

MINUTES

Minutes of the Board of Governors meeting held on Wednesday 27 June 2018 from 3.30pm in the Carnegie Conference Centre, Dunfermline.

Present: Stephen Magee (Chair), Jen Anderson, Bob Black, Edward Blades, Hugh Hall (Principal), Carol Hunter, Violeta Ilendo, Tony Martin, Bryan Poole, Ross Taylor, Beki Thomson, Zoe Thomson, Jim Trail, Tina Vandermotten

Apologies: Shona Cochrane, Steve Olivier, Jen Walls, Heather Wray

In Attendance: Tom Gorman, Dorothee Leslie, Susan Dunsmuir, Kris Getchell, 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: 28 March 2018

2.2 Strategy Day: 25 April 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 proposed new Minister for Further Education, Higher Education and Science was Gillian Martin MSP following on from Shirley-Anne Somerville's appointment as Cabinet Secretary for Social Security and Older People.
- The Deputy First Minister's proposed education reforms as discussed at previous Board meetings had now been put on hold.
- The Audit Scotland report had been published and the Principal would report on this later on the agenda.
- The new campus discussions were continuing and correspondence had been circulated the previous evening. This would be covered later on the agenda.

5 **Principal's Update Report**

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



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- The credit target for 2017-18 would be met by the financial year-end. Recruitment for 2018-19 was well underway and progress was being monitored to ensure targets were met earlier in the year. An increased marketing focus on HE activity and other measures should ensure significant progress by 2019-20.
- The Audit Scotland report had been published and did now show Fife College in a positive light. It was noted that this information was out of date and that Fife College had already made improvements in some areas (eg student satisfaction was now at 90%) and plans were in place to improve other areas (eg student destinations). It was confirmed that Fife College was looking at top performing Colleges to better understand what was best current practice.
- Funding for 2018-19 had now been confirmed and included additional costs for national bargaining. No inflation costs had been included and nothing additional for the backlog of maintenance had been made available. The five year scenario planning exercise was underway and would be presented at the October Board meeting.
- It was noted that a letter from the Scottish Funding Council (SFC) had been circulated by email on 26 June 2018 relating to the new Dunfermline campus. It was noted that there was currently only one option available to the College to secure the new campus, which was the hub model discussed at previous meetings.

Board members confirmed the College's commitment to playing a full and active part in implementing the Learner Journey Review recommendations across all of its campuses, by deepening and strengthening school/college/university partnerships. It was noted that work on this was well underway.

It was noted that Fife College and Fife Council had been capturing a joint commitment in an agreed vision statement, a copy of which had also been circulated by email.

It was noted that the design phase should determine the optimum configuration of buildings and the Board would wish to ensure that the College and the Schools preserve their distinctive identity so that they are able to deliver their respective strategies in an unfettered way while also exercising good governance and stewardship.

The Board was pleased to note the full and unqualified organisational commitment of the Scottish Government and its agencies (along with that of the College and Council) to create a project that would maximise benefits to students. That level of combined commitment of all the parties would be required to make a success of what all agreed would be a very ambitious and exceptionally challenging project.

Discussion turned to the issue of backlog of maintenance funding for the Halbeath Campus in 2018-19. The Board was surprised and disappointed at the SFC's decision not to provide any backlog maintenance funding. The Board considered this decision to be unfair, unreasonable and unjustified and asked the Principal to continue to pursue this issue with the SFC.

- Upgrades to the computer infrastructure would be undertaken over the summer period which should give significant improvements to systems and processes and boost staff morale and productivity.



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- The Chief Operating Officer post would be advertised in the new academic year.
- External engagement was continuing and would remain a priority.

Decisions:

- To look at College Performance statistics showing Fife College against other Colleges at a future Strategy/Development day meeting.
- To advise the SFC of the College's commitment to a project as outlined in the SFC's letter dated 26 June 2018.
- To continue to pursue the estates maintenance backlog funding with the SFC.

Responsibility: Principal

Deadline: ASAP

6 Fife College Students' Association (FCSA) Annual Report

The contents of the paper that had been circulated were noted. It was highlighted that:

- All initial targets within the new Strategic and Operational Plans for 2017-18 had been met, resulting in improved learner engagement, representation and participation. An NUS Student Sport Health Body Healthy Minds 4 star award had been won by the FCSA.
- A successful FCSA Awards event had been held which had recognised achievements of students and staff.
- A mural was being painted outside the Halbeath Road entrance of the College.

Board members congratulated the FCSA on an active and successful year which had resulted in improved student engagement and raising the profile of the FCSA and Fife College.

