

# AGENDA

**Useful Links**  
Glossary of Acronyms



**Polite Reminder**  
Please take a 10 minute break every hour of meeting

**Meeting:** Board of Governors  
**Date:** Thursday 20 June 2024 at 3.30pm  
**Location:** Carnegie Conference Centre

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: 14 March 2024	Approve	DCW	2-5
3	Matters Arising / Actions Outstanding	Note	DCW	6-7
4	British Sign Language (BSL) Plan 2023-29 <i>(Michelle Sweeney will present this item)</i>	Approve	MS	
5	SPS Contract Tender <i>(Audrey Mitchell will present this item)</i>	Discuss	AM/IH	

## For Approval

6	Draft Budget for 2024-25	Approve	JT	
7	Strategic Risk Register	Approve	JT	

## For Discussion

8	Dunfermline Learning Campus Update	Discuss	JT	
9	Fife College Students' Association (FCSA) Update <a href="#">FCSA Attendance Survey Report</a>	Discuss	TE/KG	8-23
10	Principal and Chief Executive's Update Report	Discuss	JM	
11	Governance Update	Discuss	DCW	
12	Self-Evaluation	Discuss	DCW	24-31

## For Noting

13	Chair's Updates	Note	DCW	32-33
14	Business Report	Note	JT	
15	Recent Approval (1 May 2024)	Homologate	DCW	
16	Review of Meeting	Discuss	All	N/A
17	Date of Next Meeting: Thursday 26 September 2024 at 3.30pm	Note	DCW	N/A

# MINUTES

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**Meeting:** Board of Governors

**Date:** Thursday 14 March 2024 at 3.30pm

**Location:** Room G22, Rosyth Campus

**Present:** David C Watt (Chair), Mike Boyle, Liam Coakley, Pamela Dobson, Taylor Edwards, Brian Fisher, Kayleigh Gallacher, Stacey Fleming, Brenda Heenan, Tony Martin, Jim Metcalfe, Evelyn McPhail, Gordon Mole, Samantha Mowbray, Craig Skelly, Phillip Thompson, Lorraine Wilkinson

**Apologies:** Garry Dickson, Susan Mitchell, Zoe Thomson

**In Attendance:** Iain Hawker, James Thomson, Marianne Philp

## 1 Welcome, Apologies and Declarations of Interests

The Chair welcomed those present to the meeting. The newly appointed Trade Union members were welcomed to their first meeting and were invited to make introductions. It was noted that a tour of the Rosyth campus had taken place before the meeting had started and thanks were expressed to those involved for organizing this.

## 2 Minutes of the Previous Meeting: 7 December 2023

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

### 2.1 Notes of Briefing Session: 30 January 2024

The notes of the briefing session were received for information.

## 3 Matters Arising / Actions Outstanding

The contents of the paper that been circulated were noted.

## 4 Corporate Strategy

Wendy Brymer joined the meeting. The Powerpoint slides used during this section of the meeting are available on [Microsoft Teams](#).

An update was provided on the recent staff consultation exercises on the Corporate Strategy that had taken place. The ambitions arising from these sessions were briefly outlined.

### 4.1 Proposed New Format of Business Report

As had been discussed at previous meetings, it was confirmed that a new style of reporting would be introduced based on a dashboard approach. Members were shown illustrative examples of how this would look. It was confirmed that staff would also use the dashboard to monitor progress towards achieving KPIs and that the data would be refreshed regularly. It was noted that involving staff and getting buy-in to the approach was key to its success. An update on progress towards the new reporting style would be brought to the Board at the June meeting.

## 4.2 Strategic Risk Register: Proposed New Format

The Deputy Principal presented to members the proposed new approach to strategic risk and the terminology used and confirmed that this had been recommended by the Audit and Risk Committee to the Board of Governors for approval.

It was noted that each Committee would discuss its own risk register as well as the Audit and Risk Committee and the Board having oversight. Members queried whether an electronic system could be developed and used in due course.

Members were supportive of the proposed new system, which would provide clearer live examples of how risks were being managed. There was also a discussion about interconnections of risks and ensuring these did not get lost when discussed by individual Committees.

**Decision:** To agree the new proposed format of business report and strategic risk register methodology and to receive updates on both at the next meeting.

**Responsibility:** Deputy Principal

**Deadline:** 20 June 2024

Wendy Brymer left the meeting.

## 5 Update on Governance and Membership Matters

The contents of the paper that had been circulated were noted. It was noted that the final recommendation should be deleted from the paper and a recommendation to approve the proposed change to the Audit and Risk Committee remit inserted instead. This would be corrected in the final version of the Boardpack.

