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BORDERS COLLEGE REGIONAL BOARD



Actions from the meeting of the Regional Board meeting held in the Board Room at 17:30 on Thursday 28 March 2024.

Item	Action	Responsibility and Date	Action Status
08/24	Standing order to be updated following feedback.	I Earp	Completed
10/24	Standards Regarding Attendance at Board meetings – Proposal would remain as is with some rewording and with the expectation that Members would attend Board meetings in person.	I Earp	Completed. Guidelines added to new Board Member information.
19/24	Risk 3.4, Disruption or failure of IT/Digital services, will be kept under review and any changes reported accordingly.	VP Finance & Corporate Resources	Completed. Updates provided to F&R Committee and full risk register included in Risk update paper.

**BORDERS COLLEGE
REGIONAL BOARD**

Meeting of the Regional Board held in the Board Room at 17:30 on Thursday 28
March 2024.

ITEM	MINUTE
<p>Present:</p> <p>In Attendance:</p>	<p>Ray McCowan (Chair) Chris Alder Andrew Buckenham Jessica Elder Carol Gillie Micah Hall Lindsey Hastie Vernice Key Jess McBeath Philip Macdonald (Online) Ugo Mbaezue (Online) Bernie Quinn Douglas Ormston Dave Roberts Pete Smith (Principal) Nick Sparks</p> <p>Ingrid Earp (Governance Specialist/Board Secretary) Lynne Gilchrist (Assistant Principal – Curriculum & Quality) (Online) Sarah Halliwell (HMI, Education Scotland) (Online) Kirsty Robb (Vice Principal - Finance & Corporate Services) Anne-Marie Sturrock (Vice Principal - Student Experience) Lorraine Sulo (Minutes)</p>
01/24	<p>Chair's Opening Remarks</p> <p>The Chair extended a warm welcome to new members, Lindsey Hastie, Nick Sparks, Douglas Ormston and Jessica Elder.</p>
02/24	<p>Education Scotland (S Halliwell)</p> <p>Unfortunately, due to wi-fi connectivity issues from Education Scotland's location it was not possible to proceed with the presentation. S Halliwell apologised and offered to attend the next meeting in person.</p> <p>Highlights from the Annual Engagement Visit which took place in November 2023 were provided by the AP Curriculum & Quality with the VP Student Experience providing feedback on the work which was already underway. The main points included:</p> <ul style="list-style-type: none"> • No major areas of action were identified from the visit with a very positive report received;

	<ul style="list-style-type: none"> • Success rates for full time further education and higher education learners are above the sector average; • Two areas of improvement were identified in the report, which were: <ul style="list-style-type: none"> a) Rates of successful completion for care experienced learners and school-aged learners on part-time FE programmes are significantly below the sector norm. b) The number of learner representatives is low and only around half have undertaken training to perform their roles effectively. • Schools Academy – A working group has been established with SB Council to address the high numbers of leavers and improve learner experience. Classes will run on a Friday (10:00-14:30) for the new academic year; and • There will be an increased focus on support offered to care experienced learners with an action plan in place. A mentor to provide support to care experienced students is in the process of being recruited with Robertson’s Trust funding. <p>The VP Student Experience commended the AP Curriculum and Quality and team for the organisation of the visit.</p> <p>Following a discussion on the change of delivery day for the Schools Academy, it was noted that applications had increased for the new academic year with a review of the new arrangements scheduled for October.</p> <p>The monitoring of actions from the Annual Engagement Visit would be carried out by the CQSE Committee.</p> <p>The Chair advised that he disagreed with the report observations regarding learner representatives and lack of engagement which was not reflective of the excellent work which was being carried out by BCSA.</p>
03/24	<p>Apologies for Absence</p> <p>Apologies had been received from Paul Cathrow.</p>
04/24	<p>Minutes of previous meeting held on 14 December 2023</p> <p>The minutes from the previous meeting were approved as an accurate record.</p>
05/24	<p>Matters Arising</p> <p>All actions from the previous meeting had been completed with no further comments made.</p>
06/24	<p>Declaration of any Conflicts of Interest/Register of Interests Update</p> <p>N Sparks advised on his current involvement regarding skills planning activities through the South of Scotland Enterprise (SOSE).</p>
07/24	<p>Ratification of new Members and Appointment of Vice Chair (Paper B)</p> <p>Members approved the recent appointment of new Members Nick Sparks, Lindsey Hastie, Douglas Ormston and Jessica Elder.</p> <p>The appointment of Dave Roberts as Vice Chair was also approved.</p>

