

AGENDA

Meeting: Board of Governors

Date: Thursday 22 June 2023 at 3.30pm

Location: Wallace Suite, Carnegie Conference Centre, Dunfermline

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	DCW	N/A
2	Minutes of the Previous Meeting: 21 March 2023 2.1 Notes of Strategy Day: 25 May 2023	Approve Approve	DCW DCW	
3	Matters Arising / Actions Outstanding	Note	DCW	2-3
4	Principal and Chief Executive's Update Report	Note	JM	
5	Fife College Students' Association (FCSA) Update	Note	TF/EW	4-12
6	Business Report	Note	DL/JT/GD/ IH	
10 MIN BREAK				
7	Draft Budget 2023-24	Approve	JT/GD	
8	Update on Strategy Day, College Strategies 2023-28 and Annual Operating Plan	Approve	JM	
9	Update on Education Scotland Visit	Note	IH	
10	Equalities Mainstreaming Update Report 2021-23	Approve	JT/MP	
11	Board Updates (Questions only) <i>It will be assumed that these papers have been read in advance and they will not therefore be outlined at the meeting. Members will be invited to move to questions/discussions of any key points. This will free up time for Strategic Discussion.</i>			
	11.1 Chair's Updates	Note	DCW	13-14
	11.2 Summary of Committee Business	Note	Chairs	15-16
	11.3 Governance Update	Note	MP	17-20
12	Self-Evaluation 2022-23	Discuss	MP/DCW	21-24
13	Review of Meeting	Discuss	All	N/A
14	Date of Next Meeting: Thursday 28 September 2023 at 3.30pm	Note	DCW	N/A

For Information:

- Strategic Risk Register
- Glossary of Acronyms
- Video: <https://vimeo.com/828320610>
- Photos: New Campus Visit - 19 May 23

Board of Governors
Actions Outstanding / Progress Made
Key:

	Outstanding and deadline passed
	Progressing and on target
	Complete

No	Date of Meeting	Action	Responsible	Deadline	Comment
1	22.06.22	To bring a paper to a future meeting giving more detail on options available regarding Colleges Scotland membership.	Chair	31.08.23	
2	08.12.22	To continue to work on the draft Strategic Plan and bring it to the June meeting for approval.	Director: Planning and Performance	June 2023	Update on today's agenda – deadline to be extended
3	08.12.22	To continue to work on the draft Learning Strategy and bring it to the June meeting for approval.	Vice Principal: Academic Strategy	June 2023	Update on today's agenda – deadline to be extended
4	21.03.23	To facilitate contact between the FCSA and Fife Voluntary Action Group.	I Hawker / E Wallace	30.04.23	Complete – contact details passed to FCSA to progress.
5	21.03.23	To undertake a “deep dive” into student withdrawals at Fife College and a comparative sector analysis, and present this to the Academic Quality Committee in due course.	D Leslie	30.05.23	Update presented on Fife College information, comparator analysis was not yet available and will be presented at next meeting
6	21.03.23	To consider visibility of the Board as well as the Executive Team in the staff survey action plan.	Principal	22.06.23	Complete. Survey action plan has been updated to include “Review Board visibility and provide opportunity for Board members to feedback on current and new engagement opportunities where appropriate”. This will also be added to Board Development Plan for 2023-24
7	21.03.23	To agree the direction of travel of the draft Strategy 2023-28, and to incorporate the feedback made by email and at the Board meeting into the next version.	W Brymer	22.06.23	Update on today's agenda – deadline to be extended

No	Date of Meeting	Action	Responsible	Deadline	Comment
8	21.03.23	To add richness and depth to the next level of draft Strategies as discussed at the recent Finance, Commercial and Estates Committee meeting.	Executive Team	22.06.23	Update on today's agenda – deadline to be extended
9	21.03.23	To undertake a direct alignment exercise of the overall Strategy, next level of Strategies and Directorate plans to ensure clarity and alignment, and to add richness and depth with a focus on outputs and outcomes.	W Brymer / Executive Team	22.06.23	Update on today's agenda – deadline to be extended
10	21.03.23	To approve the changes to the Risk Register 2023-24.	W Brymer	31.03.23	Complete
11	21.03.23	To approve the Voluntary Severance Scheme, subject to the change relating to payback period being made.	Principal	31.03.23	Complete
12	21.03.23	To agree that Scenario 2 be used as the basis for consultation and planning, and to note that the draft budget would be presented to the June 2023 Board meeting for approval.	Principal	22.06.23	Complete. On today's agenda
13	21.03.23	To endorse the decision taken to appoint Gordon Mole and Evelyn McPhail for a second term of office from 1 August 2023 to 31 July 2027.	M Philp	22.06.23	Complete
14	21.03.23	To agree that questions and answers relating to Board papers in advance of meetings be circulated to all members of the Board for information.	M Philp	22.06.23	Complete and ongoing



