

Actions from the meeting of the Regional Board meeting
held in the Board Room at 17:30 on Thursday 26 October 2023.

Item	Action	Responsibility and Date	Action Status
55/23	Fraser of Allander Institute report to be circulated to Members.	Chair	Completed
57/23	Previous Minute – L Mirley’s apologies to be added.	L Sulo	Completed
35/23	Drafting of a more definitive role for the Honorary Fellow of the College (carried forward)	Chair	Completed Honorary fellowship of Borders College carries no firm obligation but our honorary fellows often undertake some of the following activities:- <ul style="list-style-type: none"> • Motivational speaking to groups of students; • Guest lecturing in their area of specialism; • Attendance at formal College events; • Acting as an ambassador for the College; • Promoting the work of the College in everyday life; • To assist the college with its media/social media communications.
59/23	Register of Interest Update - J McBeath to forward new details to Board Secretary.	J McBeath	
63/23	Annual Strategic Priorities to be renamed as Strategic Implementation Plan.	Principal	Completed
70/23	Reporting on less than 80% for KPIs and attendance would be discussed for CQSE Committee.	VP Student Experience	Item for CQSE reporting.

**BORDERS COLLEGE
REGIONAL BOARD**

Meeting of the Regional Board held in the Board Room at 17:30 on Thursday 26
October 2023

ITEM	MINUTE
<p>Present:</p> <p>In Attendance:</p>	<p>Ray McCowan (Chair) Chris Alder Andrew Buckenham Carol Gillie (Online) Vernice Key Jess McBeath Philip Macdonald (Online) Ann McKerracher (Online) Ugo Mbaezue Lynn Mirley Bernie Quinn Dave Roberts Pete Smith (Principal)</p> <p>Shona Struthers (Chief Executive, Colleges Scotland) Ingrid Earp (Governance Specialist/Board Secretary) Anne-Marie Sturrock (Vice Principal - Student Experience) Kirsty Robb (Vice Principal - Finance & Corporate Services) Lorraine Sulo (Minutes)</p>
<p>54/23</p>	<p>Chair's Opening Remarks</p> <p>The Chair welcomed everyone to the meeting including those Members who were joining the meeting remotely. A warm welcome was also extended to Shona Struthers, Chief Executive of Colleges Scotland.</p>
<p>55/23</p>	<p>Presentation – S Struthers, Chief Executive, Colleges Scotland</p> <p>S Struthers presented to Members on the vision, purpose and strategy of Colleges Scotland.</p> <p>New research commissioned by CDN and Colleges Scotland shows the Scottish economy will benefit from £52 billion due to college graduates. A copy of the report by the Fraser of Allander Institute would be forwarded to Members.</p> <p style="text-align: right;">ACTION: Chair</p> <p>The Principal highlighted the benefits of the communications work provided by Colleges Scotland and specifically the 'Lines to Take' briefings which were extremely helpful.</p> <p>Following a discussion, the Chair thanked S Struthers for a very informative presentation. S Struthers thanked everyone for their time and left the meeting.</p>

56/23	<p>Apologies for Absence</p> <p>Apologies had been received from Paul Cathrow and Samantha Hamilton-Green.</p>
57/23	<p>Minutes of previous meeting held on 22 June 2023 (Paper A)</p> <p>L Mirley advised that she had not been present at the June meeting, therefore an amendment to the minute was requested.</p> <p style="text-align: right;">ACTION: LS</p> <p>The minute was approved subject to the above change.</p>
<p>58/23</p> <p>35/23</p> <p>45/23</p> <p>51/23</p>	<p>Matters Arising</p> <p>The Chair advised that work on the role of the Honorary Fellow was still ongoing and would be carried forward.</p> <p style="text-align: right;">ACTION: Chair</p> <p>The VP Student Experience advised that students had felt inspired by this year's Honorary Fellow, Chris Ball, who would be recording a video for use at the beginning of term.</p> <p>The Risk Register would be discussed further at the Board Development Day on 9 November 2023.</p> <p>The Board Secretary confirmed that the publication of Board papers to the website had been completed.</p>
59/23	<p>Declaration of any Conflicts of Interest/Register of Interests Update</p> <p>J McBeath advised that she would be taking on a temporary role with Ofcom. Further details would be sent to the Board Secretary for the Register of Interests.</p> <p style="text-align: right;">ACTION: JM</p>
60/23	<p>Revised Terms of Reference (Paper B)</p> <p>The paper outlined the main changes to the Terms of References for the Board Sub-committees which would ensure a clearer definition of roles and the removal of duplication.</p> <p>The Chair highlighted section 2.10 of the Finance & Resources Committee ToR advising that the application and implementation of the Finance Regulations would be the responsibility of the Audit Committee.</p> <p>Subject to the change above Members approved the 2023/24 ToRs.</p>
61/23	<p>Draft Self-Evaluation Report 2022/23 (Paper C)</p> <p>The VP Student Experience advised that the Draft Self-evaluation on the Regional Outcome Agreement (ROA) for 2022/23 had been presented to CQSE and approved for submission to the Regional Board. The draft version had also been submitted to SFC who had confirmed their satisfaction with the document which would be submitted along with Regional Outcome Agreement.</p> <p>Following a discussion Members approved the report.</p>

