

# AGENDA

## Useful Links

[Glossary of Acronyms](#)



## Polite Reminder

Please take a 10 minute break every hour of meeting

**Meeting:** Board of Governors

**Date:** Thursday 12 December 2024 at 3.30pm

**Location:** Wallace Suite, 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: 26 September 2024	Approve	DCW	2-4
	2.1 Notes of Board Briefing Session: 23 October 2024	Approve	DCW	5-6
3	Matters Arising / Actions Outstanding	Note	DCW	7-7
4	Strategic Focus: Trauma-informed Practice Presentation (Approximately 30 minutes)	Discuss	SJL	N/A

Led by Sarah Jane Linton.

## For Approval

5	Draft Annual Accounts 2023-24	Approve	JT
	5.1 Audit and Risk Committee Annual Report to the Board	Note	JT
	5.2 Letter of Representations	Note	JT
6	Annual Procurement Report	Approve	JT
7	Strategic Risk Register	Approve	JT

## For Noting and Questions as Appropriate

8	Strategic Dashboard	Discuss	JT	
9	CEO Update	Discuss	JM	
10	Fife College Students' Association (FCSA) Update	Discuss	TE/KG	8-29
11	Chair's Updates	Note	DCW	30-31
12	Governance Update	Note	PD	32-35
13	Draft Annual Development Plan	Approve	DCW	36-39
14	Summary of Committee Business	Note	Chairs	40-40
15	Review of Meeting	Discuss	All	N/A
16	Date of Next Meeting: Thursday 27 March 2025 at 3.30pm	Note	DCW	N/A

# MINUTES

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**Meeting:** Board of Governors

**Date:** Thursday 26 September 2024 at 3.30pm

**Location:** DLC Exhibition Space, Room 5.31, Dunfermline Campus

**Present:** David C Watt (Chair), Liam Coakley, Pamela Dobson, Taylor Edwards, Stacey Fleming, Kayleigh Gallacher, Naomi Graham, Brenda Heenan, Jacqui Hepburn, Suzanne Hermiston, Jim Metcalfe, Susan Mitchell, John Park, Evelyn McPhail, Lorraine Wilkinson

**Apologies:** Mike Boyle, Brian Fisher, Phillip Thompson

**In Attendance:** Wendy Brymer, Sarah Jane Linton, James Thomson, Silvia Baduskova

## 1 Welcome, Apologies and Declarations of Interests

The Chair welcomed those present to the meeting.

## 2 Minutes of the Previous Meeting: 20 June 2024

### 2.1 Notes of Strategy Day: 23 May 2024

The minutes of the previous meeting and the notes from the Board Strategy Day were approved as an accurate record.

## 3 Matters Arising / Actions Outstanding

The contents of the paper that been circulated were noted.

## 4 Strategic Focus Issue: Learning and Teaching Improvement

Peter Connelly and Stephen McGregor joined the meeting for this item. The contents of the paper that had been circulated were noted. The presentation that was given by Sarah Jane Linton is available to members on [Microsoft Teams](#). The focus was on the issues in relation to attainment of full time FE and HE courses and key actions to take going forward.

Peter Connelly and Stephen McGregor highlighted the key areas of good practice that were picked up at the Education Scotland Annual Engagement visit. The examples of good practice were the College's engagement with the employers for the apprenticeship programmes, engagement with the secondary schools and the projects to support the students such as digital project or support via FCSA. Members discussed the actions for improvement that were suggested throughout the presentation and welcomed the new approach of looking into issues within curriculum. It was recommended to present the performance indicator figures again in the same format at the Board meeting in June 2025 to see the impact of actions for improvement.

### Action:

- To present the performance indicator figures again in the same format at the Board meeting in June 2025 to see the impact of actions for improvement.

**Responsibility:** Sarah Jane Linton **Deadline:** 19 June 2025

## 5 Financial Forecast Report

The contents of the paper had been circulated were noted. The paper set out the likely impact on Fife College of the Government's projected funding of colleges over the next three years (to 2026-27) and the actions the College may be required to take to maintain a sustainable and balanced budget position.

Members approved the use of Scenario 1 figures for the FFR template with narrative reporting on Scenario 2.

## 6 Strategic Risk Register

The contents of the paper that had been circulated were noted. Deputy Principal highlighted the key points for the members.

Members approved Strategic Risk Register.

