



Fife College

# **Appointment to the Board of Governors**

## **Information Pack**

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

# Message from The Chair of The Board

## Message from Dr David C Watt OBE - Chair of the Board of Governors

I have been Chair of the Board of Governors since March 2019. As part of this role I am delighted to have the opportunity to support the creation of 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 opening of our exciting new Dunfermline City Campus, to add to our presence in Glenrothes, Kirkcaldy, Levenmouth, and Rosyth.

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 details provided in this document as we develop Fife College and the opportunities that it delivers for everyone involved in it.

# Message from The Principal and Chief Executive

## Message from Jim Metcalfe - Principal and Chief Executive of Fife College

These are exciting times at Fife College. On behalf of my colleagues and the students of the College, can I thank you for your interest in working with us and our excellent Board.

Our College is embarked on a five year improvement journey, to drive success for our students that will create long-term opportunity and economic growth for our communities here in Fife.

We are already seeing early success from this work. Last year represented our most successful academic year of achievement in a decade. We are trusted with one of the largest apprenticeship contracts in Scotland, to train local people with work-ready higher skills. We deliver training services to hundreds of local businesses with more coming to work with us every day.

Recently, we completed with huge success the opening of the new Dunfermline City Campus, the first net zero ready college campus in the country. Co-located with two high schools (another first) the new campus joins our other successful and hugely popular campuses across Fife in offering a future-proofed education offer to the Kingdom. We are proud of these foundations, and are working to build on them.

Our Board offer critical insight, challenge and assurance, and strategic drive to our College. I hope that you will want to be a part of our journey, and look forward to meeting you soon.

# Information About Fife College

Fife College's expert and experienced team is dedicated to transforming the lives of our 6,000 full time students and 18,000 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 £55 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 over 374,000. 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 ambitions:

1. We put our students first, every time
2. We invest in the team – people make our College
3. We create learning for work and opportunity
4. We take responsibility for wealth building in our communities
5. Achieve NET ZERO is our fight, together

# 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 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 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 Scottish Government's 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 Strategy Day. The following Committees report to the Board, each of which meet four times a year:

- Academic Standards Committee
- Audit and Risk Committee
- Chair's Committee (including Nominations and Remuneration)
- Finance, Commercial and Estates Committee
- People and Culture Committee

Each Board member will be expected to participate in at least one of the Committees as part of 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 2025-26

The calendar of meetings for the academic year 2025-26 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 two Committees.

## Board of Governors

| Date                        | Time            | Venue       |
|-----------------------------|-----------------|-------------|
| Thursday, 25 September 2025 | 3.30pm - 6.30pm | Dunfermline |
| Thursday, 11 December 2025  | 3.30pm - 6.30pm | Dunfermline |
| Thursday, 26 March 2026     | 3.30pm - 6.30pm | TBC         |
| Thursday, 18 June 2026      | 3.30pm - 6.30pm | TBC         |

There will also be an annual development day (Tuesday, 4 November 2025 from 9am to 5pm) and strategy day (Tuesday, 12 May 2026 from 9am to 5pm).

## Academic Standards Committee

| Date                       | Time            | Venue           |
|----------------------------|-----------------|-----------------|
| Thursday, 4 September 2025 | 3.30pm - 5.30pm | Microsoft Teams |
| Tuesday, 18 November 2025  | 3.30pm - 5.30pm | Microsoft Teams |
| Tuesday, 24 February 2026  | 3.30pm - 5.30pm | Microsoft Teams |
| Tuesday, 19 May 2026       | 3.30pm - 5.30pm | Microsoft Teams |

# Process of Appointment

## Audit and Risk Committee

| Date                        | Time            | Venue           |
|-----------------------------|-----------------|-----------------|
| Thursday, 11 September 2025 | 3.30pm – 5.30pm | Microsoft Teams |
| Thursday, 27 November 2025  | 2.15pm – 3.15pm | Microsoft Teams |
| Tuesday, 17 March 2026      | 3.30pm – 5.30pm | Microsoft Teams |
| Tuesday, 9 June 2026        | 3.30pm – 5.30pm | Microsoft Teams |

## Finance, Commercial and Estates Committee

| Date                       | Time            | Venue           |
|----------------------------|-----------------|-----------------|
| Tuesday, 9 September 2025  | 3.30pm – 5.30pm | Microsoft Teams |
| Thursday, 27 November 2025 | 4.00pm – 5.30pm | Microsoft Teams |
| Tuesday, 3 March 2026      | 3.30pm – 5.30pm | Microsoft Teams |
| Wednesday, 27 May 2026     | 3.30pm – 5.30pm | Microsoft Teams |

## People and Culture Committee

| Date                       | Time            | Venue           |
|----------------------------|-----------------|-----------------|
| Thursday, 4 September 2025 | 3.30pm – 5.30pm | Microsoft Teams |
| Tuesday, 11 November 2025  | 3.30pm – 5.30pm | Microsoft Teams |
| Thursday, 26 February 2026 | 3.30pm – 5.30pm | Microsoft Teams |
| Thursday, 14 May 2026      | 3.30pm – 5.30pm | Microsoft Teams |

## Indicative Timeline

| Stage of Application                                       | Indicative Dates        |
|------------------------------------------------------------|-------------------------|
| Advertising of vacancies                                   | Circa 3 November 2025   |
| Closing date for applications                              | Friday 21 November 2025 |
| Shortlisting of application                                | 3 December 2025         |
| Outcome notified to applicants                             | 5 December 2025         |
| Meeting with shortlisted applicants                        | 12 December 2025        |
| Chair to request approval by Scottish Ministers            | 15 December 2025        |
| Date by which Scottish Ministers will approve appointments | 16 January 2026         |
| Date by which applicants will be notified of decision      | 21 January 2026         |
| Date by which applicants should accept position in writing | 28 January 2026         |
| Date of appointment                                        | 2 February 2026         |

# Persons Not Eligible for Appointment

## Process

Applications must be submitted by email to Silvia Baduskova - [silviabaduskova@fife.ac.uk](mailto:silviabaduskova@fife.ac.uk) by 12 noon on Friday 21 November 2025.

*Please note that late returns will not be accepted.*

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 Wednesday, 3 December 2025, and all applicants will thereafter receive a response. Shortlisted applicants will be invited to attend a meeting (Dunfermline City Campus) on Friday, 12 December 2025.

The meetings will give you an opportunity to hear from current Board members about what the role entails as well as for them to hear from you about your experience and skills and consider your fit against the skills matrix.

All appointments require the approval of the Scottish Ministers, and Disclosure Scotland 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.

## Queries

If you require any additional information or have any queries, please contact:

Sivia Baduskova

Governance and Compliance Co-ordinator

email: [silviabaduskova@fife.ac.uk](mailto:silviabaduskova@fife.ac.uk)

tel: 01383 845055

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

**Paragraph 6(1) and 6(2) of schedule 2B to the 2005 Act, as inserted by section 11(2) of the 2013 Act**

- 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).
- 6 (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

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