

AGENDA

A meeting of the Board of Governors will be held on Wednesday 9 December 2020 at 3.30pm. Please join via Microsoft Teams. Please note that Janet Campbell (Education Scotland) will attend this meeting as an observer.

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: 30 September 2020	Approve	DCW	
	2.2 Development Session: 4 November 2020	Approve	DCW	
	2.3 External Effectiveness Review Session: 27 November 2020	Approve	DCW	
3	Matters Arising / Actions Outstanding	Note	DCW	3-4
4	* Chair's Updates (<i>Verbal Update</i>)	Note	DCW	N/A
5	* Principal's Update Report (<i>Paper to Follow</i>)	Note	HH	
6	Actions from Board Development Session			
	6.1 Coherence and Sustainability Report Priorities (<i>Paper to Follow</i>)	Note	HH	
	6.2 Collaborative Arrangements	Note	DL	
7	* Annual Accounts 2019-20	Approve	SD	
	7.1 Audit and Risk Committee Annual Report to the Board	Note	SD	
	7.2 Letter of Representations	Note	SD	
8	Estates Update			
	* 8.1 Draft Estates Strategy	Approve	SR	
	8.2 Dunfermline New Learning Campus: Progress Report	Note	SR	
9	* Business Report	Note	SD/DL/ SR	



Fife College

No	Item	Action	Lead	Pages
10 *	Fife College Students' Association (FCSA) Update	Note	SF/JB	5-10
11 *	Update on Governance Matters	Approve	MP	11-16
12	Summary of Committee Business	Note	Chairs	17-19
13	Date of Next Meeting: Wednesday 17 March 2021 at 3.30pm	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		Will be taken forward as soon as practicable after buildings re-open
2	30.09.20	To check the SIMD target in the Annual Operating Plan is consistent with the target in the Regional Outcome Agreement.	D Leslie	31.10.20		Complete
3	30.09.20	To approve the Strategic Risk Register for 2020-21.	S Dunsmuir	31.10.20		Complete
4	30.09.20	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.	M Philp	09.10.20		Complete
5	30.09.20	The Chair, Depute Chair and Director: Governance and Compliance to meet to review feedback from the performance and effectiveness review and recent annual development meetings and prepare an action list.	M Philp	31.10.20		Complete. Meeting took place in November 2020. These will be actioned and taken forward during 2021 along with the External Effectiveness Review action plan
6	04.11.20	To compile a chart or report outlining all of the College's collaborative arrangements.	H Hall / D Leslie	09.12.20		Complete. On agenda
7	04.11.20	To look at the themes within the Coherence and Sustainability Report and identify what actions were in the College's gift to control and compile an action plan of these for implementation for discussion at the next Board meeting.	H Hall	09.12.20		Complete. On agenda
8	04.11.20	To ask Colleges Scotland to take a collaborative and positive approach to driving the Coherence and Sustainability Report and its implementation forward on behalf of the sector.	D Watt	31.12.20		Complete and will continue to reinforce message
9	27.11.20	To prepare a final version of the External Effectiveness	R Hill /	02.12.20		Complete. On agenda

No	Date of Meeting	Action	Responsible	Deadline	Status	Comment
		Review Report for the College to submit to the Scottish Funding Council.	M Philp			
10	27.11.20	To make arrangements for an action plan to be drafted, prioritising actions and deadlines for taking forward the recommendations within the External Effectiveness Review Report.	M Philp / D C Watt	31.01.21		Will be discussed at Chair's Committee in early January 2021

COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Fife College Students' Association (FCSA) Update Report	
Date of Meeting:	9 December 2020
Purpose:	To update members of the Board of Governors on the progress made by the FCSA since the last meeting.
Intended Outcome:	To note the position.
Paper Submitted by:	Jade Burnett / Sarah Ferguson
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
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Date of Production:	30 November 2020

BOARD OF GOVERNORS OF FIFE COLLEGE

Fife College Students' Association (FCSA) Update

1 Introduction

This paper captures the work of the FCSA that does not fall under the remit of the College's Academic Quality Committee. This will focus more on our work on Welfare and Equality issues, and enhancing the students' engagement with the work and life of the College. Work which relates specifically to course activities is reported to the College's Academic Quality Committee and can be found on the [Gateway](#).