**Members of the College Leadership Team joined the meeting:**

**Vicki Anton, Lindsey Chisholm, Iain Hawker, Dianne Mitchell, Dennis Savage, Matt Swann**

## 7 CEO Update

The contents of the paper that had been circulated were outlined and noted. Principal updated the members on the current situation regarding the Rosyth site. Once the discussions with Babcock conclude, the proposal paper will be shared with members.

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

The contents of the paper that had been circulated were noted. Student Presidents highlighted the main issues and concerns that the students are experiencing, especially the difficulties with public transport and process of receiving National Entitlement cards. These are currently being addressed as Student Presidents are having conversations with the Principal on resolving the issues with the student loan payments.

## 9 Chair's Updates

The contents of the paper that had been circulated were noted. Chair updated the members that Penny Davis was appointed as a new Governance Professional.

## 10 Self-Evaluation and Draft Annual Development Plan

The contents of the paper that had been circulated were noted. It was agreed that the draft Board Annual Development Plan will be reviewed by the Chair and the Governance Professional, who is due to start the role soon.

### **Action:**

- To review the draft Board Annual Development Plan.

**Responsibility:** Chair and Governance Professional

**Deadline:** 12 December 2024

## 11 Summary of Committee Business

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

## 12 Review of Meeting

The Chair thanked members for their input into discussions. Members discussed the new structure of the Board meetings with the focus on key themes. Members also expressed

that they welcomed having the briefing sessions in between the Board meetings and therefore these will be reintroduced.

**Action:**

- To set up short update briefing sessions in between the Board of Governors meetings.

**Responsibility:** Chair and Governance Professional

**Deadline:** ASAP

**13 Date of Next Meeting**

Thursday 12 December 2024 at 3.30pm

**14 CLT Networking Session**

The presentation that was given by Wendy Brymer is available to members on [Microsoft Teams](#). The presentation showed the preview of the dashboard's format and it was discussed that dashboard should be finalised and presented to the Board in December 2024. Members of the College Leadership Team introduced themselves to the Board for each ambition presented in the dashboard. Members liked the format of the dashboard and were keen to be involved in developing key performance indicators.

# NOTES

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**Meeting:** Board of Governors Update Briefing

**Date:** Wednesday 23 October at 4.30pm

**Location:** Microsoft Teams

**Present:** Evelyn McPhail (Chair), Mike Boyle, Liam Coakley, Taylor Edwards, Brian Fisher, Naomi Graham, Brenda Heenan, Jacqui Hepburn, Jim Metcalfe, Susan Mitchell, John Park, Phillip Thompson, Lorraine Wilkinson

**Apologies:** David C Watt, Pamela Dobson, Stacey Fleming, Kayleigh Gallacher, Suzanne Hermiston

**In Attendance:** Sarah Jane Linton, James Thomson, Silvia Baduskova

The following updates were provided to Board members:

## 1 125<sup>th</sup> Anniversary

There had been a variety of events organized to celebrate 125<sup>th</sup> Anniversary of Fife College. Key upcoming events are Lauder Lecture on 30 October 2024 and Broomhall House Dinner on 1 November 2024. Members of the Lauder family will be present at these events. Lauder Lecture will acknowledge the legacy and support of Andrew Carnegie and his critical role in support of opening Lauder Technical School. Keith Webster, Dean of Carnegie Mellon University will deliver the lecture. Broomhall House Dinner will be an informal event, however there will be 25 different businesses attending and therefore, there might be an opportunity of building new partnerships.

## 2 Learning and Teaching Improvement

At the upcoming Academic Quality, it will be discussed whether to change the name to Academic Assurance Committee. The remit of the committee will be reviewed to ensure greater focus on quality assurance of learning and teaching experience.

Academic and Quality Managers had been recently appointed. Before the managers could have looked after teams as large as 40 members of staff. With the current arrangements the managers will have more compact teams and therefore they will be able to provide a better support to their staff.

Curriculum plan is in process of being reviewed, with the focus on identifying the underperforming courses. The courses which had been consistently underperforming over the 3-year period might need to be removed or revamped to improve learning and teaching experience. There had been a large number of courses where students completed the course but did not achieve the qualification, which had been raised in the Education Scotland report. This issue is currently being looked at.

