

# AGENDA


**Polite Reminder**

Please take a 10 minute break every hour of meeting

**Meeting:** Board of Governors

**Date:** Thursday 7 December 2023 at 3.30pm

**Location:** Carnegie Conference Centre, Dunfermline

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: 28 September 2023	Approve	DCW	
	2.2 Development Day: 31 October 2023	Approve	DCW	
3	Matters Arising / Actions Outstanding	Note	DCW	2-3

**For Approval**

4	Draft Corporate Strategy 2023-28	Approve	JM	
5	Draft Annual Accounts 2022-23	Approve	JT	
	5.1 Audit and Risk Committee Annual Report to the Board	Note	JT	
	5.2 Letter of Representations	Note	JT	
6	Draft Procurement Annual Report 2022-23	Approve	JT	

**For Discussion**

7	Dunfermline Learning Campus Update	Discuss	JT	N/A
8	Fife College Students' Association (FCSA) Update	Discuss	TE/KG	4-17
9	Principal and Chief Executive's Update Report	Discuss	JM	
10	Business Report	Discuss	DL/JT/IH	
11	Commercial Activity: Current Levels and Aspirations	Discuss	IH	
12	Governance Update	Discuss	MP	18-21

**Approved by email Correspondence**

(these items will not be discussed unless members wish to ask questions at the meeting)

13	Regional Outcome Agreement	Homologate	MP	
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**For Noting**

14	Chair's Updates	Note	DCW	22-23
15	Summary of Committee Business	Note	Chairs	24-25
16	Review of Meeting	Discuss	All	N/A
17	Date of Next Meeting: Thurs 14 March 2024, 3.30pm, Rosyth	Note	DCW	N/A

**For Information:**




Adam Smith Scholarships Update

Standards Commission: Advice Note for Members of College Sector Boards

## Board of Governors

## Actions Outstanding / Progress Made

**Key:**

	Outstanding and deadline passed
	Progressing and on target
	Complete

No	Date of Meeting	Action	Responsible	Deadline	Comment
1	22.06.22	To bring a paper to a future meeting giving more detail on options available regarding Colleges Scotland membership.	Chair	31.08.23	Complete – discussed at last meeting. The Chair will keep members updated
2	08.12.22	To continue to work on the draft corporate Strategy 2023-28, taking feedback received into account, and bring this and the other underpinning Strategies that are due for review to the Board for approval.	Director: Planning and Performance	07.12.23	Complete. Corporate Strategy on agenda for approval and underpinning Strategies will thereafter be updated
3	21.03.23	To undertake a direct alignment exercise of the corporate Strategy, next level of Strategies and Directorate plans to ensure clarity and alignment, and to add richness and depth with a focus on outputs and outcomes.	W Brymer / Executive Team	07.12.23	Complete - as per point 2 above
4	28.09.23	To update Board members in more detail on commercial activity levels and aspirations at the next meeting.	Deputy Principal / Vice Principal: Quality & Academic Partnerships	07.12.23	Complete. On agenda
5	28.09.23	To approve the risk register for 2023-24.	Deputy Principal	31.10.23	Complete
6	28.09.23	To circulate the Outcome Agreement to members for approval by email correspondence during October, prior to submitting to the Scottish Funding Council.	Vice Principal: Academic Strategy	31.10.23	Complete. Approved by email and on agenda
7	28.09.23	To issue a communication seeking a commitment from Board members on levels of funding, and to draft a donor agreement outlining terms and conditions and emphasizing this is optional and not a condition of being a Board member.	Director: Governance and Compliance	07.12.23	This is progressing – we are finalising arrangements for gift aid to maximise the value of donations and a communication will then be issued to members asking for donations. The donor agreement has been updated and is available <a href="#">here</a>
8	28.09.23	To endorse the appointment of Brenda Heenan as the non-teaching staff Board member for a period of 4 years commencing 2 October 2023.	Director: Governance and Compliance	31.10.23	Complete

No	Date of Meeting	Action	Responsible	Deadline	Comment
9	28.09.23	To appoint Brenda Heenan to the People and Culture Committee and the Finance, Commercial and Estates Committee commencing 2 October 2023.	Director: Governance and Compliance	31.10.23	Complete
10	28.09.23	To approve the adoption of the exemplar election regulations for Trade Union Board members and Staff Board members with immediate effect (subject to approval by the Joint Consultative Committee).	Director: Governance and Compliance	31.10.23	Complete
11	28.09.23	To agree that no changes are required to the Standing Orders and to approve the proposed change to the Scheme of Delegation, and to review these again in a further two years.	Director: Governance and Compliance	31.10.23	Complete
12	28.09.23	To approve the Committee calendar for 2024-25 and the changes to the calendar for 2023-24.	Director: Governance and Compliance	31.10.23	Complete
13	28.09.23	To approve the Annual Development Plan for 2023-24.	Director: Governance and Compliance	31.10.23	Complete
14	28.09.23	To confirm to Scottish Funding Council that self-evaluation had been undertaken during 2022-23 as required by the Code of Good Governance for Scotland's Colleges.	Director: Governance and Compliance	31.10.23	Complete
15	28.09.23	To agree to the self-evaluation activity for 2023-24 as detailed in the paper.	Director: Governance and Compliance	31.10.23	Complete – plan in place
16	28.09.23	To agree to the recommendation that the next External Effectiveness Review takes place in early 2025.	Director: Governance and Compliance	31.10.23	Complete – plan in place
17	31.10.23	To issue a survey exploring preferences for undertaking carbon literacy training, with a view to Board members completing this prior to the academic year.	Director: Governance and Compliance	30.11.23	Complete. Full day event preferred. Date will be identified and issued to members
18	31.10.23	To provide any further feedback on the Corporate Strategy using the document issued after the meeting or in any other format.	Board Members	17.11.23	Complete
19	31.10.23	To update the draft Corporate Strategy and present it for approval at the Board of Governors meeting on 7 December 2023.	Principal	30.11.23	Complete - on agenda



