

## MINUTES

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Minutes of the Board of Governors meeting held on Wednesday 30 September 2020 from 3.30pm via Microsoft Teams.

**Present:** David C Watt (Chair), Jen Anderson, Bob Black, Jade Burnett, Shona Cochrane, Sarah Ferguson, Brian Fisher, Hugh Hall, Joseph Harney, Amanda Kindness, Tony Martin, Evelyn McPhail, Susan Mitchell, Gordon Mole, Jim Trail OBE

**Apologies:** Patrick Carnie, Zoe Thomson

**In Attendance:** Susan Dunsmuir, Dorothée Leslie, Sue Reekie, Marianne Philp, Ron Hill

### 1 Welcome, Apologies and Declarations of Interests

The Chair welcomed those present to the meeting. In particular Sarah Ferguson and Brian Fisher were invited to their first meeting as Board members. It was noted that Ron Hill was observing the meeting as part of the External Effectiveness Review process. Members were advised that Tina Vandermotten had intimated her resignation from the Board, and it was noted that the Chair's Committee would consider the resulting vacancy in due course.

### 2 Minutes of the

**2.1 Previous Meeting: 17 June 2020**

**2.2 Update Call: 4 August 2020**

The minutes of the previous meeting held on 7 June 2020 and the update call held on 4 August 2020 were approved as an accurate record.

### 3 Matters Arising / Actions Outstanding

The contents of the paper that been circulated were noted.

### 4 Chair's Updates

The following updates were given:

- Various Colleges Scotland Board meetings had been held, with attendance at some by Scottish Funding Council and Scottish Ministers.
- EIS National Bargaining meetings were ongoing.
- All Annual Development Meetings had been held over the summer. A list would be prepared of the action points arising from these to ensure they were taken forward.
- Members were encouraged to keep asking questions, doing this via the Director: Governance and Compliance if it was out with meetings.

### 5 Principal's Update Report

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



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- The start of the new academic year had been very positive, with enrolments being up on previous years and Freshers' Fayre activity having been held online
- The Masterplan for the new campus had been submitted and a response was awaited from Scottish Ministers
- Feedback on working from home (from staff and students) was mixed, with some people thriving on it and others finding it difficult. A range of information and support was available
- Weekly Covid meetings were held with key staff and open discussions held on issues arising and changes to guidance. Frequently Asked Questions were regularly updated for staff and students to ensure up-to-date information was available
- Discussions on the proposed Campus for Advanced Manufacturing Technology were continuing and members would be updated on any proposals in due course
- The Annual Operating Plan had now been published and had been circulated to members by email
- Alternative arrangements had been put in place for Graduation Ceremonies for 2019-20 to undertake celebrations online and to post parchments
- The College had been shortlisted for three CDN Awards and FCSA and Fife College Awards would go ahead online.

## 6 Business Report

The contents of the report that had been circulated were noted. The bullet points in the Executive Summary were outlined in turn as follows:

- Student recruitment was on track to be achieved with further enrolments since the report had been written. Part-time recruitment would continue throughout the year
- The access and inclusion statistics for 2019-20 showed growth in the 25-29 age bracket which would be a trend that would continue. The statistics were consistent with the profile of the Fife population
- The current projected year-end financial position was an underlying surplus of £863k. The year-end audit had started on 28 September 2020. The Finance, Commercial and Estates Committee had looked at the variances within the figures in detail at the last meeting
- Consultation on the staffing restructure had commenced. As yet it was not known if the Scottish Funding Council would fund this. The changes were part of the Workforce Plan and would be required regardless of the current situation
- Staff sickness, grievance and disciplinary figures all showed a decrease on the previous year. As working from home would be the default position for a majority of staff for considerable time, health, and safety aspects of this would be considered
- Some estates works had been delayed due to inability to access buildings. These were now being picked up in accordance with the new deadlines detailed within the paper
- The draft Estates Strategy had been considered by the Finance, Commercial and Estates Committee with some suggestions made. This would be presented to the Board for approval in November 2020
- Now that the Masterplan for the new campus had been submitted, work had commenced on the Outline Business Case
- Digital projects had been delayed due to supply issues. These would now be progressed in accordance with the revised deadlines set
- It was confirmed that the firewalls discussed at the last meeting were now being progressed
- The structure of the Marketing Team had now been completed and all posts filled
- The Marketing and PR statistical information that had been included would be developed over time to show trends. Information had only recently started to be gathered so this was



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not yet available. Members commented that they had found it useful receiving the recent publications and higher profile press coverage

- The Learning and Skills (SPS) contract had generated an income contribution of £663,830 in 2019-20

The Chair commented that the detail included in this report was discussed at Committee meetings and suggested that this should not be under-estimated. Moving forward greater reliance could potentially be placed on Committees scrutinising the detail and the Board receiving a summary update only.

**Decision:** To check the SIMD target in the Annual Operating Plan is consistent with the target in the Regional Outcome Agreement.

**Responsibility:** Dorothee Leslie

**Deadline:** 31 October 2020

## 7 Fife College Students' Association (FCSA) Update

The contents of the paper that had been circulated were noted. Updates were given on:

- FCSA officers for 2020-21. Congratulations were offered to those who had won awards and completed courses
- FCSA Fresher Festival for 2020 which had been held online with a variety of activities and events offered
- FCSA charities that would be supported during 2020-21
- Strategy Events had been held on 3 and 4 August 2020 and the FCSA Strategic Plan would be presented to members at the next meeting
- FCSA and College Awards would be presented online with trophies delivered to winners with no physical contact
- Class rep progress
- Student surveys would be held to better understand how students are feeling about studying remotely, and to put appropriate support in place. It was understood that this may vary between academic areas

Board members commented on the amount of progress made since the start of term, and thanked FCSA officers and relevant staff for all of the effort that had gone into making the start of term successful.

## 8 Strategic Risk Register 2020-21

The contents of the paper that had been circulated were noted. It was highlighted that the Audit and Risk Committee had asked for additional work to be undertaken on tolerance levels and on scenario planning and this had been incorporated into the papers that had been circulated.

Members commented that it was reassuring to see this additional information at a time of uncertainty and thanked staff for their work in this regard.

**Decision:** To approve the Strategic Risk Register for 2020-21.

**Responsibility:** Susan Dunsmuir

**Deadline:** 31 October 2020



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## 9 Three Year Financial Forecast

The contents of the report that had been circulated were noted for information purposes, as this matter had previously been circulated by email.

## 10 Update on Governance Matters

The contents of the paper that had been circulated were noted. Updates were given on:

- Proposed changes to Committee membership
- External Effectiveness Review timescales
- Briefing sessions for Board members

**Decision:** To approve the appointment of Brian Fisher to the New Campus Project Board; the change of membership from Jade Burnett to Sarah Ferguson on Finance, Commercial and Estates Committee; and to circulate the calendar of indicative briefing sessions to Board members once finalised.

**Responsibility:** Marianne Philp

**Deadline:** 9 October 2020

## 11 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.

## 12 Performance and Effectiveness Review 2019-20

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

**Decision:** The Chair, Depute Chair and Director: Governance and Compliance to meet to review feedback and prepare an action list.

**Responsibility:** Director: Governance and Compliance

**Deadline:** 31 October 2020

## 13 Date of Next Meeting

Wednesday 9 December 2020 at 3.30pm. Venue to be confirmed in due course.

The Board of Governors Development Day will be held on Wednesday 4 November 2020.

The Chair thanked members for their attendance and contributions, and staff for the preparation of papers, and, in particular, the senior team and indeed all the staff for their exceptional effort and commitment during the current situation.