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BORDERS COLLEGE REGIONAL BOARD

Actions from the
Meeting of the Regional Board held at 6.00pm on
Thursday 2 December 2021

Item	Action	Responsibility and Date	Action Status
74/21	An audit of the reports that go to the various committees will be undertaken and a mapping exercise completed.	A Cox – 3 March 2022	Being progressed by Board Secretary as part of review on Board committees etc.
92/21	Circulate Jim Metcalfe's notes from the Board Strategy Day.	S McColm	Complete
99/21	Global citizenship should be mentioned in the Introduction and Context of the ROA.	H Anderson	Complete
102/21	Governance to be incorporated in the Risk Register.	H Robertson/ I Earp	Complete – on agenda
	The impact of staffing issues, student satisfaction, withdrawals and reputation will be captured for the next round of meetings.	H Robertson	Complete
103/21	An audit trail against plan and expenditure of the capital receipt for the Melrose Road site will be provided.	H Robertson	Part of papers provided to F&GP
104/21	Raise question with Scottish Government regarding the Chair recruitment.	I Earp	
105/21	Staff names on page 6 of H&S report will be removed prior to publication.	S McColm	Complete
	Advise H&S Manager that Tweedbank site is missing from the pie chart on page 4 of the Health & Safety Annual Report.	H Robertson	Complete

BORDERS COLLEGE REGIONAL BOARD

Minutes of the Virtual Meeting of the Regional Board
held on Thursday 2 December 2021 at 6.00 pm

ITEM	MINUTE
<p>Present:</p> <p>Not Present:</p> <p>In Attendance:</p>	<p>Elaine Acaster (Interim Chair) Angela Cox (Principal) Nuala Broderick Liz Parkes Jess McBeath David Johnson Carol Gillie Paul Cathrow Lynn Mirley Ann McKerracher (Support staff member) Bryan McGrath Sally Prentice (Student member) Karl Davy (Student member)</p> <p>Paul Scrimger</p> <p>Heather Anderson Vice Principal, Curriculum & Student Services) Hazel Robertson Vice Principal, Finance & Corporate Services Ingrid Earp (Board Secretary) Sheila McColm (Minutes)</p>
92/21	<p>CHAIR'S OPENING REMARKS</p> <p>The Chair welcomed everyone to the meeting and thanked them for delaying the start time to allow her travel time following Graduation. She reported that the ceremony was extremely successful.</p> <p>Karl Davy, the new student member was introduced and welcomed.</p> <p>Jim Metcalfe's notes of the Board Strategy day on 11 November will be circulated.</p> <p style="text-align: right;">ACTION: SMc</p>
93/21	<p>APOLOGIES FOR ABSENCE</p> <p>There were no apologies for absence. Retrospective apologies were received from Dave Black due to connectivity issues.</p>
94/21	<p>MINUTES OF REGIONAL BOARD MEETING HELD ON 21 OCTOBER 2021 (Paper A)</p> <p>The minutes of the meeting held on 21 October 2021 were agreed as a true and accurate record of the meeting.</p>
95/21	<p>MATTERS ARISING</p> <p>There were no matters arising.</p>

96/21	<p>DECLARATION OF ANY CONFLICT OF INTEREST/REGISTER OF INTERESTS UPDATE</p> <p>There were no declarations of any conflict of interest.</p>
97/31	<p>BORDERS COLLEGE ANNUAL ACCOUNTS (Paper B)</p> <p>The VP Finance & Corporate Services presented the Annual Accounts 2020-21 for approval and highlighted the key areas.</p> <p>The Annual Accounts have been through the scrutiny process with the Finance & General Purposes and Audit committees with no changes identified. The document has been redesigned to align more closely to the Strategic Ambition. A structured table has been added in response to official guidance on annual reports. A proposal to make the process more engaging for next year will be presented to the Board in due course.</p> <p>The Chair thanked the Leadership and Finance teams for the great result given the difficulties of the previous year.</p> <p>The Annual Accounts 2021-21 were approved and will be digitally signed by the Principal and Chair prior to submission.</p>
98/21	<p>AUDIT LETTER OF REPRESENTATION (Paper C)</p> <p>The VP Finance & Corporate Services explained that the Letter of Representation is a standard letter to defray risk from the College's external auditors in relation to annual accounts. The Board is required to indicate an understanding of the way in which the accounts have been prepared and that assumptions are appropriate.</p> <p>The Board approved the Letter of Representation. The letter will now be digitally signed by the Principal on behalf of the Board and issued to the external auditors.</p>
99/21	<p>REGIONAL OUTCOME AGREEMENT – DRAFT 1 (Paper D)</p> <p>The VP Curriculum & Student Services presented the first draft of the Regional Outcome Agreement 2021-22, Self-evaluation 2020-21 and Enhancement Plan 2021-22.</p> <p>The Outcome Agreement is prepared for SFC to report on the purpose and direction of the College over the coming year and to indicate use of allocated funding. The document has been discussed at various committees and a large number of staff have contributed. There are links to both SFC and College measures within the document. It gives an indication on the breadth of work being undertaken by the College and its alignment to the Strategic Ambition.</p> <p>Under normal circumstances the Outcome Agreement would be completed for sign off in June as a condition of funding. This year, funding has already been allocated and SFC has retrospectively requested an Outcome Agreement to indicate use of the funding. This is to be submitted by end November together with the Self-evaluation and Enhancement Plan. These documents would normally be considered by the Curriculum & Quality Committee before going to the Board.</p>

