



Fife College

Appointment to the Board of Governors Information Pack

Fife College is seeking to appoint a non executive Board member to help influence and shape the College's strategy, mission and values.



**Message from David C Watt
- Chair of the Board of Governors**

I was appointed in March 2019 to the role of Chair of the Board of Governors and am delighted to have the opportunity to assist in creating a strong and successful college for Fife. I see Fife College being one that builds on the strengths of the existing work with the partners and stakeholders to be innovative and creative in shaping the future provision of education and skills development for the people of Fife and beyond.

One of the priorities for me as Chair is to ensure that Fife College has the right people in place to develop further the vision for Fife College, to respond to the voices of the learners, drive for growth and deliver real success for Fife. A strong Board of Governors leading the strategy, mission and values and who all have an interest in college education and Fife more generally remains a significant priority, particularly in a challenging funding environment and with the prospect of a major new build campus in Dunfermline in the planning with up to £90m investment agreed.

I welcome your interest in becoming a member of the Board of Governors of Fife College and I hope that this information is useful to you. Please take the time to read the further information and detail provided in this document as we develop Fife College and the opportunities that it delivers for everyone involved in it.



**Message from Hugh Hall
- Principal and Chief Executive of Fife College**

I was proud to take on the job as the Principal of Fife College in March 2017. Our number one priority is to provide the best quality higher and further education that meets the needs of our students, employers and wider society. As a Board member you would play a critical role in overseeing and supporting me and my staff in the delivery of that overarching priority.

Fife College is a public body and it is also a relatively large and complex business. The College has around 20,000 enrolled learners, with over 6,000 studying on a full-time basis. We have a total turnover of over £45 million, of which 70% is funding from the Scottish Funding Council. The College's annual commercial income is £7 million. Fife College employs over 1,000 staff.

The College has ambitious plans to increase the quality and scale of what it has to offer and our committed and experienced staff will be at the centre of that drive to achieve excellence and produce skilled individuals who will contribute to the well-being of the economy and society in the Fife Region and beyond.

Being a Board member comes with significant responsibilities but it is also a very rewarding experience. You get to play your part in supporting our staff in creating opportunities for our students that can transform their lives and the communities within which they live and work.

I hope that you find the information in this pack useful and that it encourages you to take the next step and submit an application to join the Board of Governors of Fife College.

Information about Fife College

Fife College's expert and experienced team is dedicated to transforming the lives of our 6,000 full-time and 14,000 part-time students through education and training. We offer a wide range of inspirational learning experiences from essential skills to graduate degree programmes.

With main campuses located in Dunfermline, Glenrothes and Kirkcaldy and a smaller one in Levenmouth, we operate within the heart of Fife's communities. Fife College has an annual turnover of over £45 million, of which 70% is funding from the Scottish Funding Council (SFC). The College also currently has various other income sources through commercial contracts with employers, local authorities and other government agencies.

Fife is Scotland's third largest local authority area with a population of just under 367,000. The Regional Skills Assessment Plan shows that the largest sectors are professional, scientific and technical and construction and our high quality, sector-leading programmes are designed to align with these sectors and respond to the needs of the economy.

Our primary focus is skills development and providing our students with the opportunity to build their skills and abilities, supporting close collaboration and seamless pathways between schools, colleges, universities and employers so that our students can actively contribute to the local and national economy.

We offer quality vocational experiences to complement academic programmes of study, whilst providing expertise which encourages and promotes the value and career opportunities that vocational education offers.

Our strong, collaborative networks and partnerships bring together knowledge, skills and expertise to help develop career pathways for our students, supporting both regional industry sectors and the Scottish economy. We are proud to be in a prime position to provide further and higher education opportunities, helping to ensure Fife and Scotland's place at the forefront of skills and knowledge development.

Our talented and diverse workforce helps us achieve all of the above and we aim to continually develop their knowledge and expertise to secure the College's future success. Fife College is a great place to work with excellent career opportunities for those with the drive and enthusiasm to succeed.

Our Vision

To transform the lives of our students through inspirational learning and teaching.

Our Mission

To deliver excellent opportunities for our students and work with them to develop their full potential with life enhancing skills, knowledge, experience and resilience that will shape their future success.

Our Values

- Student-centred
- Ambitious
- Inclusive
- Collaborative
- Integrity
- Innovative

Our Strategies and Objectives

Learning and teaching is at the heart of everything that we do. We recognise that providing a relevant curriculum and an outstanding student experience is critical to our success. In order to deliver this, we will work towards achieving five key strategic aims. We will:

- foster ambition and deliver successful students ready to progress through an inspirational and high quality learning experience
- provide a first class learning environment
- provide a dynamic digital environment that will engage, empower and enhance experience
- develop and empower our staff to work in a culture of trust and respect in a successful and highly regarded college
- become more commercially focused and maintain long term financial sustainability.



