

AGENDA


Polite Reminder

Please take a 10 minute break every hour of meeting

Meeting: Board of Governors

Date: Thursday 14 March 2024; tour of Rosyth Campus at 2.30pm, meeting at 3.30pm

Location: Room G22, Rosyth Campus

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 Previous Meeting: 7 December 2023	Approve	DCW	2-5
	2.1 Notes of Briefing Session: 30 January 2024	Note	DCW	6-6
3	Matters Arising / Actions Outstanding	Note	DCW	7-8

For Approval

4	Presentation - Corporate Strategy, incorporating: 4.1 Proposed New Format of Business Report 4.2 Strategic Risk Register: New Format (Wendy Brymer will attend the meeting for item 4)	Note Approve Approve	WB WB JT	N/A N/A
5	Update on Governance and Membership Matters	Approve	MP	
6	Fife College Students' Association Constitution	Approve	TE/KG	

For Discussion

7	Update and Summary of Current Position of DLC	Discuss	JT	
8	Fife College Students' Association (FCSA) Update	Discuss	TE/KG	9-23
9	Principal and Chief Executive's Update Report	Discuss	JM	
10	Course Turnover	Discuss	JT	

For Noting

11	Chair's Updates	Note	DCW	24-25
12	Business Report	Note	JT	
13	Stakeholder Map	Note	IH	26-26
14	Summary of Committee Business	Note	Chairs	27-28
15	Review of Meeting	Discuss	All	N/A
16	Date of Next Meeting: Thursday 20 June 2024 at 3.30pm Board Strategy Day: Thursday 23 May 2024 at 9.00am	Note	DCW	N/A

For Information:

New Website Update

DLC Drone Footage January 2024

DLC Time Lapse Footage September 2023 – January 2024

MINUTES

Meeting: Board of Governors

Date: Thursday 7 December 2023 at 3.30pm

Location: Conference Suite 6, Carnegie Conference Centre, Dunfermline

Present: Tony Martin (Depute Chair), Mike Boyle, Pamela Dobson, Garry Dickson, Taylor Edwards, Brian Fisher, Kayleigh Gallacher, Stacey Fleming, Brenda Heenan, Jim Metcalfe, Evelyn McPhail, Susan Mitchell, Samantha Mowbray, Phillip Thompson, Zoe Thomson, Lorraine Wilkinson

Apologies: Gordon Mole, David C Watt

In Attendance: Iain Hawker, Dorothee Leslie, James Thomson, Marianne Philp, Margaret Williamson

1 Welcome, Apologies and Declarations of Interests

The Chair welcomed those present to the meeting and introduced Margaret Williamson.

2 Minutes of the

2.1 Previous Meeting: 28 September 2023

2.2 Development Day: 31 October 2023

The minutes of the previous meeting and the Development Day were approved as an accurate record.

3 Matters Arising / Actions Outstanding

The contents of the paper that been circulated were noted.

4 Draft Corporate Strategy 2023-28

The Principal thanked Board members for previously submitting feedback and gave a brief update on progress made since the Development Day.

It was noted that the next steps would be to finalise the document and to draft an action plan that would sit underneath each of the 5 ambitions.

Members requested changing the word “engine” in the mission, and reordering the ambitions to have students at the top. A shorter, pithier purpose was also suggested. It was noted that the Strategy would start to be implemented in January and should therefore be for the period 2024-29.

There was a discussion around the large community college dashboard and how this might work.

Members commended the Principal and senior staff on the draft Corporate Strategy, recognizing the amount of work and effort that had gone into preparing this.

Decision: To approve the draft Corporate Strategy, subject to the amendments as outlined above being made.

Responsibility: Principal

Deadline: 31 December 2023

5 Draft Annual Accounts 2022-23

It was noted that the draft Annual Accounts had been reviewed at a joint meeting of the Audit and Risk and Finance Commercial and Estates Committees and was recommended to the Board of Governors for approval. The year-end position showed a small operating surplus of £284k, which was a positive position when compared against other Colleges.

Decision: To approve the annual accounts for 2022-23, and authorize the Chair of the Board and Principal to sign these off electronically.

Responsibility: Principal / Chair

Deadline: 8 December 2023

5.1 Audit and Risk Committee Annual Report to the Board

It was noted that the annual report sets out the work of the Audit and Risk Committee over the past year. A link to the External Auditor's Annual Report was included in the papers. An unqualified audit opinion had been given and no matters of concern had been raised. Board members commended all staff involved, noting the amount of work that goes into the preparation of accounts and audit process.

Decision: To approve the external annual audit report.

Responsibility: Deputy Principal

Deadline: 8 December 2023

5.2 Letter of Representations

The draft letter was reviewed and approved.

Decision: To approve the draft letter and authorize the Chair of the Board and Principal to sign it electronically.

Responsibility: Principal / Chair

Deadline: 8 December 2023

6 Draft Annual Procurement Report 2022-23

It was noted that the draft Annual Procurement Report 2022-23 had been reviewed by the Finance Commercial and Estates Committees and was recommended to the Board of Governors for approval. Some suggested changes had been received by email which would be considered.

Decision: To approve the Annual Procurement Report 2022-23, taking into account as relevant the changes suggested by email.

Responsibility: Deputy Principal

Deadline: 31 December 2023

7 Dunfermline Learning Campus Update

This paper had been circulated by email separately to the Boardpack. Members were reminded that this matter was confidential. Members were briefed on the contents of the paper, and on discussion at the recent New Build Project Board. A series of recommendations were made in the paper, which had been recommended for approval by the New Build Project Board. Members thanked the Project Team for their efforts, and offered their support in any way that would be useful in order to make progress. The Principal reassured members that, whilst the Chair had been abroad during November 2023, he had kept in touch with the Principal and was fully aware of the ongoing situation.