2 The FCSA and Fife College Awards

The rescheduled FCSA and Fife College Awards night took place on Friday 9 October 2020 and was a mix of live and pre-recorded presentations. We presented 13 awards live on the night to the recipient's homes, alongside seven awards which were pre-recorded as the winners could not make the date or were large team awards. To add to the celebratory mood of the event we also sourced messages of congratulations from a range of individuals including College leaders, local MSPs and MPs, Jason Leitch and Team GB Paralympic Athlete Derek Rae.

The awards that were delivered were done in a COVID safe manner, and the live event was broadcast from the Carnegie Conference Centre, with full social distancing being observed.

Feedback from the event has been very positive, with viewers and participants noting it felt like being at an actual awards event.

The event can be viewed in full via this link

[Watch the FCSA and Fife College Awards 2020 \(opens in Microsoft Teams\)](#)

3 The FCSA Digital Office



FCSA Digital Office (Group)

General

- Among Us Channel
- BAME Committee
- Book Group
- Care Experienced Committee
- Chat
- Climate Cafe
- Dunfermline Class Reps 20-21
- Dungeons and Dragons
- FC and FCSA Sport Working Group
- FCSA Film Club

Due to the pandemic and the resulting limitation on physical events the FCSA has focussed on delivering a diverse offering of digital engagement opportunities. To do this we have established the FCSA Digital Office on Microsoft Teams. This is a Team which all students and staff are free to join and interact with as they want.

We use the Digital Office to support both our representation and extra-curricular activities. The Class Reps have a dedicated channel for their campus, as do our Liberation Officers who have a channel which focusses on each of their remits.

Our societies also have their own channels within the Team which gives the members a space to interact with others who share similar interests. In total we have 1028 members in the Office, with 30 active channels.

From our regular contact with students we are finding that the lack of informal

support between students is something that is being missed. This would normally be naturally fostered through on-campus attendance and sharing social spaces, however this is not something that is immediately recognised as a need by students as they are largely in their own homes.

We will continue across the year to try and improve the online social aspect within the Digital Office so we can hopefully provide more support to students as they enter their second semester.

4 **FCSA Events**

Since the last update the FCSA has held the following events:

FCSA Freshers 2020

There were four separate events within Freshers this year

Monday	Free Cinema Screening
Tuesday	Meet the Authors Online Event with Claire Askew and Neil Broadfoot
Thursday	FCSA vs HISA Freshers Quiz hosted by Mark Labbett (from ITV's The Chase)
Friday	Friday Night Pre's with DJ Vanessa Motion

All of the events were free for students and in total 397 students attended. Although this number understandably lower when compared to the traditional on-campus Freshers stall event, the length and quality of engagement with the students is much higher. We are looking at continuing digital delivery of Freshers events going forward.

The Meet the Authors event can be viewed in full via the following link:

[Watch the FCSA Meet the Authors Event \(opens on YouTube\)](#)

FCSA Pet of the Year 2020

Our annual contest was held across October and November this year with a total of 78 Pets being submitted and 427 votes being registered. This contest is designed to increase our social media presence and engagement and although numbers were lower than in previous years we still added over 150 new followers across Facebook, YouTube, and Instagram during the time of the contest.

FCSA Phantasmagoria

The annual Halloween event was fully digital this year. To help us deliver the event we also auditioned students from the HND Acting and Performance course to provide voices for the Halloween characters. Two students were successful in getting the parts and both were paid £100 for their work. We also provide the recordings to the students who can now use these as part of their professional show reels. In total 217 students took part in the challenge via the Digital Office and iLearn, this is an increase from the 57 who entered last year.

FCSA Reverse Trick and Treat

To help students with young families celebrate Halloween we organised a day of reverse trick or treating for our students. Students were able to request a visit from 'Frankie-Stein' via a digital form and we were able to fulfil the 25 requests that we received. On Halloween, Jade and Craig visited students across Fife delivering small goodie bags to 63 children in total.

Winter Wonderland Extravaganza

This year we initiated a new event working with Students' Associations (SA) across the country. This was done in an effort to build more buzz in creating a national event as well as offering our support to other organisations which may not be able to facilitate and fund a large schedule of events. We are working with Abertay SA, Borders College SA, Edinburgh Napier SA, Glasgow Clyde College SA and Scotland's Rural College SA.

