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# Regional Board Report

BORDERS COLLEGE REGIONAL BOARD

| **Subject:**<br><br>Board Committee Schedule 2023-2024 | **Purpose:**<br>**For Approval** ☒<br>**For Discussion** ☐<br>**For Information** ☐ |
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| **Prepared by:**<br>Ingrid Earp | **Date of Committee:**<br>9 March 2023 |

**Purpose:**
To seek agreement to the proposed Board Committee Schedule for 2023-2024.

**Executive Summary:**

Each year a forward plan of Committee and Board meetings is agreed in order that Members have as much notice as possible when meetings will be held.

The schedule has remained unchanged for a number of years merely moving to the Thursday nearest the date of the previous year. Over the past year it has become clear that our meeting schedule does not always fit in with external requirements in terms of approvals and report submissions.

Unfortunately, we do not have a planning cycle with dates from the key organisations we deal with, such as Scottish Funding Council (SFC), but there are some knowns such as financial year end and mid-year finance reviews.

**Key items:**

The main changes that have been made to the schedule is to move the March and June Board meetings to the end of the month to allow time for the end of year finance and mid-year finance reports to be presented as complete as possible to Board while still meeting the anticipated deadlines. The December Board meeting has been moved back two weeks to allow time for work on the Annual Accounts to conclude.

The February Curriculum, Quality and Student Experience meeting has been moved away from half term as attendance at this meeting has been limited in recent years with the assumption that a number of people regularly take this time as annual leave.

There is a proposal to hold a joint, in-person, Audit and Finance and Resources meeting in November to scrutinise the Annual Accounts and recommend to Board. The details are still to be finalised but would likely be that one Committee starts its meeting at 4.30pm, they meet for an hour then the other Committee joins for the Annual Accounts etc and then the Committee that started at 4.30 leave while the second Committee concludes its business.

The April Board meeting has been changed to a Board Development Session in addition to the one in November.

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| As submission deadlines and other key dates emerge it may be necessary to reschedule some of these meetings or hold extraordinary meetings out with this schedule and, as always, as much notice as possible will be given to Members.<br><br>**Questions that Members should ask themselves when reading the paper:**<br><br>Will this schedule enable Committees and Board to deliver all that is required of them? | |
| **Linked to Strategic Ambition(s):**<br>**Take a leading role in enabling an inclusive, resilient and sustainable Scotland**<br><br>Take a leading role in enabling an inclusive, resilient and sustainable Scotland<br><br>**Performance Measures:**<br>Recogise nationally as a progressive organisation<br><br>Choose an item. | |
| **Linked to Strategic Risk Register:**<br>4b - Governance<br>Choose an item. | |
| **Recommendation:**<br>Members agree the schedule. | |
| **Previous Committee Approvals:**<br><br>No | |
| **For publication** ☒ | **Not for publication** ☐<br>**If not, why not?** |

# BORDERS COLLEGE – COMMITTEE SCHEDULE (ACADEMIC YEAR 2023-2024)

| | AUGUST 2023 | | | | | SEPTEMBER 2023 | | | | | OCTOBER 2023 | | | | | NOVEMBER 2023 | | | | | DECEMBER 2023 | | | | | JANUARY 2024 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F |
| Regional Board (5.30 - 8.00pm) Board Room | | | | | | | | | | | | | | 26 | | | | | | | | | | 13 | | | | | | |
| Finance & Resources Committee (5.30 - 7.00pm) Teams | | | | | | | | | 21 | | | | | | | | | | | | | | | | | | | | | |
| Audit Committee (5.30 – 7.00pm) Teams | | | | | | | | | 28 | | | | | | | | | | | | | | | | | | | | | |
| Audit Committee (TBC) Board Room | | | | | | | | | | | | | | | | | | | 23 | | | | | | | | | | | |
| Finance and Resources Committee (TBC) Board Room | | | | | | | | | | | | | | | | | | | 23 | | | | | | | | | | | |
| Curriculum, Quality and Student Experience Committee (4.30 – 6.00pm) Teams | | | | | | | | | | | | | | 19 | | | | | | | | | | | | | | | | |
| Board Planning Day (9.30am – 4.30pm) Board Room | | | | | | | | | | | | | | | | | | | 9 | | | | | | | | | | | |
| Graduation Springwood Park, Kelso | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | FEBRUARY 2024 | | | | | MARCH 2024 | | | | | APRIL 2024 | | | | | MAY 2024 | | | | | JUNE 2024 | | | | |
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| | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F |
| Regional Board (5.30 - 8.00pm) Board Room | | | | | | | | | 28 | | | | | | | | | | | | | | | 27 | |
| Finance & Resources Committee (5.30 – 7.00pm) Teams | | | | | | | | | | | | | | | | | | | 23 | | | | | | |
| Finance and Resources Committee (5.30-7.00pm) Board Room | | | | 22 | | | | | | | | | | | | | | | | | | | | | |
| Audit Committee (5.30 – 7.00pm) Teams | | | | 8 | | | | | | | | | | | | | | | 9 | | | | | | |
| Curriculum, Quality and Student Experience Committee (4.30 – 6.00pm) Teams | | | | 1 | | | | | | | | | | | | | | | | | | | | | |
| Curriculum, Quality and Student Experience Committee (4.30-6.00pm) Board Room | | | | | | | | | | | | | | | | | | | 30 | | | | | | |
| Board Planning Session (4.30 – 7.30pm) Board Room | | | | | | | | | | | | | | 25 | | | | | | | | | | | |

NOTE: Nominations, Remuneration and Chairs' Committee meetings will be scheduled on an ad hoc basis