### **3 Partnership and Commercial Activity**

Scottish Prison Service (SPS) tender had been unsuccessful. While SPS confirmed the bid was of excellent quality, it was not affordable for them. Fife College would not be able to lower the bid price as then the contract would not be financially viable. From five organisations that submitted the bid, three of them had previous experience of delivering prisons contract. One of the two organisations that did not have a prior experience of delivering this type of contract, had been successful due to affordability of the bid. This had been sad news as SPS colleagues had been valued members of Fife College.

It was discussed if the loss of SPS contract had an impact on financial situation. It was confirmed that this will not have an impact as a prudent approach had been taken when planning Financial Forecast Review (FFR) and SPS contract had not been included in those projections as it was out for tender.

A brief outline was given on key upcoming developments. These included the following:

- Fife Council – a positive meeting had been recently held with Donald Macleod, Executive Director of Education, who is keen on driving improvement in Fife.
- Babcock/Rosyth – Principal is going to meet with Sir Nick Hine next week and the current interactions with Babcock had a more positive approach. Further progress updates will be shared with the Board.

Members of staff and students complimented that due to the culture change brought in by the new executive team that the Rosyth campus now feels more of a part of Fife College than before.

### **4 Campus Developments**


The works on Dunfermline Learning Campus (DLC) site continue at a rapid rate. The Principal and Deputy Principal shared news on some key changes that were made since the last visit. In addition, Members were informed that Montagu Evans had been appointed as selling agents for disposal of Halbeath Campus, which should commence in November 2024. Apart from the works on DLC site, other campuses are being transformed as well, just recently the Estates Team had reconfigured the old Principal's Suite area at Kirkcaldy Campus to create spacious flexible working area.

### **5 Graduation Ceremonies**


As per recent email communication, there will be two ceremonies held at Dunfermline Abbey (5 November) and two ceremonies will be held St Bryce Kirk (7 November). There will be also a relaxed graduation ceremony for neurodiverse students at Kirkcaldy Campus. Board members were invited to join all or any of these graduations.

### 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	<del>31.05.24</del> October 2024	<p><b>Update as at 28.09.24:</b> The registration has come through from HMRC and Adam Smith Scholarship team is currently piloting the first payment with one of their donors. Once received, the team will go ahead and open this up to Board members and to other donors. Team is expecting to get in touch with the Board members to progress this in October.</p> <p><b>Update as at 27.11.24:</b> The first pilot of Gift Aid with a donor has been successful and payment was just recently made to the College from HMRC in November. The Adam Smith Scholarship team will issue communications to Board Members, to incorporate Gift Aid and criteria for the scholarship, in the coming weeks</p>
2	26.09.24	To present the performance indicator figures again in the same format at the Board meeting in June 2025 to see the impact of actions for improvement.	Sarah Jane Linton	19.06.25	Not yet due.
3	26.09.24	To review the draft Board Annual Development Plan.	Chair and Governance Professional	12.12.24	Complete. The draft Board Annual Development Plan is on the agenda.
4	26.09.24	To set up short update briefing sessions in between the Board of Governors meetings.	Chair and Governance Professional	ASAP	Complete.



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

<b>Fife College Students' Association (FCSA) Update</b>	
<b>Date of Meeting:</b>	12 December 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>	<p>AQC1 - There is a risk that we fail to put our students first in delivering a high-quality learning experience because we have not considered the diverse range of needs resulting in a poor student experience, retention and attainment.</p> <p>AQC2 - There is a risk of lack of achievement and progression for students because of poor quality of learning and teaching and resources within an engaging environment resulting in low attainment, inconsistent student experiences and inability to meet our targets.</p> <p>AQC3 - There is a risk that our students are not competent within their area of study because of the increased usage of artificial intelligence in submission of assessments resulting in low attainment and progression, and impacting our reputation.</p>
<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>	3 December 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 Highlights for Q2

The FCSA are pleased to highlight the following positives for our students in Q2 of 24/25:

- Class Rep Recruitment has exceeded previous years and student engagement with the system is increased. We believe this improvement has been delivered by a greater involvement of the senior academic staff and improved clarity on the Course Tutor role.
- 205 Students have taken the time to submit a note of thanks via the FCSA Thank You Forms, demonstrating strong student and staff relationships.
- From Learner Survey 1, student awareness of the FCSA and our function is now at 89.5%, a 2.3% increase from 23/24's 87.2%
- Sumi Bhandari was named the CDN College Student of the Year.