	<p>The following points were noted during discussion:</p> <ul style="list-style-type: none"> • Global citizenship should be mentioned in the Introduction and Context. ACTION: HA • Equalities data has been declining and the College acknowledges that improvement is required. • The Expectations column was completed by a considerable number of individuals which explains the inconsistent terminology. • The standards within the Enhancement Plan have been set by the College as it strives for improvement. There will be no retribution if they are not achieved, e.g. it may not be possible for staff to undertake industrial placements in the current conditions and this may need to be revisited. • There are currently no consequences in the sector of having poor student experience scores. The challenges relating to the new variant of COVID will pass and not all areas of the College have staff shortages. The important part of the process is the discussion the College has with SFC so they understand the reasons if something cannot be achieved. • The separate local priority KPIs will align to this document. <p>The Board approved the Regional Outcome Agreement and supporting documentation.</p>
100/21	<p>PRINCIPAL'S REPORT (Paper E)</p> <p>The Principal presented the report which was assumed as read by Board members. The following points were highlighted:</p> <ul style="list-style-type: none"> • There is concern around retention given the higher than normal level of early withdrawals from FE full-time and part-time schools programmes. This could be a culmination of the impact of COVID and decisions that were made to get through the academic year and not enough focus on interviews. There are further early withdrawals to be recorded and the situation is being constantly monitored by the MIS team. Confirmation is awaited from SFC that these credits can be moved to other activity. • Student satisfaction is considerably below the initial target of 94% which was based on the annual end of year survey. Current data is being collected through monthly pulse surveys which is providing a higher response rate. The Quality team consider the 94% target to be unrealistic when using this approach and it is proposed to lower the target to 80% in year. • The report of the recent Education Scotland review will be presented at the Board meeting in March. The report is outstanding. • The dispute with UNISON is ongoing despite the staff members affected by the recent staff reduction being happy with the outcome. There will be no impact on students. • There is no update on national bargaining pay negotiations. <p>Following discussion it was agreed that the end of year student satisfaction should remain at 94% but monthly targets can be lowered to 80%. It was noted that the monthly survey asks questions relevant to the time of year and it is not surprising that results are lower. The results will inform in-year improvements.</p> <p>In relation to staffing, the Principal reported that the new VP student experience post will be advertised before the Christmas break. Interim posts are in place to cover the CLM vacancies in Rural Industries and Sport and mitigations are in place for a long term sickness absence.</p>

	<p>The VP Curriculum & Student Services reported that the Schools programmes have been an issue this year. It was not possible to run induction in June which has resulted in some pupils being on inappropriate courses. She and the Assistant Principals are working with head teachers to plan the programme for 2022-23. This will be planned into the school timetable within the column structure and there will be more hub and spoke delivery. These measures should ensure that students will be better matched to programmes.</p>
<p>101/21</p>	<p>COVID-19 UPDATE (Paper F)</p> <p>The Board received an update on the current situation relating to COVID-19.</p> <p>The VP Finance & Corporate Services reported that the College continues to follow control and safety measures which have tightened over the past few days in light of the new variant and winter period.</p> <p>Regular communications are issued to staff and students emphasising the following key core messages:</p> <ul style="list-style-type: none"> • To wear a mask; • To test yourself at least twice a week; and • To get vaccinated (the bus will be on campus again next week). <p>The Health & Safety Committee discussed the College's approach to COVID and are satisfied that appropriate measures are in place.</p> <p>The issues caused by having to switch from on premises to online teaching at short notice were noted. A considerable number of students are behind schedule due to inadequate access to practical learning. Combining delivery with another college is currently being considered.</p> <p>One of the student members advised that, in theory students would like to be more collaborative but in practice are concerned around transmission of the virus.</p> <p>The Principal reported that there are no plans from Scottish Government at the moment to provide different guidance for colleges but this could change if concerns around the new variant increase.</p> <p>The message being conveyed to staff and students is to continue as they are but to tighten up where possible. It is not possible to influence behaviour outwith campus and there are concerns regarding car sharing amongst students. Some support teams may opt to work from home.</p> <p>The Board was reassured that the College is behaving very responsibly in the actions being taken.</p>
<p>102/21</p>	<p>STRATEGIC RISK REGISTER (Paper G)</p> <p>The VP Finance and Corporate Services presented the current Risk Register.</p> <p>The Register has already been considered by the Audit Committee and Finance & General Purposes Committee.</p> <p>The only risk currently at high level relates to the financial plan and in year targets. The Scottish Government budget on 9 December should provide more clarity around savings requirements.</p>