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

Fife College Students' Association (FCSA) Update	
<b>Date of Meeting:</b>	7 December 2023
<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>	Kayleigh Gallacher, President Welfare and Equality Taylor Edwards, President Education and Representation
<b>Prior Committee Approvals:</b>	N/A
<b>Board Impact from Decision:</b>	To ensure that the FCSA has appropriate resourcing and support from the College to undertake its duties effectively; and that the FCSA is operating effectively in order to meet the needs of our learners
<b>Financial Health Implications:</b>	N/A
<b>Learner Implications:</b>	To ensure learners have relevant opportunities and support in place offered by FCSA and that the learner voice is heard and acted upon and taken into account in Board level decisions
<b>Equality and Diversity Implications:</b>	N/A
<b>Strategic Risk(s):</b>	(4) Failure to focus on wider wellbeing of staff and students (5) Failure to achieve recruitment targets across GIA and Non-GIA income activity and to deliver relevant, inclusive and sustainable curriculum, ensuring successful outcomes for all students (10) Failure to achieve positive and sustained transitions for students and to create attractive and motivating learning environments and conditions for learner journeys
<b>Publicly Available:</b>	Yes
<b>Author Contact Details:</b>	Kayleigh Gallacher, <a href="mailto:kayleighgallacher@fife.ac.uk">kayleighgallacher@fife.ac.uk</a> Taylor Edwards, <a href="mailto:tayloredwards@fife.ac.uk">tayloredwards@fife.ac.uk</a>
<b>Date of Production:</b>	24 November 2023

## FIFE COLLEGE BOARD OF GOVERNORS

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

#### 1 Introduction

This paper reports the work of the FCSA against our aims and commitments within the FCSA 2025 Strategic Plan and the work of the Student Presidents against their elected aims.

This work will be summarised into key messages and fuller detail of all work will be available for further information (deep dives) later in the document. Work which relates specifically to course activities and the Class Representative Model is reported to the college's Academic Quality Committee. This paper is available [here](#).

#### 2 Local and National Issues of Relevance to Students

Where an issue is raised to the FCSA, we strive to resolve this with the relevant parties to the best benefit and support of our members.

##### Current local issues:

##### *Staff Absence and Timetable Changes*

Staff absences are causing students to repeatedly miss classes. Whilst online materials should be available to assist with learning, many students have voiced their concerns that this is not the most effective way for them to learn a new subject and are worried that their progression will be affected.

Students also draw comparison to the way they are held to account if they miss a class due to personal reasons and the perceived lack of similar approach to support them when classes are cancelled.

##### *Transport Links*

Students continue to struggle with travel links and commuting to campus can often take a significant amount of time. Taylor's campaign has seen a lot of interest from students wanting to take part and can hopefully help to highlight the challenges to the College and local travel providers.

##### *National Entitlement Cards*

Students have encountered issues with external organisations accepting the NE Cards as proof of student status. This is preventing them from accessing discounts and student travel rates. We have discussed this with K Getchell and a new approach is being discussed.

##### *Student Behaviour*

We have seen an increase in the concerns being raised by our members in relation to the on-campus behaviour of other students. This relates to both in and outwith classroom settings. Students feel that appropriate behaviour is not being promoted and this is leading to many questioning whether they want to continue to study at the

College. We have discussed a Student Charter with the Principal and are keen to help develop this.

#### *Industrial Action*

Graduating students were pleased to receive their certificates following the cessation of industrial action and are now looking forward to their Graduation ceremonies.

#### Current National Issues:

##### *Funding*

As previously reported, the levels of student funding which are available continues to affect students. This will come into sharp focus as we approach the festive break and people are making decisions on what to spend money on and when to take up work.

##### *Health*

Mental health concerns are prominent within our cohort and nationally.

### **3 Updates on the FCSA Strategic Aims**

#### **3.1 Aim: By 2025 FCSA Sports will be an association in its own right.**

##### Work done in Q2 2023

- Competitive and Recreational Sport has returned following the October break.
- Fife College was represented by teams in the SSS Queen's Park Shield for men's football vs Glasgow Strathclyde, and in the SSS 4V4 Tournament for mixed Volleyball teams in Dundee.
- Weekly Volleyball, Badminton, Basketball, and Netball sessions are being facilitated across the three large campuses. These sports were selected following student feedback on what they wanted us to provide.

##### Planned work

*Coach Education Week* will be delivered during the inter-semester week in January at the Kirkcaldy Campus. Badminton Scotland, Disability Sport Fife, Scottish Volleyball and the Scottish Handball Association have been invited to deliver introductory coach/leader courses. These are open to all students.

[Read the Sports and Active Campus Update here](#)

Achieve by 2025: **At Risk** - staff capacity has changed and currently there is limited scope to establish the necessary frameworks to enable the successful completion.

#### **3.2 Aim: By 2025, the FCSA will be recognised as a constructive force in all of its communities.**

##### Work done in Q2 2023

- The first FCSA Unicorn Trail was installed in Letham Glen, Leven in October 2023. This trail is comprised of wooden unicorns who were decorated by local support organisations to help encourage more people to walk in the area and promote these services. Public feedback has been very positive, and we hope to introduce more trails to other areas in



the near future. We'd like to thank Balfour Beatty for helping with the installation. [You can view pictures here](#) (The Courier)

- The FCSA helped to support the BRIT Challenge by creating promotional videos to encourage other Colleges and SA's to take part.
- We currently have 103 students signed up to our extra-curricular societies and have established a weekly schedule of events for students to drop into.
- FCSA Freshers took place in Sept/Oct, was attended by 53 local and national organisations. Although footfall was reduced this year, impacted by the industrial action, we recorded approximately 2600 students attending stall events and had 697 entrants to registrable events.