62/23	<p>Draft Regional Outcome Agreement 2023/24 (Paper D)</p> <p>The VP Student Experience advised that the ROA for 2023/24 had received approval by CQSE. The draft had also been submitted to SFC with a request for some further details on measures which had been included within the version approved by CQSE.</p> <p>A discussion took place on the National Measures Table with the VP Student Experience clarifying that due to Action Short of Strike (ASOS) figures still required to be firmed up, which was replicated at a national level. The outcomes for individuals living with SIMD10 postcodes and those who are care experienced had improved with measures in place through partnership agencies.</p> <p>Members approved the report.</p>
63/23	<p>Annual Strategic Priorities 23/24 (Paper E)</p> <p>The Principal outlined the paper which sought approval on the College's Annual Strategic Priorities for 23/24. The new format linked to Colleges Scotland's Statement of Ambition along with the College's performance measures, supporting strategies and risk register. A progress update would be provided at each Board meeting.</p> <p>The new format was welcomed by Members and it was agreed that the document would be renamed to Strategic Implementation Plan.</p> <p style="text-align: right;">ACTION: Principal</p> <p>C Gillie wished to see an analysis against the strategy with progress and links with annual operation plans. The Principal explained that each department had its own operational plan which at this stage would be difficult to measure, however, discussions at the forthcoming planning day may start progression.</p> <p>D Roberts felt that eleven priorities could be too many. The Principal believed that all were achievable with a significant reduction already having been made.</p> <p>B Quinn suggested that Item 4.1, third bullet point, should focus on the creation of a learning environment for the Scottish Borders.</p> <p>Members approved the report.</p>
64/23	<p>Revisions to Board practice/documentation (Paper F)</p> <p>The Chair outlined the paper which sought feedback on the new proposed template for Board and Committee papers.</p> <p>The quality of the Executive Summary was highlighted as a key section with a request to authors to remember the audience of the reader.</p> <p>The proposed new template was approved.</p>

<p>65/23</p>	<p>Strategic Ambition Review and Annual Priorities 2022/23 (Paper G)</p> <p>The paper provided an update on actions and initiatives undertaken in 2022-23 to progress the College's Strategic Ambition along with a final update on the Annual Priorities for 2022-23.</p> <p>Members discussed the paper and specifically the funding of mental health support. Further funding of £73k for 23/24 had been awarded as a transition fund with uncertainty for 24/25. The VP for Student Experience advised that Student Services had been realigned with the new curriculum structure with a Wellbeing Officer currently being appointed. A meeting with NHS Borders would be taking place regarding partnership working. C Alder raised the need for transparency and communication of mental health support services for students.</p> <p>The Chair highlighted the good work and commitment of the College who continued to fund mental health counsellors through the threat of funding being stopped.</p> <p>C Gillie raised that there were a number of actions linked to last year's strategic priorities which had not been completed. The Principal confirmed that these had been carried over in to the new year or picked up at departmental level.</p> <p>Members noted the contents of the paper.</p>
<p>66/23</p>	<p>Audit & Risk Committee Report (Paper H)</p> <p>The Chair reminded Members that the decision had been made for such reports to be discussed earlier on the agenda rather than for information. This would be a recurring format going forward.</p> <p>V Key provided an update on the previous Audit & Risk Committee meeting with most agenda items being work in progress. The Internal Audit Assignment on Disaster Recovery had received a 'strong' rating. An update on Data Protection and Freedom of Information requests had also been provided. A number of FOI requests had been received by all colleges with the number of requests on the lower side when compared across the sector.</p> <p>Members noted the contents of the report.</p>

<p>67/23</p>	<p>Finance & Resources Committee Report</p> <p>L Mirley provided a verbal update on the recent Finance & Resources Committee Meeting.</p> <p>The Director of Finance had provided an overview of the financial position with a significant move in a positive direction.</p> <p>The low demand from students for health and social care courses was a concern given the regional need for this sector. The need for a cross partnership way of stimulating demand challenges was raised by L Mirley.</p> <p>Members had been provided with a thorough update on progress with the Asset Management Strategy and further discussions on risk appetite would be discussed at the forthcoming planning day. The Director of IT & Digital had provided a very informative update on the key areas of cyber security within the College.</p> <p>L Mirley advised that the Director of People Services had been unable to attend the last two meetings which had meant a gap in updates.</p>
<p>68/23</p>	<p>Curriculum, Quality & Student Experience Report (Paper J)</p> <p>The CQSE Report paper had been written by I Earp due to tight timescales with the meeting having been held on 19 October 2023.</p> <p>The meeting had focused on the approvals of the Outcome Agreement for 2023/24 and Self-evaluation for 2022/23.</p> <p>Members noted the contents of the report.</p>
<p>69/23</p>	<p>Nominations Committee Report (Paper K)</p> <p>The Chair provided an overview of the meeting which was held on 11 September 2023. The main item of business was the recruitment of new Board Members with four applications having been received. One had subsequently withdrawn with interviews being held on 31 October.</p> <p>A robust discussion had been held on the skills matrix with additional criteria provided by Members.</p> <p>Members noted the contents of the report.</p>