Decision: To approve the recommendations as outlined in the paper and to keep Board members regularly updated on the position.

Responsibility: Principal/Deputy Principal

Deadline: Ongoing

8 Fife College Students' Association (FCSA) Update

The contents of the paper that had been circulated were noted. The Student Board members outlined the local and national issues of relevance to students, as detailed on pages 119 and 120 of the Boardpack, and provided an update on progress made towards the FCSA aims.

There was a discussion around the impact of staff absences on students. It was suggested that expectations around this could be included in the Student Charter. It was suggested that staff absences be discussed in more detail by the People and Culture Committee.

Decision: To prepare statistical information on staff absences and processes surrounding them, including when students are notified of staff absence, for the next meeting of the People and Culture Committee.

Responsibility: Deputy Principal

Deadline: 19 February 2024

9 Principal and Chief Executive's Update Report

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

- Staff engagement
- Strategic development
- Forth Green Freeport and Rosyth
- Dunfermline Learning Campus
- Withers review and Scottish Government policy
- College Principals' Group
- Contributions
- Scholarships

It was noted that Board members would be invited to attend the all staff event at Kirkcaldy campus on 1 February 2024.

Members were excited to hear the progress made with Baxi Hydrogen Boilers at Levenmouth campus, and pleased that there was more clarity emerging around Forth Green Freeport and Rosyth.

10 Business Report

The contents of the paper that had been circulated were noted. It was confirmed that the detail had been discussed at recent Committee meetings.

Decisions:

- To present student profile data on a chart.
- To provide information on course turnover – ie how many courses have stopped, started, are in the pipeline.

Responsibility: Vice Principal: Academic Strategy

Deadline: 20 June 2024

11 Commercial Activity: Current Levels and Aspirations

Members were reminded that they had requested this paper at the last meeting. The contents of the paper were outlined and noted. It was confirmed that the return from courses is monitored and that this was presented to the Finance, Commercial and Estates

Committee on an annual basis. There was also a discussion about the need to be as creative as possible in identifying new opportunities.

12 Governance Update

The contents of the paper that had been circulated were noted and the recommendations made were approved.

Decisions:

- To delegate authority to the Chair's Committee to start the recruitment process for new Board members in early 2024;
- To express an interest to the Director: Governance and Compliance if interested in undertaking the role of Depute Chair of the Board;
- To 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;
- To agree to the proposal relating to Board briefing sessions to take place between Board meetings;
- To engage with the training sessions as outlined in the paper.

Responsibility: Board Members/Director: G&C

Deadline: 14 March 2024

13 Regional Outcome Agreement 2023-24

It was noted that the draft Regional Outcome Agreement 2023-24 had been circulated and approved by email correspondence.

Decision: To homologate the decision previously taken by email correspondence to approve the draft Regional Outcome Agreement 2023-24.

Responsibility: Director: Governance and Compliance

Deadline: 31 December 2023

14 Chair's Updates

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

15 Summary of Committee Business

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

16 Review of Meeting

No business was transacted.

17 Date of Next Meeting

Thursday 14 March 2024 at 3.30pm, Rosyth Campus

NOTES

Briefing Session: Board of Governors

Date: Thursday 30 January 2024 at 4.30pm

Location: Microsoft Teams

Attendees: David C Watt (Chair), Mike Boyle, Taylor Edwards, Brian Fisher, Brenda Heenan, Tony Martin, Jim Metcalfe, Evelyn McPhail, Gordon Mole, Samantha Mowbray, Lorraine Wilkinson

In Attendance: James Thomson, Marianne Philp

The Principal and Deputy Principal provided the following updates to members:

Planned Organisational Development: was progressing as planned. The process remained confidential until complete.

Corporate Strategy: will be launched at the all staff event on 1 February 2024. A series of workshops were planned to engage staff, facilitated by CDN. A final version will be presented at the March 2024 Board meeting.

Corporate Risk Register: was being revised in line with the new Corporate Strategy and in a new format. This would be presented at the next Audit and Risk Committee and thereafter to the Board of Governors for approval. Feedback would be welcomed and the intention was for the document to be a live document.

All staff “One Team Together” Event: planned for 1 February 2024 was a full day event where staff members could participate in CLPL and informal and fun workshops. 650-750 colleagues were expected to attend. The event would give the opportunity for colleagues across all campuses to mix and interact. The College’s 125 year celebrations would also be launched. Board members had also been invited to attend, and all staff would receive a beanie hat.

Graduation Ceremonies: held on 24 and 25 January 2024 had been successful and thanks were expressed to all Board members involved. The first “quiet” Graduation had also been held on 29 January 2024.

Dunfermline Learning Campus: the issues raised at the last Board meeting remained a challenge. The College continued to work with Balfour Beatty to get a final cost position, and to keep SFC updated on progress. Reassurance was given that Project Board members were ensuring that they were working within approved governance arrangements to ensure spend was in accordance with allocated budgets.

Indicative Funding: would appear on forthcoming Committee and Board agendas but was not as yet confirmed. There was a discussion about Scottish Government budgets available – within and outwith the sector. It was suggested that a presentation on local economic profile would be useful for the Board at the Strategy Day.

Dunfermline Campus Main Building: had been closed for the remainder of the week as there was no heating due to a gas leak. Engineers had been commissioned and would resolve the issue on 31 January. As it was a non teaching week, disruption to students was minimal. Staff had been requested to work from other campuses, the Carnegie Conference Centre or home.