#### Planned work

Our annual Festive Five event will take place between the 11th and 15th of December, delivering five themed competitions and activities for students to participate in. This event is delivered in partnership with a School College Partnership group studying Media and Communication.

[Read the Community Development Coordinator Update here.](#)

Achieve by 2025: [On Target](#)

### **3.3 Aim: By 2025, the FCSA will have reviewed all of its processes, practices and structures.**

#### Work done in Q2 2023

- Work has begun on re-evaluating the FCSA against The Framework for the Development of Strong and Effective College Students' Associations. This was previously completed against a prior version of the Framework. This evaluation is being completed by a member of the FCSA OG, Georgia Brooks-Weaver and will include representation from students, the FCSA, Fife College, and other partners.

#### Planned work

- Once this evaluation is complete any recommendations will be implemented by the FCSA.

Achieve by 2025: [On Target](#)

### **3.4 Aim: New Campus – We will work closely with Fife College and our membership to deliver an FCSA presence that caters for the needs of our members as well as providing a platform for future development and success.**

#### Work done in Q2 2023

- Rebecca Reader has met with Fife Council Active Schools, Active Communities and Community Use colleagues, to provide sport and activity and maximise at the new facilities, and close relationships will be maintained to ensure college learners benefit from these plans.

#### Planned work

- The FCSA plan to engage with students on the design of the FCSA's Offices and our intention is to roll these out to the other campuses.

Achieve by 2025: [On Target](#)

### **3.5 Aim: Overseen by a Trustee Board, the FCSA will move towards being fully autonomous**

#### Work done in Q2 2023

- The FCSA Oversight Group meets in advance of the Fife College Board to discuss our reports and receives additional updates from the FCSA Staff and Officers.
- The Chair of the FCSA OG, Eliza Waye, meets monthly with the FCSA Presidents and Manager to ensure there is appropriate support for the Presidents and to provide guidance.

#### Planned work

- As the OG becomes more established we will look at the areas where positive change can be made through their support.

Achieve by 2025: [On Target](#)

## **4 President Updates**

### **4.1 Kayleigh Gallacher**

#### *4.1.1 Pledge: Better Mental Health Support for students*

Kayleigh is planning a campaign which aims to gauge students' awareness of existing college support options and increase this across the academic year.

#### *4.1.2 Pledge: Set up a system for students to get in touch with me*

Kayleigh is looking at holding informal contact sessions via streaming service Twitch. This platform may help us to engage with learners who do not interact with the FCSA in other established methods. Progress on this has been delayed due to reduced staffing within the FCSA, specifically the vacant Digital Engagement post. When established this will help to cross promote our FCSA Video Gamers societies and the College's esports teams.

Kayleigh has met with K Getchell and Digital staff to discuss setting up an FCSA Bot which will help to address basic queries and signpost students.

#### *4.1.3 Pledge: Better Accessibility for our disabled students*

Kayleigh is in regular discussions with the relevant College teams to help address upcoming issues. One current issue is the lack of quiet dining areas within the College estate.

[You can read Kayleigh's full update here](#)



## 4.2 Taylor Edwards

### 4.2.1 Pledge: More inclusivity in the canteen for the students that have allergies

Taylor has worked closely with the College and Aramark teams to provide feedback and solutions to issues facing students. Taylor is working with the FCSA staff to create a report based on responses that were made to Taylor's catering survey.

### 4.2.2 Pledge: Reduce the stress of travel for students by improving college timetables and public transport links to ensure students are not late.

Taylor has started to create Travel Vlogs and signed up students, and the College Principal, to also create videos of the journeys they make to get to college.

[You can read Taylor's full update here](#)

## 5 Work Towards the FCSA's Strategic Commitments and Aims

### 5.1 Representation

The FCSA are developing a new system that will allow students to request a transcript detailing their achievements with the FCSA across their time with us. This was initially intended for the Class Representatives however, we should be able to roll this out to all students who engage with us in a voluntary role.

When fully functional this will allow students to request the transcript at any point and can be presented as either a 'Gamercard' or more traditional Certificate.

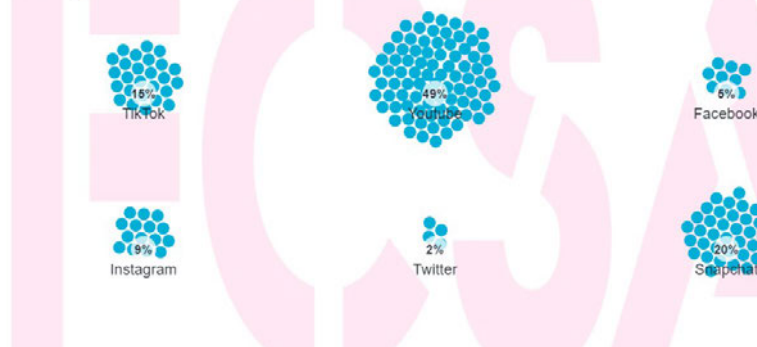
### 5.2 Development

We have worked with the College's Digital and Internal Communications and Student Events Teams to introduce a new all-student channel on Microsoft Teams. The Student Information Desk allows a single space for students to get the most important updates, and also means they can access their student emails and student portal via Teams rather than having to access multiple apps. We will continue to promote this to students during Freshers.