### Decisions:

- Endorsed the appointment of Liam Coakley as the teaching staff Trade Union Board member for the period 14 March 2024 to 13 March 2028, and to approve his appointment to the Finance Commercial and Estates Committee.
- Endorsed the appointment of Craig Skelly as the non-teaching staff Trade Union Board member for the period 14 March 2024 to 13 March 2028, and to approve his appointment to the People and Culture Committee.
- Accepted the recommendations of the Chair's Committee to reappoint Brian Fisher and Garry Dickson to the Board of Governors for the period 1 August 2024 to 31 July 2028, subject to Ministerial approval.
- Approved the recommendations of the Chair's Committee to appoint, with effect from 1 April 2024:
  - Evelyn McPhail as Depute Chair of the Board
  - Gordon Mole as Senior Independent Member
  - Evelyn McPhail as Depute Chair of Chair's Committee
  - Mike Boyle as Depute Chair and member of Finance, Commercial and Estates Committee (in place of Audit and Risk Committee) and to Academic Quality Committee
  - Gordon Mole to People and Culture Committee
  - Phillip Thompson as a member of Audit and Risk Committee (in place of Finance, Commercial and Estates Committee) and as a Co-opted member of the New Build Project Board
- Accepted the recommendations of the Chair's Committee to appoint, with effect from 1 August 2024:
  - Pamela Dobson as Chair of Academic Quality Committee
  - Phillip Thomson as Depute Chair of Audit and Risk Committee
  - Stacey Fleming as Depute Chair of Academic Quality Committee

- Approved the proposed change to the Audit and Risk Committee remit as outlined in the paper.

**Responsibility:** Director: Governance & Compliance

**Deadline:** 20 June 2024

## **6 Fife College Students' Association Constitution**

The contents of the paper that had been circulated were noted. The key changes to the Constitution, as highlighted in the paper, were noted and approved.

**Decision:** To approve the Fife College Students' Association Constitution.

**Responsibility:** Student Board Members

**Deadline:** 20 June 2024

## **7 Update and Summary of Current Position of Dunfermline Learning Campus (DLC)**

The contents of the paper that had been circulated were noted. It was highlighted that the main focus was on how we keep moving the project forward from here. The independent review had been helpful in confirming that our governance processes had been correct, but that professional advice received had not always been fully accurate.

**Decision:** Members noted the position to date and the endorse the actions approved by the New Build Project Board.

**Decision:** Deputy Principal

**Deadline:** ASAP

## **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 120 and 121 of the Boardpack, and provided an update on progress made towards the FCSA aims. It was confirmed that regular meetings were held between the Principal and FCSA and issues experienced by students were raised during those meetings too so that solutions could be explored and implemented.

## **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
- Leadership development
- University of St Andrews
- Withers review and Scottish Government policy
- College Principals' Group
- Contributions
- Scholarships

There was a discussion about the number of staff leaving due to the reorganization activity underway. The need for change was outlined and feedback from staff more generally was that culture change was required and that there were signs that this was starting to happen. Whilst a lot of experienced staff were choosing to step down from the roles, this gave an opportunity for a fresh approach and new skills which would be essential to drive forward the ambitions within the Corporate Strategy. There was a discussion about the importance of good communications – but ensuring this was done at the right time.

## 10 Course Turnover

The contents of the paper that had been circulated were noted. Members agreed that the report was a useful starting point, and it was suggested that more information be provided to Academic Quality Committee so that they could discuss the “so what” element in more detail.

### **Decisions:**

- To circulate responses to the questions raised by one member by email in advance of the meeting to all Board members.
- To take more detail on course turnover to the Academic Quality Committee for discussion on the “so what” elements.

**Responsibility:** Deputy Principal

**Deadline:** 20 June 2024

## 11 Chair’s Updates

The contents of the paper that had been circulated were noted. A brief update was given on national bargaining, forthcoming strike action and action short of strike.

## 12 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. It was highlighted that work was ongoing to ensure that the credit target was met.

## 13 Stakeholder Map

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

A query was raised about when the Scottish Prison Service (SPS) contract was due to end. It was confirmed that the contract was for 5 years with an option to extend for 2 years, and that we were in the final year of this 7 year contract. At the request of SPS, it had been agreed to extend the contract to an 8<sup>th</sup> year which would run for academic year 2024-25. A new contract would be in place by 2025-26 and it was anticipated that the procurement process for this would commence around the start of academic year 2024-25. The Principal provided assurance to members that the Board of Governors would be kept updated on this and would be invited to discuss and agree whether or not the College should submit a tender for this contract at the appropriate time.

## 14 Summary of Committee Business

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

## 15 Review of Meeting

No business was transacted.

## 16 Date of Next Meeting

Thursday 20 June 2024 at 3.30pm

Board Strategy Day: Thursday 23 March 2024 at 9.00am

The Chair noted that the Director: Governance and Compliance was stepping down from post in April 2024. On behalf of all Board members, he thanked her for her outstanding support and commitment to the College over 26 years of service and wished her well in her new role.

**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 <a href="#">here</a>
2	07.12.23	To present student profile data contained in the business report on a chart.	Vice Principal: Academic Strategy	<del>20.06.24</del> 26.09.24	It was agreed not to make any changes to current papers given that we will shortly have a new format of the business report for presenting to the Board which will have more of a focus on KPIs. Deadline extended till 26 September 2024.
3	14.03.24	To agree the new proposed format of business report and strategic risk register methodology and to receive updates on both at the next meeting.	Deputy Principal	20.06.24	Complete.
4	14.03.24	To endorse the appointment of Liam Coakley as the teaching staff Trade Union Board member for the period 14 March 2024 to 13 March 2028, and to approve his appointment to the Finance Commercial and Estates Committee.	Director: Governance and Compliance	14.03.24	Complete
5	14.03.24	To endorse the appointment of Craig Skelly as the non-teaching staff Trade Union Board member for the period 14 March 2024 to 13 March 2028, and to approve his appointment to the People and Culture Committee.	Director: Governance and Compliance	14.03.24	Complete
6	14.03.24	To accept the recommendations of the Chair's Committee to reappoint Brian Fisher and Garry Dickson to the Board of Governors for the period 1 August 2024 to 31 July 2028, subject to Ministerial approval.	Director: Governance and Compliance	14.03.24	Complete. Brian Fisher reappointed. Garry Dickson has resigned due to new job



