

MINUTES

Minutes of the Board of Governors meeting held on Wednesday 3 April 2019 from 3.30pm in the Carnegie Conference Centre, Dunfermline.

Present: David C Watt (Chair), Bob Black, Shona Cochrane, Hugh Hall, Joseph Harney, Carol Hunter, Violeta Ilendo, Susan Mitchell, Bryan Poole, Julia Sherriffs, Zoe Thomson, Jen Walls, Heather Wray

Apologies: Tony Martin, Ross Taylor, Jim Trail, Tina Vandermotten

In Attendance: Wendy Brymer, Susan Dunsmuir, Iain Hawker, Dorothée Leslie, Marianne Philp

1 Welcome, Apologies and Declarations of Interests

The Chair welcomed those present to the meeting. It was noted that David C Watt had been appointed as Chair of Fife College for the period 3 March 2019 to 2 March 2023. The Chair advised that he would endeavor to meet individually with Board members over the summer, and to attend one meeting of each Committee in due course.

2 Minutes of the

2.1 Previous Meeting: 19 December 2018

2.2 Strategy Day: 30 January 2019

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.

Action 2: It was noted that, as the Board Development Day had been moved from May to September, information on the College v sector PIs would be presented at the June 2019 Board meeting.

4 Principal's Update Report

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

- The College remained on track to deliver the SFC credit target for 2018-19 and was making incremental improvements across all Key Performance Indicators.
- Full-time student recruitment for 2019-20 was progressing well and work was underway in preparation of the prospectus for 2020-21.
- A Brexit Plan was in place, the latest version of which was available on the Gateway.
- Indicative Funding allocations for 2019-20 had been received, which showed a real terms cut in excess of £1m. Plans were in place to address this income shortfall, mainly through implementation of the Workforce Plan.



Fife College

- Consultation with relevant staff and Trade Unions had commenced regarding the planned structural changes. It was anticipated at this stage that there would be no compulsory redundancies.
- EIS strike action in relation to National Bargaining was continuing with a further three days advised. “Action short of a strike” had been balloted upon recently with the results awaited and there was currently a lack of clarity over what this might mean. If required, the College would take legal advice on options and deal with issues proportionately.
- Discussions between relevant parties relating to the new campus were continuing. Various potential funding models were being considered. It was noted that it was important to put forward an innovative and compelling proposition for Fife which might include the College, Fife Council and a university to maximise the likelihood of a funding allocation being prioritised for Fife.

5 Business Report

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

- The College had now currently met 93% of its credit target and was confident that this would be met in full by the year end.
- The curriculum profile would be changed to increase part-time provision to better match recruitment trends.
- Improvements had been made in reducing the number of student withdrawals, but this had also improved for the sector overall so the College remained behind the national average. It was noted that early interventions for students at risk of withdrawing, with additional support being provided, was having a successful impact. There had been an increase in mental health issues being identified for students of all ages, and the College had ensured additional support had been made available using external partners.
- Credit targets by Faculty were highlighted (page 20 of the Boardpack). Faculties were looking at this data at subject level in order to inform curriculum changes in future years. A targeted approach to marketing was also being taken to improve recruitment in key and growth areas for the College.
- Recruitment for 2019-20 (page 27 of the Boardpack) was progressing well. It was noted that Care was over-recruiting in full-time HE. Progress would be monitored to maximise credits and efficiency.
- The College projected a historic surplus for the year of £33k ahead of the F1 forecast position. Main variances were outlined.
- The liquidation of Carnegie Enterprise was now almost complete with relevant budget now having been realigned within the College.
- There had been good update from staff on the free college courses offered.
- The Rosyth campus closure was still on track, with relocations taking place as had previously been agreed. In addition, Viewfield Campus would be closed earlier than planned, linked to the Rosyth closure, in order that this property could be disposed of and further efficiencies made.
- Some refurbishment at the front of the Kirkcaldy Campus would take place, and work at the Atrium would be deferred until more funding becomes available.
- The Digital Strategy indicators were all green, and it was noted that a paper on Cyber Security was included as a separate item on the agenda.