### 5.3 Learner Engagement

The FCSA held 114 introductory class talks to a combined total of 2271 students. As in previous years students are engaged through the use of an interactive Mentimeter presentation which encourages students to contribute and provides us with some useful insights into the preferences of the cohort. For instance, we now know that a YouTube Video with Arctic Monkey's style music is more likely to engage students at Glenrothes than at Glenrothes, where they would equally prefer a TikTok or YouTube video but with Taylor Swift style music. And that very few students value Twitter or Facebook.

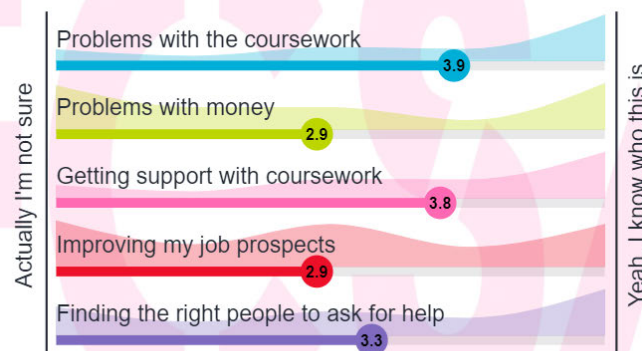
## Keep One - Lose the Rest



This image shows the first choice Social Media platform for students in Glenrothes.

Join at [menti.com](https://menti.com) use code 8284 9060

## I know who to ask if I need help with...



An example slide, used as an introduction to remind and reenforce messages on who students can approach to discuss these issues.

### 5.4 Health

As mentioned in previous reports the FCSA is keen for our extra-curricular activities to be seen as social prescription opportunities to support the physical and mental health of our members. To help us monitor and evaluate this approach students are asked to check-in using a QR Code and are asked one question about how they are feeling.

Across the year we will monitor these figures to identify any trends and to help address any rising concerns. When the students check-in they also receive an automatic email thanking them for attending and highlighting different groups and College support services which are on offer.

A total of 204 students have interacted with at least one of these activities in the 5 weeks they have been running to date.

### 5.5 Sustainability

The FCSA have enrolled on the Green Impact Student Union Awards and are confident that our existing work will qualify for recognition this year. These national awards recognise the SAs that are committed to sustainability. ([Read about the awards here](#))

## 6 Other Notable Items

**6.1** Elena Marburger, the FCSA Campus Cycling Officer, was named 'Most Enterprising Intern' at the recent Bright Green Business EPP Awards. This is the top award within the scheme and is given in recognition of Elena's work in establishing a new website to support the FCSA's Cycle Hire Scheme. ([more](#))



**6.2** The FCSA has been shortlisted for two upcoming awards. We have been shortlisted alongside the College's Planning and Performance Team for the Research Project of the Year Award at the CDN Awards; and in the Fife College Innovation Awards we have been shortlisted with the College's Digital and Creative Industries Team for the FCSA Talent Agency. We should be able to provide a verbal update on these awards at the meeting.

**6.3** Members of the FCSA continue to act as mentors and support for staff at other Colleges and Student Associations, including Craven College, Dundee and Angus SA, Forth Valley College SA, and West College Scotland SA.

**6.4** As part of our involvement with the BRIT Challenge FCSA staff are working closely with Estates to plan a 24-hour event in the Kirkcaldy campus mid-March. Early plans include hosting numerous challenges over the 24-hour period, such as Play in a Day within the theatre, videogames in the atrium and sport activity in the gym and games hall. We see this as a huge opportunity to showcase both Fife College and Fife as a whole, on a national stage.

## Sports and Active Campus Update

### August - November 2023

Now 12 weeks in post, Rebecca has been meeting with staff, students and external partners and getting to know Fife College as well as supporting other FCSA work. Interactions at Induction and Freshers events, surveys and class talks have given Rebecca opportunities to better understand the needs of the students before launching a programme of activities.

### FCSA Sports

Sports clubs started after the October break, with volleyball, basketball, netball and badminton at Kirkcaldy and Dunfermline campuses. When students check in for these sessions, they answer a question that will be used to track how they are feeling throughout the year.

Sport	Number attended	"How are you feeling?" 1-5 avg. rating
Volleyball	36	4.3
Badminton	41	4.5
Basketball	21	4.08
Netball	3	5

Football - On 25<sup>th</sup> October a team made up of Level 6 and 7 Football students played in the first round of the SSS Queen's Park Shield. The team fought valiantly in a 7-2 defeat against a strong team and despite being knocked out of this competition as eager to begin training and arrange games. Students looking to lead on this and so no club has started yet.

Volleyball - Also on 25<sup>th</sup> October a team attended a SSS 4v4 tournament, hosted by Dundee University and hope to attend the next event on 29<sup>th</sup> November. Unfortunately, this is during class time for most of the players attending weekly so attendance will depend on support from the academic staff.

Basketball and Netball currently take place during what was "Wellbeing Wednesdays" after feedback from students about their availability and what activities they want to take part in. This will be regularly reviewed, and any changes will be student-led.

Rebecca is now working closely with Supported Programmes and ESOL lecturers to identify potential times for boccia sessions on all campuses. Other sports to follow in collaboration with Sports Development students ([more below](#)).

### *SportScotland Partnerships – Active Campus network*

18 Active Campus Coordinators are now in post across the country and Rebecca continues to meet regularly with this network. Plans for friendly sport competitions are being made with our nearest current neighbours in Perth and West Lothian.