No	Date of Meeting	Action	Responsible	Deadline	Comment
					role
7	14.03.24	To approve the recommendations of the Chair's Committee to appoint, with effect from 1 April 2024: <ul style="list-style-type: none"> <li>- Evelyn McPhail as Depute Chair of the Board</li> <li>- Gordon Mole as Senior Independent Member</li> <li>- Evelyn McPhail as Depute Chair of Chair's Committee</li> <li>- Mike Boyle as Depute Chair and member of Finance, Commercial and Estates Committee (in place of Audit and Risk Committee) and to Academic Quality Committee</li> <li>- Gordon Mole to People and Culture Committee</li> <li>- Phillip Thompson as a member of Audit and Risk Committee (in place of Finance, Commercial and Estates Committee) and as a Co-opted member of the New Build Project Board</li> </ul>	Director: Governance and Compliance	01.04.24	Complete
8	14.03.24	To accept the recommendations of the Chair's Committee to appoint, with effect from 1 August 2024: <ul style="list-style-type: none"> <li>- Pamela Dobson as Chair of Academic Quality Committee</li> <li>- Phillip Thomson as Depute Chair of Audit and Risk Committee</li> <li>- Stacey Fleming as Depute Chair of Academic Quality Committee</li> </ul>	Director: Governance and Compliance	01.08.24	
9	14.03.24	To approve the proposed change to the Audit and Risk Committee remit as outlined in the paper.	Director: Governance and Compliance	20.06.24	Complete
10	14.03.24	To approve the Fife College Students' Association Constitution.	Student Board Members	20.06.24	Complete
11	14.03.24	To note the position to date and the endorse the actions approved by the New Build Project Board.	Deputy Principal	ASAP	Complete
12	14.03.24	To circulate responses to the questions raised by one member by email in advance of the meeting to all Board members.	Deputy Principal	ASAP	As appropriate.
13	14.03.24	To take more detail on course turnover to the Academic Quality Committee for discussion on the "so what" elements.	Deputy Principal	20.06.24	Complete.

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

<b>Fife College Students' Association (FCSA) Update</b>	
<b>Date of Meeting:</b>	20 June 2024
<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>	PCC1 - Failure to focus on wider wellbeing of staff and students AQC2 - Failure to achieve recruitment targets across GIA and Non-GIA income activity and to deliver relevant, inclusive and sustainable curriculum, whilst maintaining positive retention and achievement, ensuring successful outcomes for all students. AQC3 - 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>	11 June 2024



## FIFE COLLEGE BOARD OF GOVERNORS 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 and that paper is in your pack.

### 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 & national Issues:

##### *Industrial Action*

As we reach the end of the academic year the pressure of the industrial action has been evidenced in a large increase in the numbers of students approaching the FCSA for support.

Whilst the FCSA remains neutral to support our members, we urge both sides to be cognisant of the ways this situation is creating significant undue pressure on the students. Coming at a time of year which is normally the most stressful for our students we are significantly concerned of the short and long-term effects on student mental health, progression, and achievement.

A recurring message from our students is the belief that this year will end up being a 'waste of time' and this will detrimentally affect their futures.

Whilst we continue to reinforce that the College will do all it can to ensure the student's progression and achievement, this is not always helping and we are concerned that a large number of students may have already decided to 'quiet quit'.

### 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 Q3/4 2023-4

- In the period from 11th March (in line with SportScotland terms), 1,033 participants took part in 178 sessions. This included the FCSA 24 and SSS College National Finals, two major events in our calendar
- 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.
- We are launching Team Captains for 24-25 to encourage and recognise more health and fitness student volunteering. This programme is being developed with input from Sport and Fitness, Employability and external partners such as SportScotland, Fife Active Schools and Fife Voluntary Action.
- 10 students completed the referee course and are now working in the community. Advertising will begin for the next cohort as soon as details can be confirmed with Timetabling and we are working closely with Fife Referees in the meantime to ensure that they do not go elsewhere with this valuable offering.

#### Planned work

As part of our annual strategy review and planning we will revisit what this aim looks like for 2025 as we cannot currently plan beyond this due to staffing reduction.

[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 Q3/4 2023-4

- FCSA 24 raised £1050 for charity and 126 individuals took part in the event across the 24 hours. Student feedback was very positive and we are now looking to make this an annual event.
- The FCSA has made its first submission to the Green Impact Student Union (GISU) Awards and we are hoping of achieving a strong result in the summer.
- The FCSA Talent Agency won the Education Award at the NUS Scotland Awards. This project provides Creative Industries students with real world paid work experience.
- The FCSA continues to support work placements from across the College, including SCP, Princes Trust, Supported Programmes, and Mainstream courses.

