

MINUTES

Minutes of the Board of Governors meeting held on Wednesday 29 March 2017 at 3.30pm in the Carnegie Conference Centre, Dunfermline.

Present: Stephen Magee (Chair), Edward Blades, Shona Cochrane, Hugh Hall (Principal), Violeta Ilendo, Tony Martin, Tom McPherson, Steve Olivier, Bryan Poole, Ross Taylor, Beki Thomson, Zoe Thomson, Jim Trail, Ash Tucker, Jen Walls, Heather Wray

Apologies: Bob Black, Derek Birkenfield

In Attendance: Dorothée Leslie, David Neilson, Carol Scott, Marianne Philp (Secretary to the Board)

1 Welcome

The Chair welcomed those present to the meeting.

2 Declarations of Interest

The Declarations of Interest as detailed in the paper that had been circulated were noted.

3 Minutes of the

3.1 Previous Meeting: 21 December 2016

Some minor clarifications were suggested in relation to the first two paragraphs of the minutes on page 6 of the Boardpack. Subject to these changes being made, the minutes of the previous meeting were approved as an accurate record.

Decision: To agree the changes to the minutes off line and publish the final version.

Responsibility: Secretary/Chair/Beki Thomson **Deadline:** 3 April 2017

3.2 Strategy Day: 31 January 2017

The minutes of the Strategy Day were approved as an accurate record.

4 Matters Arising / Actions Outstanding

The contents of the paper that had been circulated were noted. It was noted that action 12 as detailed on the paper had been completed.

5 Chair's Updates

The Chair gave updates as follows:



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- Scottish Government budgets remain constrained and it was likely that one year allocations would be given rather than two or three years, which made financial planning difficult and indicated a level of uncertainty.
- Discussions with SRUC over Cupar provision were continuing. The Principal confirmed that the College would continue to work constructively and in a collaborative manner in order to reach a definitive position.
- Covering papers would be introduced for all reports, and the size of Boardpacks would continue to be reviewed, with electronic solutions explored.

6 Principal's Updates

6.1 Update Report

The contents of the paper that had been circulated were noted. Since taking up post, the Principal had spent significant time in engaging with colleagues, students and external stakeholders. He advised that he wished to delegate more responsibility and accountability to Heads of Department and Managers in order to increase capacity at Senior Management level.

The Levenmouth project had been very successful and the next stage would be to ensure it delivered against what it had set out to achieve. If it continued to be a successful model, it could potentially be replicated in other areas of Fife.

Working with external partners would be key to moving forward, and positive meetings with Fife Council had already been held.

The Board welcomed the introduction of written reports, which would continue moving forward. They commended the Principal on good progress in his first few weeks in post.

6.2 Progress Towards Strategic Objectives

The contents of the paper that had been circulated were noted. The Principal confirmed that he wished a more cohesive business report pulled together for future meetings, which would cover curriculum, financial, KPIs and risk register information.

6.3 National Bargaining

An update was given on national bargaining. It was noted that the support staff trade unions had now settled for 2016-17 and had submitted a detailed pay claim for 2017-18.

The EIS continued its dispute in relation to the £100 issue. In addition a new dispute had been lodged as the terms for last year's agreement had not yet concluded. An indicative ballot for strike action had been held and it was considered likely that industrial action would take place.

Concern was expressed that the cost of implementing a national pay award would be high and that for Fife College it would mean a very significant increase in costs, and particularly so given the College's relative position in the sector nationally in relation to salaries and contact hours for lecturers. The EIS approach was to have no detriment to



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members in terms of pay or terms and conditions as a result of national bargaining. It was noted that some funding had been provided to Colleges to implement national bargaining in the previous round, and that the Scottish Funding Council and Scottish Government were aware of the likely total costs involved. It was not known as yet whether further funding would be made available.

There was a discussion about the importance of the Scottish Government supporting Colleges to resolve national bargaining issues.

Decision: To write to the Scottish Government to express concern about national bargaining and its implications, to ask for their support in resolving issues, and to continue to raise the importance of this at relevant meetings with Colleges Scotland.

Responsibility: Chair / Principal

Deadline: 30 April 2017

7 Curriculum Update

The contents of the paper that had been circulated were noted. It was reported that good progress was being made with curriculum teams and that this was translating into improved performance indicators.

Concern was raised that Fife College has a higher number of leavers when compared with the sector position. It was confirmed that curriculum teams were looking at their own areas specifically as some areas were performing well and others poorly. Reasons identified for withdrawals could be due to someone being on the wrong course, the course not being engaging in its delivery, or due to practical issues such as funding or transport. This would be an area of interest to the Learning, Teaching and Quality Committee.

It was noted that full-time recruitment for 2017-18 was currently strong with good number of applications received and offers made.

7.1 Regional Outcome Agreement

The contents of the paper that had been circulated were noted. Board members were reminded that they had discussed a previous draft of this document at the Strategy Day and that comments made had been considered and made where relevant. It was noted that the document had been shortened.

Decision: To approve the Regional Outcome Agreement for submission to the Scottish Funding Council.

Responsibility: Dorothee Leslie

Deadline: 31 March 2017

8 Fife College Students Association (FCSA) Progress Report

8.1 Progress Report

The contents of the paper that had been circulated were noted.

