

# A

## BORDERS COLLEGE REGIONAL BOARD

Actions from the meeting of the Regional Board meeting  
held at 5.30pm on Thursday 16 June 2022 in the  
Board Room of Scottish Borders Campus, Galashiels

Item	Action	Responsibility and Date	Action Status
31/22	WhatsApp group for Regional Board members to be set-up.	Board Secretary	Completed
33/22	Minutes of the previous meeting held on 21 April 2022 would be updated to include D Peace as an attendee.	Board Secretary	Completed
39/22	Final updates to be made to Business Growth and Engagement Strategy.	Executive Director – Enterprise & Business Innovation	Completed – Strategy finalised and launched.
41/22	Members to forward any College Fellow nominations to the Principal.	All By the end of July 2022	Nominations are being considered.
43/22	Members to complete the Board Self-Assessment Questionnaire and return to the Board Secretary	All	Completed
47/22	A review of the recruitment process at a later date would be of benefit for future posts.	Board Secretary	



	<ul style="list-style-type: none"> <li>• An Extraordinary Board meeting could be established if certain decisions by members were necessary; and</li> <li>• COVID communication best practice would be followed whereby notification of next update would be confirmed.</li> </ul> <p>Members thanked the Head of ISLT for an informative session who then left the meeting.</p> <p><b>Sustainability Strategy Presentation</b></p> <p>The Executive Team provided an update on the various activities which were underway in order to meet the College's Sustainability Strategy 2020-2025. Members were very pleased by the level of content and the scale of external activity. Members also discussed the target date for achieving zero direct emissions and it was agreed that this would be 2040.</p>
<b>32/22</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from Liz Parkes, Carol Gillie, Bryan McGrath, Dave Black and Sally Prentice.</p>
<b>33/22</b>	<p><b>MINUTES OF REGIONAL BOARD MEETING HELD ON 21 APRIL 2022</b></p> <p>The minutes of the previous meeting held on 21 April 2022 were approved, subject to D Peace being added to the attendee list.</p> <p style="text-align: right;"><b>ACTION: BS</b></p>
<b>34/22</b>	<p><b>MATTERS ARISING</b></p> <p><b>01/22</b> The final Education Scotland Report had been issued to members.</p> <p><b>09/22</b> Following discussion by the Audit Committee an additional three days would be incorporated in to the 22/23 internal audit plan for a cyber security audit.</p> <p><b>14/22</b> The Principal's report provided an update on BCSA which would be moving to Student Services. The forum would not be progressed.</p>
<b>35/22</b>	<p><b>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</b></p> <p>No items were raised.</p>
<b>36/22</b>	<p><b>RATIFICATION OF APPOINTMENT OF VICE CHAIR (Paper B)</b></p> <p>The Board approved the appointment of David Johnson as Vice Chair.</p>
<b>37/22</b>	<p><b>APPOINTMENT OF COMMITTEE CHAIRS (Paper C)</b></p> <p>The Board approved the appointment of the following new Committee Chairs:</p> <p>Finance &amp; General Purposes Committee – Lynn Mirley  Curriculum &amp; Quality Committee – David Johnson  Audit Committee – Carol Gillie</p>

<p><b>38/22</b></p>	<p><b>BUDGET AND FINANCIAL FORECAST RETURN 2021/22 (Paper D)</b></p> <p>The VP Finance &amp; Corporate Services provided an overview of the paper.</p> <p>The revenue budget and underpinning assumptions had been scrutinised by the F&amp;GP Committee and approved in May 2022. Following this meeting some double counting in savings assumptions had been identified, however, this had since been rectified with £268k in additional savings sourced. The notification of additional funding and credits (£269k) had also been incorporated with a balanced budget in place, however, there continued to be a degree of risk and uncertainty for the year ahead.</p> <p>Other points highlighted:</p> <ul style="list-style-type: none"> <li>• Salary settlements for support and lecturing staff had been incorporated into 21/22 and 22/23 budgets;</li> <li>• Student applications were currently lower than expected which was an increasing area of risk and should be built into scenario planning;</li> <li>• Provision for young people with unplanned destinations was being worked on;</li> <li>• A second FFR would be prepared following further guidance from SFC.</li> </ul> <p>Following a discussion, and recommendation for approval by the F&amp;GP Committee Chair, members approved the budget and financial forecast return 2021/22.</p> <p>The Chair thanked all staff who were involved.</p>
<p><b>39/22</b></p>	<p><b>BUSINESS GROWTH &amp; ENGAGEMENT STRATEGY (Paper E)</b></p> <p>The Executive Director, Enterprise &amp; Business Innovation, provided an overview of the paper which sought approval of the draft Business Growth &amp; Engagement Survey. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Principal's Introduction would address the 'question' the strategy answers;</li> <li>• Diaspora would be replaced by global connections;</li> <li>• Graphics were still to be included;</li> <li>• Quotes from employers, partners etc. were being gathered;</li> <li>• Engagement with employers – the importance of a consistent narrative and emphasis on Key Strategic Growth Sectors was noted.</li> </ul> <p style="text-align: right;"><b>ACTION: ED</b></p> <p>Members approved the Business Growth and Engagement Strategy for 2022-2025 subject to the points raised. The Strategy would be launched at the staff conference on 16 August 2022 which members were invited to attend.</p>