#### Planned work

The FCSA End of Year Student Showcase is due to take place on Thursday the 27th June at the Glen Pavilion in Dunfermline. We will be highlighting our students' achievements across all four faculties and previewing the FCSA Theatre Societies performance of 'The Mort Hoose' ahead of its run at the Edinburgh Fringe Festival in August.

[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 Q3/4 2023

- Work continues 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 Q3/4 2023-4

- The FCSA continue to represent students at committees however no significant actions have occurred this quarter.

#### 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: **At Risk** – Our members are currently unsure of the progress of the new building and anticipated opening date.

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

#### Work done in Q3/4 2023-4

- 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 is currently working on a matter which has now become urgent, Students have come to us all year round with queries and complaints regarding prayer spaces on campus. This does not only come under this section, but also section 2. This is an urgent matter because it is not taking student needs into consideration, and it is not giving equality to our students.

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

Due to a recent encounter with a student, regarding them being homeless and using our changing rooms as a place to look after themselves, and in-line with other student feedback, Kayleigh is working alongside Rebecca Reader (FCSA Sports and Active Campus Co-ordinator) and David Birrell to look into getting our changing facilities re-decorated to ensure that these areas are accessible and safe for our students to use whenever they feel is necessary

#### **4.1.3 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.

#### **4.1.4 Pledge: Mental Health Support**

Kayleigh is working on the FCSA 'De-stress zone' Campaign for students to use in exam season. These will be quiet areas overseen by a member of the FCSA, for students to drop into and take some time out if they are feeling overwhelmed and stressed on exam/study days

Kayleigh is also been working on our 'Positivi-trees' These are trees made from recycled material from our Construction students, decorated by students, and displayed on campus with positive affirmations hanging from them, which students are free to take or add any as they wish.

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

This month Kayleigh has been working on a new campaign idea for this pledge, which will be to look at the blue slip system in Inclusion, this has been causing some issues in our smaller campuses.

[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*

As we are keeping Aramark until we go out to tender they have decided that they will have a QR code and an iPad in the canteen that will have the menu with nutrition and allergen details under the context of the menu, they have now also said that they will add more options to free breakfast and lunch other than for example the free soup.

*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 sent a quote to the Dunfermline Press in an article from Shirley-Anne Sommerville's about public transport within Fife. Taylor's travel vlogs and travel campaigns have been launched, and we are also using students' vlogs.

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

Taylor's Attendance report has now been published and sent to the departments involved. Taylor is working with FCSA and College staff to introduce more improvements.

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

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

### **5.1 Representation & Learner Engagement**

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.

Staff from the FCSA will work alongside the College in the creation of the new Student Charter

### **5.2 Learner Engagement**

This year we have received more nominations to the FCSA Awards than in any previous year. A total of 1508 nominations have been received, including 354 nominations from our prison-based members. The shortlist of nominees is as follows:

*FCSA Student Recognition Award for Professional Services Staff Member of the Year*

Alan Renstead  
Amie Ormiston  
Calum Cahill  
Carol Hunter  
Julie Wishart  
Rebecca Ralph  
Will Brockie

*FCSA Student Recognition Award for Professional Services Team of the Year*

Digital Helpdesk  
Employability  
Estates at Dunfermline  
Estates at Glenrothes  
Estates at Kirkcaldy  
Guidance  
Inclusion at Dunfermline  
Reception at Dunfermline

*FCSA Student Recognition Award for Prison Teaching Staff Member of the Year*

Angeline Krones  
Craig Cunningham  
Lesley McCormick  
Rachel Sharpe  
Theresa Shawcross

*FCSA Student Recognition Award for Prison Teaching Team of the Year*

HMP Barlinnie  
HMP Glenochil  
HMP Grampian  
HMP Castle Huntly  
HMYOI Polmont

*FCSA Student Recognition Award for Teaching Team of the Year*

BA Childhood Studies  
ESOL  
Jewellery  
Legal Services  
Social Sciences FE  
Sport and Fitness

*FCSA Student Recognition Award for CSSE Teaching Staff Member of the Year*

Alex Fawzi  
Jackie Tully-Jackson



Jillian Walls  
Kyle Izzatt  
Natalie Anderson  
Sharon Syme  
Shelley Donnelly

*FCSA Student Recognition Award for DCI Teaching Staff Member of the Year*

Adrian Rudge  
Andy Zelaya  
Carolyn Davidson  
Gianna Rossi  
Jim Dunstan  
Lee Priestley  
Matt Easson

*FCSA Student Recognition Award for BET Teaching Staff Member of the Year*

Anca Marcantonio  
Fi Mcleod  
Gill Wight  
Hazel McDonald  
Kern Simpson  
Robert Sommerville  
Sarah Bissett

*FCSA Student Recognition Award for ESBE Teaching Staff Member of the Year*

Andy Morrison  
Guillame Pierquin  
Karen Colville  
Marius Szewczyk  
Shaun Riach  
Stephen Braid  
Susan Davidson

*Fife College Faculty Student of the Year for Creative Industries*

Connor Sharp  
Derek Martin-Stead  
John Laurie  
Kevin Cranston  
Michael Sinclair  
Nicole Horsburgh