<p>08/24</p>	<p>Standing Orders (Paper C)</p> <p>The paper sought approval on the amended Standing Orders of the Board which had been updated in line with CDN's exemplar documents. The following comments were made:</p> <ul style="list-style-type: none"> • Disappointment was raised on the decision of the nominated EIS-FELA Board Member to not join the Board whilst the current dispute is ongoing; • In regards to paragraph 3.3, C Gillie noted that the Audit & Risk Committee meet in private without the Governance Professional present; • Timeline for renewal of the Standing Orders was confirmed as every two years; and • Substitutes – It was agreed that in addition to the student Members nominating a substitute the Principal should also be able to nominate a substitute. <p style="text-align: right;">ACTION: IE</p> <p>The Standing Orders were approved subject to the above change.</p>
<p>09/24</p>	<p>Scheme of Delegation (Paper D)</p> <p>The paper sought approval on the amended and updated Scheme of Delegation which would bring the Board in line with the sector.</p> <p>The revised Scheme of Delegation was approved.</p>
<p>10/24</p>	<p>Nominations Committee Report (Paper E)</p> <p>The Chair provided an overview of the paper which provided proposed changes regarding the attendance at meetings.</p> <p>The current position regarding attendance at Sub-committees was that these were held via Teams with one meeting per year in person and all Regional Board meetings are in person.</p> <p>The alternative proposal is:</p> <ul style="list-style-type: none"> • Sub-committees remain as is via Teams with one face to face per year; and • More flexibility regarding Regional Board meetings with the option to join via Teams two meetings per year and two in person. A similar position was proposed for the Development Days/Evenings with one in person and one on line. <p>Some Members did see the benefit of a minimum number being stipulated, however, some felt that this could also imply there was an option. It was agreed that the proposal would remain as is with some rewording and with the expectation that Members would attend Board meetings in person.</p> <p style="text-align: right;">ACTION: IE</p>

<p>11/24</p>	<p>Mid-Year Financial Forecast Return 23/24 (Paper F)</p> <p>The VP Finance & Corporate Services provided an overview of the paper which provided Members with the Mid-year Financial Forecast Return (MYR) which was due for submission to the Scottish Funding Council (SFC) by 31 March 2024. The following points were highlighted from discussions:</p> <ul style="list-style-type: none"> • Credit clawback was not anticipated; • A deficit was reported to the F&R Committee, but this had since changed to a break even position; • Shared Prosperity Funding and additional costs of delivery for grant funding; • Valuation differences on balance sheet assets tie in to audited accounts earlier in year; • Movement in staff costs were one-off savings; • Freeze on expenditure may be brought in; • Monitoring would continue through F&R Committee (Risk increased to score of 16); • High risk areas would be monitored more regularly with budget holders; and • Credit target had been met. <p>Members approved the paper.</p>
<p>12/24</p>	<p>Risk Management Framework (Paper G)</p> <p>The VP Finance & Corporate Services provided an overview of the paper which provided Members with the revised Risk Management Framework.</p> <p>The Framework had been revised following feedback at the Board development day on 9 November with a view to simplifying process and agreement on the management of risks. The draft Framework had been reviewed by the Audit & Risk Committee with some minor amendments with final approval being sought from Members. Attention was drawn to the overarching risk appetite statement in paragraph 5.3.</p> <p>The Chair thanked the VP Finance & Corporate Services and the Audit & Risk Committee for the excellent work which had been done. The framework was uncomplicated and very understandable.</p> <p>A Buckenham highlighted that the changes which had been made to the Risk Management Framework were not identifiable through the History of Changes table. The VP Finance & Corporate Services advised that it had not been possible to list all the changes given that this was a fundamental rewrite.</p> <p>Members approved the updated Risk Management Framework.</p>

<p>13/24</p>	<p>Audit & Risk Committee Report (Paper H)</p> <p>The paper provided Members with the key items of approval and discussion from the February Committee meeting. C Gillie highlighted that the current internal audit contract would expire in July 2024, therefore, a procurement process was underway in collaboration with Dumfries and Galloway College. Formal approval of appointment will be sought from the Board via email following discussion by the Audit & Risk Committee on 29 May 2024.</p> <p>A discussion took place on the student retention internal audit. A Buckenham suggested that a test on the course application process through to induction would provide very useful feedback and raise any issues. The Principal advised that audit specifications are agreed with management prior to the internal audit being carried out. Any issues which staff are aware of with course applications should be raised directly with the MIS team and Student Recruitment.</p> <p>Members noted the paper.</p>
<p>14/24</p>	<p>Finance & Resources Committee Report (Paper I)</p> <p>The paper provided Members with an update on the recent Finance & Resources Committee meeting which was held on 14 March 2024. B Quinn highlighted the following points:</p> <ol style="list-style-type: none"> 1. Strategic Risk Register – delivery of College outcomes score increased to 16 relating to unaffordable outcomes; 2. Business Review Update – Year end forecast at end of Q2 reflecting 23/24 budget with deficit of £87k and a break even position; 3. There has been no resolution to the dispute over pay with negotiations ongoing; 4. Asset Management Strategy Update and Budget Planning process were discussed with ongoing discussions taking place with Heriot-Watt University. The VP Student Experience added that a review of the two on-line learning platforms would be carried out by JISC and is due to be completed by mid-May. <p>Members noted the contents of the paper.</p>
<p>15/24</p>	<p>Curriculum, Quality & Student Experience (Paper J)</p> <p>The paper provided Members with an update on the recent CQSE Committee meeting which took place on 1 February 2024.</p> <p>The Chair highlighted the positive improvement on withdrawal rates with over 100 more students retained and the large volume of work being carried out by staff.</p> <p>Members noted the contents of the paper.</p>