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Fife College Students' Association (FCSA) Update	
Date of Meeting:	22 June 2023
Purpose:	To update members of the Board of Governors on the progress made by the FCSA since the last meeting
Intended Outcome:	To note the position
Paper Submitted by:	Tali Fisher, President Welfare and Equality Emma Wallace, President Education and Representation
Prior Committee Approvals:	N/A
Board Impact from Decision:	To ensure that the FCSA has appropriate resourcing and support from the College to undertake its duties effectively; and that the FCSA is operating effectively in order to meet the needs of our learners
Financial Health Implications:	N/A
Learner Implications:	To ensure learners have relevant opportunities and support in place offered by FCSA and that the learner voice is heard and acted upon and taken into account in Board level decisions
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Tali Fisher, nataliefisher@fife.ac.uk Emma Wallace, emmawallace@fife.ac.uk
Date of Production:	14 June 2023

FIFE COLLEGE BOARD OF GOVERNORS**Fife College Students' Association (FCSA) Update****1 Introduction**

This paper reports the work of the FCSA against our aims and commitments within the FCSA 2025 Strategic Plan and the work of the Student Presidents against their elected aims.

This work will be summarised into key messages and fuller detail of all work will be available for further information (deep dives) later in the document. Work which relates specifically to course activities is reported to the college's Academic Quality Committee. This paper is available [here](#).

As this is the last paper of the Academic Year this paper contains a summary compiled by the FCSA Presidents who are both nearing the end of their terms. This summary will review all of the progress that the Presidents have been able to make against their elected pledges.

The incumbent Presidents will attend the meeting as an introduction to the Board before taking up their new roles with effect from 1 July 2023.

2 President Updates**Emma Wallace****Ensure the students' learning experience is a top priority when regarding safely returning to in-person learning**

Throughout Emma's term, she has supported students in the transition to returning to in-person learning by address all issues that come forward. Emma has supported Class Reps in giving feedback to appropriate staff about their learning experience and what could help improve.

At the beginning of the return of in-person learning, Emma has supported the rollout of NEC cards and addressing all the issues students have faced whilst trying to get their NEC card. Emma has worked with Kris Getchell and others in the team to look at the process of applying and making sure it is accessible and easily understood. The new process has made it easier for students and are able to have their card in time for starting the academic year.

Emma has worked with Tanya Borrowman from Inclusion to create a student support hub in Rosyth. This is now an area in the study space where students can come talk to different departments in the college to gain support. This is also to help with the FCSA engagement with Rosyth students. Someone in the FCSA will do the drop-in on a Wednesday, and a timetable involving other departments was also created.

Emma conducted a survey covering online learning and the preferences of students. There was a total of 223 responses and featured students across all four faculties. Overall, there was a preference for an element of blended learning to allow catch-up when face-to-face teaching was missed or inaccessible with other student commitments.

Improving the accessibility to facilities at Fife College to help students, especially those that can help students' mental health and wellbeing

As this pledge mostly related to Tali's role, Emma addressed all issues with accessibility to Tali and worked on the issues together. This pledge was also put aside in 2023 due to focussing on the class rep system.

Introduce a 'Question Time with the Presidents', where the Presidents showcase their work to help students understand what they are doing to enhance the student experience, and give the opportunity for students to ask questions

From starting the role in 2021, Emma has posted multiple monthly updates on social media about all the important work Emma has completed. Emma has also made updates on the FCSA newsletter in preparation of the question time videos.

The question time videos launched in February 2023, where students submitted questions about Emma's and Tali's work, and was uploaded onto the FCSA social media. Each president would alternate posts every two weeks on a Thursday so each president could update on work or answer any questions. All students at Fife College could submit a question for the Presidents to answer.

This approach has now been adopted by the FCSA and will be done by the incoming President team.

