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BORDERS COLLEGE REGIONAL BOARD



Actions from the meeting of the Regional Board meeting held online at 5.30pm on Thursday 9 March 2023.

| Item | Action | Responsibility and Date | Action Status |
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| 10/23 | Student Mental Health Agreement – Health & Safety Committee Self-harming incident to be reviewed in line with Safe-guarding Policy. Timelines for actions to be progressed. Board Members to be given access to the Safeguarding training module. | VP Student Experience VP Student Experience & BCSA Board Secretary | All self-harming is reported through Safe-guarding policy. Completed. |
| 11/23 | Scottish Borders Campus Risk to be added to Strategic Risk Register. | VP Finance & Resources | Risk register currently under review with note to add as a risk. |
| 12/23 | Board Committee Schedule would be updated accordingly as per comments made. | Board Secretary | |

**BORDERS COLLEGE
REGIONAL BOARD**

Meeting of the Regional Board held at 5.30pm on Thursday 9 March 2023
via Teams

| ITEM | MINUTE |
|--------------------------------|---|
| Present: In Attendance: | Ray McCowan (Chair) Pete Smith (Principal) Andrew Buckenham Vernice Key Dave Roberts Ugo Mbaezue Carol Gillie Bernie Quinn Lynn Mirley Paul Cathrow Ann McKerracher Jess McBeath Margaret Rose Livingstone (HM Inspector, Education Scotland) Lynne Gilchrist (Assistant Principal – Articulation & Essential Skills) Christopher Alder (Vice President for Education - Borders College Students' Association) Micah Hall (Vice President for Activities & Wellbeing - Borders College Students' Association) Anne-Marie Sturrock (Vice Principal - Student Experience) Jane Grant (Executive Director - Enterprise & Business Innovation) Kirsty Robb (Vice Principal - Finance & Corporate Services) Lynne Gilchrist (Assistant Principal) Ingrid Earp (Board Secretary) Lorraine Sulo (Minutes) |
| 01/23 | Chair's Opening Remarks The Chair thanked everyone for attending and facilitating the change to a virtual meeting. A warm welcome was extended to Margaret Rose Livingstone, Education Scotland's HM Inspector and Lynne Gilchrist, Borders College's Assistant Principal. The Chair was also pleased to welcome Micah Hall and Christopher Alder, the two new BCSA Vice Presidents who would also be attending the forthcoming Board development session and June Regional Board meeting. |
| 02/23 | Apologies for Absence Apologies had been received from Paul McGreal. |
| 03/23 | Minutes of previous meeting held on 1 December 2022 (Paper A) The minutes from 1 December 2022 were approved as an accurate record. |

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| <p>04/23</p> <p>98/22</p> <p>100/22</p> | <p>Matters Arising</p> <p>The actions from the previous meeting were reviewed with the majority of actions completed and the following updates made:</p> <p>K Robb advised that the Sustainability Committee had held a positive meeting.</p> <p>The Chair thanked U Mbaezue for taking up the post of Health & Safety Committee Board Member.</p> |
| <p>05/23</p> | <p>Declaration of any Conflicts of Interest/Register of Interests Update</p> <p>No items were raised.</p> |
| <p>06/23</p> | <p>Education Scotland’s Annual Engagement Visit Report (Paper B)</p> <p>L Gilchrist advised that Education Scotland’s HM Inspectors had visited the College in November 2022 to undertake the Annual Engagement Visit. The College had received a very positive report with one main point for action being identified. Approval was sought from Members on the final report.</p> <p>M R Livingstone provided an overview of the visit which had involved a team of HM Inspectors meeting with learners, staff and stakeholders. Twenty different areas had been reviewed over the day along with ongoing engagement.</p> <p>A number of strengths had been outlined within the report with one main point for action being identified which was:</p> <ul style="list-style-type: none"> • College managers to ensure that all learners have regular opportunities to provide their views and contribute to action-planning for improvement. <p>The following were areas for improvement:</p> <ul style="list-style-type: none"> • Formal induction for those joining after course start date; • Tweedbank campus learners feeling isolated and not being able to access the same support or services; • Under-resourced Students’ Association; • Class representatives still to receive training <p>M R Livingstone highlighted that this was a very positive report for the College. C Alder advised that BCSA had already started to work closer with learners at the Tweedbank campus and feedback was also being sought from learners at Newtown St Boswells. The importance of class representatives feeling valued was also highlighted with further engagement being planned by BCSA.</p> <p>Other points highlighted:</p> <ul style="list-style-type: none"> • Attainment for the College was positive across all modes of delivery; • Response rate to Leavers’ Destination Survey was very good at 91%. The Principal highlighted the hard work and dedication of the College’s MIS Team in sourcing responses from learners; • The College has high input to student satisfaction survey when compared to other colleges along with high satisfaction rates; • The Curriculum were making good use of industry feedback. |