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	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	31.05.24	We are currently registering with HMRC for gift aid (which is taking longer than anticipated). As soon as we receive confirmation, we will contact Board members to request donations. The donor agreement has been updated and is available here
2	07.12.23	To approve the draft Corporate Strategy, subject to the amendments as outlined above being made.	Principal	31.12.23	Complete
3	07.12.23	To approve the annual accounts for 2022-23, and authorize the Chair of the Board and Principal to sign these off electronically.	Principal / Chair	08.12.23	Complete
4	07.12.23	To approve the external annual audit report.	Deputy Principal	08.12.23	Complete
5	07.12.23	To approve the draft letter and authorize the Chair of the Board and Principal to sign it electronically.	Principal / Chair	08.12.23	Complete
6	07.12.23	To approve the Annual Procurement Report 2022-23, taking into account as relevant the changes suggested by email.	Deputy Principal	31.12.23	Complete
7	07.12.23	To approve the recommendations as outlined in the DLC update paper and to keep Board members regularly updated on the position.	Principal / Deputy Principal	Ongoing	Complete and ongoing
8	07.12.23	To prepare statistical information on staff absences and processes surrounding them, including when students are notified of staff absence, for the next meeting of the People and Culture Committee.	Deputy Principal	19.02.24	Complete – Staff Absences and Processes paper which went to People and Culture Committee on 19 February 2024 can be accessed here .
9	07.12.23	To present student profile data contained in the business report on a chart.	Vice Principal: Academic Strategy	20.06.24	Not yet due
10	07.12.23	To provide information on course turnover – ie how many courses have stopped, started, are in the pipeline.	Vice Principal: Academic Strategy	14.03.24	Complete. On agenda.

No	Date of Meeting	Action	Responsible	Deadline	Comment
11	07.12.23	To delegate authority to the Chair's Committee to start the recruitment process for new Board members in early 2024.	Director: Governance and Compliance	31.01.24	Complete. Arrangements being made and Board members will be kept updated
12	07.12.23	To express an interest to the Director: Governance and Compliance if interested in undertaking the role of Depute Chair of the Board.	Board Members	31.12.23	Complete
13	07.12.23	To 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.	Board Members	31.12.23	Complete
14	07.12.23	To agree to the proposal relating to Board briefing sessions to take place between Board meetings.	Director: Governance and Compliance	31.12.23	Complete and ongoing
15	07.12.23	To engage with the training sessions as outlined in the paper.	Board Members	14.03.24	Complete and ongoing
16	07.12.23	To homologate the decision previously taken by email correspondence to approve the draft Regional Outcome Agreement 2023-24.	Director: Governance and Compliance	31.12.23	Complete

COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Fife College Students' Association (FCSA) Update	
Date of Meeting:	14 March 2024
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:	Kayleigh Gallacher, President Welfare and Equality Taylor Edwards, President Education and Representation
Prior Committee Approvals:	N/A
Board Impact from Decision:	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
Financial Health Implications:	N/A
Learner Implications:	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
Equality and Diversity Implications:	N/A
Strategic Risk(s):	(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
Publicly Available:	Yes
Author Contact Details:	Kayleigh Gallacher, kayleighgallacher@fife.ac.uk Taylor Edwards, tayloredwards@fife.ac.uk
Date of Production:	4 March 2024

BOARD OF GOVERNORS OF FIFE COLLEGE

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

Staff absences continue to cause students to repeatedly miss classes. As we move into Semester 2 and the end of the year affected students are becoming anxious about the effects this will have on their completion and attainment.

As before students continue to 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.

The FCSA is working to support these students and we discuss all situations with the relevant staff to try and ensure no student will be disadvantaged. A barrier currently is staffing capacity within the faculties to be able to cover any absence.

Transport Links

Poor synergy between public transport and the College's activities continues to be a source of discontent for students. There are instances where teaching staff have made adjustments to help students however these are not across college.

We note local MSP SA Sommerville's recent support for a Dunfermline – Stirling Route to support students of Stirling University and hope that this support will also be given for more intra-Fife routes to support our students. We are hopeful that Taylor's public transport campaign will raise awareness amongst all parties about the difficulties students can face when travelling to college.

Student Behaviour

Instances of poor student conduct and a perceived lack of action continue to be raised by students. Where this is thought to be allowed to continue students are noting it demotivates them and leads them to questioning their continued studies at college.

Current National Issues:

Funding pressures

As previously reported, the levels of student funding which are available continues to affect students. As anticipated, we are receiving feedback from students that they are often having to choose work over studying/attending college to ensure they have adequate money.

Kayleigh and Taylor took some student volunteers to support the NUS Scotland Rally for Education at Holyrood on the 21st of February.

Health

Mental health concerns are prominent within our cohort and nationally. Current NHS Fife waiting times for a mental health referral often mean students are not getting appointment dates until after their studies end.

We are working with the College's Health and Wellbeing Team to support student health and identify possible locations on-campus for hubs which will see external support agencies in on a weekly basis. One space has been identified in Kirkcaldy and will launch soon.

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 Q2/3 2023-4

- Fife College students continue to train regularly and compete in national competitions through the FCSA's membership to Scottish Student Sport.
- In the current Scottish Student Sport reporting period (Term 2, January – March) 563 students have enjoyed 88 sport sessions. This is on track to improve on Term 1 numbers (August – December), which saw 994 students take part in 259 sessions. While reporting so far has focused on quantitative data, stories from our learners is also being collated and will be shared to show the true impact of the FCSA and Fife College's sport and physical activity offering. 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.
- Rebecca Reader, FCSA Sports and Active Campus Coordinator, is currently supporting 23 HNC Coaching and Football students through their Development Projects in a variety of areas including research, recreational sessions, competitive events and community outreach.

Planned work

We will be engaging students to identify any issues which are impacting their College experience.

Fife College will be represented at the College National Finals. We aim to be the College with the most participants for a third year.