Reduce the gap between College and University/Employment by creating opportunities for workshops and work experience

Contacts and plans were made with Fife Voluntary Action, including drop-in sessions but these did not go ahead. Instead, when students were looking for volunteering or work experience, Emma referred to Fife Voluntary Action website for opportunities.

Emma created a "Survival Guide to University" for students who were thinking about moving onto University after their college studies. This contained hints and tips for those students to consider when applying and going to university, including tips on accommodation, funding, study tips and how to get most support out of their Students' Association/Union. This was mostly aimed at articulating students, however all students who were applying to university could get some helpful advice from the document.

Emma worked briefly with the University of Aberdeen Access Team, in creating content around going to university and sharing information about access days for college students thinking about applying to that University.

Introduce workshops to help students within the College, including essay writing, project planning and time management to help assist with learning

In the first year of Emma's role, she was a part of the Digital Capabilities for Students working group, and has worked closely with the team to bring about Digital Familiarisation and ensuring it was accessible for students. Emma has also worked closely with Sharon Burns to make sure the content on iLearn about referencing and essay writing was up to date and easily understandable to students. As there was already a lot to offer in the college, Emma had shelved this pledge in 2022 to prioritise the class rep system.

Natalie Fisher**Introduce Workshops on British Sign Language (BSL) and Deaf Awareness**

Tali has led on the introduction of BSL and Deaf Awareness workshops and social media campaigns which have been recognised in several national award campaigns. This includes inductor videos which have now over 45,000 views on the FCSA Social Media Channels and which will continue to be shown on the on-campus screens.

Tali established and chaired the Fife College BSL Action Plan working group, which will continue after Tali leaves office under the leadership of Julie-Anne Dick from the College's Inclusion team.

Tali created a proposal to the FCSA Student Council to adopt the promotion of BSL as FCSA Policy for the next three years. The successful adoption of the policy will ensure that FCSA is committed to continuing to promote BSL awareness to benefit both our deaf and hearing communities.

Campaigns to raise issues and awareness

Tali worked with local and national organisations to deliver on-campus events to help provide our members with a better understanding of the issues that some groups of our students face. This included Fife Centre of Equalities delivering diversity workshops and a Mini-Pride Event.

Tali created eco-friendly diversity and inclusivity badges. The purpose of this is to raise awareness and embrace one another's uniqueness and respect each other. The pin badges have been very popular with students and people are already asking if we can create some more in future.

Environmentalism President

Tali has worked closely with a range of departments and organisations to promote and deliver sustainable practices in Fife College. This includes creating blogs, promoting active and car free travel, reducing waste from catering, and the introduction of Vape disposal bins on every campus.

Support for Housing and Financial Issues

Tali has led on a variety of campaigns to help students to understand the support mechanisms that are available to them and to share tips and healthy financial approaches

These have included an energy awareness campaign, a public transport campaign, and events with Money Advice Scotland, Fife Council, Stagecoach, the UK Parliament, and Citizen's Advice and Rights Fife.

Mental Health and Accessibility Support

As well as completing the Scottish Mental Health First Aid Training course, Tali supported student mental health through researching their needs via surveys and hosting Tea and Talk cafes in conjunction with the College's Health and Wellbeing Team.

In the second year, Tali had a creative idea for the mental health campaign called the Positivi-Trees where people can leave and share positive messages of encouragement on the tree on each campus and will introduce Positivi-Trees later in 2023. The prototype of these trees has been created by our prison-based members from HMP Greenock – (pictured)



Wellbeing Sessions

In addition to working closely with Kirsten Mullen, the FCSA's Lead Sports and Active Health Coordinator, Tali secured external funding to support an instructor to deliver free Tai Chi sessions on campus for Students and Staff. Tali also coordinated participation the national Step Count Challenge for our students.

A full breakdown of Tali's work on all their pledges can be found in the [deep dives](#).

3 **Aim: By 2025 FCSA Sports will an association in its own right.**

Work done in Q4 2023

- Scottish colleges went head to head at the College National Finals Event hosted by Scottish Student Sport at the Oriam Heriot-Watt. The event included basketball, badminton, volleyball, and 7-a-side football, where our students competed in all four sports in both female and male categories. As we did last year, Fife College took the most participants out of all competing Colleges. We are also pleased that our Women's Volleyball Team and Men's Football Team won their competitions.
- The success of the FCSA Lead Sports and Active Health Coordinator has been so prominent at a national level that sportscotland are now fully funding a project that will see similar roles introduced at all Scottish Colleges which want to be involved. We are pleased that our work and innovation has been recognised this way and creates an opportunity for every College student in Scotland to be more physically active and improve the health of the nation.

