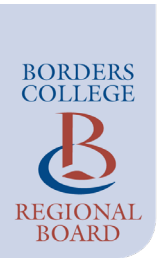


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BORDERS COLLEGE REGIONAL BOARD



Actions from the meeting of the Regional Board meeting held at 5.30pm on Thursday 27 October 2022 in the Board Room of Scottish Borders Campus, Galashiels

Item	Action	Responsibility and Date	Action Status
47/22	Nominations Committee action - meeting with Livingston James would be followed up.	Chair	
66/22	Register of Interest to be updated.	Chair	Completed
67/22	FFR – updates to be included for final approval by Chair prior to submission to SFC.	VP Finance & Corporate Services	Completed
68/22	Terms of References for Sub Committees would be circulated in due course to Members for approval.	Board Secretary	
70/22	Criteria for Honorary Fellow to be reviewed at a later date for 2023 ceremony.	VP Student Experience	For 2023
71/22	Curriculum Offer 2023/24 Strategic Discussion would be carried forward to the December Regional Board meeting.	VP Student Experience	Agenda item for 1 December 2022
72/22	College Sector Statement of Ambition – to be discussed further for the forthcoming Board Planning Day on 10 November 2022.	Chair / Principal / Board Secretary	Completed

**BORDERS COLLEGE
REGIONAL BOARD**

Meeting of the Regional Board held at 5.30pm on Thursday 27 October 2022
in the Board Room of the Scottish Borders Campus, Galashiels

ITEM	MINUTE
Present:	Ray McCowan (Chair) Pete Smith (Principal) Jess McBeath David Johnson (on line) Paul Cathrow Lynn Mirley Ann McKerracher (Support staff member) David Peace Ugonne Mbaezue Bernie Quinn Liz Parkes Vernice Key Dave Roberts Carol Gillie
In Attendance:	Kirsty Robb (Vice Principal, Finance & Corporate Services) Ingrid Earp (Board Secretary) Lorraine Sulo (Minutes)
62/22	CHAIR'S OPENING REMARKS A warm welcome was extended to the College's new Vice Principal for Finance & Corporate Services, Kirsty Robb, and to new Board Members Vernice Key, Dave Roberts, Ugo Mbaezue and Bernie Quinn who were attending their first Regional Board meeting.
63/22	APOLOGIES FOR ABSENCE Apologies for absence had been received from Paul McGreal, Dave Black, Anne-Marie Sturrock and Jane Grant. The Chair advised that unfortunately the VP for Student Experience, Anne-Marie Sturrock, was unable to join the meeting due to ill-health and that best wishes for a speedy recovery had been passed on. This meant that the scheduled discussion on the Curriculum Offer would now take place at the December Regional Board meeting on 1 December 2022. It was also noted that Item 76/22, Chair's Review, would be moved to the end of the agenda when the Chair would leave the meeting.

64/22	<p>MINUTES OF REGIONAL BOARD MEETING HELD ON 29/09/22 and 16/06/22</p> <p>The minutes from meetings held on 29 September 2022 and 16 June 2022 were approved as an accurate record.</p>
65/22 47/22	<p>MATTERS ARISING</p> <p>The Chair advised that following his email update to Members over the summer regarding concerns raised on the lack of applications from female applicants, a follow up meeting with Livingston James had been scheduled but then cancelled due to the lead person being unavailable. This would be followed up by the Chair.</p> <p style="text-align: right;">ACTION: Chair</p>
66/22	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>L Parkes advised that she had provided an update on her Register of Interests to the Board Secretary, which now included Strathspey Railway as a new client.</p> <p>R McCowan advised that he had joined the Board of the National strategy for Economic Transformation Delivery and would update his Register of Interest accordingly.</p> <p style="text-align: right;">ACTION: Chair</p>