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

Achieve by 2025: **At Risk** - staff capacity and long-term security 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 Q2/3 2023-4

- During Semester One we had 102 active participants across all of the student societies and 101 of them are currently still enrolled. Feedback from students participating in the groups has been overwhelmingly positive, with the standout comments being 'coming along has really helped me with my anxiety about talking to people and coming into college, until now I haven't really made any friends'.
- FCSA Ask the Council returned to campuses in Jan 2024. In total 290 student queries were answered across the event by the teams that supported the event. The full breakdown is in the Community Development Coordinator Update.
- Approximately 900 students have taken part in the FCSA ReFreshers Events.

Planned work

The FCSA 24 Hour Fundraiser is taking place on Friday the 8th and Saturday the 9th of March. We are raising funds to support The Lily Foundation and the British Inspiration Trust. More details on this event are provided later.

[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 Q2/3 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 Q2/3 2023-04

- 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 Q2/3 2023-04

- 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: Ensure student needs are being taken into consideration

Kayleigh will lead on the promotion of the FCSA's Safety and Support survey. This will provide us with an insight into students' thoughts and feelings about support within the college and their suggestions for improvement.

Kayleigh will also be looking at the plans for all campuses to facilitate students and staff members who need a suitable space to observe prayer times.

4.1.2 Pledge: Better Mental Health Support for students

Kayleigh will use feedback from students and from the Safety and Support survey to inform the design of campaigns.

Kayleigh is also working to create more FCSA Positivi-Trees on every campus. These trees carry positive affirmations for students to take.

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

Kayleigh continues to develop work for establishing a presence on Twitch and towards the introduction of an AI service for the FCSA.

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. An issue with staff shortages is presenting barriers to students accessing the full support they need.

[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

Based on the user feedback from Taylor's survey a review of the catering provision was carried out in December. This review decided that the best way to provide for our students was to retender the catering contract. Due to timings, Aramark will retain the contract for 12 months before the retender process is complete.

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.

We are continuing to gather student participants. To ensure all students can be involved the FCSA will also collate, edit, and subtitle the videos for students.

4.2.3 Pledge: Ensuring the attendance policy is used to support achievement rather than adding pressure onto students who may be struggling.

We are currently engaging students through discussions and surveys to provide a baseline of student understanding of the attendance policy and if students know how to access support. This information will be collated into a report for discussion between Taylor and the Attendance Team.

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

5 Work Towards the FCSA's Strategic Commitments and Aims

5.1 Representation

The FCSA continue to develop a new system that will allow students to request a transcript detailing their achievements with the FCSA across their time with us. We are working with the Digital Team to overcome challenges with permissions to allow this to progress.

We have noticed a trend that our cohort are less inclined towards taking on individual representative roles. We are planning to review our approach to ensure that we are able to facilitate strong student representation going forward.

5.2 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.

5.3 Sustainability

Work progresses on our submissions to the Green Impact Student Union Awards. Progress continues to be made on this submission. Notable developments include the FCSA's partnership with the School College Partnerships Students to deliver two of the units within the criteria. ([Read about the awards here](#))

6 Other Notable Items

6.1 The FCSA 24 Hour Fundraiser will take place on Friday 8 and Saturday 9 March 2024 in the Kirkcaldy campus. This event is being held to raise funds for The Lily Foundation and The British Inspiration Trust. [The Lily Foundation](#) supports individuals with mitochondria, and the [British Inspiration Trust](#) runs the annual Brit Challenge.

Our aim is to raise £1000.

There are a variety of events taking place – you can sign up for them by clicking on the links below:

- [A 24hr Mario Kart Endurance Race](#)
- [A 24hr Horror and RomCom Movie Marathon](#)
- [The FCSA Olympics – 24 sporting challenges including accessible activities](#)
- [‘24’ a new play-in-a-day](#)
- [FCSA Golfing Challenges*](#)

*The Golfing Challenges take part on Monday 18 March at 2024 Cluny Activities. Entry is open to all individuals and teams.

If you would like to donate to our event you can do so via our [JustGiving page using this link](#).

6.2 The FCSA were pleased to win the Fife College Innovation Award for the FCSA Talent Agency. We donated our part of the prize to the Digital and Creative Industries faculty to benefit their students.

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.

FCSA Sports and Active Campus Update

December 2023 - February 2024

FCSA Sports

Sports continue with provision now on Dunfermline, Glenrothes and Kirkcaldy 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 Dec - Feb	Previous quarter "How are you feeling?" avg. rating 1-5	How would you rate your college experience so far?
Badminton	117	4.5	4.42
Basketball	19	4.08	4.36
Football*	142	-	4
Volleyball	71	4.3	4.19

*denotes student led activity/club

Across the new and smaller sessions, monitoring and evaluation varies to fit the needs of the group, so the tracking questions will be carried out sporadically and has not been included in this update.

Boccia	24
JiuJitsu*	16
Multisport*	20
Strength Club	28
Table Tennis	69
Women's Volleyball*	20

In the current Scottish Student Sport reporting period (Term 2, January – March) 563 students have enjoyed 88 sport sessions. This is on track to improve on Term 1 numbers (August – December), which saw 994 students take part in 259 sessions. While reporting so far has focused on quantitative data, stories from our learners is also being collated and will be shared to show the true impact of the FCSA and Fife College's sport and physical activity offering.

We are going to discuss the change in ratings with the groups to identify areas we should promote and how we can help to remove and overcome any negative factors.

Volleyball

This club continues to grow and numbers are consistently good. The team will go to UHI Perth on Wednesday 28th February for a friendly match, thanks to connections through the Active Campus Network. The promise of games seems to attract players across courses, and a women's group has recently started.

Football

Three students were invited to attend the Scottish Student Sport National Trials in January, we are still awaiting the decision.