Role Description for a Governor of the Board



The purpose of this role description is to provide information on the function of a Board member within the new Fife College. The key aim of the appointment of a Board member is to ensure that the College gains the maximum benefit from the skills and experience that each member brings with them. It is also vital that Board members feel their contribution is valued. A range of training and development opportunities are also available to all Board members.

Fife College expects that a Board member will:

- Provide strategic leadership and direction to the college through oversight of and contribution to key strategy documents such as the regional outcome agreement as well as by setting the strategic priorities for example related to financial objectives or staffing strategies.
 - Have an awareness and understanding of the national policy context and of local needs for further education.
 - Contribute to the development of the College's mission and values through discussion and debate on the strategic priorities.
 - Support the development of and monitor key performance indicators to support the College in achieving its mission and values and strategic priorities.
 - Monitor the achievement of targets to ensure the College is performing against its own criteria and that of key stakeholder bodies.
 - Develop and review the College's internal controls and an audit regime to ensure that these identify the risks and opportunities to enable the College to be sustainable and relevant for all of the stakeholders.
 - Develop and review the College's financial strategy and objectives, including for estates, and ensure that there is an appropriate control system in place which is regularly monitored.
 - Ensure that the College, through its mission, values and strategic priorities is creating a learning environment that encourages everyone to achieve outcomes relevant to them and to aspire to learn more.
 - Ensure that the College, through its mission, values and strategic priorities is creating a positive and safe environment where people want to work and achieve the aims of the college.
- Develop and review the equality and diversity practices of the College to ensure that everyone who contacts the college or who works and learns in it is treated with respect and dignity.
 - Promote the interests of the College, including that of its learners and staff, both in the local community and internationally.
 - Work with other governors in a supportive, helpful and constructive way to ensure the Board is effective when it meets.
 - Declare any conflicts of interest that arise as they arise and to do so in an open and transparent manner.
 - Base thoughts and opinions on individual assessment of the information provided and avoid representing other views whether they are internal or external to the College.
 - Avoid making statements or expressing opinions on behalf of other Board members, or the College, other than through the normal channels.
 - Recognise that, as a governor of a public body, Board members should act in ways that demonstrate good governance and are in accordance with the Nolan Principles of Public Life.
 - Participate in reviews of performance of the Board and development opportunities to increase individual effectiveness and understanding of the College and sector.
 - Commit around 15 days per annum including attendance at events as well as Board, Committee and other meetings.





Fife College Board and Committee Structure

The Board of Governors meets four times a year and also has a Development Day and a Strategy Day. The following Committees report to the Board, each of which meet three or four times a year:

- Academic Quality Committee
- Audit and Risk Committee
- Chair's Committee (includes Nominations and Remuneration)
- Finance, Commercial and Estates Committee
- Health and Safety and Human Resources Committee

Each Board member will be expected to participate in at least one of the Committees as part their commitment to being a Governor of Fife College as well as sitting on the Board.

The structure has been designed to ensure that the Board has appropriate scrutiny and oversight of the management of the College and that the Board fulfils its legal obligations. The management of the College will have in place internal committees and working groups that support the vision and strategy of the College.

Calendar of Meetings 2020-21



The calendar of meetings for the academic years 2019-20 and 2020-21 has been agreed and is included to provide an idea of the timing and regularity of meetings. Board Members will be expected to attend Board of Governors meetings and will also be invited to join one or two Committees.

Board of Governors

Date	Time	Venue
Wednesday, 1 April 2020	3.30pm	Dunfermline
Wednesday, 24 June 2020	3.30pm	Dunfermline
Wednesday, 30 September 2020	3.30pm	Dunfermline
Wednesday, 9 December 2020	3.30pm	Dunfermline
Wednesday, 17 March 2021	3.30pm	Dunfermline
Wednesday, 23 June 2021	3.30pm	Dunfermline

There will also be full-day events on Wednesday 3 March 2020, 4 November 2020 and 19 May 2021.

Academic Quality Committee

Date	Time	Venue
Wednesday, 19 February 2020	3.30pm	Glenrothes
Wednesday, 10 June 2020	3.30pm	Dunfermline
Wednesday, 28 October 2020	3.30pm	Dunfermline
Wednesday, 17 February 2021	3.30pm	Glenrothes
Wednesday, 9 June 2021	3.30pm	Dunfermline

Audit and Risk Committee

Date	Time	Venue
Thursday, 12 March 2020	3.30pm	Dunfermline
Wednesday, 3 June 2020	3.30pm	Glenrothes
Thursday, 10 September 2020	3.30pm	Dunfermline
Thursday, 19 November 2020	1.30pm	Dunfermline
Thursday, 25 February 2021	3.30pm	Dunfermline
Thursday, 3 June 2021	3.30pm	Glenrothes