70/23	<p>Principal's Report (Paper L)</p> <p>The Principal's report provided an update on activities with an overall positive KPI position, although this was still early in the academic year.</p> <p>The impact of not having an Executive Director for Enterprise & Business Innovation was raised by U Mbaezue. The Principal advised that the decision to not recruit a direct replacement was a risk, however, this was being managed well with elements of the role being shared through members of SLT and Executive Team. Flexibility with the role would remain for now given the current financial constraints.</p> <p>A complete set of success KPIs was not yet available due to Action Short of Strike with 909 outstanding results. The Principal advised that this was nearing a conclusion with no students having been adversely affected.</p> <p>A Buckenham suggested that reporting on less than 80% for KPIs and attendance could be worthwhile. It was agreed that this would be of more benefit for the CQSE Committee. ACTION: VP SE</p> <p>L Mirley raised the importance of the Executive Director for Enterprise & Business Innovation role and the requirement for the Department of Enterprise & Business Innovation (DEBI) to ensure closer working with industry in order to enable ideas and improve integration.</p>
71/23	<p>BCSA Annual Report (Paper M)</p> <p>C Alder provided an overview of the paper which provided an update on the recent activities of BCSA.</p> <p>The following key points were highlighted:</p> <ul style="list-style-type: none"> • Quiet Introduction & Supported Enrolment events – very positive feedback with 42 students attending; • Big Student Survey during September had benefited from an 8% completion increase; • Class Reps - 42 in place with 21 completed training; • Vice Presidents – Nominations currently open with two VPs hopefully in place by the end of October; • Clubs & Groups – A number underway including Newtown and Tweedbank students; • BCSA Strategic & Operational Plans – essential feedback received through interviews with students; • Activity & Events – Regular Therapet sessions across campuses. Anti-bullying week and Respect Campaign. <p>The Principal commended BCSA on their new Strategic Plan.</p>

72/23	<p>Business Growth & Engagement Strategy Progress (Paper N)</p> <p>The paper provided an update on the progress of the delivery of the Business Growth and Employer Engagement Strategy. K Robb highlighted the following points:</p> <ul style="list-style-type: none"> • Non-credit funding of £2.2m achieved during 22/23 with baseline provided for future growth; • Additional reporting within Business Review is provided to Finance & Resources Committee in order to mitigate risk further; • Engagement continues with partnerships; • Strong progress achieved on performance measures; • Development and expansion with new businesses; • Innovative Enterprise – development of e-sports suite with interest from Abertay University. <p>A further update would be provided in 6 months.</p> <p>Members noted the contents of the report.</p>
73/23	<p>Board Self-evaluation & Development Plan (Paper O)</p> <p>The contents of the report were noted.</p>
74/23	<p>Board Development Day – 9 November 2023 (Paper P)</p> <p>Members approved the draft agenda for the forthcoming event on 9 November 2023.</p>
75/23	<p>Key Points</p> <p>The Chair advised that in order to keep Members updated between meetings, a note of the current key points along with an end of month update from the Chair will be circulated.</p> <p>The Chair left the meeting at this point.</p>
76/23	<p>Board Chair’s Evaluation</p> <p>A confidential discussion took place.</p>
77/23	<p>Principal’s Development Plan (Paper R)</p> <p>This item was for information only with no discussion held.</p>
78/23	<p>Board Secretary’s Report (Paper S)</p> <p>This item was for information only with no discussion held.</p>
79/23	<p>Board Members Responsibilities (Paper T)</p> <p>This item was for information only with no discussion held.</p>

80/23	<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>
81/23	<p>Board Papers for Publication</p> <p>No draft or confidential papers would be published.</p>
82/23	<p>Any Other Business</p> <p>No items were raised.</p>
83/23	<p>Date of Next Meeting</p> <p>The Board Development Day would take place on Thursday 9 November at Galashiels with the next Board Meeting taking place on Thursday 14 December 2023 at 17:30 in the Board Room, Scottish Borders Campus, Galashiels.</p>

Signed:..... Signed:.....

Chair

Board Secretary