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| | <p>Members were very pleased with the outcome of the report and asked about next steps and governance of actions. M R Livingstone advised that a meeting had already been held with L Gilchrist regarding actions to progress the necessary areas which would be followed by a formal return visit. L Gilchrist advised that the relevant teams would have action points within the self-evaluation plan which would be reviewed by the Senior Leadership Team prior to CQSE Committee and finally submitted to the Regional Board.</p> <p>The Principal advised that following recent capital planning discussions for 23/24, the Newtown St Boswells campus was a high priority in order to improve the learner experience. Thanks and appreciation were passed to L Gilchrist and P McNeill for their hard work with the co-ordination of the engagement visit. M R Livingstone thanked everyone involved for the visit which had been very well organised.</p> <p>The Chair confirmed that regular meetings with BCSA VPs were being scheduled which could coincide with the next visit which was welcomed by M R Livingstone. The Chair congratulated VP for Student Experience on the outstanding Leaver's Destination Survey results.</p> <p>The Chair and Members thanked M R Livingstone for the informative report and feedback.</p> <p>M R Livingstone left the meeting.</p> |
| 07/23 | <p>Appointment of Vice Chair (Paper C)</p> <p>Members approved the appointment of Jess McBeath as Vice Chair.</p> |
| 08/23 | <p>Appointment of Senior Independent Member (Paper D)</p> <p>Members approved the appointment of Vernice Key as Senior Independent Member.</p> |
| 09/23 | <p>Appointment of Chair of CQSE (Paper E)</p> <p>Members approved the appointment of Paul Cathrow as Chair for the Curriculum, Quality and Student Experience Committee.</p> |
| 10/23 | <p>Student Mental Health Agreement (Paper F)</p> <p>The VP for Student Experience provided an overview of the Student Mental Health Agreement which was a joint commitment to promote wellbeing and raise awareness of mental health challenges. This would be done through the development and implementation of ongoing campaigns and through the provision of training of staff and student representatives.</p> <p>Following a question from C Gillie regarding the measurement of work, Members were advised by the VP Student Experience that mental health training is offered to all students with engagement recorded. Clear pathways were in place through the Student Survey and BCSA's report on the implementation of the strategy which were brought to the Regional Board.</p> |

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| | <p>U Mbaezue raised a concern regarding a self-harming incident which had been reported and subsequent discussion at the recent Health & Safety Committee. The VP Student Experience clarified that the College took such incidents very seriously with a robust Safeguarding Policy in place and mandatory staff training. The Principal added that an inadequate response had been provided at the Health & Safety Committee which would be looked into further. The VP for Activities & Wellbeing added that counselling and ensuring individuals had access to different support and services was essential. This would be discussed further out with the meeting.</p> <p style="text-align: right;">ACTION: VP SE</p> <p>It was agreed that Board Members should have access to the Safeguarding Module in the staff training part of the staff portal, and that they should be encouraged to undertake this training. Action on the Board Secretary to arrange access for members.</p> <p style="text-align: right;">ACTION: Board Secretary</p> <p>Members noted the actions which were in place but highlighted that there were no timelines specified. The VP for Student Experience confirmed that this would be progressed with BCSA.</p> <p style="text-align: right;">ACTION: VP SE & BCSA</p> <p>Members approved the agreement.</p> |
| 11/23 | <p>Scottish Borders Campus – Amendment to Heriot-Watt University Lease (Paper G)</p> <p>The Principal outlined the paper which asked Members to consider Heriot-Watt University's (HWU) request to reduce the required notice period for extending the Scottish Borders Campus lease by one year.</p> <p>The Principal advised that such a change would be of minimal risk and would enable the College and University to work together on the future of the Scottish Borders Campus. Members were recommended to approve the amendment subject to receiving satisfactory assurances from the College legal advisors.</p> <p>Following a discussion it was agreed that a new risk would be added to the Strategic Risk Register.</p> <p style="text-align: right;">ACTION: VP F&CS</p> <p>Members approved the change in notice period requested, subject to satisfactory assurances from legal advisors.</p> |

