

## AGENDA

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A meeting of the Board of Governors will be held on Wednesday 17 June 2020 at 3.30pm. Please join via Microsoft Teams.

*It will be assumed that members will have familiarised themselves with the papers in advance of the meeting focusing on areas that have particular relevance to the Committees they serve on and specifically in relation to the strategy/risk management documents. Only the items that are starred will be discussed. Where Board Members wish to raise an issue relating to any of the other items, they should advise the Director: Governance and Compliance or Chair prior to the start of the meeting.*

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	DCW	N/A
2	Minutes of the 2.1 Previous Meeting: 25 March 2020 2.2 Update Meeting: 6 May 2020	Approve Approve	DCW DCW	
3	Matters Arising / Actions Outstanding	Note	DCW	2-2
4	* Chair's Updates ( <i>Verbal Update</i> )	Note	DCW	N/A
5	* Principal's Update Report	Note	HH	
6	* Business Report	Note	SD/DL/ SR	
7	* Fife College Students' Association (FCSA) Update	Note	CH/JB	3-8
8	* Draft Budget 2020-21	Approve	SD	
9	Digital Learning Strategy 2020-24	Note	DL	
10	Update on Governance Matters	Note	MP	9-14
11	Summary of Committee Business	Note	Chairs	15-17
12	* Self-Evaluation	Discuss	All	18-22
13	Date of Next Meeting Wednesday 30 September 2020 at 3.30pm Venue: Carnegie Conference Centre or via Microsoft Teams tbc	Note	DCW	N/A



### Board of Governors

#### Actions Outstanding / Progress Made

**Key:**

	Outstanding and deadline passed
	Progressing and on target
	Complete

No	Date of Meeting	Action	Responsible	Deadline	Status	Comment
1	26.06.19	To arrange a briefing event for MPs and MSPs.	M Philp / D C Watt	Tbc		This will be taken forward as soon as practicable after college buildings re-open
2	25.03.20	The Chair to write to staff on behalf of the Board to recognise the additional work and commitment of staff in supporting learners and the superb efforts of all concerned in changing so quickly to working from home whilst the College buildings were closed.	D C Watt	27.03.20		Complete
3	25.03.20	To note the appointments and re-appointments of members as outlined in the paper.	M Philp	ASAP		Complete
4	25.03.20	To appoint Tony Martin as Depute Chair with immediate effect.	M Philp	ASAP		Complete
5	25.03.20	To appoint Bob Black as Senior Independent Member with immediate effect.	M Philp	ASAP		Complete
6	25.03.20	To approve the Committee membership changes as outlined in the paper.	M Philp	ASAP		Complete
7	25.03.20	To approve the remit for the New Campus Project Board.	M Philp	ASAP		Complete
8	31.06.20	To write to staff again to express the Board's appreciation of work undertaken in challenging circumstances and in a short timescales.	D C Watt	31.05.20		Complete



### COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

<b>Fife College Students' Association (FCSA) Update Report</b>	
<b>Date of Meeting:</b>	17 June 2020
<b>Purpose:</b>	To update members of the Board of Governors on the progress made by the FCSA since the last meeting
<b>Intended Outcome:</b>	To note the position
<b>Paper Submitted by:</b>	Carol Hunter / Jade Burnett
<b>Prior Committee Approvals:</b>	N/A
<b>Financial Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Risks Assessed:</b>	N/A
<b>Publicly Available:</b>	Yes
<b>Author Contact Details:</b>	Carol Hunter; <a href="mailto:carolhunter@fife.ac.uk">carolhunter@fife.ac.uk</a> ; Jade Burnett; <a href="mailto:jadeburnett@fife.ac.uk">jadeburnett@fife.ac.uk</a>
<b>Date of Production:</b>	8 June 2020

## BOARD OF GOVERNORS OF FIFE COLLEGE

### FCSA Update

#### 1 Introduction

This paper reports the work of the FCSA in enhancing the student experience. Work which relates specifically to course activities is reported to the college's Academic Quality Committee and can be found on the [Gateway](#). As such this report will normally focus more on our work on Welfare and Equality issues, and enhancing the students' engagement with the work and life of the college.