<p>16/24</p>	<p>Principal’s Report (Paper K)</p> <p>The Principal advised that the College Performance Indicators for 22/23 had been received from SFC for review and verification and was pleased to confirm that improvements had been made across all modes of learning.</p> <p>Funding Allocations for 24/25 had also been confirmed by SFC with an allocation of “flat cash” and a drop in capital by 2.2% (£9k). Funding for Flexible Workforce Development Funding, mental health support and digital poverty had all ceased. Staff had received an update on the actions following the savings and efficiency workshops but many of the outputs would take time to implement. They were also advised that the starting position for 24/25 will be a deficit of around £600k.</p> <p>There was concern regarding the non-settlement of the current national pay dispute and disappointment that staff could not be paid until there was agreement from unions. The EIS-FELA programme of ASOS has begun with a letter issued to staff advising them of a potential salary deduction with reference to non-submission of results. Local discussions continue with trade union representatives with further industrial action confirmed for 17 April, 22 April and 2 May 2024. Local turnout on 29 February 2024 was lower than September 2023.</p> <p>Heriot-Watt University has indicated that they will be looking to reduce their footprint at the Scottish Borders Campus, although formal notification has still to be provided.</p> <p>A space utilisation review, funded by the Shared Prosperity Fund, is underway with completion due in May.</p> <p>Significant work continues across the sector on Regional Skills Planning</p> <p>The Chair advised that lobbying with the Scottish Government around College funding continues which Members would continue to receive updates on.</p>
<p>17/24</p>	<p>BCSA Update (Paper L)</p> <p>The Student President provided an overview of the paper which provided an update on the ongoing activities of BCSA.</p> <p>The Chair congratulated BCSA on the volume of activity and positive progress which was being made, along with the excellent report format which was presented.</p>
<p>18/24</p>	<p>Strategic Implementation Plan 23/24 Update (Paper M)</p> <p>The paper provided an update on progress with the actions and initiatives undertaken as part of the Annual Priorities for 2023/24.</p> <p>Members noted the progress which had been made with all actions at a green RAG status.</p>

19/24	<p>Strategic Risk Register Update (Paper N)</p> <p>The Strategic Risk Register update provided details on the five risks which had been assigned to the Regional Board along with an update on the agreed actions.</p> <p>The VP Finance and Corporate Services highlighted that Risk 4.1, College breaches GDPR and/or data legislation, had been decreased to a score of 6 following progress and completion of actions. All five risks are within or below the risk appetite which had been agreed by the Board.</p> <p>C Gillie highlighted Risk 1.2, Delivery of College outcomes unaffordable, which was above the risk appetite with a score of 16 and asked what the anticipated level would be should the actions be completed. Given that a number of factors were out with the control of the College, the Principal did not foresee the score decreasing a lot, however, this would be discussed further at the forthcoming Board development session. B Quinn confirmed that the Finance & Resources Committee had been satisfied with the information provided by the Executive on this risk.</p> <p>The score for Risk 3.4, Disruption or failure of IT/Digital services, was deemed low by J McBeath given the high risk of a cyber-attack. This would be kept under review by SLT with any changes reported accordingly.</p> <p style="text-align: right;">ACTION: VP F&CS</p> <p>It was noted that RAAC is part of the Strategic Risk Register but is a risk allocated to the F&R Committee.</p>
20/24	<p>Business Growth & Employer Engagement Strategy Update (Paper O)</p> <p>The VP Finance & Corporate Services provided an overview of the paper which provided an update on the progress of the delivery of the Business Growth and Employer Engagement Strategy.</p> <p>Additional reporting is provided to the F&R Committee on a quarterly basis.</p> <p>Members noted the contents of the paper.</p>
21/24	<p>Curriculum, Quality & Student Experience Committee Annual Report 22/23 (Paper P)</p> <p>Paper is for information only.</p>
22/24	<p>Finance & Resources Annual Report 22/23 (Paper Q)</p> <p>Paper is for information only.</p>
23/24	<p>Meeting Schedule 24/25 (Paper R)</p> <p>Paper is for information only.</p>
24/24	<p>Board Secretary's Update (Paper S)</p> <p>Paper is for information only.</p>

25/24	<p>Standing Items</p> <p><u>Health & Safety</u></p> <p>No items raised.</p> <p><u>Equality & Diversity</u></p> <p>No items raised.</p> <p><u>Environmental & Sustainability</u></p> <p>No items raised.</p>
26/24	<p>Board Papers for Publication</p> <p>No draft or confidential papers would be published.</p>
27/24	<p>Any Other Business</p> <p>No items were raised.</p>
28/245	<p>Date of Next Meeting</p> <p>The next Board Meeting will be held on Thursday 27 June at 5.30pm in the Board Room, Galashiels. The Development Evening would be held on Thursday 25 April and was currently scheduled to be held at the Newtown St Boswells Campus.</p>

Signed:.....
Chair

Signed:.....
Board Secretary