Planned work

- Kirsten Mullen has left the FCSA to take up a new role at University of Stirling as their Sports Development Coordinator.
- Discussions on how this vacancy will be replaced are ongoing with Fife College. Until this is resolved there will be reduced focus on this strategic aim.

4 Aim: By 2025, the FCSA will be recognised as a constructive force in all of its communities.

Work done in Q4 2023

- Responses to the SSES show 94.9% students responded positively that the FCSA has influenced change for the better and 75.5% were aware of FCSA events.
- The FCSA won two awards at the NUS Scotland Awards. We won campaign of the year for the work that we have delivered for Tali's BSL Pledge, and the Community and Solidarity Award for the work the FCSA have done with the College's Learning and Skills team to involve prison-based learners within the community of Fife College. Kirsten Mullen was shortlisted for the Student Association Staff Member of the Year Award and as is now annual tradition we were also pleased to be shortlisted for the College Students' Association which we have been for the past 6 years.
- Tali Fisher and Kirsten Mullen were shortlisted for the Herald Higher Education Award for Outstanding Contribution by a College Student and Outstanding Contribution by a Staff Member respectively. Kirsten Mullen won the award in recognition of the sector leading work they have delivered with the FCSA.
- The FCSA Unicorn Trail project continues to engage with a range of organisations and we hope to have the trail installed this summer in Letham Glen.
- The FCSA have hosted 12 work placements from College courses including SCP Programmes, Events Management, and Support Programmes.
- The FCSA Talent Agency is providing real world experience to students within the Creative Industries faculty by providing professional style creative briefs and paying for their output.
- More information on all of our Community and Societies work can be found in the [deep dives](#).

Planned work

- The FCSA will be present at the College Virtual Expo highlighting the work we carried out with the Fife College Planning and Performance Team in creating the new Fife College Strategic Plan.
- The FCSA Student Showcase will take place on Thursday the 29th of June. More details on this event are covered later in the report.
- The FCSA and Fife College Awards will take place on Friday the 30th June. More details on this event are covered later in the report.
- The FCSA Theatre Company will debut at this year's Edinburgh Fringe Festival. The show is aimed to help our Acting graduates gain experience and potentially future employment. The show also features new Fife College Board Member Kayleigh Gallacher in a leading role. If board members would like a ticket please contact Craig Walker.

5 Aim: By 2025, the FCSA will have reviewed all of its processes, practices and structures.

Work done in Q4 2023

- Our new Lead Engagement Coordinator, now conducts an evaluation of all major FCSA Events to ensure that we are learning and developing each year. These evaluations will be hosted on the FCSA's website and available at all times to anyone who wants to read them. This aligns with the FCSA's strategic commitment to our work being well-researched and informed by our members.
- Following discussions and review with students, the role of FCSA President of Welfare and Equality will change to being the FCSA President of Wellbeing and Equity. This better reflects the remit of the role and students believe this is more easily understood.

Planned work

- The FCSA's annual strategy event is scheduled for 24 to 26 July. This later date is to allow the new President team to understand the role better before being asked to discuss strategic aims. It also allows the FCSA Staff some time off following the end of year Awards.

6 Aim: New Campus – We will work closely with Fife College and our membership to deliver an FCSA presence which caters for the needs of our members as well as providing a platform for future development and success.

Work done in Q4 2023

- The FCSA are leading on public consultation on the Public Art within the DLC. This work has been slightly delayed as the Chair of the group is looking at alternative funding options.
- We continue to engage with the appropriate committees and groups, and recently FCSA Reps attended the Council's Topping Out ceremony.

Planned work

- We will progress with public consultation on public art when more funding details are finalised.
- We will continue to work to influence the new campus, including the development of the Sports and Wellbeing spaces.

7 Aim: Overseen by a Trustee Board, the FCSA will move towards being fully autonomous

Work done in Q4 2023

- The Oversight Group continues to develop and we have recently recruited Ben Kinross as a new member. Ben works with the National Society of Apprentices and will bring valuable experience to an area where the FCSA recognise the need to develop.