6 Fife College Students' Association (FCSA) Update

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



Fife College

- A summary of equality officers and recent campaign activity.
- The FCSA had been shortlisted for two NUS Scotland awards and Craig Walker had won the Students' Association Staff Member of the Year award.
- There had been an increase in the number of Adam Smith Foundation scholarship opportunities from 350 in 2017-18 to 762 2018-19 to date. This was due to the FCSA helping to promote these scholarships to students.
- Workshops had been delivered to allow 70 individuals (students and staff) to achieve accreditation as "Dementia Friends".

Those involved in the work of the FCSA were commended on the amount of work that was being undertaken and which was being recognised as good practice externally, and evidenced by winning and being shortlisted for recent awards.

6.1 Proposed Updates to FCSA Constitution

The contents of the paper that had been circulated were noted. The main change being proposed to the Constitution was in relation to make a Care Experienced Officer a permanent part of the FCSA democratic structure. Other changes related to changes in job titles, clarifications and typographical corrections.

Decision: To approve the proposed amendments to the FCSA Constitution.

Responsibility: Carol Hunter/Julia Sherriffs

Deadline: 1 June 2019

7 Regional Outcome Agreement

The contents of the paper that had been circulated were noted. It was highlighted that the document had been refreshed in line with the guidance that had been issued, and linked into College Strategies and Plans. There was also a focus on working in partnership with external organisations.

It was reported that dialogue with the Scottish Funding Council (SFC) about setting targets was ongoing. The College wished targets to be ambitious but realistic, however the SFC wished targets to be higher. Dialogue would continue until such time as agreement was reached by both parties. Board members agreed that it was preferable to have targets that could be achieved, with a longer-term plan to increase these year on year to ensure the College was performing at sector level or above.

There was a discussion about how the College works with the Open University and it was confirmed that relationships are positive and opportunities to work together were increasing.

It was noted that, whilst the Regional Outcome Agreement focused on hard targets, the Evaluative Report and Enhancement Plan (EREP) had some more descriptive information which allowed the direction of travel to be recognised.

It was noted that 20% of Fife's population was over age 65 and this was growing, lifelong learning should be encouraged by the College, including after retirement. It was highlighted that a number of opportunities were in place to support this, and that these should be promoted more.



Fife College

Decision: To approve the Regional Outcome Agreement, noting that dialogue with SFC may result in some changes.

Responsibility: Wendy Brymer

Deadline: 30 April 2019

8 Strategic Risk Register

The contents of the paper that had been circulated were noted. It was highlighted that the Audit and Risk Committee had reviewed the risk register in detail, and had recommended to the Board that some risks be combined and slightly amended, as suggested by the Executive Team. Members of the Committee had been encouraged to see the risk register used as a live document and these changes coming through to reflect the current position.

Decision: To approve the changes to the Strategic Risk Register.

Responsibility: Susan Dunsmuir

Deadline: 30 April 2019

9 Equality Mainstreaming Report

The contents of the paper that had been circulated were noted. It was highlighted that the format of the report was heavily prescribed, and that the detail had been reviewed by the Health and Safety Committee who had recommended it for approval to the Board. It was noted that no significant issues had been identified in the report.

Decision: To approve the Equality Mainstreaming Report.

Responsibility: Hugh Hall/Zelda Franklin-Hills

Deadline: 30 April 2019

10 Indicative Funding 2019-20

The contents of the paper that had been circulated were noted. Members were reminded that this information had previously been circulated by email, and it was noted that the impact of funding had been discussed earlier in the agenda.

11 Cyber Security Update

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

12 Update on Governance Matters

The contents of the paper that had been circulated were noted and the decisions taken previously were endorsed.

13 Summary of Committee Business

The contents of the paper that had been circulated were noted. Links to the full minutes were included in the paper.

14 Date of Next Meeting

Wednesday 26 June 2019 at 3.30pm, Carnegie Conference Centre, Dunfermline

The Board Development Day would now take place on Wednesday 4 September 2019 from 9.30am in the Carnegie Conference Centre, Dunfermline (previously 1 May 2019).