#### 3 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 absences and missed classes*

Missed classes due to staff unavailability remains one of the key concerns raised by students. Students highlight that whilst catch-up classes are normally offered these increase workloads later in the calendar, as the students approach deadlines for submissions and assessments. Given the rise in anxiety amongst our students this remains a key factor in delivering a quality student experience.

##### *Online Learning*

A large number of Class Representatives have advised us that their classes do not enjoy or appreciate online learning as a method of delivery. There appear to be a few factors within this, for some the do not believe the

teaching delivery and learning atmosphere is benefited from being online, others believe that the lessons are not engaging when delivered online, and students are frustrated when classes are switched to online at the last minute to accommodate other issues for the lecturers.

Students who indicate a preference for online learning appearing to be significantly reduced in numbers, and those that do often cite the benefits as being not in-line with what the College presumes to achieve through this delivery, for example "I can have my camera off and stay in bed". "I can do my housework at the same time", "I can have the kids at home". Whilst we understand that these benefits are being raised, we do not believe that they help students to fully concentrate on the subject they want to pass.

#### *Public Transport*

Taylor and the Principal met with the Commercial Director and Head of Commercial, East of Scotland from Stagecoach. This meeting was to raise student concerns over the current bus offer in the region and to seek additional services during busy parts of the students' day. The Stagecoach representatives seemed keen to work with the College. This meeting also enabled Taylor to deliver on her key election pledge of addressing transport issues for students.

#### Current National Issues:

#### *Health Support*

We, and our national partners, receive a significant amount of feedback from students who are in difficult situations due to the inability to access appropriate health support. Whilst a significant proportion of this relates to mental health, there are also numerous instances of physical health support being needed by our learners. This inaccessibility often leads to a worsening of the health conditions of the students and this is not always recognised and appropriately supported by their institutions. Better awareness of the support that is offered by institutions to support students would likely provide a short-term benefit to support these students.

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

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

#### Work done in Q2 2024

- Since the beginning of semester 1, 97 sessions have taken place across our campuses, attracting 1,435 participants. Up on the same period last year (994 participants).
- During the October break, Rebecca Reader organised FCSA Sportoberfest. 45 student took part across the 7 different sporting sessions. Five sessions were delivered by Fife College Sports Students whilst the other two were delivered by Boccia Scotland, and Fife Steel

Basketball, which was also led by a Fife College Graduate and former FCSA Award winner.

#### Planned work

The FCSA 24 Hour Fundraiser will take place again on Friday the 21<sup>st</sup> of March. The FCSA Sports and FCSA Sportoberfest Reports are included in the Deep Dives.

Achieve by 2025: [On Target](#).

[You can read the full Sports Update here](#)

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

#### Work done in Q1 2024

- We launched the FCSA Thank You Forms for 2024/25 on the 25<sup>th</sup> of November. At time of writing, we have received 207 notes of thanks from students to staff across the College. The FCSA value being able to facilitate this celebration of where students feel compelled to thank staff for their positive experiences.
- The FCSA represented ourselves and the College at the Christmas Light Switch On events in Dunfermline and Kirkcaldy. These community events were very busy, with approximately 2000 people interacting with our 'snowy' Unicorn Photo Booth. We were able to introduce the College to residents who are unfamiliar with the area, and offer basic information and prospectuses to interested parties.
- Over 3500 Students took part in the FCSA Freshers Events.
- During the October break we ran Drama Camps and Sports Competitions to benefit students in a variety of ways.
- FCSA Societies currently have 336 members across all of the non-sport student groups.

#### Planned work

- We are helping to organise a Christmas event for our sports students.
- We have been asked by a Kirkcaldy Rotary Club to help support their Christmas events
- FCSA 24 – our annual 24 hour fundraiser will take place on the 21<sup>st</sup> of March.

Achieve by 2025: [On Target](#)

[You can read the full Community update here](#)

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

#### Work done in Q2 2024

- Due to workloads and issues with capacity we are not currently pursuing a reform of the President structure however we are actively

considering a new way to demonstrate the workloads to incoming Presidents.

- We are now focussed on the creation of the new FCSA 25-30 Strategic plan and have been actively consulting students and stakeholders to make sure we are fully informed on a coherent direction and values.

#### Planned work

- Further consultations will be carried out in Q3 before a new plan is submitted to our Student Council and the Fife College Board.