#### 2 Adapting to a Digital Environment

As part of the FCSA's strategic aim on Sustainability the FCSA has been utilising Microsoft Teams, and other digital tools, to deliver a significant portion of our work across the past three sessions. Following the closure of the college due to Covid-19, we increased this to support broader engagement with students by creating the *FCSA Digital Office* on Teams. This created a platform for information sharing, events, meetings with students and external partners, and social activities. Full details of the Digital Office can be found in the FCSA Academic Quality report.

#### 3 Elections

Due to lockdown the FCSA Presidential Elections took place entirely online. To help improve accessibility to the elections we produced plain text versions of the candidate manifestos and worked with Layla Cooke to create BSL signed versions of the candidate's husting videos.

In total there were 3 candidates across the two positions this year:

##### **President Welfare and Equality**

Jade Burnett and Kimberley Henry

##### **President Education and Representation**

Sarah Ferguson

The candidates' online campaigns started on 2 April 2020. Voting took place from 28 – 30 April 2020, with the results announced across the FCSA social media channels and the FCSA Digital Office page on 30 April 2020.

President Welfare and Equality:	Jade Burnett (155 votes)
	Kimberley Henry (44 votes)
	RON (7 votes)

President Education and Representation:	Sarah Ferguson (194 votes)
	RON (9 votes)

The new FCSA Presidents for 2020-2021: Jade Burnett and Sarah Ferguson

As we have recently moved to automatic two year terms for elected Presidents Sarah Ferguson will be in post until 30 June 2022. As Jade has already served one full term Jade's term of office will finish on 30 June 2021.

We will hold elections during the 2020/2021 academic session to elect the President of Welfare and Equality for 2021-2023.

#### 4 NUS Awards

The FCSA were shortlisted for 4 NUS Scotland Awards:

- Education Award – Carol's Project - Embedding Mental Health and Curriculum
- Diversity Award – Supporting Care Experienced Students/Officers
- Officer Team of the Year – Carol Hunter and Jade Burnett
- College Student Association of the Year

We were successful in winning the Education Award, for Carol Hunter's project/pledge on embedding mental health into the curriculum. This project focused on the negative impacts certain aspects and subjects of a student's course can have on their mental health. This was informed through facilitation of face to face and online workshops with 370 class representatives. This project was supported by the positive collaboration between the FCSA and the College, with a SLWG established to drive the changes forward.

#### 5 Extra-Curricular Engagement

The FCSA has worked hard since the beginning of lockdown to provide students and staff with an online space, to increase communication and avoid isolation.

- President Welfare and Equality, Jade Burnett hosts a Bi-weekly FCSA Quiz on Facebook and Menti, with a steady participation from students and staff.
- Our Sports Societies and Events Co-Ordinator Kirsten Mullen, alongside Jade also host a weekly online yoga session with students, which is has increasing participation each week.
- D&D Society moved onto our digital office with teams meeting via discord to play.
- FCSA Book Club also moved onto teams with 14 members at present

#### 6 Extra-Curricular Opportunities

On top of regular social media engagement, President Education and Representation Carol Hunter, has adapted the already scheduled CPR/Defib workshops to online content for students to engage with.

She has also created online learning of BSL for students with the help of Layla Cooke, these were originally planned as workshops on campus.

Alongside these she has created online menti workshops for students on 'Studying Under uncertain times', 'Time Management', and 'Study Skills', which attract around 60 students. Through the feedback from the students, she then tailors a new workshop to meet the demands.

#### 7 FCSA and Fife College Awards 2020

Following our collaborative work on the SA Framework, the FCSA and Fife College have agreed to jointly host an annual awards ceremony. The previous FCSA Awards will be the FCSA and Fife College Awards going forward. We have expanded the awards on offer at the night, to allow more recognition of Fife College staff.