*Fife College Faculty Student of the Year for Business, Enterprise, and Tourism,  
with Supported Programmes and Community*

Aleksandra Mazurek  
Amelia Carson  
Caroline Francis  
Daniel Smith

Melissa Lindsay  
Saskia Pomp

*Fife College Faculty Student of the Year for Care, Education, and Social Sciences*

Ben Etherington  
Cree-Regina Johnston,  
Elizabeth Shields  
Jacqui McBride  
Keiran Farrell  
Michelle Arnott

*Fife College Faculty Student of the Year for Engineering, Science, Technology, and Built Environment*

Charlene Stewart  
Eric Smith  
Mark Heaney  
Leticia Tudisco Teodoro  
Pawel Koch  
Victoria West

*Fife College Modern Apprentice of the Year*

TBC

*Fife College Staff Member of the Year*

Carol Hunter  
Charlie Stenhouse  
Eadie Manson  
Fi McLeod

*Fife College Staff Team of the Year*

Admissions  
Digital Spaces  
Dunfermline Reception  
Student Information Services

*FCSA Campaign of the Year*

IC Business, Enterprise and Admin Fundraiser  
Easter Kid's Camps  
FCSA 24

*FCSA Climate Impact Award*

Devyn McQuade  
FCSA Vape Bins  
Sharrell Carroll

## Supported Programmes Project

### *FCSA Outstanding Performance Award*

Colin Mitchell  
Findlay Brown  
Jemma Greig  
Keith Morrison  
Lewis Evans  
Liza Simpson  
Olena Chebon  
Quentin Ritter  
Sharrell Carroll  
Sinead Sime

### FCSA Excellence In Sports Award - Sportsperson and Sports Team

AJ Campbell  
Findlay Brown  
Josh Jarvie  
Lewis Evans  
Rachel Lawson

The BJJ Club  
The Men's Football Team  
Stenton Swimmers  
The Volleyball Club

### FCSA Personal Development and Achievement Award

Daniel Smith  
Edward Browne  
Jane Cussans  
Layla Cooke

The Awards take place on Friday the 28<sup>th</sup> of June.

**Kayleigh Gallacher**  
**FCSA President of**  
**Wellbeing and Equity**

**Taylor Edwards**  
**FCSA President of**  
**Education and Representation**

## FCSA Sports and Active Campus Update

March 2024 – June 2024

### FCSA Sports

Due to periods of leave and illness, the same level of reporting was not maintained in this period. Plans are in place to improve this into the next academic year as well as create a consistent way to measure the impact of the sport and physical activity offering.

Sport	Number attended Dec - Feb	Number attended March - June
Badminton	117	194
Basketball*	19	162
Boccia	24	12
Football*	142	95
Jiu-jitsu*	16	43
Strength Club	28	34
Volleyball*	71	114

\*denotes Student led club\*

More sessions are now student led. The majority are being run as HNC Coaching Development projects.

In the period from 11<sup>th</sup> March (in line with SportScotland terms), 1,033 participants took part in 178 sessions. This included the FCSA 24 and SSS College National Finals, two major events in our calendar.

### SSS College National Finals

In April over 50 students and staff made the trip to the Oriam for the Scottish Student Sport College National Finals. Fife College teams competed in badminton, basketball, football and volleyball against colleges from across the country. The teams were organised by student captains, coached by students and were made up of students from different courses and levels, with great support from Sport & Fitness staff.

The women's basketball team were runners up after a long day where all of the team also competed in other sports! Team Captain, Rachel, said:

*"The Teamwork, determination and laughter was better than any gold medal we could have received, try something new, have fun and you never know where it could take you"*

Badminton captain, Josh, took home the Sandy King Salver for sportsmanship. SSS praised his efforts and how he "smiled the whole day." Josh had this to say about the experience:

*"The college finals were amazing. I never thought I would have made friends with other colleges and I also never thought that I would win a trophy. That was a surreal experience and I'm honoured that I got the Sandy King Salver trophy, it means a lot to me. Going to the finals with a small team for badminton was great. Although we didn't win a lot, I will always be proud of the team and staff and it was a pleasure representing the college and I'm excited for next years final."*

### Team Captains (Sport Ambassadors)

The programme is due to launch in the next academic year, offering our students leadership opportunities with inhouse and external opportunities and training. Open to students from all faculties, there will be opportunities to be involved in traditional sporting roles as well as business, marketing, events and more. This programme is being developed with input from Sport and Fitness, Employability and external partners such as SportScotland, Fife Active Schools and Fife Voluntary Action.

### 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

We hosted over 100 attendees in the 24 hours period. Played 24 sports, Mario and Luigi drove 68km, watched 12 movies, raised £1050 for BRIT and the Lily foundation. Special thanks to the Kirkcaldy Estates team, theatre students who created, rehearsed and performed a play in 24 hours and to a brave Principal for his Beat the Goalie shift.

### Fife Referees Course

10 students completed the referee course and are now working in the community. Advertising will begin for the next cohort as soon as details can be confirmed with Timetabling and we are working closely with Fife Referees in the meantime to ensure that they do not go elsewhere with this valuable offering.