The event comprises eight separate competitions which students can enter to be in with the chance of winning £100. These are:

- The Great Winter Bake-Off
- The Ice-olation Olympics
- Creative Writing Contest
- Festive Beauty Comp
- Art-tic Attack
- Gamers Tournament
- Video Recreation
- Big Quiz Night

On each day the National Champion will win £100 which has been donated by the SAs. The Fife Champion will also win £20 for each event.

We have promoted the events to the curriculum based on their specific areas of interest as well as promotion across our usual channels.

FCSA Next Steps

Jade Burnett organised and delivered our annual Next Steps event in November. This event aims to help inform and support students in their choices for after their current year of study. This includes help with personal statements, employment opportunities and other career and study options. This year we also introduced our YouTube series 'Getting to Know...' where Jade has interviewed local organisations to help promote their services and how students can support and be supported by their services.

Coming up we have our Winter Wonderland event for students and the local community in Dunfermline on 12 December 2020 and will be attending the College's annual Get Ready for Christmas event.

5 FCSA Sports and Health Update

Delivery of sports clubs/ societies

Due to Covid restrictions we have been unable to deliver physical sports clubs this term but are hopeful that these can be reintroduced in the new year. Online content has been delivered for FCSA Be Active Week including online yoga videos and workouts that students can take part in from home. Some Societies have been able to meet online via Teams including our Dungeons and Dragons and eSports societies. We held an online Gamers Tournament which was scheduled in the FCSA Digital Office.

Scottish Student Sport (SSS)

Two Fife College students currently enrolled on the 2020/21 SSS Leadership Programme which aims to develop young people and provide a framework for them to enhance their leadership and employability skills. Kirsten was appointed as the

SSS Tayside and Fife Regional Chair and now sits on the SSS Development Committee.

Healthy Body Healthy Mind

Fife College has now achieved the Working Towards stage of SSS Healthy Body, Healthy Mind Awards and are close to achieving Bronze. We are the first institution in Scotland to achieve this award following the restructure of the programme. The FCSA is now offering guidance and support to other Colleges and Universities who are working towards this scheme.

Active Schools and Active Communities

We are currently working to strengthen our relationship with Active Schools in Fife to develop sport and physical activity opportunities for senior high school pupils and Fife College pupils.

The FCSA sponsored Active Schools Awards Night and their Young Ambassador of the Year Award. We will also be meeting with Active Schools Manager alongside James Shield to discuss provision at the new campus and how we can best support opportunities for current and potential new students.

The FCSA met with Active Community Sports Hub Officer to discuss Fife-based playing and volunteering opportunities for students across Fife. On the back of this, Jade created a 'Get to Know You' video for students to engage with as part of our Next Steps Event.

Cycling and Active Travel

We were awarded with a grant of £13,995 to purchase electric bikes and related equipment for Fife College. This project will deliver a pool of 8 ebikes to the College and can be trialled by staff and students for short term.

Hope Jensen has been appointed as the new FCSA Campus Cycling Officer. Hope, who graduated from Fife College in 2018, took up this position, which is fully funded by Cycling Scotland, in November 2020. Hope will help to coordinate the ebike project as well as sourcing other funding opportunities.

6 Thank You Form

To help with morale, the FCSA introduced a new Thank You form which our students can use to show their appreciation to the College staff for their efforts across the year. To date 148 notes have been registered since the form was launched on 21 October 2020. When we receive a note we send the thanks onto the staff member as well as their line manager. Students have appreciated having the opportunity to pass on their gratitude and staff have noted feeling very positive after receiving the notes of support.

We will continue to promote the form on a monthly basis going forward.

7 Other Updates

Think Positive Grant Scheme

Jade has secured a small grant from the Think Positive scheme which will go towards the development of a motivational planner to help students throughout their studies.

Stand Alone Pledge

The FCSA is working with Stand Alone and the University of Strathclyde to develop a pledge for Student Associations/Unions to represent the need of our estranged students.

CDN Awards

FCSA Manager Craig Walker has been shortlisted for the CDN College Colleague of the Year Award and the ceremony is taking place on Thursday 3 December. We want to congratulate Craig on his nomination and thank him for his continued hard work and guidance.