Due to the current Covid-19 situation, the decision was taken to reschedule the awards until 9 October 2020.

Nominations opened on 13 May 2020 for the following categories:

**The Faculty Student of the Year Award:**

The Faculty Student of the Year Award is given to one student from each faculty. Each faculty can select one winner, two runners-up, and five further students to appear on the shortlist for the award

**Student Led Staff Recognition Award:**

This award is open for students to nominate any individual academic staff member, professional services staff member, or any staff team, that have gone above and beyond this academic year.

**The MA of the Year Award:**

This new award has been created to recognise and celebrate the work of our Modern Apprentices.

**Fife College Staff Member of the Year Award:**

This new award has been created for a staff member to be recognised for the hard work that they do by their peers.

**The College Hero Award:**

This is the new award to recognise staff and students who have went above and beyond during covid-19, by supporting their local community as well as completing their work/study during these challenging times.

All of those who receive nominations in these categories will receive recognition via email and a certificate (once we are able to do so). Those shortlisted will also be invited along to our awards night, with presentations taking place on the evening.

Nominations close on Friday 12 June 2020.

**8 Scottish Student Sport**

Following our achievement of the 'Working Towards' Scottish Student Sport Award for Fife College, the FCSA were delighted to have been recognised by Scottish Student Sport as an example of best practice in the sector.

Kirsten Mullen and Jade Burnett took part in Scottish Student Sport Best Practice Webinar detailing the great work that has took place in such a short space of time.

**9 Healthy Body Healthy Mind (HBHM)**

Following a change in leadership of the HBHM scheme the criteria for, and awarding of, the scheme has changed significantly. In previous years the award was issued each year giving each institution a 'star' rating. In the past two years the FCSA achieved a four star rating. Now the scheme is reviewed when an institution feels it has made sufficient progress to enhance its rating. The award ratings are now *Working Towards*, *Bronze*, *Silver*, and *Gold*.

Kirsten Mullen leads the work on the scheme, to document the progress of Fife College and the FCSA. A recent HBHM progress report published by SSS shows that Fife College are currently the most engaged institution with 64% achieved of training towards, 62% of bronze, and 29% of silver.

Kirsten facilitates our Action for Health meetings. Beginning early conversations with James Shields/Sport Scotland regarding what sport facilities/ social student spaces

might look like at the new Dunfermline learning campus. Kirsten has also signed up to the SAMH charter, writing a declaration of support and action plan.

Kirsten has also been working on creating a constitution for Sport and Sport Policies, along with creating sport profiles for some of the students that are active in our FCSA Sports. She has also made an application for another Campus Cycling Officer for the college.

## 10 Student Mental Health – Embedding Mental Health into the Curriculum

Following on from the last up date, Carol's pledge to embed mental health into the curriculum is continuing to take shape.

Following reporting her findings from the project to the Senior Curriculum Team, a SLWG has been created to take this forward (**see Academic Quality Update report, paragraph 7 on the [Gateway](#)**).

## 11 FCSA General

President Education and Representation Carol Hunter participated in the NUS Think Positive Conference (online) as part of a National panel discussing the impact of Covid-19 on Scottish Student Mental Health. Looking at issues around digital poverty, online course delivery and funding.

The event also showcased the work Fife College are doing to support students during this time, with John Blakey (Health & Wellbeing Advisor) taking part via an online YouTube video as part of the Conferences scheduled agenda.

From this event, Carol has also been asked to co-present a session on Student Mental Health alongside NUS Think Positive at the upcoming College Expo Event. With the main focus looking at the digital divide, maintain a study/life balance and shared practice across the sector.

FCSA Manager Craig Walker delivered a session to the NUS UK HR group on the new FCSA Performance Support Policy and the FCSA Attendance Support Policy. These policies are going to be adopted by other institutions to help improve the support for officers and SA staff across the country.

The FCSA Presidents and senior staff have been involved with weekly external sessions with NUS, NUS Scotland, Young Scot, and other parties to ensure we remained fully informed on the challenges that the students are currently facing and identifying potential solutions.