## Community Development Coordinator Update

### Green Impact Students Union

The FCSA Submitted their GISU submission on the 3rd May 2024 and completed their audit call with the SOS UK team. The Team at SOS UK were impressed with our campaigns and cross college working, particularly as it was our first time endeavouring to complete this accreditation. We expect to hear our final result in July.

GISU is a large piece of work that demonstrates the Students' Association and the College's commitment to sustainability through evidencing our procedures, policies, work, and campaigns. To complete this submission, we have collaborated and worked with Students and Colleagues across all five campuses, from the

Sustainability Team to Supported Programmes, School College Partnership Students', and Societies members.

School College Partnership Creative Media students researched, interviewed and delivered two sustainability information videos, one with the team at Save Calais Woods, the other about understanding 'Ethical Personal Finance', the videos will go live on our YouTube channel before being added to our internal screens around campus.

The FCSA Climate Impact society worked on a grow your own food digital campaign to help reduce food waste and tackle food poverty by demonstrating how you can grow in small spaces.

Our Campus Cycling Officers work building a custom E-bike website has not only won awards but is now being used as an example of best practice at neighbouring colleges and has been enquired about by some University Students Unions in England.

### **End of Year Students Showcase**

The FCSA End of Year Student Showcase is due to take place on Thursday the 27th June at the Glen Pavilion in Dunfermline. We will be highlighting our students' achievements across all four faculties and previewing the FCSA Theatre Societies performance of 'The Mort Hoose' ahead of its run at the Edinburgh Fringe Festival in August.

To date we have had 20 individual students send us their work and sign up to be a part of the Showcase, their work will be on display alongside that which has been submitted from staff across the college on behalf of students in their respective curriculum areas.

We would welcome your presence at the event, doors open to the public at 3pm until 7pm.

### **FCSA Societies**

The FCSA weekly societies meetings have wrapped up for this academic year due to students focussing on exams and graded units. The FCSA are still on hand should students require extra study support during this time.

The FCSA Presidents are using the societies equipment to run De-Stress Zones at lunchtime for students to take some time away from the books and provided them a chance to discuss any concerns with the FCSA Team.

### **Supporting Colleagues**

Over the last few months, I have supported the Student Health and Wellbeing Team in the delivery of the Easter Camps, by providing time and equipment to the week-



long event. The Camp was a huge success and the FCSA are signed up to support the delivery of two weeks of Summer Camps during July.

The FCSA has facilitated eight Supported Programmes internships and work experience across our three large campuses. The students get involved supporting the work we have on during those weeks and participating in crucial planning of our future events.

## **Lead Engagement Coordinator Update**

### **Class Reps**

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

1. Making sure all student needs are being taken into consideration when things are being designed and discussed.

- I am now currently working on a matter which has now become urgent, Students have come to us all year round with queries and complaints regarding prayer spaces on campus. This does not only come under this section, but also section 2. This is an urgent matter because it is not taking student needs into consideration, and it is not giving equality to our students.

2. Reducing inequality, Improving the experience for students making sure they feel safe, heard, and important.

- Due to a recent encounter with information from a student, regarding them being homeless and using our changing rooms as a place to look after themselves, I am now working alongside Rebecca Reader (Sports and active campus co-ordinator) and David Birrell to look into getting our changing facilities re-decorated to ensure that these areas are accessible and safe for our students to use whenever they feel is necessary.

3. Setting up a new system for students to contact Kayleigh

- This will now be an AI system called the 'Frankie Bot' For students to get information on which department they need to go to for support and will be able to contact the FCSA directly through this. I am currently in the process of organising another meeting for this with the digital team.

- Once we have decided what things we would like the AI to respond, we will hopefully have it set up and ready to go by the new academic year.

- Also, for this pledge, I have set up a streaming account on twitch where I will live stream every week and students are free to ask any questions while they watch me play some scary video games.

4. Mental Health Support

- I am currently working on a 'De-stress zone' Campaign for students to use in exam season. These will be quiet areas overseen by a member of the FCSA,

for students to drop into and take some time out if they are feeling overwhelmed and stressed on exam/study days. There will be colouring, fruit and water, Board games and cold case files for students to use to practice some mindfulness and take their minds off their studies for a time.

- This idea was inspired by the wellbeing spaces at NUS (National Union of Students) National conference. I thought this would be an excellent thing to have on campus for all students to access.

- I have also been working on re-launching our 'Positivi-trees' These are trees made from recycled material from our construction students, decorated by students, and displayed on campus with positive affirmations hanging from them, which students are free to take or add any as they wish.

#### 5. Accessibility to inclusion and classroom support.

- This month I have been working on a new campaign idea for this pledge, which will be to look at the blue slip system in inclusion, this has been causing some issues in our smaller campuses. As we understand our inclusion team is short staffed, there is not often a staff member on our smaller campuses when students need a blue slip. Therefore, this campaign has been created to find another way round this so every student on every campus has equal opportunity to retrieve support from inclusion for their assessments whenever they require it.

#### Additional work projects

- I worked on a project with the AQL (Academic Quality Lead) of the Acting and Performance department, Jane Howie, in organising an awards ceremony for the students. This awards ceremony also doubled up as a ceilidh! It was not only a celebration for our acting students, but also assisted them in passing their LPA (Live Performance Administration). All students had a wonderful evening, and it was a pleasure to be able to create that experience for them.

