

Board of Governors: Draft Development Plan 2023-24

Code	Action	Lead	Deadline	Progress
A	Leadership and Strategy			
A.4- A.6	Approve the College Strategy 2023-28 ensuring that it enables the College to fulfil its mission and meet Scottish Government priorities, for the benefit of students and the community it serves	J Metcalfe / D C Watt	Dec 2023	On Board agenda for approval 7 December 2023
A.7	Approve the College's Regional Outcome Agreement	J Metcalfe / D C Watt	31 Oct 2023	Approved by email correspondence
A.9	Approve and roll out a new format of Business Report which provides focus on KPIs and encourages strategic discussion ensuring the priorities as detailed within the Strategy are the key focus	J Metcalfe / D C Watt	June 2024	Draft version to be provided at March meeting for discussion
A.10	Participate in Governing in High Stakes workshop (pilot offered by CDN)	M Philp	22 Jan 2024	Diary invitation issued
A.10	Undertake leading safely training	M Philp	Nov 2023	Two sessions offered in Nov 2023. A further session will be offered in 2024-25
A.10	Consider the Board's role in Net Zero / Sustainability and participate in Carbon Literacy Training	M Philp / J Thomson	Nov 2023 June 2024	Presentation on Net Zero / Sustainability at Board Development Day Carbon Literacy Training to be offered in 2024
A.12	Training or briefing on Board's responsibilities on Equality and Diversity issues	M Philp	TBC	Equalities training offered in recent Essential modules emailed out to Board members
A.13	Training or briefing from Changing the Chemistry on Unconscious Bias / attracting diverse range of Board applicants	M Philp	TBC	
B	Quality of the Student Experience			
B.5	Continue to support the Fife College Students' Association with its aim of becoming stronger and more autonomous	E McPhail / M Philp	July 2024 / ongoing	Ongoing

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B.7	Approve the revised Fife College Students' Association Constitution (due for review by end of 2023-24)	C Walker / M Philp	March 2024	
B.9	Receive feedback on the recent Education Scotland engagement visit	I Hawker	Oct 2023	Report issued to Board members and presented at October Board meeting. Action plan drafted and is monitored by Academic Quality Committee
C	Accountability			
C.7	Review membership and attendance at Committee and Board meetings to ensure a majority of non-executives are in attendance when taking decisions	M Philp	Dec 2023	Number of staff routinely invited to attend Committee has reduced. Request for non-executive Board members to join additional Committees
C.7	Reformat Board paper template to have recommendation and context clearly stated at outset to improve focus	M Philp	March / June 2024	Will consider at same time as new Business Report template is rolled out
C.7	Ensure breaks at meetings are taken after one hour, whether in person or online, to improve accessibility and efficiency and add a reminder to agenda template	M Philp / Chairs	Aug 2023	Reminder has been added to all agendas
C.8	Review delegations in Scheme of Delegation to ensure consistency with Committee remits and Chair's contract with Scottish Government	M Philp	31 Jan 2024	
C.8	Review papers and information to ensure Committees deal with things delegated to them and avoid duplication of information (where possible) at Board level, perhaps combining Committee updates with the new format of business report	M Philp / Chairs	31 Jan 2024	
C.11	Update Board/Committee paper template to cross reference paper to relevant strategic risk(s)	M Philp	Aug 2023	Added to template
C.11– C.12	Review the Strategic Risk Register and offer a Strategic Risk Workshop following on from the approval of the Corporate Strategy	D C Watt / B Fisher / J Thomson	March 2024	Will be taken forward once Corporate strategy has been approved

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C.11- C.12	Make the risk register a “live document” focussing on changes since the last meeting and moving away from a complete list of everything in place, with a view to moving away from lists to driving action and ownership	J Thomson	March 2024	Will be taken forward once Corporate strategy has been approved
C.14	Ensure successful onboarding of newly appointed External and Internal Auditors	B Fisher / M Philp	Dec 2023	Initial meetings have taken place. ARC scheduled additional private meeting to gather further feedback
C.24	Participate in Charity Trustee training/briefing session	M Philp	TBC	
D	Effectiveness			
D.1	Free up more time for strategic discussion at meetings, having the agenda clearly marked for this, and presenters assuming that papers have been read in advance and keeping introductions short and focussed	M Philp / D C Watt	Aug 2023	Incorporated on agendas. Chair and Director: G&C monitoring
D.1	Identify opportunities for members to contribute more to decisions and increase the number of “approve” and “discuss” papers presented to increase Board impact and value	M Philp / J Metcalfe / Chairs	Dec 2023	Incorporated on agendas. Chair and Director: G&C monitoring
D.1	Offer team building opportunities for Board members	D C Watt	TBC	
D.2	Develop the existing skills matrix to identify where Board members have particular expertise/qualifications in key areas -v- management experience/knowledge	M Philp	Jan 2024	Will do before next non executive Board recruitment round
D.10	Consider how the performance measures for the Principal can be shared with Chair’s Committee and also how staff and student members can be involved in contributing towards this process	M Philp / D C Watt	Jan 2024	
D.19	Ensure that a new non-teaching Board staff member and TU Board members are elected to the Board by the required deadlines	M Philp	31 Jan 2024	
D.20	Tailor Board induction to offer more one-to-one support to new Board members	M Philp	June 2024	
D.21	Consider what information, training and support can be made available online to better support Board members and to raise role of Board member to staff	M Philp	June 2024	

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D.26	Discuss engagement and participation with members individually during Annual Development Meetings	D C Watt	Aug 2023	Completed over the summer
E	Relationships and Collaboration			
E.1- E.4	Support the development of the college's Stakeholder Engagement activity seeing Board member involvement and expertise where relevant	J Metcalfe / D C Watt / M Philp	June 2024	Session undertaken at Board Development Day. Further opportunities to be identified