This year the FCSA have created a year in review. If you would like to read this, please click the following link:



## The FCSA Annual Review 2019/20

Graduation 2019

[Go to this Sway](#)



### COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

<b>Update on Governance Matters</b>	
<b>Date of Meeting:</b>	17 June 2020
<b>Purpose:</b>	To update Board members on governance matters.
<b>Intended Outcome:</b>	To note the updates as provided in the paper and to approve the recommendations as outlined in the paper.
<b>Paper Submitted by:</b>	Marianne Philp, Director: Governance and Compliance
<b>Prior Committee Approvals:</b>	N/A
<b>Financial Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Risks Assessed:</b>	N/A
<b>Publicly Available:</b>	Yes
<b>Author Contact Details:</b>	Marianne Philp; <a href="mailto:mariannephilp@fife.ac.uk">mariannephilp@fife.ac.uk</a> ; 01383 845009
<b>Date of Production:</b>	8 June 2020

## BOARD OF GOVERNORS OF FIFE COLLEGE

### Update on Governance Matters

#### 1 Introduction

This paper is to bring Board members up-to-date on Board membership and governance related issues.

#### 2 Update on Appointment of Student Board Members

Elections were also held for the two President positions for 2020-21 in April 2020. Due to the COVID-19 situation, campaigning and elections were undertaken entirely online.

For the position of President Welfare and Economy, there were two candidates. Jade Burnett was elected to the position for the period 1 July 2020 to 30 June 2021.

For the position of President Education and Representation, there was one candidate. Sarah Ferguson was re-elected to the position for the period 1 July 2020 to 30 June 2022.

A total of just over 200 votes was cast for each of the positions. This is a decrease on 2019-20 where 653 votes cast but an increase on 2018-19 where around 100 votes were cast.

No complaints were received.

One minor issue was experienced where a technical issue meant that links on the website were not working correctly. This was for a short period at the start of the election process and, as it was very quickly resolved, it did not prevent anyone from voting.

#### 3 Committee Membership Update

Committee Membership for the period 1 August 2020 is attached as Appendix 1. Legislation has not yet been published to amend membership of Boards to include two Trade Union members. As soon as this has taken place and/or guidance is issued on how to take this forward, this will be actioned as appropriate.

#### 4 Proposed Changes to Remits

Each of the College Committees has been undertaking a review of its remit and a self-evaluation. The following changes have been proposed:

- **Health and Safety and Human Resources:** To expand health and safety to cover health, safety and wellbeing. Copy of remit is attached as Appendix 2 showing proposed changes.
- **Finance, Commercial and Estates:** No changes to remit but it was noted that all Dunfermline New Campus Board minutes of meetings should be included in papers for information.
- **Audit and Risk:** No changes to remit proposed. After the meeting, the internal auditors proposed a minor change to wording to ensure independence of the Committee is preserved: "The Chair of the Board may ~~attend or~~ **be invited to**

attend meetings ~~as an ex officio member~~ of the Committee”. For consistency, it is suggested that this wording be changed for all Committee remits. It is assumed that the Chair will continue to have a standing invitation to attend any Committee meeting.

- **Academic Quality:** No changes to remit proposed.

An update on self-evaluations will be provided at the Board meeting in September 2020.

## **5 Recommendation**

The Board of Governors is invited to note the position and to approve the proposed changes to remits.