#### **Taylor Edwards Board update 31/05/2024**

Since the last board meeting, I have been working on my pledges.

"Reduce stress of travel for students, improving college time tables and public transport links to ensure students are not late"

I have sent a quote for Dunfermline Press in an article from Shirley Anne Summerville about public transport within Fife. My travel vlogs and travel campaigns have been launched, and I am also using students' vlogs. I am still working towards my goal within the pledge, but I'm glad it is now progressing.

Being involved in committees has helped me better understand what is going on in the college from different departments. This has also helped to share what is going

on with FCSA, and class reps were able to discuss and try to improve with the AQL and financial heads.

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

My attendance report has now been published and sent to the departments involved. I have been able to see where attendance information could be improved. Jennifer and I were able to meet with Brews to go through the report together and see what ideas we could come up with to help with the negative reports in the report. Brewis has now sent me an invite to attend the attendance team development day to work together. We hope to get more positive responses for the following attendance survey.

"I pledge that I will bring more inclusivity to the canteen for students that have allergies"

As we are keeping Aramark until we go out to retender they have decided that they will have a QR code and an iPad in the canteen that will have the menu with nutrition and allergen details under the context of the menu, they have now also said that they will add more options to free breakfast and lunch other than for example the free soup.

The class rep meetings have been going well; the only issue is the engagement has gone downhill. We have the same reps each time and do not have any new reps. But saying this, the issues that the reps bring to us are beneficial

Kayleigh attended the NUS Scottish in striking conference and the NUS Liberation and NUS National conference down in Blackpool. Being involved in these conferences was very interesting. At the NUS national conference, they had their first FE policy spoken about at an NUS event, and I was highly involved in the discussion. It was great to talk to FE institutions nationwide and hear what issues we can relate to and different problems that could prepare me for problems that might happen to us. What I noticed was that NUS focuses a lot of its attention on university institutions.

**Taylor's Attendance Report is included in your packs.**

### **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

<b>Self-Evaluation 2023-24</b>	
<b>Date of Meeting:</b>	20 June 2024
<b>Purpose:</b>	To undertake a self-evaluation of the work of the Board of Governors for academic year 2023-24
<b>Intended Outcome:</b>	To approve the templates, complete and return them to the Director: Governance and Compliance
<b>Paper Submitted by:</b>	Silvia Baduskova Governance and Compliance Co-ordinator
<b>Prior Committee Approvals:</b>	N/A
<b>Board Impact from Decision:</b>	To be assured that the Board is fulfilling its governance role and is efficient and effective
<b>Financial Implications:</b>	N/A
<b>Learner Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Risks Assessed:</b>	N/A
<b>Publicly Available:</b>	Yes
<b>Author Contact Details:</b>	Silvia Baduskova <a href="mailto:silviabaduskova@fife.ac.uk">silviabaduskova@fife.ac.uk</a>
<b>Date of Production:</b>	3 June 2024

## BOARD OF GOVERNORS OF FIFE COLLEGE

### Self-Evaluation 2023-24

			<b>Strengths</b>	<b>Weaknesses</b>	<b>Actions</b>
1	Meeting inputs	Papers are issued with sufficient time to read / prepare for meeting			
		The information contained in papers gives sufficient detail and clarity			
		Where requested, clear answers are provided to questions asked in advance of and/or during meetings			
2	Meeting process	The time of meetings is suitable			
		Sufficient time is allocated for meetings			
		There are high quality discussions at meetings			
		All members participate and make valuable contributions			
3	Membership and Attendance (see Appendix 1)	Members of the Board have sufficient skills and expertise to fulfil the Board's responsibilities and duties			
		Attendance levels over the year have been acceptable			
4	Responsibilities and Duties	All aspects of the Board's responsibilities and duties have been covered over the year			

5	In your view, what have been the main achievements of the Board over the year?
	1
	2
	3

6	In your view, what aspects of the Board have not worked well over the year?
	1
	2
	3

7	What opportunities for improvement do you see over the next year?
	1
	2
	3

8	Are there any training opportunities or briefings you think would help the Board achieve its responsibilities over the coming year?
	1
	2
	3

9	Please provide any additional feedback, comments or suggestions that you may have
	1
	2
	3

10	Please review the Board of Governors Self-Assessment (see Appendix 2). In your view does it require any changes? Yes/No If yes, please detail your suggestions below.
	1
	2
	3



11	Please consider the review of the Board's Compliance with the <a href="#">Code of Good Governance</a> for Scotland's Colleges (see <a href="#">this link</a> ). In your view are there any further actions we can take to further enhance our compliance? Yes/No If yes, please detail your suggestions below.
	1
	2
	3