### *Changing Lives Champions programme*

Rebecca is part of cohort 4 of this SportScotland programme, working with 30 officers from governing bodies and local authorities across the country. Rebecca is currently helping to develop this programme for the Active Campus network.

### *Team Captains (Sport Ambassadors)*

Following encouraging discussions with SportScotland and Fife Council, Rebecca has been meeting with colleagues in Fife Active Schools to develop a package to offer potential Team Captains. This may include CPD, employability, opportunities to lead activities and recognition through an ambassador alumni group. This would help to create a robust workforce of deliverers for college sport and offer a progression for Sport Ambassadors coming from school.

### *Coach Education Week 2024*

With support from Mark Smith, Lecturer - Sport & Fitness, Rebecca is coordinating a Coach Education Week for students during the inter-semester week (w/c Monday 29<sup>th</sup> January 2024) in the games hall, Kirkcaldy campus. Badminton Scotland, Disability Sport Fife, Scottish Volleyball and the Scottish Handball Association have been invited to deliver introductory coach/leader courses. Students will be charged a small fee to take part (e.g. £10 per session, Badminton Basics normal cost is £55) with a discount to attend every session.

Students studying sport and fitness courses at level 7 and below will prioritised before spaces are offered to the wider college, then Active Schools and Scottish Sport Futures Active:2:Grow participants ([more here](#)). As well as developing these students it is hoped that repeating this yearly will create a sustainable model for delivery of college sport going forward.

### *Wellbeing Community Group (Students)*

Alongside John Blakey, Wellbeing and Guidance, Rebecca and the Presidents aim to support the Class Reps to represent the students for this work.

### *Student Sports Development*

Students from HNC Coaching and Football are now working closely with FCSA Sports to deliver a Sports Development project as part of their course. These projects will increase the amount of activity on offer across all campuses and their evaluations will be used to inform future projects.

One student has already expressed an interest in continuing his club after the project has been completed with an enthusiastic “**when** it’s a success...”!

### *New Campus*

Rebecca is working with Active Schools, Active Communities and Community Use colleagues, and was invited to their recent tour of the school buildings at the Dunfermline Learning Campus. There is a strong feeling of partnership working to provide sport and activity and maximise the new facilities, and close relationships will be maintained to ensure college learners benefit from these plans.

### *BRIT Challenge '24*

Plans are underway for the next edition of the BRIT Challenge. FCSA staff are working closely with Estates to plan a 24-hour event in the Kirkcaldy campus mid-March. Early plans include hosting numerous challenges over the 24-hour period, such as Play in a Day within the theatre, videogames in the atrium and sport activity in the gym and games hall. We see this as a huge opportunity to showcase both Fife College and Fife as a whole, on a national stage.

Rebecca sits on the BRIT Challenge (Colleges) Steering Group and featured in a promotional video, throwing down the gauntlet to other colleges to take part. The video can be seen in English, Gaelic and BSL on the FCSA [YouTube channel](#).

## Community Development Coordinator Update

### *Student Societies*

To date 103 new students have signed up to join the FCSA Student societies, six Dungeons and Dragons groups are established and running weekly sessions, the Book Group is due to meet on the 4th of December to discuss our first novel of the year, and our weekly societies sessions are building in numbers.

### *Green Impact Students Union*

Progress on the GISU is ongoing. The FCSA has linked in with Supported Programmes, School College Partnerships, and Fashion students to deliver units of the criteria.

We are working with the Sustainability team and relevant departments to meet the institution related criteria.

Kayleigh and Jade are signed up to attend training courses with the GISU team and SOS UK.

### *Freshers*

The annual FCSA Freshers Festival was attended by 53 local and national organisations who interacted with our 23/24 intake of students, providing opportunities within their organisations, student discounts and information for their benefit. The students most enjoyed the interactive elements within the stall-based events such as Mario Kart, Spin the Wheel stalls, and holding the animals from Eden's Garden Petting Zoo.

The event was well attended, however we experienced significantly less footfall than previous years due to Industrial Action.

### *Festive Five*

Our annual Festive Five event will take place between the 11th and 15th of December, delivering five themed competitions and activities for students to participate in. This event is delivered in partnership with a School College Partnership group studying Media and Communication, the students work to a brief set by the FCSA and have produced the Graphics and Promotional videos we will be using this year. The students have excelled in this project and we are keen to include another joint project in semester two.

The Festive Five consists of a Quiz Night Out, Video Gamers Tournament, Art Contest, Bake off, and a Five a Side competition.

### *Ask the Council*

Ask the Council returns to our campuses in January 2024. The Fife Council Tennant Participation team, Private Landlord Association, Cosy Kingdom and Citizens Advice will be directly available for our student and staff to get face to face advice and support regarding housing issues, worker rights,

### *Re-Freshers*

Re-Freshers is set to take place between 20th and 28th of February 2024. We have currently secured 19 stall holders and are advertising for more, while are working with internal teams to tailor support and advice for exams and next steps.



## **Board Report – Kayleigh Gallacher – President of Wellbeing and Equity**

### **1. Pledge: Better Mental Health Support for students**

a) I have been gathering further research on how the college currently supports our students with Mental Health and have been trying to learn how the system works, how we can better communicate between the guidance/attendance team and students, and how we can further support them.

b) I am setting up a Mental health campaign in which we can educate and give our students access to the correct support. I am hoping to begin this with a survey, then set up events with health and well-being in which our students can be given information on how to contact guidance and what support will be available to them in whatever area they are struggling.

c) I will contact select staff members to meet with them and see how we can better communicate with our students before jumping to conclusions on why they have not been attending class.

d) By the end of this project, I plan to send out another survey and hopefully see an increase in students' knowledge of mental health support and the quality of support they receive through the college.