<p>67/22</p>	<p>Financial Forecast Return 2021-22 to 2026-27 (Paper B)</p> <p>The VP Finance & Corporate Services provided the background of previous discussions with the latter being the Extraordinary Regional Board meeting which was held on 29 September 2022. As agreed at this meeting, draft figures had been submitted on the 30 September 2022 to the SFC with a covering email confirming that the final version and commentary would be submitted following today's discussion. Members were reminded that the assumptions for return were those which had been provided for the sector by the SFC.</p> <p>Members were advised that since the submission on 30 September 2022, the FFR had been slightly adjusted to reflect a 0.5% increase in employer contribution rates to the LGPS Fund, and a reduction in NI contributions, which had resulted in a net £48k reduction in expenditure.</p> <p>The Chair of the F&GP Committee advised that she had expected more substance to have been added to the Risk and Conclusion areas of the commentary, following feedback which had been provided from F&GP members. The Chair of the Audit Committee agreed and requested that more detail on the risks associated with the necessary assumptions be added. It was important that there was a correct balance in the messages and whilst the College was fully committed and engaged, should the financial position continue there would be a negative impact on the delivery of the Strategic Ambition. Acronyms and typos would also require to be updated prior to submission.</p> <p>D Peace highlighted that the concerns he had raised at the Extraordinary Board Meeting had not been incorporated within the current commentary and reiterated the request for a strong narrative to highlight the uncomfortable position Members were being put in. The Principal apologised for this omission and confirmed that this would be reflected in the final submission.</p> <p>Members also discussed the impact on the wider economic position of the region and requested that this be highlighted within the commentary. Links to the Government's National Strategy for Economic Transformation (NSET) were highlighted by P Cathrow.</p> <p>Members approved the report, subject to the points raised for inclusion and agreed that the revised version would be issued to the Chair for final approval prior to submission to SFC tomorrow (28 October 2022)</p> <p style="text-align: right;">ACTION: VP F&CS</p>
<p>68/22</p>	<p>Ratification of agreement to change of process for Annual Accounts (Paper C)</p> <p>The Chair advised that the proposed change to the process for Annual Accounts had been circulated to Members by email on 14 September 2022 with responses from members in agreement to the revised process. Members ratified the decision for the new process to proceed.</p> <p>The Chair also advised Members that following a meeting with the Sub-Committee Chairs today, the current Terms of Reference had been reviewed and would be circulated to Members for approval.</p> <p style="text-align: right;">ACTION: BOARD SECRETARY</p>

69/22	<p>Appointment of Principal to Borders Further Education Trust (Paper D)</p> <p>The Chair advised that following the appointment of P Smith as Principal, the Chair of BFET had contacted the Board Secretary in regards to the appointment of the Principal to the BFET Board. Given that previous Principals had also held this role, the College Chair felt that this would be appropriate, however, final approval was sought from Members.</p> <p>A brief overview of BFET was provided for new Board Members when it was clarified that membership is open to Members of the College's Regional Board, however, a potential conflict of interest should be declared at each meeting by the Principal.</p> <p>Members approved the appointment of the Principal to the BFET Board.</p>
70/22	<p>College Honorary Fellow (Paper E)</p> <p>The Principal advised that each year at the College graduation ceremony, an honorary fellowship of the College is awarded to an individual who serves as a role model for students, for work in industry, charity, sport or as part of the wider Scottish Borders life. The paper identified two nominations who had been considered by SLT, Chris Ball and Jodie Millar.</p> <p>Members discussed the two candidates at length and agreed that both nominations were very worthy of the fellowship, however, this year's Honorary Fellow would be awarded to Jodie Millar.</p> <p>Other points which were also raised:</p> <ul style="list-style-type: none"> • Possible opportunities to recognise businesses/groups who have supported the College; and • A review of the criteria for Honorary Fellow in line with the Strategic Ambition would be of benefit for next year. <p style="text-align: right;">ACTION: VP SE</p>
71/22	<p>Strategic Discussion – Curriculum Offer 2023/24</p> <p>This item would be carried forward to the December Regional Board meeting.</p> <p style="text-align: right;">ACTION: VP SE</p>

72/22	<p>College Sector Statement of Ambition (Paper F)</p> <p>The Principal advised that the purpose of the paper was to update Members on the College’s contribution to the achievement of the College Sector Statement of Ambition and thanked Executive Team colleagues for their input. This would be the first report on the five themes to the Statement of Ambition, starting with Supporting and Innovating.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> • There should be a stronger student focus throughout; • Highlights such as chicken rearing course should be included; • Stronger stories on sustainable green technology and passive house; and • Importance of face to face interaction should be a key point. <p>Members discussed the paper and the plan for similar updates to be provided on the other four themes of the Statement of Ambition and agreed that a mapping exercise from the College’s Strategic Ambition to the Statement of Ambition would provide more defined outcomes and measures. This would be discussed further for the forthcoming Board Planning Day on 10 November 2022.</p> <p style="text-align: right;">ACTION: Chair / Principal / Board Secretary</p>
73/22	<p>Strategic Ambition Review (Paper G)</p> <p>The Principal provided an overview of the paper which detailed the progress with meeting the agreed performance measures of the College’s Strategic Ambition.</p> <p>Members agreed that that this work should be combined with the previous discussion under Item 72/22.</p> <p>The following points were also noted from the discussion:</p> <ul style="list-style-type: none"> • Student representation on Board Sub-committees was progressing through the recruitment of part-time posts; • Student Satisfaction - 34% was considered a good response rate; • Student outcomes in top quartile – whilst below national average, significant action was underway with the Curriculum Teams. Early withdrawal had fallen to 3.4% with ProMonitor providing a more proactive approach; and • Learning for Leading Feedback from Marketing Team – a drop in student satisfaction would have a negative impact on repeat marketing.