Achieve by 2025: [On Target](#)

### **4.4 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 2024

- Kayleigh has met with the new campus team to discuss room numbering. Students find the current approaches on campuses confusing and inaccessible.
- We have discussed the relocation of the FCSA's outdoor equipment to satisfy the space requirements of the new campus alongside the conditions for received funding.

#### Planned work

- We are meeting with the College's New Campus team to finalise designs and layouts of the new FCSA Office.
- We are planning to improve signage and graphics at our Kirkcaldy and Glenrothes offices.

Achieve by 2025: [On Target](#)

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

#### Work done in Q2 2024

- The Oversight Group has been affected by the resignation of a member who was fulfilling secretarial function for the group.

#### Planned work

- Vicki Anton has confirmed that the DA for her faculty will be able to support the Oversight Group going forward.

Achieve by 2025: [On Target](#)

## **5 President Updates**

### **5.1 Kayleigh Gallacher –**

#### **5.1.1 Better Mental Health Support for students**

### Work done so far

This has now absolutely become a priority, However, Kayleigh is struggling to find any empty area on campus where she can hold breathing spaces, these spaces would also allow for the hosting of externals and the College Counselling students.

People have voiced concerns about this idea as they wonder how we will keep track of students coming in and out; this will be registered via QR code so we can ensure the safety of our students and also, these drop-ins will be manned by a member of our staff, normally Kayleigh.

### Planned Work

Following the trial Kayleigh will design a programme which enables these zones to be offered more regularly.

**5.1.2** Taking student needs into consideration when things are being designed and discussed/better accessibility and inclusivity for students.

### Work done so far

Kayleigh met with John McGee to discuss room numbering on the new campus as our students were concerned, as it is challenging to find classrooms on our bigger campuses already and were wondering if this could be changed for our new campus.

Kayleigh is still currently working on our blue slip inclusion method and how we can make this more accessible for our students on the Rosyth and Levenmouth campuses – This also comes hand in hand with the loaning of Chromebooks on these campuses. Students shouldn't have to use more money than they need to travel to other campuses to get the things they have a right to have to aid them in their education.

Kayleigh has spoken to Julie-ann Dick from Inclusion about creating a sensory map for our new campus. Other colleges have these and I think this would be an excellent addition to our campuses, so that our students who have sensory issues can feel more welcome and less anxious on campus.

**5.1.3** *Reducing inequality, Improving the experience for students, ensuring they feel safe, heard and important.*

### Work done so far

As part of Kayleigh's support of the Emily Test Charter, Kayleigh will be going around bars and pubs on my Christmas night out, asking for Angela, and filming the reactions I get to really prove and see if our local bars who are advertising Ask for Angela, are actually using this properly and know the correct procedures to take.

### **5.1.4** *Other Work*

Since the last meeting Kayleigh has

- Chaired Class Rep Meetings

- Delivered the FCSA Introduction speech to all the Graduation ceremonies
- Progressed her Happy Habitat Campaign to support local wildlife and environments

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

## **5.2 Taylor Edwards –**

**5.2.1** *Ensure that the attendance policy is used to help students achieve rather than adding pressure to people that may be struggling.*

### Work done so far

Taylor has worked with the Attendance Team to improve the language and phrasing used in the Attendance Policy to promote the supportive intention of the policy. This has included removing references to 'Stages', which has a negative connotation for students as this is language normally used in Disciplinarys.

### Planned work

Taylor will continue discussions with the attendance team and students who have been supported by the attendance policy to gauge how effective the changes have been.

**5.2.2** *Bring more inclusivity in the canteen for the students that have allergies*

### Work done so far

Taylor is taking forward concerns on behalf of students who cannot access catering facilities due to the timing of their classes and location. This includes any twilight and evening classes on all classes, and students in Levenmouth. Students have asked for an increase in the vending options, although longer opening hours would be welcomed by most.

### Planned work

Taylor wants to continue to drive further improvements to ensure students are receiving more than the bare minimum of service and choice.

**5.2.3** *Work to reduce stress of travel for students by improving college timetables and public transport links to ensure students are not late.*

### Work done so far

Taylor and Jim M met with representatives from Stagecoach to raise student concerns over the current bus offer in the region. The staff appear keen to work together going forward.

### Planned work

Taylor will continue to promote her social media campaign to highlight student experiences of public transport.