Students from HNC Coaching (Football) have taken the lead on the men's club with the support of academic staff. The FCSA has supported with facility hire at Michael Woods Leisure Centre to provide weekly training sessions for the players. Going forward Rebecca and the students will work closely with Karen Colville, Engineering, Science, Technology and Built Environment to engage students in football.

On Tuesday 20th February, UHI Inverness made the trip to Glenrothes for a friendly. Despite Inverness winning 7-2, Fife players all gave glowing feedback:

"I haven't played properly in a while, it was so good to get out"
"We even had supporters, it was amazing" "I loved it, when's the next game?"

Work to develop the women's club is ongoing with a small group of enthusiastic students and support from academic staff.

SportScotland Partnerships – Active Campus network

Provision has continued to grow in other areas thanks to this network, and with that more opportunity for competition between colleges. The SSS College Finals on 24th April will surely be the most competitive edition yet.

Changing Lives Champions programme

Rebecca completed this programme in February 2024 and will implement this learning in the upcoming Team Captains work. Rebecca is also currently helping to develop this programme for the Active Campus network.

Team Captains (Sport Ambassadors)

Progress continues in this area with support from Fife Council Active Schools and SportScotland. It is hoped that this will launch in the new academic year.

Coach Education Week 2024

This "week" was condensed into three days due to the All Staff Event on Thursday 1st February, and was attended by Badminton Scotland, Disability Sport Fife, Fife Phantoms Netball Team and Handball Scotland. Unfortunately, participant numbers were low but those who attended gave positive feedback and all deliverers were impressed by the enthusiasm of our learners. Feedback from participants will be used to ensure this event better attended next year.

Student Sports Development

Rebecca is currently supporting 23 HNC Coaching and Football students through their Development Projects in a variety of areas including research, recreational sessions, competitive events and community outreach. More information will be available on these upon their completion in April.

BRIT Challenge '24

In the spirit of the challenge and to honour Paris '24, the FCSA Olympics will form part of the BRIT Challenge, 24-hour event on Friday 8th – Saturday 9th March. Participants will take part in up to 24 sporting activities to challenge themselves and raise money for BRIT and the Lily Foundation.

Fife Referees Course

Working with Fife Referees Association and the SFA, Rebecca has helped coordinate the latest Fife Referees Entrance Course. This course is hosted by Fife College at the Dunfermline campus, and is free to staff and students. The course is ongoing with 22 participants.

Community Development Coordinator Update

Student Societies

The FCSA Societies evenings have been successful on our Dunfermline Campus since its introduction in October with around 15 students continuously attending and another 10 who join every other week.

Glenrothes campus formed three Dungeons and Dragons group who consistently play, however due to the delivery of mainly commercial courses in the evening on this campus, student numbers in other societies have been slower picking up. We are looking to secure a designated room similar to 3.17 in Dunfermline, on Glenrothes Campus that would be shared between the FCSA, Sustainability and Supported Programmes. This would serve as a permanent home for the Swap Shop, Weekly Societies and Supported programmes events storage and planning. This project is currently being discussed with Lynne Bernard, Lucy Jackson, Andy Bell and the FCSA.

Kirkcaldy campus is thriving since we switched from a Monday evening to a Thursday, with 25 students participating in a variety of societies in the first two weeks since the scheduling change. We have reintroduced the inside table tennis which has been very popular during break times and societies evenings.

During Semester one we had 102 active participants across all of the student societies and 101 of them are currently still enrolled. Feedback from students participating in the groups has been overwhelmingly positive, with the standout comments being 'coming along has really helped me with my anxiety about talking to people and coming into college, until now I haven't really made any friends'.

While the FCSA keeps track of the number in the individual societies' channels, we have found that having a variety of options available each week is preferable to the students. They enjoy the structure or a weekly schedule but prefer the freedom to pick what they would like to do each week and have been more open to trying new things.

Green Impact Students Union

Progress continues to be made on this submission. Notable developments include the FCSA's partnership with the School College Partnerships Students to deliver two of the units within the criteria. Creative industry lectures and I have worked to create a brief for the students that covers both their assessment criteria and Green Impacts thematic projects; Personal Ethical Banking, and Nature protection.

The Project is to be complete by May and will be resulted in June 2024.

Festive Five

Our annual Festive Five took place between the 11th and 15th of December, delivering five themed competitions and activities for students to participate in; a Quiz Night Out, Video Gamers Tournament, Art Contest, Bake off, and a Five a Side competition. In total 48 students participated in the event and competitions and the FCSA societies increased due to each event promoting one of our societies.

Student participation numbers were lower than expected based on previous years. We can attribute this to having less digital promotion due to no longer having a digital engagement coordinator. The team has split the digital promotion responsibilities.

We collaborated with The Robert Nairn in Kirkcaldy for the Quiz night, and they have asked us to continue hosting events there where appropriate. Collaborating with them has allowed

us to work with the general manager there to create specific student discounts for our learners based in Kirkcaldy.

Ask the Council

Ask the Council returned to our campuses in January 2024. The event occurred over three days within three Fife College Campuses. The Fife Council Housing Team, Fife Federation Housing Group, Private Landlords Team, Cosy Kingdom, Greener Kirkcaldy, Citizens Advice and the FCSA attended. Students and staff could send their queries digitally and speak face-to-face with relevant organisations.

The event had 285 face-to-face enquiries, five written queries, and general interest throughout the day. If the support teams cannot complete queries during the event, they take those queries away and continue providing support until complete.

The event grows yearly, and student feedback is always positive regarding the help and support this event provides. Getting in touch with Council or Housing Association teams becomes more complex as demand grows and financial hardship increases. While the event was initially focused on Fife Council Services, it has transformed into an event focusing on all aspects of housing support and raising awareness regarding tenants' rights within private accommodation and council housing.