**BOARD OF GOVERNORS OF FIFE COLLEGE**

**Committee Membership: Effective from 1 August 2020**

Name	Academic Quality	Audit and Risk	Health and Safety and Human Resources	Finance, Commercial and Estates	Chair's	New Campus Project Board
David C Watt (Regional Chair)	IA	IA	IA	IA	✓ (C)	✓ (C)
Tony Martin (Depute Chair)			✓		✓	
Bob Black (Senior Independent Member)		✓				
Patrick Carnie				✓		
Shona Cochrane	✓ (C)				✓	
Brian Fisher		✓				
Amanda Kindness	✓					
Evelyn McPhail		✓				
Susan Mitchell		✓ (C)			✓	✓
Gordon Mole				✓		
Zoe Thomson	✓					
Jim Trail				✓ (C)	✓	✓
Tina Vandermotten			✓ (C)		✓	
Hugh Hall (Principal)	✓	IA	✓	✓	IA	✓
Jen Anderson (Non Teaching Staff)	✓		✓			
Joseph Harney (Teaching Staff)	✓			✓		
Jade Burnett (Student)			✓	✓		
Sarah Ferguson (Student)	✓					
UNISON TU Member*						
EIS TU Member*						
Garry Dickson			✓ (CM)			
<b>TOTAL</b>						
Actual	7	4	6	6	6	4
Minimum required per remit	4	4	4	4	4	4

**Key**

C Chair

IA In Attendance (standing invitation)

CM Co-opted Member

\*Committee Membership to be identified in due course. Awaiting update from Scottish Government on timescales for implementation



## BOARD OF GOVERNORS

### Remit of Health and Safety and Human Resources Committee

#### 1.0 Composition

The Health and Safety and Human Resources Committee will have a minimum of four members of the Board, one of whom shall be the Principal.

For a meeting to be quorate, at least three members must be present.

The Committee should have a range of skills and experience and at least one member should have a background in health and safety, organisational development or human resources.

Members of staff may be invited to attend all or part of a meeting where items of relevance are on the agenda, with the prior agreement of the Committee Chair and the Principal. **The Chair of the Board may be invited to attend meetings of the Committee.**

The Committee should normally meet three times per year.

#### 2.0 Overall Purpose

The purpose of the Health and Safety and Human Resources Committee is to assure the Board of Governors that Fife College has in place appropriate policies and procedures to promote and safeguard the health, safety and wellbeing of staff, students and all stakeholders and satisfies current legislation. With regard to organisational development and human resources, it is to assure the Board of Governors that Fife College meets its ethical and legal obligations to staff and has appropriate strategies, policies and procedures in place to promote a positive and inclusive culture.

#### 3.0 Remit and Duties

##### 3.1 Health, Safety and Wellbeing

- Ensure the overall health and safety policy of Fife College is reviewed and approve any changes to it at least annually
- Receive reports that detail the approach to **health, safety and wellbeing** in the College and provide reassurance to the Board of Governors that the College meets its legal obligations
- Ensure that action is taken to promote the health, safety and wellbeing of staff, students and others within the College



- Consider any reports from external enforcing authorities under health and safety legislation or other bodies and ensure that issues where weakness is identified are addressed fully by the College
- Receive regular reports and monitor trend information relating to incidents (such as accidents, ill health and near misses) and ensure that the College is taking appropriate action.

### **3.2 Organisational Development and Human Resources**

- Contribute to, approve and monitor progress towards the organisational development and human resources strategies to ensure sustainability and fit with the overall strategy of the College
- Ensure effective arrangements are in place relating to talent management, succession planning, workforce planning and staff welfare issues, taking into account available budgets
- Receive statistical reports HR metrics and equalities monitoring and ensure that any key findings are addressed by the College
- Ratify or endorse employment policies and procedures ensuring that these meet legislative requirements
- Receive reports on Career Long Professional Learning (CLPL) opportunities available to staff, the take up of these and the impact on the College
- Ensure the College maintains positive dialogue with recognised trade unions and staff
- Ensure that statutory, contractual and other duties placed on the College through the national bargaining process are met

### **3.3 Other Matters**

- Receive and review reports related to the work of the Committee prepared by external bodies

### **3.4 Reports from the Committee**

- Report to each Board meeting relevant matters discussed within the Committee
- Report to the relevant Committee of the Board matters that impact on their remit



### COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

<b>Summary of Committee Business</b>	
<b>Date of Meeting:</b>	17 June 2020
<b>Purpose:</b>	To summarise the main highlights relating to Committee business that has taken place since the last meeting. The minutes are available on the Gateway (accessible via hyperlinks) should members wish to review these in full.
<b>Intended Outcome:</b>	To note the updates from Committees
<b>Paper Submitted by:</b>	Marianne Philp, Director: Governance and Compliance
<b>Prior Committee Approvals:</b>	N/A
<b>Financial Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Risks Assessed:</b>	N/A
<b>Publicly Available:</b>	Yes
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<b>Date of Production:</b>	8 June 2020

## BOARD OF GOVERNORS OF FIFE COLLEGE

### Summary of Committee Business

#### Health and Safety and Human Resources Committee: 2 June 2020

- It was noted that during academic year 2019-20, significant progress had been made on the following priorities as detailed within the HR Strategy and Workforce Plan:
  - HR Transformation
  - Improving Employee Engagement
  - Focusing on Wellbeing
  - Improving the CLPL Offer
- Priorities for 2020-21 would be:
  - Digital Interfaces
  - Transforming the OD and HR Function
  - Employee Engagement
  - Reviewing staff working arrangements as a result of learning from the COVID-19 situation.
- The Employee Engagement Survey and the Working at home Survey both had excellent return rates. They were mainly positive. Relevant actions were being progressed in relation to both and members were particularly pleased to note a focus on welfare and wellbeing of staff.
- Ongoing dialogue with Trade Unions – formal and informal – continues and relationships locally are overall positive.

#### Finance Commercial and Estates Committee: 2 June 2020

- Most Estates and one Digital project had been delayed due to College buildings being closed during the lockdown period. No major concerns were identified and these will be brought back into line once buildings re-open. There was specific discussion about the Dunfermline New Campus Project Board which would be further considered at the Project Board meeting taking place on 3 June 2020.
- The financial position remains very changeable but this is being well managed by the Finance Team and budget holders. There is an income gap of £1.1m.
- An indicative draft budget for 2020-21 was approved but this may change once more information is available from the Scottish Funding Council.

#### **Dunfermline New Campus Project Board:**

[7 May 2020](#)

[3 June 2020](#)

#### Audit and Risk Committee: 3 June 2020

- The Strategic Risk Register has been reviewed to take account of the impact of COVID-19 as it affects all risks. This has resulted in a general upward scoring. Members noted that scenario planning may be required to some risks, but that this would take place when more information was available on the long-term future of the college and additional guidance from Scottish Government/SFC.
- The internal audit plan was adjusted to ensure audits for 2019-20 were based on current priorities and risks. This will be adjusted again and the internal auditors were also asked to ensure some contingency for further changes as a result of the impact of COVID-19. The internal audit plan will be reviewed again at the next meeting.
- The external audit plan was approved. There was a suggested that there may be a significant increase on the audit fee for 2019-20 as a result of additional work that may be required as a result of COVID-19. The Committee agreed to approve the basic fee but asked that any additional work and associated fee be approved by way of an addendum to the Plan.

**Academic Quality Committee: 10 June 2020**

- Lots of good work had been undertaken by staff and the FCSA during lockdown to ensure that learning continued and learners remained engaged and had access to any support they required. Plans were also well underway for when buildings re-opened and a blended approach of online and face to face delivery as appropriate.
- Learner surveys showed another increase in response rates which was particularly encouraging during lockdown. Responses were generally positive and showed improvements. PIs and recruitment targets were on track.
- The Committee approved the draft Digital Learning Strategy 2020-2024 and noted that action plans were being drafted to ensure the strategy was taken forward and progress could be monitored.



### COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

<b>Self-Evaluation</b>	
<b>Date of Meeting:</b>	17 June 2020
<b>Purpose:</b>	To undertake a self-evaluation of the work of the Board for academic year 2019-20
<b>Intended Outcome:</b>	To approve the templates, complete and return them to the Director: Governance and Compliance
<b>Paper Submitted by:</b>	Marianne Philp, Director: Governance and Compliance
<b>Prior Committee Approvals:</b>	N/A
<b>Financial Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Risks Assessed:</b>	N/A
<b>Publicly Available:</b>	Yes
<b>Author Contact Details:</b>	Marianne Philp; <a href="mailto:mariannephilp@fife.ac.uk">mariannephilp@fife.ac.uk</a> ; 01383 845009
<b>Date of Production:</b>	21 May 2020

## **BOARD OF GOVERNORS OF FIFE COLLEGE**

### **Self-Evaluation**

#### **1 Introduction**

The Board of Governors should review its effectiveness on an annual basis. The attached checklist is based on the Code of Good Governance for Scotland's Colleges. It is recommended that this is used for the 2019-20 review.

#### **2 Feedback**

Feedback is requested on all aspects of the Committee structure and the work of the Board of Governors in particular. Members may wish to consider some or all of the following points:

- Timing of meetings
- Frequency of meetings
- Information contained within papers – is it easy to understand or is more/less information needed?
- Are papers issued sufficiently in advance of meetings to allow adequate preparation?
- Do Board members have sufficient skills / knowledge to contribute to meetings or are there any gaps?

These points are indicative and you should feel free to add any other points that you think are relevant.

#### **3 Recommendation**

The attached checklist should be completed by all Members and returned to the Director: Governance and Compliance, who will collate responses which will be presented at the October Board meeting for information and action.

Members are invited to discuss the format of meetings and agree any changes that may be required.

## BOARD OF GOVERNORS OF FIFE COLLEGE

### Performance and Effectiveness Review

Leadership and Strategy	Yes/No/NA	Comments/Action
The Board has set out clear strategic priorities and aims		
The Board regularly reviews performance against the strategic aims		
The aims of the College are aligned with regional strategy / outcomes		
The Board undertakes regular strategic reviews / scenario planning		
Corporate Social Responsibility	Yes/No/NA	Comments/Action
The Board understands and demonstrates the College Values		
The Board has a Code of Conduct to which it is committed in practice		
The Board operates according to the Nine Principles of Public Life		
Quality of the Student Experience	Yes/No/NA	Comments/Action
Student members are active at Board level		
The Board receives regular reports from the Students' Association		
The Board and its Committees prioritise the opinions / views of students		
Learning and Teaching / Student Support	Yes/No/NA	Comments/Action
Learning and Teaching Performance is overseen effectively		
The Board sets challenging student success targets		
The student experience is central to Board decision-making		

<b>Accountability and Delegation: Risk and Audit</b>	<b>Yes/No/NA</b>	<b>Comments/Action</b>
The Board recognises its chain of accountability		
The Board is open in its decision-making and facilitates disclosure		
The Board delegates responsibilities to appropriate committees		
The Board has in place and effective risk management strategy		
The College's audit processes are comprehensive and rigorous		
The Board publishes high quality Annual Reports		
<b>Remuneration, Sustainability, Staff Governance</b>	<b>Yes/No/NA</b>	<b>Comments/Action</b>
There is a formal process for setting the Principal's remuneration		
Funds are planned and used economically, efficiently and effectively		
Board members are aware of their responsibilities as charity trustees		
The Board ensures appropriate policies and procedures are place for the effective management of staff		
<b>Post Holder Effectiveness</b>	<b>Yes/No/NA</b>	<b>Comments/Action</b>
The Board Chair promotes open discussion on strategic matters		
The Board has an appropriate mix of skills and works well as a team		
The Principal is clearly accountable to the Board, effectively supported by the Executive Team		
The Board is well supported and guided in matters of governance		

Board Member Development and Evaluation	Yes/No/NA	Comments/Action
Board recruitment is open and in line with ministerial guidance		
There are sufficient opportunities for Board induction and development		
Board effectiveness is regularly reviewed		
Partnership Working	Yes/No/NA	Comments/Action
The Board ensures effective communication with stakeholders		
Learning provision is relevant to industry needs		
The College engages well with stakeholders/industry partners		
The Board supports the delivery of the Regional Outcome Agreement		