Planned work

- The Oversight Group will continue to establish itself, developing a clear remit and role as we progress.

8 Commitments

Representation

This year more students completed Class Rep training than in any previous year. As in each year we will review the training across the summer and implement improvements based on student and stakeholder feedback.

We have now established Wednesday as the FCSA 'day' where a member of staff will be available on the Rosyth Campus. This is to build awareness of the FCSA with students who may not be in campus often due to their delivery model.

Development

The upcoming FCSA Strategic Event will focus on how the FCSA responds to the changing demands of the student cohort. One key focus is the likely move away from 'traditional' operating hours to help facilitate more social prescription events to help students through the emergent mental health and social exclusion issues that our members are presenting with more frequently.

Learner Engagement

In the FCSA Student Recognition Awards we received a total of 937 nominations across the six categories. This figure is a large increase on the 659 we received in 2022. This total also includes 246 nominations, up from 138, that were made by our prison-based members to recognise the teaching staff based in the prisons.

Health & Sustainability

Elena Marburger, the FCSA Campus Cycling Officer, has launch a new website to support the FCSA's On Oor Bikes, ebike and bike hire scheme. This scheme provides low-cost access to short-term hire for bicycles which students and staff may be unable to afford due to the cost of living crisis. The site can be accessed via fcsa.net/ebikes

As noted, Kirsten Mullen has left their role and Elena's externally funded position is due to end in August. The FCSA are looking at how this scheme can continue to function, including collaboration with the College, as we otherwise are unlikely to have the capacity to continue this.

9 Elections and Staff Departures

As Marianne's paper will cover the FCSA Elections concluded in April 2023. Following a record turnout, Taylor Edwards was elected to the position of FCSA President of Education and Representation, and Kayleigh Gallacher was elected to the position of FCSA President of Wellbeing and Equity. Both will take up their office from 1 July and will serve until 30 June 2025.

Emma Wallace left the FCSA in May to take up a new position with Linked Living in Kirkcaldy. As noted Kirsten Mullen left the FCSA in May to take up a new position with University of Stirling. Lauren Rosenbaum will be leaving the FCSA at the end of June to take up a new position as Marketing Executive with Edinburgh Zoo.

We want to thank Emma, Kirsten, and Lauren for all their passion, hard work, and commitment that they have given to the FCSA in their time with us. That the FCSA has grown in prominence is in no small part due to the work that they have all provided in their own roles and as key parts of the wider team.

As Emma was due to leave in June, and as per the FCSA Constitution, the FCSA are using the underspend to fund work using the FCSA Talent Agency, including promotional videos for the College's Keep Warm and Induction/Enrolment Campaigns.

Discussions are ongoing with the College on recruiting replacements for the staff members.

10 Other Notable Items

On Thursday 29 and Friday 30 June the FCSA will be holding two events at the Glen Pavilion.

On 29 June, the FCSA are hosting an end of year Student Showcase which aims to highlight students' achievements and everything Fife College offers. We are bringing together physical and digital pieces of work from all faculties which will be on display as well as live performances of '*Captain Avaritia's Carnival of Wonders*' by the FCSA Theatre Company which includes HND Year 1 and 2 Acting and Performance students. The Showcase will act as an alternative style of recruitment event for Fife College with support from Admissions and Enrolment teams.

The FCSA and Fife College Awards will take place on Friday 30 June 2023. As part of the event we will be showcasing artwork which has been submitted by our prison-based learners. We requested creative works from these members and each one that submitted a work received a signed certificate of thanks from the FCSA. This project was created and led by Jade Burnett, our Community Development Coordinator, as part of her remit to ensure all of our communities feel included and recognised by the FCSA.

Emma Wallace
FCSA President
Education and Representation
7 June 2023

Tali Fisher
FCSA President
Welfare and Equality
7 June 2023

Deep dives can be accessed [here](#) including all our stats.



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Chair's Updates to the Board	
Date of Meeting:	22 June 2023
Purpose:	To update Board members on activity since the last meeting
Intended Outcome:	To note the update
Paper Submitted by:	David C Watt, Chair
Prior Committee Approvals:	N/A
Board Impact from Decision:	To be briefed on local, national and sector-wide activity that the Chair has been involved in
Financial Health Implications:	N/A
Learner Implications:	N/A
Equality and Diversity Implications:	N/A
Risk Assessed:	N/A
Publicly Available:	No
Author Contact Details:	David C Watt; davidwatt@fife.ac.uk
Date of Production :	13 June 2023

BOARD OF GOVERNORS OF FIFE COLLEGE

Chair's Update

1 Introduction

This paper provides a note of the Chair's updates for members since the last meeting.