College Innovation Awards

The FCSA was delighted to win the Fife College Innovation Award for New Systems Process or Procedure for our submission on our work in integrating Teams and Forms to increase our efficiency and processes. This is the second time the FCSA has won this award, in 2018/19 our *Reppin' Player One* project was selected as the winner.



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Update on Governance Matters	
Date of Meeting:	9 December 2020
Purpose:	To update Board members on governance matters.
Intended Outcome:	To note the updates and to approve the recommendations as outlined in the paper.
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
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Date of Production:	29 November 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 Board Vacancies

Following on from the resignations of Tina Vandermotten and Amanda Kindness, our two Board vacancies will be advertised towards the end of January 2021 with a view to filling the positions by Easter. The Chair's Committee is due to meet to discuss the overall skills matrix, and members will be kept updated throughout the process.

3 Schedule of Board and Committee Meetings 2021-22

A draft schedule of Board and Committee meetings for 2021-22 is attached as Appendix 1. Members are invited to approve the draft schedule. Meeting invitations will thereafter be issued including a Teams link and a venue, with arrangements being confirmed closer to the date. Once on campus meetings resume, Teams will continue to be an alternative option for members where they are unable to attend in person for whatever reason.

4 External Effectiveness Review (EER)

Ron Hill facilitated a session with Board members on 27 November 2020 when the External Effectiveness Review Report was agreed as accurate and the recommendations made were discussed. A final version of the report is now available and can be found [here](#). The report will now be submitted to the Scottish Funding Council and published on our website. An action plan will start to be drafted and further input from Board members will be requested in the New Year.

5 Updates to [Standing Orders](#) and [Scheme of Delegation](#)

These documents were last updated in December 2016 and December 2018 respectively. It is recommended that the documents be updated to reflect changes to job titles and reference to Executive Team (instead of Senior Management Team). Within the Standing Orders, the appointment of a Vice Chair was included but there is no reference to appointment of a Senior Independent Member, so an additional paragraph has been inserted. Documents can be found using the hyperlinks provided in this paragraph title should members wish to review these. Members are invited to approve these changes. It is also suggested that both documents get reviewed least every two years, in June so they can be effective from the start of the new academic year. The next review would be June 2022.

6 Briefing Sessions

As was agreed at the last meeting, an indicative schedule of briefing sessions to be held at the start of Committee meetings was issued by email following on from the last Board meeting. The first two briefings were held as part of the Health and Safety and HR Committee and the Academic Quality Committee meetings. Members are reminded that they can join any of the sessions that they are interested in, even if they are not a member of the Committee. A copy of the indicative schedule is available on Teams and on the [Gateway](#), and reminders will be issued prior to each session. The schedule is indicative in case business priorities change and/or if presenters are not available.

7 Student President Elections 2021-22

Planning has started for the election for Student President elections. The elections have been planned for slightly later than previous year to maximise the opportunity for some on campus campaigning. Last year's campaigning was undertaken completely remotely, and this will remain as an option for this year too. Elections will be for the position of Student President Welfare and Equality, as the Student President Education and Reputation was filled for a 2 year period so will continue to be held by Sarah Ferguson for a further year. As in previous years, the Director: Governance and Compliance will act as Returning Officer, supported by the FCSA Manager acting as Depute Returning Officer. Some new ideas and improvements to the process are being explored by the FCSA Manager based on learning and feedback from last year's process.

Indicative Dates:

Election Announcement	Monday 25 January 2021
Nominations Open	Monday 1 March 2021 (9am)
Nominations Close	Tuesday 23 March 2021 (1pm)
Candidates Meeting	from 24 March 2021
College Easter Break	29 March – 11 April 2021
Campaigning Begins	Monday 12 April 2021
Voting Opens	Monday 26 April 2021 (9am)
Voting Closes	Wednesday 28 April 2021 (2pm)
Complaints Deadline	Wednesday 28 April 2021 (4pm)
Vote Count and Announcement	Thursday 29 April 2021 (10am)

8 TES

The subscription to TES has now been in place for one year. After seeking feedback from Board members, there was no appetite to continue with this subscription as online materials were not directly relevant to the Scottish FE sector. Members commented that the daily Monitoring Report issued by Colleges Scotland, via the Director: Governance and Compliance, was more relevant.