7 Business Report

The contents of the report that had been circulated were noted. It was confirmed that the report would continue to be refined and feedback from members was welcomed on the level of detail and content.

Highlights included:

- Student withdrawals for 2017-18 showed an improvement on 2016-17.
- Student recruitment for 2018-19 was well underway and was being closely monitored.
- Based on the April accounts, the projected financial historic surplus for the year was £99k behind the F1 forecast position. The main variances in the projections were detailed on page 25 of the Boardpack.
- Staff turnover continued to be below the public sector average, even taking into account the impact of the SPS contract and the efficiencies achieved to balance the budget.
- There was an increase in the number of staff disciplinaries and grievances this year which would be monitored to identify any underlying causes for this and, if appropriate, take appropriate action. This would be reported upon at a future Health and Safety and Human Resources Committee meeting.
- Work on evaluating the feasibility of closing Rosyth campus was progressing and would bring potential annual savings of £750k.
- Robert Purvis House had now been sold.
- A refurbishment of the Carnegie Conference Centre was planned over the summer to repurpose part of the building as an HE hub.



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- Several projects relating to Digital Services and ICT infrastructure were ongoing and would continue over the summer. This would bring about efficiencies and improvements for staff.

Members thanked staff for the production of the report and for the updates, and welcomed the new format of the report. It was suggested that the report should not get too detailed, but cover the key strategic elements of interest to the Board.

8 Strategy 2018-23

The contents of the document that had been circulated were noted. It was noted that the Board had already reviewed earlier drafts, and that there had been consultation with staff, student and stakeholders. The Principal confirmed that the objectives were challenging but achievable.

The final document would be launched to staff at the welcome back events in August. The Strategy would be published on the College website, and some printed versions sent out to key partners.

It was suggested that the following amendments be made:

- The objectives of page 11 required to be updated to reflect the change in estates funding route
- A KPI be added to measure students successful achieving HNC/D qualifications and moving into employment (page 18)

Decision: To approve the Strategy 2018-23 subject to the two amendments above being made.

Responsibility: Wendy Brymer

Deadline: 31 July 2018

9 Draft Budget 2018-19

The contents of the report that had been circulated were noted. It was noted that the draft budget had been recommended for approval by the Finance, Commercial and Estates Committee and the Carnegie Enterprise Board of Directors. The assumptions as detailed in the paper that had been circulated were highlighted.

It was noted that the Finance, Commercial and Estates Committee had expressed disappointment at the commercial income target being reduced when the strategy was clearly to grow this. It was confirmed that the focus for the year ahead had to be on resolving core business issues including growing HE activity and thereafter would return to commercial activity.

Decision: To approve the budget for 2018-19.

Responsibility: Susan Dunsmuir

Deadline: 31 July 2018

10 Update on Governance Matters

The contents of the paper that had been circulated were noted. It was noted that at the bottom of page 80 of the Boardpack, 30 June 2018 should read 30 June 2019.



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Decisions:

- To endorse the decisions taken to reappoint the five Board members to the Board of Governors for a further term of office and to co-opt Beki Thomson to the Audit and Risk Committee until the end of the calendar year.
- To delegate authority to the Chair's Committee to recruit to the vacancy as a result of Beki Thomson's decision to step down from the Board.
- To endorse the decision taken to elect Bob Black as Chair of the Audit and Risk Committee until a new member is appointed.
- To note the position with regard to the appointment of the student Board members and Teaching Staff Board Member.
- To agree to the continuation of the Academic Quality Committee.
- To approve the changes to the remits of Committees as outlined in the paper.

Responsibility: Director: Governance and Compliance **Deadline:** 31 August 2018

11 Update on Committee Business

11.1 Health and Safety and Human Resources

11.2 Audit and Risk

11.3 Finance, Commercial and Estates

11.4 Academic Quality

11.5 Estates Project Board

11.6 Chair's

11.7 Carnegie Enterprise

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

12 Self-Evaluation

The contents of the paper that had been circulated were noted. Members confirmed that they were happy with the timing and frequency of meetings and the content of papers. It was noted that the self-evaluation template had been updated to reflect the Code of Good Governance.

Decision: To approve the self-evaluation template for use in 2018-19 and to complete and return this to the Director: Governance and Compliance.

Responsibility: Board Members

Deadline: 31 July 2018

13 Date of Next Meeting

Wednesday 3 October 2018 at 3.30pm, Carnegie Conference Centre, Dunfermline

The Chair noted that it would be the last meeting Beki Thomson and Edward Blades would attend as their terms of office would end on 31 July 2018. He thanked them both for their contribution and commitment to the College and the work of the Board.