'This was so helpful. I have been having trouble with my landlord for the past couple of months, and I wasn't sure what my rights were or what to say to make them fix the issues.'
'My boyfriend and I are both 16, but we want to get our own home as we share rooms with younger siblings. There are five of us in a two-bed house; my mum sleeps in the living room. Speaking with the housing team has given me lots of advice and a plan to get our names on the housing list.'

Re-Freshers

FCSA Re-Freshers 24 on Campus Festivals is playing host to 40 stall holders, with 35 of them being external organisations, five College Departments, and six new organisations and small businesses. The on-campus events have been popular and well received with approximately 550 students attending the first week of activities. We expect to see an additional 300-400 in week two.

Re-Freshers is an effective way to welcome our new starts from the January intake as well as strengthening our relationships with the September cohort, and our external communities. Re-freshers has grown quite large this year with the number of requests we received to attend almost doubling from last year due to our presence within external communities and partnerships with local businesses.

Lead Engagement Coordinator Update

Class Reps

Due to FCSA capacity issues the plan class rep schedule has been revised.

- November – Online Drop-in
- December – Online Drop-in
- February – Induction, Guidance and Support
- March – Learning, Teaching and Assessment
- April – Achievement and What's Next
- May – Online Drop-in (to allow assessment/ Programme Review focus)

The Class Rep / Staff Mixers event was not as well attended as we would have liked. We believe this is due to a lack of understanding from academics of the purpose of the sessions and the timing of them being held the first week after the October holidays. We plan to learn from this for next year.

12.2% of reps (53) reps attended our February meetings which is disappointingly low. We believe that there has been a shift in student attitudes towards volunteering and therefore we plan to undertake a review of the class rep system to find a more sustainable model of gathering feedback that doesn't rely so heavily on class reps volunteering their time. Class Rep Training completion is 18.8% higher than last year so far, with reps continuing to complete the training into Semester 2. We believe that treating this as an assignment on Teams has been a big contributor to this increase and we plan to continue this for next academic year.

Class Rep Training		
Class Rep Training	Number of Students Completed	% of reps
Class Rep Training Level 1	226	52.0
Class Rep Training Level 2	186	42.8
Class Rep Training Level 3	181	41.6
Class Rep Training Level 4	179	41.1
Class Rep Training Level 5	179	41.1

February Class Rep Meeting Feedback

February Class Rep Meeting Feedback

Reporting Period	February 23-24	
Key Feedback		
Below we present an overview of the key issues discussed by class reps across all campuses. All individual issues have been raised with the relevant AQLs.		
Topic	Notes	Area
Lack of class cover	<ul style="list-style-type: none">Students reported having no lecturer for classes, in some cases for over 8 weeks.Students reported inconsistent communication, with some knowing why and what the college was doing to mitigate the impact, while others were turning up to class to find no lecturer for weeks in a row.Students reported an obvious lack of staffing resources across the college and breakdown in communication between core skills and curriculum lecturers where core skills classes weren't being covered.	Curriculum
Impact of complaints	<ul style="list-style-type: none">Multiple students raised issues with specific staff members – these individual issues will be raised directly with the staff member and their AQL.Students reported feeling that their feedback and complaints about staff went un-heard.Students reported their knowledge of complaints being made in multiple academic sessions with no visible consequences.	Curriculum Quality
Inconsistent communication of class changes	<ul style="list-style-type: none">In cases where classes were required to merge, the communication and support provided around campus and timetable changes was inconsistent both between and within curriculum areas.Some students reported good communication and enough time to make arrangements, while	Curriculum

	others learned of changes the morning of their first class.	
Inconsistent inductions	<ul style="list-style-type: none"> • Student opinion of induction was inconsistent. • Negative student opinion was that induction was not long enough to justify the travel in, that they didn't meet all their lecturers, and that more than half of the class didn't receive notification of their induction at all. The FCSA made students aware that changes have already been made to inductions for 24/25 session. • Positive student opinion was that induction allowed them to break the ice between their lecturers and their classmates, that campus tours helped to ease their worries about navigating campuses and that they liked having easy access to support services. 	Admissions Curriculum Student Experience
Positivity about inclusion	<ul style="list-style-type: none"> • Inclusion was praised for their support of students who had made use of their services. 	Inclusion
Levenmouth isolation	<ul style="list-style-type: none"> • Students reported feeling left behind by support services at Levenmouth. • Students reported a lack of signposting to services available, lack of awareness of support's offering to travel to Levenmouth ad hoc and an understanding that they would have to travel to Kirkcaldy to access services. 	Student Experience Curriculum

Apprentice Engagement Trial

We received feedback last year that our modern apprentices generally don't engage with the class rep system. It has been suggested that MAs have a stronger community with their colleagues at their employer than with their classmates, and so it's difficult to recruit reps. Additionally the very limited time they spend learning on campus makes class rep meetings inaccessible.

To address the lack of feedback from not having reps, we are trialling MA engagement sessions in partnership with the National Society for Apprentices with our apprentices in the Hair and Beauty academic area in February.

Board Report – Kayleigh Gallacher – President of Wellbeing and Equity February 24

Pledge 1: Making sure student needs are being taken into consideration when things are being designed and discussed

I will lead the launch of a Safety and Support survey for students to fill out and give us an insight into their thoughts and feelings about the support system within the college and how we can improve this to suit them and their needs better. It lets us know what support students are aware of if they feel safe, and which department they feel most supported by.

Over the next couple of months, I am going to be looking deeper into the plans for the DLC and enquiring about prayer spaces for our students who need to pray at certain times throughout the day. This is something that the college strongly needs and would be a solution to many student concerns/issues in the future.

Pledge 2: Reducing inequality, improving the experience for our students, and making sure they feel safe, heard, and important.