2 Updates

- Regular meetings with the Principal and the Director: Governance and Compliance
- Attended various College meetings, including DLC meetings
- Continued meetings with Trade Unions at national level through College Employers Scotland, including a session on "negotiating"
- Colleges Scotland board meetings and continued strategic discussions about the future
- Had a quiet outgoing lunch with Hugh Hall
- Attended a RFCA at Knockhill
- Involved in stakeholder long leet interviews for new CEO of Fife Council
- Attended (in part) CDN event on governance and leadership
- Attended meeting of Fife partnership board
- Involved in board tour of campuses
- Met with new Minister and Cabinet Secretary at national meeting and invites issued to Fife College
- Attended Fife Council workshop on smart cities – focusing on Dunfermline
- Involved in schools topping out ceremony and two visits to new DLC visits
- Attend Fife Business Awards where the College picked up a health and wellbeing award
- Attended Adam Smith Lecture with Robert Peston in revamped Adam Smith Theatre, Kirkcaldy
- Will attend session on Rosyth waterfront regeneration.

3 Recommendation

Board members are invited to note the paper.

BOARD OF GOVERNORS OF FIFE COLLEGE

Summary of Committee Business

People and Culture Committee: 29 May 2023

- Members were advised of one RIDDOR reportable incident and a second incident that was currently being investigated.
- An update was given on the annual cost of living pay rise. It was noted that the EIS, UNISON and Unite had all balloted for strike action. The EIS was currently engaged in action short of a strike which meant student results were not being processed. The EIS had also set potential strike days in August and September. No dates had been confirmed as yet by UNISON/Unite. Discussions were continuing at a national level on pay rises and on the job evaluation exercise.
- The draft People Strategy 2023-28 was presented for discussion and further work will be undertaken on this in line with other strategies.

Academic Quality Committee: 30 May 2023

- The Fife College Students' Association report was once again very positive and showed lots of progress and significant impact on the student experience
- Student recruitment was progressing to target. There was a discussion on changes to the curriculum a result of the drop in funding, and on the impact Covid had had on learning.
- It was noted that withdrawals were high. Pre-Covid, KPIs had been showing an upward trend but a return to these levels was not being achieved quickly enough. It was noted that the College wished to be above sector average in relation to all student KPIs. A number of early interventions were in place and these were being monitored. The Committee asked for continued focus in this area and to receive further updates at future meetings.
- Education Scotland Visit was taking place on 31 May 2023 and a report would be presented within 6-8 weeks and would be presented to an Academic Quality Committee or Board meeting by the lead reviewer.

Audit and Risk Committee: 1 June 2023

- The Strategic Risk Register was reviewed. It was agreed to remove Risk 14 relating to the SPS contract now that year 7 of the contract had been secured. The risk would continue to be monitored by the Executive Team and would return to Audit and Risk Committee for review when Year 8 of the contract or a re-tender exercise commenced.
- An internal audit had been undertaken on the Dunfermline new learning campus project. This had identified some areas of good practice and gave three priority 2 recommendations. The Committee asked that the Internal Audit report also be presented to the New Build Project Board for completeness and to ensure that the recommendations were known to and could be monitored by the Committee.
- The external audit plan and fee were approved. The new external auditor was unable to attend the meeting, and had instead met with the Committee Chair and Director: Governance and Compliance in advance of the meeting. There was an increase in the fee, and an assurance that it was unlikely that additional fees would be requested in the event of unplanned work requiring to be undertaken. The external auditor has given assurances that they will be able to attend future meetings.
- The College had participated in the National Fraud Initiative and no instances of fraud were identified.

