

MINUTES

Minutes of the Board of Governors meeting held on Wednesday 28 March 2018 from 3.30pm in the Carnegie Conference Centre, Dunfermline.

Present: Stephen Magee (Chair), Bob Black, Edward Blades, Shona Cochrane, Hugh Hall (Principal), Carol Hunter, Violeta Ilendo, Tony Martin, Steve Olivier, Bryan Poole, Zoe Thomson, Jim Trail, Tina Vandermotten, Heather Wray

Apologies: Jen Anderson, Ross Taylor, Beki Thomson, Jen Walls

In Attendance: Tom Gorman, Dorothée Leslie, Susan Dunsmuir, Wendy Brymer, Marianne Philp (Director: Governance and Compliance)

1 **Welcome, Apologies and Declarations of Interests**

The Chair welcomed those present to the meeting.

2 **Minutes of the**

2.1 Previous Meeting: 20 December 2017

2.2 Strategy Day: 31 January 2018

The minutes of the previous meetings were approved as an accurate record.

3 **Matters Arising / Actions Outstanding**

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

4 **Chair's Updates**

The Chair gave updates as follows:

- The Scottish Government had agreed Colleges can continue to obtain commercial insurance for another period of 3 years.
- The Education (Scotland) Bill would have its first reading in Parliament in April. This would change the landscape for Scottish secondary education and was likely to be disruptive for a period of time.
- The Glasgow Herald had published an article with the top 50 state schools in Scotland, based on the percentage of pupils taking 5 Highers or more. No schools from Fife or Tayside were on the list and as a context for the College this required considered analysis.
- National bargaining was continuing with no agreement as yet on the academic side.
- The PREVENT group had recently met to discuss national priorities.



5 **Principal's Update Report**

The contents of the paper that had been circulated were outlined and noted. Main items discussed included:

- Enrolment for 2017-18 continued to be behind expectation, although it was anticipated that the overall target would be met, and steps were in place to bring the whole admissions process into line with universities and other colleges by 2019-20.
- The strategy refresh was ongoing and workshops had recently been held to gather feedback. The Plan would be updated for discussion at the Development Day in April 2018 and would come to the Board for approval at the June 2018 meeting.
- Scottish Funding Council indicative funding allocations for 2018-19 had been given. National bargaining had been funded in full. However, no cost of living increments had been awarded. Dialogue was continuing with regard to estates maintenance and student support finance as it was believed allocations had been made on an incorrect basis.
- Structural and staffing changes were ongoing. The Chief Operating Officer post was currently on hold and senior staff were undertaking additional work to ensure all duties were effectively covered.
- Jen Anderson had been elected to the NUS Scotland Board and was congratulated on her appointment.

6 **Curriculum Update**

The contents of the paper that had been circulated were noted. It was highlighted that reasons were being identified for the areas that were behind in recruitment and steps would be taken to resolve identified issues and/or reduce risk. Targeted marketing strategies were in place for 2018-19 recruitment.

The Performance Indicator report for 2016-17 was noted.

7 **Business Report**

It was highlighted that this was a new report and that feedback would be welcomed from members on how this could be further developed moving forward. Board members confirmed that they liked the format of the report and thanked all staff involved in pulling this together. It was noted that KPIs would be added to the report once the Strategic Plan had been signed off. Members were advised that an additional opportunity would be given at the Development Day in April 2018 to discuss the content and format of the report.

The various sections of the report were outlined and noted. It was suggested that the staff turnover for SPS be detailed separately (page 36 of the boardpack) as this was skewing figures due to the restructure entailed in this area as a result of winning the national contract.

8 **Corporate Parent Report 2015-18**

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

Steve Olivier left the meeting.



Fife College

The Estates Project Board had met earlier in the day and had discussed the position in detail and concluded as follows:

- There was disappointment at the lack of progress made, despite the commitment given by the Scottish Government, the co-operation by the College in complying with requests in relation to the two full business cases and the costs and time invested in the project to date.
- Legitimate concerns raised by College in relation to the hub model had not been responded to substantively by the Scottish Government.
- As Fife Council were not advanced in their development of their project, this might further impact on timescales for the College build.
- If the existing building requires to be retained to 2023 or beyond, the backlog of maintenance for the existing Halbeath building would require to be funded

Until these issues were resolved, members of the Estates Project Board recommended to the Board that the hub route should not be progressed due to the level of risk involved.

The Board discussed the matter vigorously and comprehensively and both echoed and confirmed the Estates Project Board's concerns. Members were particularly concerned that the student voice did not appear to have featured in the Scottish Government's deliberations.

It was noted that the Audit and Risk Committee had recommended some further work on project risks and scenarios and thereafter the overall College risk register be undertaken. It was confirmed that the Estates Project Board had discussed some scenarios at its meeting and that time had been set aside at the Development Day in April 2018 to discuss the strategic risk register.

Decision:

- To advise the Scottish Funding Council and Scottish Government of the Board's decisions and to try to push for answers to the queries already raised and request a change of decision or a way forward acceptable to all.
- To continue to discuss the hub model with Fife Council, in particular to seek clarification on timelines and priorities.

Responsibility: Principal

Deadline: 27 June 2018

11 Estates Strategy Review

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

12 Governance Matters

12.1 Changes to Remits and Committee Membership

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

Decision: To approve the proposed changes to the remits and to Committee membership.

Responsibility: Marianne Philp

Deadline: 15 April 2018



Fife College

12.2 Update: Board Development Plan

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

13 Update on Committee Business

13.1 Health and Safety and Human Resources

13.2 Audit and Risk

13.3 Finance, Commercial and Estates

13.4 Academic Quality

13.5 Estates Project Board

13.6 Chair's

13.7 Carnegie Enterprise

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

14 Date of Next Meeting

Wednesday 27 June 2018 at 3.30pm, Carnegie Conference Centre, Dunfermline

The Board Development Day will be held on Wednesday 25 April 2018 from 9am in the Carnegie Conference Centre.