Finance, Commercial and Estates Committee

Date	Time	Venue
Tuesday, 17 March 2020	9.30am	Glenrothes
Tuesday, 9 June 2020	9.30am	Dunfermline
Tuesday, 15 September 2020	9.30am	Dunfermline
Tuesday, 19 November 2020	3.30pm	Dunfermline
Tuesday, 2 March 2021	9.30am	Dunfermline
Tuesday, 8 June 2021	9.30am	Glenrothes

Health and Safety and Human Resources Committee

Date	Time	Venue
Tuesday, 25 February 2020	3.30pm	Glenrothes
Tuesday, 2 June 2020	3.30pm	Dunfermline
Tuesday, 27 October 2020	3.30pm	Dunfermline
Tuesday, 23 February 2021	3.30pm	Glenrothes
Tuesday, 1 June 2021	3.30pm	Dunfermline



Process of Appointment



Indicative Timeline

Stage of Application	Indicative Dates
Advertising of vacancy	8 January 2020
Closing date for nominations	29 January 2020
Shortlisting of applications	5 February 2020
Outcome notifies to applicants	6 February 2020
Meetings with shortlisted applicants	13 February 2020
Chair to request approval by Scottish Ministers	14 February 2020
Date by which Scottish Ministers will approve appointments	13 March 2020*
Date by which applicants will be notified of decision	20 March 2020
Date by which applicants should accept position in writing	27 March 2020
Date of appointment	30 March 2020
Board Induction	31 March 2020

* In the event the Scottish Ministers' decision is made in advance of the indicative timeline, the subsequent dates may be adjusted accordingly.



Process

Applications must be submitted to Marianne Philp by 12 noon on 29 January 2020. This can be done by email to mariannephilp@fife.ac.uk or by post to Marianne Philp, Director: Governance and Compliance, Fife College, Halbeath, Pittsburgh Road, Dunfermline KY11 8DY.

All applications received will be considered at a shortlisting meeting by a selection of Board Members and a person who is independent to the College who will be invited to participate in the process to ensure objectivity and openness. This will take place on 5 February 2020, and all applicants will thereafter receive a response. Shortlisted applicants will be invited to attend a meeting on 13 February 2020.

The meetings will be an opportunity for you to meet with some current Board members to hear what the role entails as well as for them to meet you and consider your fit against the skills matrix.

All appointments require the approval of the Scottish Ministers, and a disclosure check will require to be undertaken prior to confirmation of appointment.

If you are invited to join the Board of Governors, there will be a formal induction which must be completed within 6 months of your appointment to the Board. An introductory session has been arranged for the afternoon of 31 March 2020.

Expenses

If you are invited to attend a meeting, you will be entitled to claim for reasonable expenses. Travel expenses should be based on the most efficient and economic means of travel. Other expenses you may wish to claim (eg for an overnight stay or for dependent carer expenses) must be agreed with the College in advance. You should contact Marianne Philp to discuss these prior to making any arrangements.



Persons Not Eligible for Appointment

Legislation provides that the following persons are not eligible for appointment:

Paragraph 6(1) and 6(2) of schedule 2B to the Further and Higher Education (Scotland) Act 2005, as inserted by section 11(2) of the Post – 16 Education (Scotland) Act 2013

- 6 (1)** A person is not eligible for appointment as a member of the Board if the person –
- (a)** has within 5 years of the date on which the appointment would take effect, been sentenced (following conviction for an offence in the United Kingdom, the Channel Islands, the Isle of Man or the Irish Republic) to imprisonment for a period of not less than 3 months, whether suspended or not, without the option of a fine;
 - (b)** is an undischarged bankrupt; or
 - (c)** has been removed from office under section 24 of the 1992 Act (in relation to any college) or section 23Q of this Act (in relation to any regional board).

- (2)** For the purposes of sub-paragraph (1)(b), “undischarged bankrupt” means a person—
- (a)** whose estate has been sequestrated and who has not been discharged (or against whom a bankruptcy order has been made and is still in force);
 - (b)** who has granted a trust deed for, or made a composition or arrangement with, creditors (and has not been discharged in respect of it);
 - (c)** who is the subject of a bankruptcy restrictions order, or an interim bankruptcy restrictions order, made under the Bankruptcy (Scotland) Act 1985 or the Insolvency Act 1986;
 - (d)** who is the subject of a bankruptcy restrictions undertaking entered into under either of those Acts;
 - (e)** who has been adjudged bankrupt (and has not been discharged); or
 - (f)** who is subject to any other kind of order, arrangement or undertaking analogous to those described in paragraphs (a) to (d), anywhere in the world

0344 248 0115
www.fife.ac.uk
info@fife.ac.uk



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