	<p>KPI performance has been incorporated which has been useful in informing the actions. Governance is yet to be incorporated.</p> <p style="text-align: right;">ACTION: HR/IE</p> <p>The impact of staffing issues, student satisfaction, withdrawals and reputation will be captured for the next round of meetings.</p> <p style="text-align: right;">ACTION: HR</p>
103/21	<p>SUSTAINABILITY STRATEGY MID-YEAR UPDATE (Paper H)</p> <p>The VP Finance & Corporate Services presented the first progress report against the Sustainability Strategy.</p> <p>She reported on the considerable amount of activity from the seven work streams that are now operational. Some of the cost is attributable to the capital receipt for the Melrose Road site. A plan and audit trail of expenditure was requested.</p> <p style="text-align: right;">ACTION: HR</p> <p>Board members requested regular updates on progress. It was agreed to report on a quarterly basis and for two of these reports to be substantial.</p> <p>Board members also requested targets to measure success in moving towards the net zero target.</p> <p>The Principal noted that performance measures are in the strategy but need to be made clearer. Some would be difficult to measure in the short term.</p>
104/21	<p>BOARD SECRETARY'S REPORT (Paper I)</p> <p>The Board Secretary provided a brief update on the report.</p> <p>There has been no further communication from Scottish Government regarding the Chair recruitment. The Board Secretary will raise the question again.</p> <p style="text-align: right;">ACTION: IE</p> <p>The Chair reported that Aspen Recruitment has been engaged to assist with Board recruitment. There one vacancy at present and there will be a further two in July when the Chair and B McGrath's terms of office come to an end. The Nominations Committee has requested a focus on tourism and hospitality, audit, economic development and rural when recruiting.</p>
105/21	<p>HEALTH & SAFETY ANNUAL REPORT (Paper J)</p> <p>The Board considered the Health & Safety report easier to read and more comprehensive than previous reports.</p> <p>Staff names on page 6 will be removed prior to publication.</p> <p style="text-align: right;">ACTION: SMc</p> <p>It was also noted that the Tweedbank site is missing from the pie chart on page 4. This will be brought to the attention of the Health & Safety Manager.</p> <p style="text-align: right;">ACTION: HR</p>

106/21	<p>BCSA UPDATE (Paper K)</p> <p>The considerable amount of activity based on the four BCSA operational themes was noted by Board members.</p>
107/21	<p>REPORTS FROM COMMITTEE CHAIRS</p> <p><u>Chair's Committee (Paper L)</u> The Board received draft minutes of the Chair's Committee meeting of 4 November to consider senior team restructuring. Several Board members will hold a conversation of intent with the Executive Director, Enterprise and Business Innovation prior to this role being changed to a full time senior post holder role.</p> <p><u>Nominations Committee (Paper M)</u> Draft minutes of the Nominations Committee of 4 November were received. It had been noted that a new Chair will be required for the Finance & General Purposes Committee when the current Chair retires in July. L Mirley has been informally approached in this regard and is giving the matter consideration.</p> <p>The Committee considered that mentoring new members would be a good way forward and a meeting to agree a mentoring structure was arranged.</p> <p>The Committee approved the extension of David Johnson's term of office for a further 4-year period. Approval of this recommendation is now awaited from the Scottish Government.</p> <p><u>Finance & General Purposes Committee (Paper N)</u> The Board received the annual report of the F&GP from 1 August 2020 – 31 July 2021.</p> <p><u>Audit Committee (Paper O)</u> The annual Audit Committee report was received.</p> <p><u>Curriculum & Quality Committee (Paper P)</u></p> <p>The annual CQC report was received along with draft minutes of the meeting held on 14 October 2021.</p>
108/21	<p>STANDING ITEMS</p> <p><u>Health & Safety</u> There were no items for discussion.</p> <p><u>Equality, Diversity & Inclusion</u> There were no items for discussion.</p> <p><u>Environmental & Sustainability</u> There were no items for discussion.</p>
109/21	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>Education Scotland will present the review report.</p>

	Any suggested agenda items should be forwarded to the Board Secretary 3 - 4 weeks ahead of the meeting.
110/21	BOARD PAPERS FOR PUBLICATION Only those papers marked for publication will be posted on the website. No draft papers or those that are commercially sensitive will be published.
111/21	ANY OTHER BUSINESS The student members congratulated the Chair and Principal on their speeches at Graduation earlier that day and passed congratulations to all students that were graduating over the two days. The Chair thanked Board members for their work this term and wished everyone a very happy festive season.
112/21	DATE OF NEXT MEETING The next meeting of the Regional Board will take place on Thursday 3 March 2022.

Signed:.....
Chair

Signed:.....
Board Secretary