9 Governing a College Using Virtual Meetings

The above report was commissioned by CDN and AOC and will be published on Monday 7 December 2020. A link to it will be provided once available. Ron Hill was involved in the research and drafting the report. The research demonstrated that Colleges (in Scotland and England) overall had responded well to a quick change to virtual meetings and allowed governance arrangements to continue. Whilst virtual meetings have been useful during the Covid-19 pandemic period, they are not a substitute for face to face meetings. The report gives some recommendations on how to maximise the effectiveness online meetings, and suggests that a “blended” approach might be desirable longer term.

10 Recommendations

The Board of Governors is invited to note the contents of the paper and to:

- delegate authority to the Chair’s Committee to progress with filling the two Board vacancies
- approve the Board and Committee calendar of meetings 2021-22
- approve the proposed changes to the Standing Orders and Scheme of Delegation
- note the other updates as detailed in the paper



Board of Governors

Committee Calendar 2021-22

Chair's Committee (including Governance, Nominations and Remuneration)

Date	Time	Venue
Wednesday 15 September 2021	3.30pm – 5.30pm	Boardroom, Dunfermline
Wednesday 9 March 2022	3.30pm – 5.30pm	Boardroom, Dunfermline

Health and Safety and Human Resources Committee

Date	Time	Venue
Tuesday 9 November 2021	3.30pm – 5.30pm	Boardroom, Dunfermline
Tuesday 22 February 2022	3.30pm – 5.30pm	ES02, Glenrothes
Tuesday 31 May 2022	3.30pm – 5.30pm	Boardroom, Dunfermline

Audit and Risk Committee

Date	Time	Venue
Thursday 9 September 2021	3.30pm – 5.30pm	Boardroom, Dunfermline
Thursday 18 November 2021*	2pm – 3.15pm	Carnegie Conference Centre
Thursday 3 March 2022	3.30pm – 5.30pm	Boardroom, Dunfermline
Thursday 2 June 2022	3.30pm – 5.30pm	ES02, Glenrothes

* Private pre meeting at 1.30pm

Joint Audit and Risk and Finance, Commercial and Estates Committees

Date	Time	Venue
Thursday 18 November 2021	3.15pm – 4.00pm	Carnegie Conference Centre

Finance, Commercial and Estates Committee

Date	Time	Venue
Tuesday 14 September 2021	9.30am – 11.30am	Boardroom, Dunfermline
Thursday 18 November 2021	4.00pm – 5.30pm	Carnegie Conference Centre
Tuesday 8 March 2022	9.30am – 11.30am	Boardroom, Dunfermline
Tuesday 7 June 2022	9.30am – 11.30am	ES02, Glenrothes

Academic Quality Committee

Date	Time	Venue
Wednesday 10 November 2021	3.30pm – 5.30pm	Boardroom, Dunfermline
Wednesday 16 February 2022	3.30pm – 5.30pm	ES02, Glenrothes
Wednesday 8 June 2022	3.30pm – 5.30pm	Boardroom, Dunfermline

Board of Governors

Date	Time	Venue
Wednesday 29 September 2021	3.30pm – 6.30pm	Carnegie Conference Centre
Wednesday 8 December 2021	3.30pm – 6.30pm	Carnegie Conference Centre
Wednesday 23 March 2022	3.30pm - 6.30pm	Carnegie Conference Centre
Wednesday 22 June 2022	3.30pm - 6.30pm	Carnegie Conference Centre

Board of Governors: Development Day

Date	Time	Venue
Tuesday 2 November 2021	9am – 5pm	Carnegie Conference Centre

**Board of Governors: Strategy Day**

Date	Time	Venue
Wednesday 18 May 2022	9am – 5pm	Carnegie Conference Centre

New Campus Project Board

Date	Time	Venue
Wednesday 4 August 2021	4pm – 5.30pm	Carnegie Conference Centre
Wednesday 1 September 2021	4pm – 5.30pm	Carnegie Conference Centre
Wednesday 6 October 2021	4pm – 5.30pm	Carnegie Conference Centre
Wednesday 3 November 2021	4pm – 5.30pm	Carnegie Conference Centre
Wednesday 1 December 2021	4pm – 5.30pm	Carnegie Conference Centre
Wednesday 12 January 2022	4pm – 5.30pm	Carnegie Conference Centre
Wednesday 2 February 2022	4pm – 5.30pm	Carnegie Conference Centre
Wednesday 2 March 2022	4pm – 5.30pm	Carnegie Conference Centre
Wednesday 6 April 2022	4pm – 5.30pm	Carnegie Conference Centre
Wednesday 4 May 2022	4pm – 5.30pm	Carnegie Conference Centre
Wednesday 1 June 2022	4pm – 5.30pm	Carnegie Conference Centre
Wednesday 6 July 2022	4pm – 5.30pm	Carnegie Conference Centre