73/22	<p>PRINCIPAL’S REPORT (Paper H)</p> <p>The Principal’s Report was for information to advise Members on activities which had not been covered by other papers or Committees of the Board.</p> <p>Recent key successes highlighted included:</p> <ul style="list-style-type: none"> • Innovation Voucher – the award of the first voucher to undertake work with Roxburghe Estates was a great success; and • Scottish Racing Academy – renewal of partnership. <p>The individual meetings which had been held were introductory meetings when the Principal had started in post.</p>
74/22	<p>BCSA Update</p> <p>Members noted the contents of the paper which were for information.</p>
77/22	<p>Regional Board Self-evaluation & Development Plan (Paper J)</p> <p>The paper provided Members with the results of the annual Regional Board Self-Evaluation Survey and the resulting Board Development and Enhancement Plan for 2022/23. The Board Secretary advised that the response rate had been low at 57% with most of the actions completed. It was noted that next year’s survey could be completed around Easter.</p> <p>The Chair thanked everyone who had completed the survey.</p> <p>Members noted the contents of the paper.</p>
78/22	<p>Board Member Responsibilities</p> <p>Members noted the contents of the report.</p>
79/22	<p>Annual Complaints Handling Report 21-22</p> <p>Members noted the contents of the report and congratulated staff on the positive response rates.</p> <p>V Key highlighted that representations regarding national policy themes can also be useful for feeding back to Government bodies. It was noted that this was not something the College currently gathered.</p>

80/22	<p>Board Secretary's Report (Paper M)</p> <p>The Board Secretary provided an overview with the following main points highlighted:</p> <ul style="list-style-type: none"> • Board Member Recruitment campaign would be required given forthcoming end of terms for L Parkes, and D Peace in February 2023. Academic Staff Member, D Black, would also be leaving; • A revised Code of Good Governance had been published and would be reviewed again in 2023; and • Trade Union Nominees on Boards – There had been no change to the implementation date of August 2023. The number of Board Members would then increase to twenty.
81/22	<p>REPORTS FROM COMMITTEE CHAIRS</p> <p><u>Finance & General Purposes Committee (L Mirley)</u></p> <p>The main items had been discussed earlier in the meeting. Members noted the contents of the report.</p> <p><u>Audit Committee (C Gillie)</u></p> <p>The first draft of the Annual Accounts and Report had been discussed with final draft to be presented to the Audit Committee in November.</p> <p>Members noted the contents of the report.</p> <p><u>Curriculum & Quality Committee (D Johnson)</u></p> <p>An Extraordinary CQC meeting would take place in November in order to discuss the Draft Outcome Agreement 2022-23 which the VP Student Experience was currently working on. This would then be brought to the December Regional Board meeting for submission on 5 December 2022.</p> <p>A Brydon had provided an excellent update on progress with regards the College's Equalities Outcomes and success rates and retention had also been reviewed by Members.</p> <p>Members noted the contents of the report.</p> <p><u>Remuneration Committee (L Parkes)</u></p> <p>The main item of business was regarding the pay award for senior post holders, when it had been agreed that senior holders would be awarded the same as that agreed for other post holders.</p> <p>Members noted the contents of the report.</p>

82/22	<p>STANDING ITEMS</p> <p><u>Health & Safety</u></p> <p>No items were raised.</p> <p><u>Equality & Diversity</u></p> <p>No items were raised.</p> <p><u>Environmental & Sustainability</u></p> <p>No items were raised.</p>
83/22	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>The following items were noted:</p> <ul style="list-style-type: none"> • Sub-Committee Terms of Reference; and • Curriculum Offer Strategic Discussion.
84/22	<p>BOARD PAPERS FOR PUBLICATION</p> <p>No draft papers or those that were commercially sensitive would be published on the College website.</p>
85/22	<p>ANY OTHER BUSINESS</p> <p>No items were raised.</p>
86/22	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Regional Board would take place at 17:30 on Thursday 1 December 2022.</p> <p>The Chair left the meeting at this point.</p>
75/22	<p>Chair's Review</p> <p>The Senior Independent Member, D Peace, thanked members for their responses to the recent questionnaire and sought any further comments in terms of the performance of the Chair. A development plan would be drafted following discussion with the Chair, and brought to the Regional Board in December 2022.</p>

Signed:.....
Chair

Signed:.....
Board Secretary