40/22	<p><b>STRATEGIC RISK REGISTER (Paper F)</b></p> <p>The VP Finance &amp; Corporate Services provided an update on the current risk register which had been recently reviewed by the Audit and F&amp;GP Committees. Approval on the following two new risks were sought:</p> <ul style="list-style-type: none"> <li>• The separation of cyber security from information management in order to recognise the potential impact of an attack; and</li> <li>• The potential adverse impact due to staff turnover in Executive Team.</li> </ul> <p>The finance risk had been increased in rating given the level of uncertainty.</p> <p>Members approved the recommendations and endorsed the current status of risks.</p>
41/22	<p><b>COLLEGE FELLOW</b></p> <p>Members were invited to forward their College Fellow nominations to the Principal by the end of July 2022. This year's Graduation will take place on Friday 30 September.</p> <p style="text-align: right;"><b>ACTION: All</b></p>
42/22	<p><b>PRINCIPAL'S REPORT (Paper G)</b></p> <p>Members noted the contents of the report.</p>
43/22	<p><b>BOARD DEVELOPMENT &amp; ENHANCEMENT PLAN (Paper H)</b></p> <p>The Board Secretary reminded members to complete their Board Self-Assessment Questionnaire.</p> <p style="text-align: right;"><b>ACTION: All</b></p> <p>Members noted the contents of the paper.</p>
44/22	<p><b>BOARD SECRETARY'S REPORT (Paper I)</b></p> <p>The Board Secretary advised that the appointment of five new Board Members had been approved by the Scottish Government and would be effective from 1 July 2022.</p> <p>Members noted the contents of the report.</p>
45/22	<p><b>FOI ANNUAL REPORT 2021/22 (Paper J)</b></p> <p>The VP Finance &amp; Corporate Services advised that a total of 14 FOI requests had been received during 2021/22. One general enquiry had not been responded to and not followed up by the sender. <i>Post meeting note: The VP Finance &amp; Corporate Services had since confirmed that the missed enquiry was due to an administrative error, with information having been obtained, however, this had not been in a readily usable format with an internal request for a new extract missed due to annual leave.</i></p> <p>Members noted the content of the report.</p>
46/22	<p><b>COMMUNITY EMPOWERMENT ACT ANNUAL REPORT 2021/22 (Paper K)</b></p> <p>Members noted the content of the report.</p>

47/22	<p><b>REPORTS FROM COMMITTEE CHAIRS</b></p> <p><u>Finance &amp; General Purposes Committee</u></p> <p>The contents of the report were noted by members.</p> <p><u>Audit Committee</u></p> <p>An additional audit on Cyber Security was being added to the annual internal audit plan for 22/23 (raised under 34/22).</p> <p><u>Curriculum &amp; Quality Committee</u></p> <p>Equality, Diversity &amp; Inclusion Officer would be discussing access to staff data with Head of HR in order for annual equalities report to be ready by the end of the year.</p> <p>The Board Secretary left the meeting.</p> <p><u>Nominations Committee</u></p> <p>This item was treated as confidential and therefore a separate minute was recorded.</p>
48/22	<p><b>STANDING ITEMS</b></p> <p><u>Health &amp; Safety</u></p> <p>There were no items for discussion.</p> <p><u>Equality, Diversity &amp; Inclusion</u></p> <p>There were no items for discussion.</p> <p><u>Environmental &amp; Sustainability</u></p> <p>There were no items for discussion.</p>
49/22	<p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p>Members were invited to forward on any items for the next meeting and confirmed that they were happy to adopt the new agenda format.</p>
50/22	<p><b>BOARD PAPERS FOR PUBLICATION</b></p> <p>No draft papers or those that were commercially sensitive would be published on the College website.</p>
51/22	<p><b>ANY OTHER BUSINESS</b></p> <p>The Chair and Members expressed their appreciation and best wishes to the Principal and VP Finance and Corporate Services who were attending their final Board meeting prior to taking up their new posts.</p> <p>On behalf of the Board, the Chair thanked Board Member, Bryan McGrath, for his contribution to the College over the last twelve years.</p>