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Summary of Committee Business	
Date of Meeting:	9 December 2020
Purpose:	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.
Intended Outcome:	To note the updates from Committees
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
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Date of Production:	3 November 2020

BOARD OF GOVERNORS OF FIFE COLLEGE

Summary of Committee Business

Health and Safety and HR Committee: 27 October 2020

- A briefing session was held on Transformational Changes to Ways of Working as a result of the introduction of the new HR information system.
- An update was given on the significant additional work that had been undertaken to ensure that appropriate safeguards were put in place to meet Scottish Government guidance on response to the Covid-19 pandemic to ensure the health and safety of students and staff. Committee members congratulated staff on the exemplary work undertaken.
- Statistics for 2019-20 were presented to the Committee and it was noted that there continues to be an aging staff base. This matter will be discussed again in more detail at the next meeting.
- Updates were given on National Bargaining. In particular it was noted that settlement had been reached with the EIS on the pay award. Negotiations were continuing with UNISON.

Academic Quality Committee: 28 October 2020

- A Board briefing session on Partnerships: Universities and Colleges was held. It was noted that the number of articulation routes in place had increased and that a range of university partners were used. For many learners, enrolling for an HNC/D at the College and articulating into year 3 of a University degree programme was a better option. The importance of having the right partners and of being able to have open and honest dialogue was key. It was hoped that the SFC Coherence Review would help Colleges address ongoing issues of parity of esteem.
- Karen Corbett had retired from Education Scotland and Janet Campbell had been appointed as the College's HMIe. Janet joined the meeting as an observer, and will also observe a future Board meeting. It was noted that Education Scotland and SFC had removed the requirement for colleges to submit an EREP in 2019-20 due to the Covid-19 pandemic.
- Student recruitment, student satisfaction and survey response rates were all noted as positive as Board members will see from the Business Report.
- SQA had advised that exams will not go ahead in 2019-20. Guidance is awaited. Fife will take a consistent approach. Fife College staff will be fully briefed once all requirements are known.

Audit and Risk Committee: 19 November 2020

- The annual pre-meeting with internal and external auditors and non executive Committee members took place with very positive feedback received about all aspects of the internal and audit processes for 2019-20.
- Strategic Risk Register changes were outlined and noted and it was highlighted that some risks continued to score net risks in excess of tolerance levels. This was due to the current volatile external environment which was outwith the College's control. Reassurances were given that the Executive Team members were regularly reviewing these risks and taking timely and appropriate action where possible.
- The Audit and Risk Annual Report to the Board was reviewed and approved, and is included on the Board agenda.

**Joint Audit and Risk Committee / Finance Commercial and Estates Committee:
19 November 2020**

- Draft Fife College Annual Accounts 2019-20 were reviewed and it was agreed to recommend these for approval to the Board of Governors in December.
- The External Audit Annual Report was reviewed and accepted, and letter of representations approved for sign off on 9 December 2020.
- An annual update on grants made by the Arm's Length Foundation and confirmation of the remaining funds was received.

Finance Commercial and Estates Committee: 19 November 2020

- Digital and Estates updates were presented showing projects were proceeding according to plan.
- The draft Estates Strategy was presented with some further changes suggested and will be submitted to the Board for approval at the December 2020 meeting.
- The financial position for September / October 2020 was ahead of target and was being closely monitored by the Finance Services team. Plans were in place to accelerate or stop spend to accommodate fluctuations as a result of the volatile external environment.
- Academic Fees for 2021-22 were approved, and are unchanged from 2020-21 levels.
- The Procurement Annual Report was also approved.

Dunfermline New Campus Project Board

1 Oct 2020

4 Nov 2020

2 Dec 2020

Chair's Committee

This Committee has not met since the last Board meeting.