Attended the NUS rally at Holyrood to stop funding cuts to colleges and universities. We took a couple of students with us to support the cause; it had an excellent turnout, with many people sharing their stories about how funding cuts have personally affected them. It made the students feel heard, and I am glad they got to use their voices and communicate how important this is to us as a college and individually.

I have been working on a new climate impact campaign, which is being student-led by myself, but also, to execute this campaign effectively, I need a lot of student involvement, so I have been running a poll for students to vote in to tell me what about climate impact worries them the most, letting them decide what we shall work on to come to effective and positive change that students want to see.

Pledge 3: Setting up a new system for students to get in touch with Kayleigh

Discussions have been made regarding the new AI bot. Kayleigh has worked with the digital team to develop questions and directions that should be added to the system. Hopefully, if all goes to plan - it won't be long until we can launch it for student use.

Pledge 4: Mental Health Support

In the people and culture committee, I contributed a few points regarding the trickle effect and how the mental health of our staff can affect the mental health of our students. We need to tackle the issue's root; that way, it could improve the attendance and engagement rates within the college. Whether that be of staff or students. I am looking to incorporate this into my work on my mental health campaign.

The Safety and Support survey listed under pledge 1 will support evidence for the campaign.

Pledge 5: Accessibility to inclusion and classroom support

This pledge is something that I have been working on for a while, Consistently trying to find new ways for students to receive the support they need. We have student issues that come in weekly about not receiving support in classrooms, and It is proving to be very difficult to manage when inclusion is short-staffed.

I worked on a small quiet space campaign for our neuro-divergent students/ those needing a quiet area if they have sensory issues. I was successful in this project and worked closely with a student who had approached me with the idea. We are now thinking of a name to call these quiet spaces and make students aware of where they are and what they can be used for.

Along with pledge work, I have been doing a lot of research for my campaigns and working at our Re-Freshers Festival to welcome in our new January start students!

Taylor Edwards Board Update February 24

Board report update 22/02/24

"I pledge that I will bring more inclusivity in the canteen for the students that have allergies"
The progress I have made with this pledge is that after creating the survey I did during freshers I got great feedback that I was able to bring to a catering review in December this meeting with the results of the survey we decided to that the best way to provide for our students was the decision to go out and retender, with short notice keeping Aramark for a following year will give us enough time as a college to look for the best tender.

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

The travel vlogs are growing and have got more students involved. i have created a form for students to be able to send in all their videos in different parts so they don't need the stress for having to edit everything together so when they send it to the form, we are the ones who bring all the video together and edit it all. We are still pushing to get more participants.

"I pledge to ensure that the attendance policy is used to achieve rather than added pressure to a student that may be struggling"

I have created an attendance survey to ask questions to student on how much they actually understand about attendance and if they know where to get support, the survey will close in the upcoming week after the end of re-freshers.

This week we have been doing re-freshers across the campuses which has been great to talk students and here what's going on across the campuses.

I have hosted the first formal class rep meetings. Where the topic was about induction and support. We got really good feedback about those topics. We got a lot of issues brought to us about what's going on in their classes and been able talk to them more in depth where they were able to open up to me.

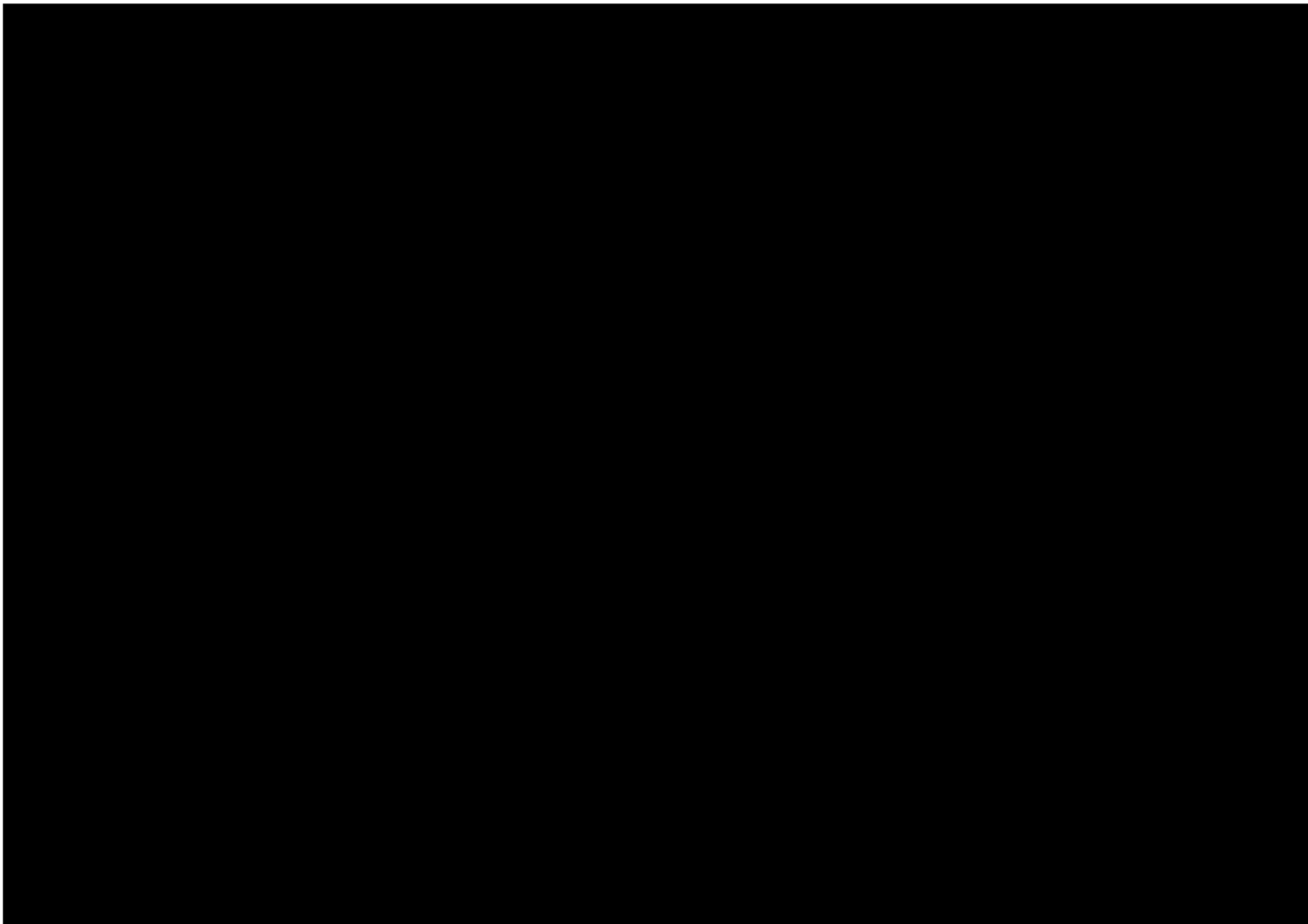
Myself and Kayleigh have recently been to the student rally and the Scottish parliament fighting for the funding cuts effecting the colleges and university, we heard from amazing guest speakers and were able to talk about how the cuts are affecting our college and I had the opportunity to be interviewed. NUS put on a great rally and helped bring students and associations all together to fight for our students.