8.2 Revised Constitution

The contents of the paper that had been circulated were noted. It was highlighted that the Constitution had been revised to use simple language and follow a logical structure, and that the main substantive changes made related to the structure of posts and Committees. Craig Walker, General Manager, had widely consulted students and relevant staff on the draft documents and was commended for his approach. It was noted that the Constitution would come into force from 1 August 2017, but that the forthcoming elections would take cognisance of the changes.

Decision: To approve the revised Fife College Students' Association Constitution which would take effect from 1 August 2017.

Responsibility: Tom McPherson / Ash Tucker **Deadline:** 1 August 2017

9 Update on New Build Project

Eileen Mackin (Project Director) joined the meeting for this item. The contents of the paper that had been circulated were noted. It was noted that as a result of the NPD funding route no longer being available, a capital funding route was being explored. A further complication of the Fife College project was having an existing building on the site. It was therefore proposed that the refurbishment of this not be pursued as a part of the proposal and that the project becomes entirely a new build project, with the option to refurbish or develop the building as an asset at a future date. It was noted that the proposal was to update the Full Business Case and submit it to the Scottish Funding Council for approval at their June meeting.

Decision: To agree to proceed with the resubmission of the Full Business Case based on a capital funding model and on the basis of a new build project only at this stage.

Responsibility: Principal / Mr Neilson / Project Director **Deadline:** June 2017

10 Equalities Mainstreaming Report

The contents of the paper that had been circulated were noted. It was highlighted that the Health and Safety and Human Resources Committee had reviewed this report in detail and had recommended it to the Board for approval.

Decisions:

- To approve the Equalities Mainstreaming Report for publication subject to changing the new build project date to 2020 (from 2021) in light of recent discussions at the last Estates Project Board meeting.

Responsibility: Carol Scott

Deadline: 31 March 2017

- To prepare a report for the next meeting to give reassurance on how the STEM targets will be achieved due to a drop in numbers in 2016-17.

Responsibility: Carol Scott

Deadline: 28 June 2017

11 Financial Update

It was highlighted that the Finance, Commercial and Estates Committee had reviewed the financial reports in detail.



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11.1 Management Accounts to 31 January 2017 (Period 6)

The contents of the papers that had been circulated were noted. It was confirmed that the Nairn Campus sale had gone through as had been approved at the last meeting, and that the Scottish Funding Council had confirmed arrangements were in place for the College to retain this money after the fiscal year end.

11.1.1 F1 Reforecast to July 2017

The contents of the paper that had been circulated were noted.

11.2 Transformation Funds Update

The contents of the paper that had been circulated were noted.

11.3 Indicative Funding: 2017-18

The contents of the paper that had been circulated were noted.

12 Presentation by Managers

Zelda Franklin-Hills and Janet McCauslin joined the meeting for this item.

12.1 Organisational Development

Zelda Franklin-Hills played a short video showing the progress made in the Organisational Development Department since merger, alongside the current challenges and opportunities.

12.2 Levenmouth Campus: leading in learning for Fife's future

Janet McCauslin gave a presentation showing the rationale behind the development of the new Campus at Levenmouth. The importance of bringing members of the community into a welcoming and non threatening environment were essential, as was working in partnership with the school and local employers. It was noted that this model could potentially be replicated in other areas of Fife.

Zelda Franklin-Hills and Janet McCauslin were thanked for their insightful presentations and for taking the time to inform the Board about their areas of responsibility.

13 Governance Matters

13.1 Learning, Teaching and Quality Committee: Draft Remit

The contents of the paper that had been circulated were noted.

Decision: To approve the draft remit.

Responsibility: Secretary to the Board

Deadline: 31 May 2017



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13.2 Membership of Committees

The contents of the paper that had been circulated were noted, and the proposed changes to membership were approved.

Decision: To approve the changes to Committee membership as outlined in the paper.

Responsibility: Secretary to the Board

Deadline: 31 May 2017

13.3 Senior Independent Member

The contents of the paper that had been circulated were noted. Bryan Poole confirmed that he had attended a recent networking event hosted by the College Development Network for Senior Independent Members, and the role description was subsequently circulated.

13.4 Election of Staff Members to the Board: Election Rules

The contents of the paper that had been circulated were noted.

Decision: To approve the Election Rules with immediate effect.

Responsibility: Secretary to the Board

Deadline: Immediate

13.5 Committee Calendars 2016-17 and 2017-18

The contents of the paper that had been circulated were noted and dates agreed.

14 Update on Committee Business

14.1 Health and Safety and Human Resources

14.2 Audit and Risk

14.3 Finance, Commercial and Estates

14.4 Estates Project Board

14.5 Chair's

14.6 Carnegie Enterprise

14.7 Learning and Teaching

The contents of the minutes and papers that had been circulated were noted.

15 Date of Next Meeting

Wednesday 28 June 2017 at 3.30pm, Carnegie Conference Centre, Dunfermline

There will also be a briefing session on the Cyber Threat Landscape at 2.15pm on 28 June 2017 for all Board members.

The Board Development Day will be held on Tuesday 25 April 2017 from 9am in the Carnegie Conference Centre.