### **2. Pledge: Set up a system for students to get in touch with me – The FCSAbot**

a) I have had a meeting with Kris Getchell to discuss designing an AI bot in which students can ask questions they may want to come to the FCSA with, but if it isn't listed within there, then the AI bot will send them links or give them the email address of which area they need to contact. This began as something I was going to use within the FCSA, but after discussing it, we feel that it would benefit all areas of the college if students were to use this AI bot effectively.

### **3. Pledge: Considering student needs when things are being designed and discussed.**

a) I am currently working on student issues that have come through regarding a need for more prayer space and safe zones within the college. We have students of many religions and many neurodivergent students. These areas need to be accessible for our students so they can come to college without feeling uncomfortable/ having to change their schedule because they cannot pray at the correct times.

b) I will see if we can find areas within the college for this and the DLC going forward.

c) With this, especially our neurodivergent students and those who have anxiety/ other mental health-related issues we'll be able to see an increase in attendance, making the college a more comfortable and inclusive place to learn.

### **4. Pledge: Better Accessibility for our disabled students.**

a) I previously met about this with Vicki Anton and Michelle Sweeney. We discussed the current issues brought to my attention even before I was made president and what we could do to tackle this. We decided that I would be invited to join inclusion meetings so I could discuss with the team how they operate and what support is already available. Again, however, there needed to be more follow-up on this.

b) Now, I will create a survey for our students to take so we can see how good the support they receive is through their opinions and find out what would make their time at college easier and more inclusive for them.

Along with my pledges, I have been working on campaign ideas with Jade Burnett on Sexual Health, Mental Health, and Spike awareness, which I have researched in great depth over the past few weeks. Hoping to get these all planned out and started first thing in the new year.

I have also been working with Logan Gilmour who has come to me with an LGBT+ project which I am hoping to get started on with the LGBT Society once we build up our numbers.

### **Taylor Edwards Board Update November 2023**

*“I pledge that I will bring more inclusivity in the canteen for the students that have allergies”*

I am going to regular catering meeting working closely with the team and Aramark. To give feedback and solutions on the issues they are bringing forward in the meeting. Recently I have had a meeting with Aramark about how we can show the allergies visually for the students at fife college, we are still trying to find a solution for this.

During freshers I also created a survey and shared this with students while asking them their opinion on the food at the college we received just over 300 responses from the students. The results have been getting broken down and shared with the catering group and the student's voices are being listened too.

*“I pledge to reduce the stress of travel for students by improving college timetables and public transport links to ensure students are not late”*

I have been creating travel vlogs. Which is myself traveling from my house to the fife college campuses and back. This is for my campaign to improve public transport; I have had some students come forward and volunteer to be a part of this campaign and create their own travel vlogs.

### ***Class rep mixers***

I had the opportunity to host the first-class rep mixers. This was a great idea as we I was able to meet the class reps in a more an informal setting with snacks and drinks, and they were also able to meet the AQL they were bringing forward issues they were facing in their course which was great as the AQL were there to listen and sort issues out before they got too out of hand.

### **Award for Fife College intern Elena for work on cycle initiative**

‘Enterprising Elena Marburger saved a college's cycle hire initiative by creating a user-friendly website - and the talented intern has been rewarded by winning a major national award.

The 24-year-old, who was campus cycling officer for Cycling Scotland at Fife College, also built a site which will function effectively after her placement ends.

She beat off nearly 50 other participants to be awarded the title of Most Enterprising Environmental Intern at the Environmental Placement Programme (EPP) 2023 Awards run by Edinburgh-based Bright Green Business.

Elena, originally from Montana, USA, said: "I had an amazing time participating in the EPP Awards. I was able to see what the other participants had been able to accomplish during their internships and I was happy to be able to show what I have done in mine."

She developed the website and launched it during her placement, making it possible for members of the campus community to rent equipment and learn about cycling opportunities. It also helped the college, with campuses in Dunfermline, Glenrothes, Kirkcaldy and Levenmouth, to monitor the status of the programme.

Judges were particularly impressed by the lasting impact Marburger's website will have. One of the judges, Ovie Frederick-Simon, who won the award in 2022, noted that the cycle hire programme might not have been able to continue without Marburger's efforts. He highlighted that her efforts to ensure the website would be of service after her placement ends was of particular relevance.' [Central Fife Times](#)

The website is <https://fife-college.booqable.shop/>

### **Digital Engagement Update**

Due to reduced staffing we are currently unable to provide an overview on our digital engagement.



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

Update on Membership and Governance Related Matters	
<b>Date of Meeting:</b>	7 December 2023
<b>Purpose:</b>	To update Board members on membership and governance related matters
<b>Intended Outcome:</b>	To approve the recommendations as detailed within the paper and to note the other updates provided
<b>Paper Submitted by:</b>	Marianne Philp, Director: Governance and Compliance
<b>Prior Committee Approvals:</b>	N/A
<b>Board Impact from Decision:</b>	To ensure appropriate governance arrangements are in place in relation to all Board and Committee activity
<b>Learner Impact:</b>	N/A
<b>Financial Health Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Strategic Risk(s):</b>	Failure to fully comply with statutory or regulatory requirements leading to a breach of legislation, resulting in legal action, a fine or another penalty against the College
<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>	23 November 2023

## **FIFE COLLEGE BOARD OF GOVERNORS**

### **Update on Membership and Governance Related Matters**

#### **1 Introduction**

This paper is to update Board members on membership and governance related matters.

#### **2 Board Membership**

##### **2.1 Non-Executive Board Members**

On 31 July 2024, Zoe Thomson and Tony Martin will have served their maximum term of office as Board members. We will have an opportunity to express our thanks to them towards the end of the academic year.

