of the report.</p>
<p><b>101/22</b></p>	<p><b>Report from Board Planning and Development Day (Paper K)</b></p> <p>The paper provided Members with a summary of activities from the Board Development Day, when an excellent discussion around ‘Think the Unthinkable’ had been held. Members had also received informative presentations on Global Citizenship from the VP for Student Experience and on the South of Scotland Enterprise (SoSE) from CEO, Jane Morrison-Ross.</p> <p>Members noted the contents of the report.</p>
<p><b>102/22</b></p>	<p><b>Principal’s Report (Paper L)</b></p> <p>The information paper provided Members with an update on KPIs along with activities which were not covered by any other papers or Board Committees.</p> <p>Members were pleased to hear of the College’s recent win at the Green Gown Awards through the Climate Action 2030 category and for staff member, Evelyn Chelley, who had been presented with the Colleague of the Year award at the College Development Network Awards.</p> <p>Members noted the contents of the report.</p>

<p><b>103/22</b></p>	<p><b>BCSA Update (Paper M)</b></p> <p>The VP for Student Experience provided Members with an overview of recent activity. The College had recognised that further investment in the student body was essential with further support provided through the appointment of three paid part-time Vice Presidents. These posts would be offered to class representatives who would shortly be undertaking training through the Student Partnership in Quality Scotland.</p> <p>Guidance and support had also been provided to BCSA through the Student Services Team. The Regional Board Chair would also be providing mentoring support and advised that he would aim to hold monthly meetings with the VPs along with the Student President in order to hear more from the student voice.</p> <p>The recruitment of the next Student President would be starting earlier than previous years with the aim to be in post at Easter to allow a cycle of meetings before the new academic year.</p> <p>L Parkes raised the importance of having a strong student voice at Regional Board level. P McGreal offered his assistance with student mentoring. The Chair thanked P McGreal for his offer of support and advised that he would be in touch to discuss this further.</p> <p style="text-align: right;"><b>ACTION: Chair &amp; PMc</b></p>
<p><b>104/22</b></p>	<p><b>Chair's Review (Paper N)</b></p> <p>The Senior Independent Member of the Board (SIM), D Peace, provided an overview of the paper which provided Members with a summary of the Chair's Review process and the development plan which had since been agreed between the Chair and SIM. Should there be any further items for inclusion, Members were asked to forward further information to the Chair and SIM.</p> <p>The Chair advised that he had found the process very beneficial and thanked everyone for their input.</p>
<p><b>105/22</b></p>	<p><b>Board Secretary's Report (Paper O)</b></p> <p>The paper which was for information provided Members with updates on governance, training information and relevant activity.</p> <p>Members were advised that there had been unexpected delays with the issuing of the consultation regarding TU Nominees on Regional Boards, however, this had been received today for feedback by 21 January 2023. This would be discussed further with the Chair and Principal.</p> <p style="text-align: right;"><b>ACTION: BS</b></p>



<p><b>106/22</b></p>	<p><b>REPORTS FROM COMMITTEE CHAIRS</b></p> <p><u>Finance &amp; General Purposes Committee</u></p> <p>No items were raised.</p> <p><u>Audit Committee</u></p> <p>C Gillie provided Members with the main items of business from the previous meeting which had included:</p> <ul style="list-style-type: none"> <li>• Annual Accounts;</li> <li>• External Audit which had seven recommendations with an additional six from the previous year;</li> <li>• Internal audit with no recommendations;</li> <li>• Cyber security Update; and</li> <li>• Corporate Gifts Register</li> </ul> <p>The Principal advised that the Audit Committee’s Annual Report for 21-22 would require to be approved by the Regional Board for the Annual Accounts. The Board Secretary agreed to circulate electronically for approval.</p> <p style="text-align: right;"><b>ACTION: BS</b></p> <p><u>Curriculum &amp; Quality Committee</u></p> <p>No items were raised.</p> <p><u>Nominations Committee</u></p> <p>The Chair advised that the Committee had met on 29 November 2022 to discuss the recruitment of new Board Members. The extension to Term of Office for J McBeath had also been approved.</p> <p><u>Chair’s Committee</u></p> <p>The Chair provided an update on the meeting which had been held on 3 November 2022.</p>
<p><b>107/22</b></p>	<p><b>STANDING ITEMS</b></p> <p><u>Health &amp; Safety</u></p> <p>No items were raised.</p> <p><u>Equality, Diversity &amp; Inclusion</u></p> <p>No items were raised.</p> <p><u>Environmental &amp; Sustainability</u></p> <p>No items were raised.</p>

<b>108/22</b>	<p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p>The next meeting would largely be shaped by Terms of Reference.</p>
<b>109/22</b>	<p><b>BOARD PAPERS FOR PUBLICATION</b></p> <p>No draft or confidential papers would be published.</p>
<b>110/22</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>No items were raised.</p>
<b>111/22</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Regional Board would take place on Thursday 9 March 2023.</p> <p>The Chair wished everyone a very happy Christmas.</p>

Signed:.....  
Board Secretary

Signed:.....  
Chair