## Membership and Attendance

Name	Status	Appointed	Attendance	
			Possible	Actual
Mike Boyle	Non-Executive Member	01.08.22	6	6
Liam Coakley	Staff Board Member	14.03.24	3	2
Drew Connelly	Staff Board Member	15.09.21	1	1
Garry Dickson	Non-Executive Member	01.04.21	4	2
Pamela Dobson	Non-Executive Member	01.08.21	6	6
Taylor Edwards	Student Board Member	01.07.23	6	6
Brian Fisher	Non-Executive Member	01.08.20	6	5
Stacey Fleming	Non-Executive Member	01.08.22	6	5
Kayleigh Gallacher	Student Board Member	01.07.23	6	6
Brenda Heenan	Staff Board Member	02.10.23	5	5
Tony Martin	Non-Executive Member	01.10.16	6	5
Evelyn McPhail	Non-Executive Member	23.03.20	6	6
Jim Metcalfe	Principal	17.04.23	6	6
Susan Mitchell	Non-Executive Member	01.11.18	6	2
Gordon Mole	Non-Executive Member	23.03.20	6	5
Samantha Mowbray	Non-Executive Member	01.04.21	6	4
Craig Skelly	Staff Board Member	14.03.24	3	3
Phillip Thompson	Non-Executive Member	15.02.22	6	4
Zoe Thomson	Non-Executive Member	01.10.16	6	3
David Watt	Chair	03.03.19	6	5
Lorraine Wilkinson	Staff Board Member	28.11.22	6	5

This gives an attendance rate of 82.1% for the Board overall for the year.

(Figures in yellow to be confirmed after the last meeting of the academic year has taken place)

## BOARD OF GOVERNORS OF FIFE COLLEGE

### Performance and Effectiveness Review

Leadership and Strategy	Yes/No/NA	Comments/Action
The Board has set out clear strategic priorities and aims	Yes	In Strategy
The Board regularly reviews performance against the strategic aims	Yes	In business reports, KPIs and papers. This will be refined more after updated Strategy is approved and new format of Business Report is introduced
The aims of the College are aligned with regional strategy / outcomes	Yes	
The Board undertakes regular strategic reviews / scenario planning	Yes	At Strategy Days and scenario planning exercises undertaken in relation to financial planning and risk management
Corporate Social Responsibility	Yes/No/NA	Comments/Action
The Board understands and demonstrates the College Values	Yes	
The Board has a Code of Conduct to which it is committed in practice	Yes	Model Code used and is on website and Teams
The Board operates according to the Nine Principles of Public Life	Yes	
Quality of the Student Experience	Yes/No/NA	Comments/Action
Student members are active at Board level	Yes	
The Board receives regular reports from the Students' Association	Yes	At each Academic Quality Committee and Board of Governors meeting
The Board and its Committees prioritise the opinions / views of students	Yes	This is fed in where relevant – more opportunities to meet our students directly may be desirable for Board members
Learning and Teaching / Student Support	Yes/No/NA	Comments/Action
Learning and Teaching Performance is overseen effectively	Yes	Academic Quality Committee review detailed reports and updates are fed into Business Reports
The Board sets challenging student success targets	Yes	

The student experience is central to Board decision-making	Yes	
<b>Accountability and Delegation: Risk and Audit</b>	<b>Yes/No/NA</b>	<b>Comments/Action</b>
The Board recognises its chain of accountability	Yes	
The Board is open in its decision-making and facilitates disclosure	Yes	
The Board delegates responsibilities to appropriate committees	Yes	Through Scheme of Delegation and Committee remits
The Board has in place and effective risk management strategy	Yes	
The College's audit processes are comprehensive and rigorous	Yes	
The Board publishes high quality Annual Reports	Yes	
<b>Remuneration, Sustainability, Staff Governance</b>	<b>Yes/No/NA</b>	<b>Comments/Action</b>
There is a formal process for setting the Principal's remuneration	Yes	Chair's Committee, acting as Remuneration Committee cover this based on settlements for other categories of staff and public pay policy
Funds are planned and used economically, efficiently and effectively	Yes	
Board members are aware of their responsibilities as charity trustees	Yes	Although a training session has been requested on this and will be offered during 2023-24
The Board ensures appropriate policies and procedures are place for the effective management of staff	Yes	These are approved by People and Culture Committee
<b>Post Holder Effectiveness</b>	<b>Yes/No/NA</b>	<b>Comments/Action</b>
The Board Chair promotes open discussion on strategic matters	Yes	
The Board has an appropriate mix of skills and works well as a team	Yes	Skills matrix is reviewed by Board each time a non-executive vacancy arises to identify any skills gaps
The Principal is clearly accountable to the Board, effectively supported by the Executive Team	Yes	

The Board is well supported and guided in matters of governance	Yes	Director: Governance Compliance is a full time post and Board members have direct access. Advice is also available from auditors, SFC, CDN and others where relevant
<b>Board Member Development and Evaluation</b>	<b>Yes/No/NA</b>	<b>Comments/Action</b>
Board recruitment is open and in line with ministerial guidance	Yes	Managed by Chair's Committee acting as Nominations Committee
There are sufficient opportunities for Board induction and development	Yes	
Board effectiveness is regularly reviewed	Yes	Annually
<b>Partnership Working</b>	<b>Yes/No/NA</b>	<b>Comments/Action</b>
The Board ensures effective communication with stakeholders	Yes	
Learning provision is relevant to industry needs	Yes	
The College engages well with stakeholders/industry partners	Yes	
The Board supports the delivery of the Regional Outcome Agreement	Yes	

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

<b>Chair's Updates</b>	
<b>Date of Meeting:</b>	20 June 2024
<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>	13 June 2024