The Board is invited to delegate authority to the Chair's Committee (acting as Nominations Committee) to commence a recruitment exercise in the new year to find two new non-executive Board members, following the processes used in previous recruitment rounds and taking into account relevant Ministerial Guidance.

##### **2.2 Depute Chair of the Board**

Tony Martin currently holds the position of Depute Chair of the Board and is keen that his successor is identified early, allowing time for a handover period. Non-executive Board members are invited to express an interest in this role by notifying the Director: Governance and Compliance by 21 December 2023. If one member expresses an interest, a recommendation will be made to appoint that person to the role. If two or more members express an interest, a vote will be held to elect a person to the role.

The Director: Governance and Compliance, Depute Chair or Chair would welcome an informal/confidential discussion with any non-executive members considering expressing an interest.

##### **2.3 Trade Union Board Members**

Members were previously advised that Trade Union Board Members would be introduced with effect from 1 January 2024. As this date is a public holiday, it could not be used in the legislation. The amended effective date has been changed to 31 January 2024. This has very little impact as Colleges do not routinely have Board or Committee business progressing in January. The updated timeline is available [here](#) and is progressing in accordance with the timescales. The Colleges of Further Education and Regional Strategic Bodies (Membership of Boards) (Scotland) Order 2023 [\[draft\]](#) has been laid before Parliament and the Education, Children and Young People Committee took evidence on this Statutory Instrument on 23 November 2023 when the Order was approved. The meeting can be viewed [here](#). The Director: Governance and Compliance has been invited to attend recent Fife College Joint Consultative Committee meetings to discuss this change with Trade Unions.

##### **2.4 Committees**

The latest version of the Code of Good Governance for Scotland's Colleges states that there should always be a majority of non-executive Board members when taking decisions at meetings. We have reduced as far as possible the number of staff being in attendance at meetings in support of this. As a further step to ensure

compliance with this element of the Code, non-executive Board members are invited to volunteer to join an additional Committee meeting. Anyone interested in doing this should contact the Director: Governance and Compliance to explore options.

### 3 Proposed Briefing Sessions

At the Board Development Day on 31 October 2023, a suggestion was made that it would be useful for members to receive updates on key issues from the Principal between meetings. Members are invited to consider whether it would be useful to have short briefing sessions between Board meetings. For the remainder of 2023-24 there are 14 weeks between meetings. A short 30-45 minutes briefing session, hosted by the Principal, could be arranged via Teams every 7 weeks at the start or end of the day.

Board Meeting	Potential Briefing Session (indicative date)
7 December 2023	25 January 2024
14 March 2024	2 May 2024
20 June 2024	TBA

We could review the effectiveness of these sessions at our meeting on 20 June 2024 and extend them into next academic year if members find them useful.

Members are invited to discuss this proposal and the preferred time of day for the meeting should it be agreed to go ahead.

### 4 Update on Training and Workshops

#### 4.1 Leading Safely

We offered Leading Safely Workshops to all Board members on 4 and 24 October 2023 (slides used are available [here](#)). Eight Board members and seven senior staff members attended this training. A further session will be arranged in 2024-25 for our new Board members and existing members who were unable to attend. It is hoped that all Board members will complete this training.

The commitments made by attendees at the workshop have been provided by the trainer to the Director: Governance and Compliance who will discuss with the Deputy Principal how best to “theme” these and ensure they are followed-up on in a meaningful way.

#### 4.2 Governing in High Stakes Scenarios

The College Development Network (CDN) has invited Fife College Board members to participate in this pilot workshop with a date being agreed on Monday 22 January 2024. The outline programme for the day is available [here](#). This is a fabulous opportunity offered to us and all Board members are encouraged to participate. We will invite our new Trade Union Board members to attend if they have been identified ahead of this date.

#### 4.3 Essential Online Modules for Staff

Some Board members expressed an interest in undertaking the essential online modules rolled out to staff. Board members have been added to our system and can access this training online. Link - [iHASCO](#). There is a range of topics including:

- GDPR UK: Essentials
- Prevent Duty



- Cyber Security Awareness
- Equality, Diversity and Inclusion
- Safeguarding Children
- Corporate Parenting
- Complaints Handling
- Health and Safety Essentials
- Display Screen Equipment
- Fire Awareness in Education
- Manual Handling
- Slips, Trips and Falls

Members are invited to complete these modules based on their areas of interest and skills gaps.

#### **4.4 Cyber Resilience Workshop**

Some Board members have attended or are booked to attend the above workshop offered by The Scottish Government Cyber Resilience Unit. Slides used are available [here](#). Fife College Board Members who have attended so far have found this a very useful session. If members who have not booked are interested, please let the Director: Governance and Compliance know and availability can be checked.

Some key resources that may be useful to members:

- [Cyber resilience - gov.scot \(www.gov.scot\)](https://www.gov.scot)
- [Cyber Security Toolkit for Boards - NCSC.GOV.UK](https://www.ncsc.gov.uk)
- [Cyber Scotland – Up to the minute cyber services information across Scotland.](#)

#### **4.5 Carbon Literacy**

Following on from the Board Development Day where members were updated on our Sustainability Strategy, Carbon Literacy training will be made available to all Board members in 2024. Thank you to everyone who has taken time to respond to the survey issued. From the responses received, a full day of training is the preferred option. We will now explore potential dates and advise members of this once confirmed.

### **5 Board Development Plan**

This was approved at the last Board meeting and an update on progress is provided [here](#).

