



REGIONAL BOARD

27 March 2025

Meeting Schedule 2025/26

1.0 PURPOSE OF PAPER

For information

- 1.1 To inform Board of meeting dates for the next academic year.

2.0 EXECUTIVE SUMMARY

- 2.1 Each year the dates for Board Meetings, Committee Meetings and Planning Days/Evenings are scheduled well ahead of the upcoming academic year in order to give as much notice as possible to Board Members. Annex A has the schedule for academic year 2025/26.

3.0 RECOMMENDATION(S)/ACTION(S) REQUIRED

- 3.1 I recommend that the Regional Board: -
 - 3.1.1 note the meeting schedule for the next academic year, 2025/26.

4.0 BACKGROUND/MAIN PAPER

- 4.1 Each Committee has had the opportunity to discuss if they wish to stay with their current day/time for meetings or move to better accommodate Members.
- 4.2 The meetings are spread out during the year and are also scheduled to accommodate external deadlines such as submission of annual accounts with enough time between them to allow for production of papers.

5.0 IMPLICATIONS AND CONSIDERATIONS

5.1 Financial Implications

There are no direct financial implications of this paper

5.2 Learner Implications

There are no direct learner implications of this paper.

5.3 Staff Implications

There are no direct staff implications of this paper.

5.4 Equality and Diversity Implications/Equality Impact Assessment

There are no direct equality and diversity implications of this paper.

5.5 Sustainability/Environmental Implications

There are no direct sustainability/environmental implications of this paper.

6.0 RISK COMMENTARY

6.1 The paper is for information, there are no proposed actions or decisions required.

7.0 CONCLUSION

7.1 Board Members are asked to note the dates of the meetings and if there are any significant clashes, eg never available on a Thursday to let the Board Secretary know.

I Earp

Board Secretary

Previous Board or College Committee Approvals: None

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Annex A

Borders College Regional Board

Board Schedule and Planner

Each year the schedule of meetings is set well ahead of the start of the new academic year and is normally taken to the March Board meeting. We try very hard to make sure that there is minimum to change to these dates after that point so everyone can get them in their diaries well in advance.

Requests for feedback will normally come from the Board Secretary towards the end of the academic year looking back over the year just finished or about to finish.

Schedule of Meetings

| Board Meetings | | |
|----------------------------|-------------|-----------|
| Wed 22 October 2025 | 5.30-7.30pm | In person |
| Thurs 11 December 2025 | 5.30-7.30pm | In person |
| Thurs 26 March 2026 | 5.30-7.30pm | In person |
| Thurs 18 June 2026 | 5.30-7.30pm | In person |

| Board Development/Planning Sessions | | |
|--|----------------|-----------|
| Thurs 6 November 2025 | 10.00am-5.15pm | In person |
| Thurs 16 April 2026 | 4.30-7.30pm | In person |

| Audit and Risk Committee | | |
|---------------------------------|-------------|-----------|
| Thurs 9 October 2025 | 5.00-6.30pm | Online |
| Thurs 27 November 2025 | 5.00-6.30pm | In person |
| Thurs 12 February 2026 | 5.00-6.30pm | Online |
| Thurs 21 May 2026 | 5.00-6.30pm | Online |

| Curriculum, Quality and Student Experience Committee | | |
|---|-------------|-----------|
| Thurs 25 September 2025 | 4.00-5.30pm | Online |
| Thurs 5 February 2026 | 4.00-5.30pm | Online |
| Thurs 28 May 2026 | 4.00-5.30pm | In person |

| Finance and Resources Committee | | |
|--|-------------|-----------|
| Thurs 2 October 2025 | 4.00-5.30pm | Online |
| Thurs 20 November 2025 | 4.00-5.30pm | Online |
| Thurs 12 March 2026 | 4.00-5.30pm | Online |
| Thurs 4 June 2026 | 4.00-5.30pm | In person |

| Chairs' Committee | | |
|--------------------------|-------------|--------|
| Tues 30 September 2025 | 5.00-6.00pm | Online |

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

Requests for Feedback

| Feedback | Sent out | Deadline |
|----------------------------|----------|------------|
| Committee Self-Evaluations | July | Mid August |
| Board Self-Evaluation | July | Mid August |
| Principal's Feedback | August | Early Sept |
| Chair's Feedback | August | Early Sept |

There may be times when we update the Board Member Skills Matrix to help plan with recruitment and so Members will be requested to fill that in. There may also be occasions when we have to approve an item out with the meeting schedule via email (this will be ratified at the next scheduled meeting), that will normally come from the Board Secretary and will have a deadline clearly identified.

Deadlines

Annual Accounts and Annual Report for previous academic year

- ✓ With SFC by 31 December

Annual Budget and Financial Plan for upcoming academic year

- ✓ With SFC by 30 June (usually)

Others as and when they arise during the year (eg a procurement).

Board Member Reviews

Each year each Board Member has a Review with the Chair which feeds into the overall Board Development Plan as well as individual development plans. These are scheduled throughout the year.