Finance Commercial and Estates Committee: 6 June 2023

- Two larger Estates projects were discussed in detail. Roofing work at Kirkcaldy campus with a value of circa £800k excluding VAT were considered as essential for health and safety as well as estates reasons and the Committee confirmed its agreement that these should progress. Further details on the Masterplan Project were requested by way of a report being circulated and confirmation of exact costs were requested, and it was agreed that agreement would be provided by correspondence once this had been provided. The current anticipated cost was around £308k but discussions were ongoing to bring these down and to Scottish Government grants would cover part of the costs.
- The draft budget was discussed in detail and was recommended to the Board for approval, with a £432k deficit projected.
- Improvements in commercial income were presented and, in particular, the venue was significantly ahead of target. There was a discussion about the importance of commercial income in the years ahead and the challenges faced. Work required to be undertaken now to ensure that there was required levels of growth in future years. The Committee also asked for reports to be provided at relevant future meetings showing student recruitment and withdrawal numbers and how those translated into income to show the impact on the overall financial position.

New Build Project Board

- [13 March 2023](#)
- [4 May 2023](#)
- [8 June 2023](#)



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Update on Membership and Governance Related Matters	
Date of Meeting:	22 June 2023
Purpose:	To update Board members on governance related matters
Intended Outcome:	To note the updates provided
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Board Impact from Decision:	To ensure good governance arrangements are in place in relation to all Board and Committee activity
Learner Impact:	N/A
Financial Health Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Marianne Philp; mariannephilp@fife.ac.uk ; 01383 845009
Date of Production:	9 June 2023

BOARD OF GOVERNORS OF FIFE COLLEGE

Update on Membership and Governance Related Matters

1 Introduction

This paper is to update Board members on membership and governance related matters.

2 Board Membership

2.1 Student Board Members

Tali Fisher and Emma Wallace will have served their maximum 2 years term of office as Board members as part of their role as Student Presidents on 30 June 2023.

Elections were held in April 2023. Four candidates stood for each of the positions. A total of 667 valid votes were received for each, the highest number of votes ever received in our elections. The results were:

- Taylor Edwards: President of Education and Representation
- Kayleigh Gallacher: President of Wellbeing and Equity

The new Presidents take up post from 1 July 2023 to 30 June 2025 and will also become our Student Board members. They will attend the June Board meeting as observers, shadowing Tali and Emma, and as part of their induction.

The election process ran very smoothly. A few minor complaints were received, all of which were resolved before the voting closed.

2.2 Staff Board Members

Drew Connelly has intimated his intention to step down from his role at Fife College around October 2023 and will, at the same time, step down from his position as non-teaching staff Board member. It is proposed that elections take place in August 2023, with the new Member being elected as follows:

Stage of Application	Indicative Dates
Advertising of vacancies	w/c 14 August 2023
Closing date for nominations	25 August 2023 5pm
Advise nominees if going to ballot	28 August 2023
Ballot opens	30 August 2023
Closing date for ballot	6 September 2023
Advise Nominees of outcome of ballot	7 September 2023
Advise staff and Board members of outcome	8 September 2023
Date by which applicants should accept position in writing	15 September 2023
Date of appointment	2 October 2023

The newly elected member will be invited to shadow Drew at the Board meeting on 28 September 2023 giving an opportunity for a brief handover.

It has also recently been noted that legislation for staff Board member positions should be for a period of 4 years. We have previously assumed the “not exceeding 4 years” period that applies to non executive members. This has subsequently been corrected with regard to the teaching staff Board member’s position, extending

it from 31 July 2026 to 28 November 2026. It will also be applied for the non-teaching staff Board member upon their election next academic year.

2.3 Introduction of Trade Union Board Members to College Boards

Scottish Government is on track to pass the relevant legislation to progress with the introduction of Trade Union Board members to College Boards, effective from 1 January 2024. The following timeline has been agreed:

Period	Stage
May 2023	Good Governance Steering Group (GGSG) to agree implementation arrangements, including a timeline for implementing the governance reform and associated procedures and processes.
June 2023	GGSG to issue a Newsletter to the sector outlining the agreed implementation arrangements.
Early September 2023	Scottish Government to lay Draft Order to the Scottish Parliament to allow for the amendments to be made to the 1992 Act and the 2005 Act (<i>requires 54 days</i>).
Early October 2023	Recognised trade unions to prepare for election process.
Early November 2023	Draft Order passed through the Scottish Parliament.
	Recognised trade unions to commence election process (<i>4 - 6 weeks</i>).
1 January 2024 * <i>* boards will be given three weeks of flexibility to complete this stage.</i>	New board members to be formally elected to boards and associated announcements made.
January to March 2024	New board members to: <ul style="list-style-type: none"> • undertake internal board induction programmes • undertake CDN board member induction training programmes • start attending scheduled board meetings • be formally ratified by the board.
End March 2024	Sector to fully implement the governance reform to allow for TU Nominees on Boards.