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| <p>12/23</p> | <p>Board Committee Schedule (Paper H)</p> <p>The Board Secretary outlined the proposed Board Committee Schedule for 2023-24 with the following main changes highlighted:</p> <ul style="list-style-type: none"> • March and June Board meetings would move to the end of the month; • December Board meeting would be moved back two weeks to allow time for Annual Accounts to conclude; • CQSE February meeting moved out with half term; • Joint November Audit Committee and Finance & Resources Committee meeting to scrutinise Annual Accounts; • April Board meeting had been changed to a Board Development Session. <p>It was noted that the sub-committee dates associated with the Board Meetings which had been moved would require to be adjusted. L Mirley advised that the Finance & Resources Committee had been unable to discuss the mid-year financial return at its recent meeting due to the meeting date not being aligned. The meeting for next year would be changed from February to March.</p> <p>Members discussed the general schedule and start time of meetings with the majority keen to remain with evening meetings due to work commitments. It was agreed that through the Sub-Committee Chairs each committee would determine its preferred start time.</p> <p style="text-align: right;">ACTION: BS</p> <p>All other comments should be forwarded to the Board Secretary.</p> |
| <p>13/23</p> | <p>Think the Unthinkable: Updates & Emerging Issues (Paper I)</p> <p>This item was minuted separately as a confidential item.</p> |
| <p>14/23</p> | <p>Board Member Reviews: Consolidated Report of Members – Paper J</p> <p>Members noted the contents of the report.</p> <p>Following an update request regarding the Joint Board meeting with SoSE by U Mbaezue, the Chair confirmed that the event was being considered for a different time of year and would not be taking place in March.</p> |
| <p>15/23</p> | <p>Mainstreaming Update 2021-23 & Equality Outcomes Action Plan (Paper K)</p> <p>Members noted the contents of the report.</p> |

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| <p>16/23</p> | <p>Hub & Spoke Network Update (Paper L)</p> <p>The report provided by the VP for Finance & Corporate Services provided an update on the position of the Hub and Spoke Network. Members were asked to note the updated position and decision agreed by the Executive to repurpose the equipment which was no longer required in the Spokes.</p> <p>A Buckenham queried the planning process and risk analysis for such projects including the new Immersive Classroom which had recently been installed within the College. The VP Finance & Corporate Services advised that the Hub and Spoke equipment had been installed for the right reasons, however, the technological advances which had happened during the pandemic had resulted in other packages accelerating in capabilities at a much reduced cost. The College's Immersive Classroom had already received a good uptake from the curriculum with a vast library of videos expected soon.</p> <p>C Gillie suggested that there could be lessons learned and applied for similar future projects.</p> <p>The Principal added that the hub and spoke project had been reliant on other partners, which was not the case for the Immersive Classroom. The classroom would provide a different learning experience for students with great potential and was sector leading.</p> <p>Members noted the updated position and decision agreed by the Executive.</p> |
| <p>17/23</p> | <p>Business Growth & Engagement Strategy Progress (Paper M)</p> <p>Members noted the contents of the report.</p> |
| <p>18/23</p> | <p>Principal's Report (Paper N)</p> <p>The report was for information with the Principal available for discussion on any points should Members wish to discuss further outside of the meeting.</p> <p>An update was also provided on the current situation regarding pay negotiations for support and lecturing staff.</p> |
| <p>19/23</p> | <p>BCSA (Borders College Students' Association) Update (Paper O)</p> <p>The report provided an update for Members on the activities of BCSA. U Mbaezue wished to hear more about any issues which BCSA may be experiencing. The Chair advised that as mentioned earlier in the meeting, regular meetings with the Vice Presidents outwith the Board Meetings would be held in order to capture as much student feedback as possible.</p> <p>Members noted the contents of the report.</p> |
| <p>20/23</p> | <p>Annual Strategic Priorities (Paper P)</p> <p>The contents of the report which was for information was noted by Members.</p> |
| <p>21/23</p> | <p>Board Secretary's Report (Paper O)</p> <p>The contents of the report which was for information was noted by Members.</p> |

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| 22/23 | <p>Reports from Committee Chairs:</p> <p><u>Finance & Resources Committee (Paper R)</u></p> <p>L Mirley reiterated discussions made earlier in the meeting regarding the mid-year return which was unable to be considered and would require to be circulated once available. It was important that the meeting schedules were aligned to meet key approval timelines.</p> <p><u>Audit Committee (Paper S)</u></p> <p>C Gillie advised that the Audit Committee had last met on 9 February 2023 when normal business had been discussed.</p> <p><u>Curriculum, Quality & Student Experience (Paper T)</u></p> <p>P Cathrow advised that the CQSE Committee had last met on 16 February 2023 when the Committee had approved the Mainstreaming Update 21-23 and Equality Outcomes Action Plan.</p> |
| 23/23 | <p>Standing Items</p> <p><u>Health & Safety</u></p> <p>No further items were raised.</p> <p><u>Equality, Diversity & Inclusion</u></p> <p>No items were raised.</p> <p><u>Environmental & Sustainability</u></p> <p>No items were raised.</p> |
| 24/23 | <p>Agenda Items for Next Meeting</p> <p>The next meeting would be the Regional Board's Development Session on Thursday 27 April which would take place at the Hawick Campus with a tour of the facilities at 4.30pm.</p> |
| 25/23 | <p>Board Papers for Publication</p> <p>No draft or confidential papers would be published.</p> |
| 26/23 | <p>Any Other Business</p> <p>No items were raised.</p> |
| 27/23 | <p>Date of Next Meeting</p> <p>Regional Board's Development Session at 4.30pm on Thursday 17 April 2023 at the Hawick Campus.</p> |

Signed:.....
Chair

Signed:.....
Board Secretary