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

Chair's Updates	
Date of Meeting:	14 March 2024
Purpose:	To update Board members on activity since the last meeting
Intended Outcome:	To note the update
Paper Submitted by:	David C Watt, Chair
Prior Committee Approvals:	N/A
Board Impact from Decision:	To be briefed on local, national and sector-wide activity that the Chair has been involved in
Financial Health Implications:	N/A
Learner Implications:	N/A
Equality and Diversity Implications:	N/A
Strategic Risk(s):	All
Publicly Available:	No
Author Contact Details:	David C Watt; davidwatt@fife.ac.uk
Date of Production:	6 March 2024



BOARD OF GOVERNORS OF FIFE COLLEGE

Summary of Committee Business

Academic Quality Committee: 12 February 2024

- There was a detailed discussion about the format of papers and how these could be improved moving forward, in line with the new business report format and with dashboard style reporting. Members were particularly interested to see the “so what” brought out for discussion in more detail. Whilst it was good to recognise good practice and highlights, an understanding of where further improvements could be made was also important, with actions and deadlines given so that progress could be monitored.
- Concern was noted at student performance data which showed a decline in almost all areas. It was agreed that the report that had been presented at the meeting should be regarded as a baseline with clear actions, targets and milestones for improvement, and these should be monitored regularly by the Committee.
- Members requested that within papers, the impact on students be focused on more directly, eg action short of strike, or focussing on direct benefits to learners as well as KPIs.

Chair's Committee: 15 February 2024

- Board vacancies, roles and Committee membership was discussed. Several recommendations for approval to the Board of Governors were agreed, and these can be seen in the Governance and Membership update report included in the Boardpack.
- Updates were provided on progress with the planned organisational development and on planned industrial action.

People and Culture Committee: 19 February 2024

- There was a discussion about the current HR Strategy and Workforce Plan and it was noted that there was a need for clearer measures in the next iteration of the People Strategy. The People Strategy would be prepared after the new Corporate Strategy was approved, and was on track for discussion at the next Committee meeting. Committee members requested the opportunity to input into the content of the People Strategy.
- The 'One Team Together' All Staff Event had been very successful with 750 (85%) colleagues attending the event and very positive feedback having been received.
- [The Equal Pay and Gender Pay Gap Report 2023](#) was considered and approved.
- A new online format of policies was considered and approved. The new format allowed for more flexibility to be provided to managers to better support individual situations, operating within a framework of good practice.

Audit and Risk Committee: 27 February 2024

- A proposed new format of risk register was presented. This was broken down into Committee level with a proposal that each Committee reviews its risks as well as the Audit and Risk Committee then overseeing this. It was noted that once the Corporate Strategy is approved, a new risk register will be created. A presentation was made on the new risk approach and methodology and some minor changes were agreed. The new risk approach and format of risk register are recommended to the Board of Governors for approval. It was noted that a key part of the next steps to refine and embed the new risk register was linking the risks to the new strategy and this would be done with the Board through a workshop session.
- The Assurance Map for 2024 was discussed and approved. It was suggested that good practice and recommendations from internal audits undertaken could be cross-referenced in this report to provide further assurance.

- An update was provided on industrial action and on leadership changes under emerging themes.

Finance Commercial and Estates Committee: 28 February 2024

(Minutes are marked as Draft as not yet approved by Committee Chair)

- The impact of the Scottish Government's withdrawal of the Flexible Workforce Development Fund was noted as around £600k loss of commercial income. Despite this, the overall commercial training budget was sitting at -11% (-£202k). Steps were being taken to bring the overall target back in line, although the spread of activity would require to be different. It was noted that Colleges had written to Ministers advising of impact of this and MSPs were being lobbied for support.
- It was highlighted that SFC funded capital spend had to be committed by 31 March 2024 and some works had been reordered to allow for this to happen (eg asbestos removal and Kirkcaldy Lath and Plaster Works).
- The financial update was broadly on target, with an explanation for a drop in cashflow by the year-end explained. This was still well above the minimum level required to cover the college's commitments. Indicative funding for 2024-25 had not yet been received, but a 5% reduction in funding was anticipated, as had been announced in December 2023.

New Build Project Board

- [19 December 2023](#)
- [23 January 2024](#)
- [30 January 2024](#)
- [29 February 2024](#)