In order to progress with this in Fife College, the Director: Governance and Compliance has been invited to the Joint Consultative Committee meeting in June 2023 to discuss arrangements with a view to ensuring a smooth transition. As can be seen from the timeline, training and induction is also being prioritised for the sector and Fife College nominees will be encouraged to actively participate in this at as early a stage as practicable. Facilitation of the elections process will be the responsibility of the Trade Unions, working alongside the governance professional. The nominations process will be similar to that for staff and we will bring it to a Board meeting for endorsement once the draft, which is now at an advanced stage, has been finalised.

3 Other Governance Updates

Ministerial Guidance on College Sector Board Appointments is being updated, and this will shortly be issued for Consultation prior to roll out.

4 Forthcoming Legislation

A draft Bill is currently out for consultation covering a new duty of “Protect” which is linked to our Prevent duty and our legal responsibilities relating to anti-terrorism activity. The draft Bill will go through various stages before it is finalised so it is too early to firm up on the detail of what is required, but the College is actively reviewing its current arrangements in anticipation of this. Likely timescales for the new legislation coming into force are late 2024/early 2025. Our Health and Safety Manager, Alastair Leadbetter, is our Single Point of Contact with the police with regards to anti-terrorism activity and will continue to attend relevant briefings and keep relevant staff within the college up-to-date. Further details will be provided to the Board on this in due course.

5 Annual Development Meetings

These meetings will be set up over the summer, following the same format as in previous years. Marianne or Silvia will be in touch with members individually soon to make suitable arrangements.

6 Committee Dates

Two minor changes have been made to Committee dates for 2023-24:

- Finance, Commercial and Estates Committee timing will change from 0930 to 0830 to suit members' diaries better
- People and Culture Committee on 27 May 2024 will be moved to 20 May 2024 to avoid the Bank Holiday Monday

The Committee calendar has been updated and is available on [Microsoft Teams](#).

7 Recommendation

The Board of Governors is invited to note the update provided.



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Self-Evaluation 2022-23	
Date of Meeting:	22 June 2023
Purpose:	To undertake a self-evaluation of the work of the Board of Governors for academic year 2022-23
Intended Outcome:	To approve the templates, complete and return them to the Director: Governance and Compliance
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Board Impact from Decision:	To be assured that the Board is fulfilling its governance role and is efficient and effective
Financial Implications:	N/A
Learner Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Marianne Philp; mariannephilp@fife.ac.uk ; 01383 845009
Date of Production:	6 June 2023



BOARD OF GOVERNORS OF FIFE COLLEGE

Self-Evaluation 2022-23

			Strengths	Weaknesses	Actions
1	Meeting inputs	Papers are issued with sufficient time to read / prepare for meeting			
		The information contained in papers gives sufficient detail and clarity			
		Where requested, clear answers are provided to questions asked in advance of and/or during meetings			
2	Meeting process	The time of meetings is suitable			
		Sufficient time is allocated for meetings			
		There are high quality discussions at meetings			
		All members participate and make valuable contributions			
3	Membership and Attendance (see Appendix 1)	Members of the Board have sufficient skills and expertise to fulfil the Board's responsibilities and duties			
		Attendance levels over the year have been acceptable			
4	Responsibilities and Duties	All aspects of the Board's responsibilities and duties have been covered over the year			

5	In your view, what have been the main achievements of the Board over the year?
	1
	2
	3

6	In your view, what aspects of the Board have not worked well over the year?
	1
	2
	3

7	What opportunities for improvement do you see over the next year?
	1
	2
	3

8	Are there any training opportunities or briefings you think would help the Board achieve its responsibilities over the coming year?
	1
	2
	3

9	Please provide any additional feedback, comments or suggestions that you may have
	1
	2
	3

10	Please review the Board of Governors Self-Assessment (see Appendix 2). In your view does it require any changes? Yes/No If yes, please detail your suggestions below.
	1
	2
	3

11	Please consider the review of the Board's Compliance with the Code of Good Governance for Scotland's Colleges (see this link). In your view are there any further actions we can take to further enhance our compliance? (NB text highlighted in yellow highlights changes to the Code since the last review was undertaken.) Yes/No If yes, please detail your suggestions below.
	1
	2
	3