### **6 Recommendations**

The Board of Governors is invited to:

- delegate authority to the Chair's Committee to start the recruitment process for new Board members in early 2024;
- express an interest to the Director: Governance and Compliance if interested in undertaking the role of Depute Chair of the Board;
- volunteer to join (an) additional Committee(s) in order to ensure compliance with the Code in relation to having a majority of non-executive members present at meetings when taking decisions;
- discuss the proposal relating to Board briefing sessions to take place between Board meetings and agree the best timing for these if members wish to engage with a pilot;
- engage with the training sessions as outlined in the paper;
- note the other updates included in the paper.

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

<b>Chair's Updates to the Board</b>	
<b>Date of Meeting:</b>	7 December 2023
<b>Purpose:</b>	To update Board members on activity since the last meeting
<b>Intended Outcome:</b>	To note the update
<b>Paper Submitted by:</b>	David C Watt, Chair
<b>Prior Committee Approvals:</b>	N/A
<b>Board Impact from Decision:</b>	To be briefed on local, national and sector-wide activity that the Chair has been involved in
<b>Financial Health Implications:</b>	N/A
<b>Learner Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Strategic Risk(s):</b>	All
<b>Publicly Available:</b>	No
<b>Author Contact Details:</b>	David C Watt; <a href="mailto:davidwatt@fife.ac.uk">davidwatt@fife.ac.uk</a>
<b>Date of Production :</b>	28 November 2023

FIFE COLLEGE BOARD OF GOVERNORS

Chair's Update

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## FIFE COLLEGE BOARD OF GOVERNORS

### Summary of Committee Business


#### People and Culture Committee: 30 October 2023

- An update was provided on the People Strategy 2023-28 which would be progressed following the approval of the Corporate Strategy, and on workforce planning principles. The Committee noted transformational change was required within the organisation and supported the approach being outlined by management. As well as having a clear strategy, culture, values and behaviours were important to drive things forward at the right pace.
- National Bargaining issues remained difficult with no salary settlement for 2022-23 agreed as yet and College staff wages remaining at 2021-22 levels despite rising inflation and a significantly increased cost of living. Two and three year deals had been considered. No funding is available to increase the offers made. Job evaluation progress also continues to move slowly.
- Updates were provided on health and safety progress. In particular, proposed actions related to Functional Neurological Disorder (FND) were approved which would better equip staff with knowledge, skills and confidence to deal with issues presenting themselves in different ways more recently. This comes after two members of staff performed lifesaving first aid on a student with FND.

#### **Chair's Committee: 1 November 2023 and 29 November 2023**

- An amendment was made to the approval of the annual Internal Audit Plan to enable all Committee Chairs to have an input to this before it was approved by the Audit and Risk Committee. A copy of the paper is available [here](#) for information.
- Members were advised that the Principal had successfully completed his 6-month probation period. Objectives would now be set using the Performance Development Review process that all staff engage in.
- There was some follow-up discussion from the Development Day about delivery of the Corporate Strategy once approved by the Board.

#### Academic Quality Committee: 6 November 2023

- The College was within the 2% threshold allowed by SFC for the 2022-23 credits target and therefore the full allocation core funding would be received. 2023-24 student recruitment was on target for achievement for this point of the academic year
- An action plan had been drafted to take forward the recommendation within the Education Scotland Annual Engagement Visit (the report was circulated to Board members at the September 2023 meeting) and progress will be reviewed at each Committee meeting.
- 
- Early withdrawals were reviewed and indicated an improvement in trend. This will continue to be monitored by the Committee.

#### Audit and Risk Committee: 16 November 2023

- The annual private meeting was held between non-executive Committee members and external and internal auditors. Positive feedback was received about the helpfulness and engagement of staff involved in the process.
- It was agreed that the updated version of the Strategic Risk Register would be presented to the Committee at the February 2024 meeting for approval and discussion, subject to the Board approving the Corporate Plan at the December 2023 Board of Governors

meeting. Some changes to wording and focus was requested to enable members to better track progress and to ensure risks more accurately reflect the current position. The new style Board business report deadline will also be presented to the Board for discussion next quarter.

- [REDACTED]
- Members discussed recent internal audit reports which mainly gave a small number of recommendations, all of which were RAG rated as green. It was agreed to have an additional private meeting in 6 months to discuss this with auditors, once the first substantive internal audits had been undertaken. This would also be discussed in the main meeting in terms of overall risk appetite, resourcing and whether the correct areas were identified for review, and could inform the Internal Audit Plan for 2024-25 and future years.

#### **Joint Audit and Risk Committee and Finance, Commercial and Estates Committee: 16 November 2023**

- The Committees jointly scrutinised and recommended to the Board the approval of the draft annual accounts 2022-23 and External Audit Annual Report, and agreed the Letter of Representations should be signed at the meeting.
- An annual update was provided on the Arms' Length Foundation which now held a low level of funds and was likely to go into an inactive state.

#### **Finance Commercial and Estates Committee: 16 November 2023**

- Strategic updates were provided on Digital, Commercial and Finance.
- A new format of report had been prepared on SFC Capital Funds which helpfully gave a strategic overview of Estates progress. An allocation of £500k had been made available by SFC for Asbestos Removal at Glenrothes Campus with spend to be committed by March 2024 and this was approved by the Committee.
- [The Procurement Annual Report](#) and the [Modern Slavery and Human Trafficking Policy and Procedure](#) were approved.
- Members were updated on the latest position on the Dunfermline Learning Campus Project with further updates to be provided at the New Build Project Board meeting on 5 December 2023 and the full Board of Governors meeting on 7 December 2023.

#### **New Build Project Board**

- [5 October 2023](#)
- [2 November 2023](#)
- 5 December 2023 (to follow)