## **5.2.4 Other Work**

Since the last meeting Taylor has

- Hosted our Class Rep Mixers. These informal sessions allow Class Reps to meet their lead Academic Staff in a relaxed atmosphere to create a positive relationship for the year going forward. Catering for these sessions was sourced from the College's Culinary Arts courses.
- Took part in our annual Phantasmagoria. This fun session acts as an ice-breaker for students to get them used to interacting with the FCSA in a less formal way and growing positive engagements with our members.
- Celebrated our student successes at Graduation. Student feedback to Taylor has highlighted how popular Dunfermline Abbey is as a venue.

[You can read Taylor's full update in the deep dives.](#)

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

### **6.1 Representation**

The number of Class Representatives registered and attending events this year has seen an increase in numbers based on last years. We believe a key factor in this improvement lies with the new school structure and greater involvement of Academic Leads and Course Tutors.

[You can read the full Representation Report in the deep dives.](#)

### **6.2 Development**

As we move into the final year of our strategic plan, our development will review where we are now as a SA and what our strengths and knowledge can allow us to focus on in the next five years.

### **6.3 Learner Engagement**

The FCSA held 173 introductory class talks to a combined total of over 2100 students. As in previous years students are engaged through the use of an interactive Mentimeter presentation. Mentimeter were so impressed by the usage that they have contacted us to potentially be brand champions.

### **6.4 Health**

We continue to offer a broad range of inclusive activities across the College estate and health promotion messages feature regularly on our digital outputs.

### **6.5 Sustainability**

As noted, the FCSA has performed well in the GISU and Green Gown Award schemes and is regularly looking at ways to improve the sustainable approaches of our work and our members.

## **7 Other Notable Items**

**7.1** We are pleased to note that Sumi Bhandari was named the CDN College Student of the Year. As with previous Fife College graduates who have



achieved this award, Sumi is an inspirational individual and we are glad that this has been recognised on a national stage.

**7.2** The FCSA offered childcare support for students who were graduating at the Kirkcaldy campus to enable as many students as possible to graduate.

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

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

### **Deep Dives for December 24**

#### **Kayleigh's Update**

#### **Board Update – Kayleigh Gallacher – President of Well-being and Equity**

#### **1. Making sure student needs are being taken into consideration when things are being designed and discussed/ better accessibility and access to inclusion**

- We had a meeting with John McGee to discuss room numbering on the new campus as our students were concerned, as it is challenging to find classrooms on our bigger campuses already and were wondering if this could be changed for our new campus seeing as it is a lot bigger. This should be put in place for when the new campus is open.

- I am still currently working on our blue slip inclusion method and how we can make this more accessible for our students on the Rosyth and Levenmouth campuses – This also comes hand in hand with the loaning of Chromebooks on these campuses. Students shouldn't have to use more money than they need to travel to other campuses to get the things they have a right to have to aid them in their education.

- I have spoken to Julie-ann Dick from inclusion about creating a sensory map for our new campus. Other colleges have these and I think this would be an excellent addition to our existing and new campus/es, so that our students who have sensory issues can feel more welcome and less anxious on campus, knowing which spaces are bright in light, loud in noise etc

#### **2. Better mental health support for students on campus**

- This has now absolutely become a priority, However, I am still struggling to find any empty area on campus where I can hold breathing spaces, this would be a great addition to campus, as I have been in talks with Tanya Bennett who is willing to offer her expertise in Zentangle, also with our counselling students to aid them in gaining experience in their field and also build up their volunteering hours so they can

successfully complete their course. Making it a win-win for our students in their learning but also in having support and a space to go, should they need it.

- People have voiced concerns about this idea as they wonder how we will keep track of students coming in and out; this will be registered via QR code so we can ensure the safety of our students and also, these drop-ins will be manned by a member of our staff (most likely myself)

### **3. Reducing inequality, Improving the experience for students, ensuring they feel safe, heard and important.**

- Our liberation groups will be set up again very shortly due to the number of students who have voiced their interest in joining.

- My plan for this is to set up a teams page Next week for our liberation groups only, for these students to feel that their communities are important to them and the people in them, then once we all meet we can share campaign ideas for student run campaigns (we do student run campaigns already when they are lead by myself/taylor, however this gives them the opportunity to show leadership skills and develop their advocacy and discussion skills for moving forward after college.)

- In my work for the Emily Test Charter I will be going around bars and pubs on my Christmas night out, asking for Angela, and filming the reactions I get to really prove and see if our local bars who are advertising Ask for Angela, are actually using this properly and know the correct procedures to take. Then the results of this will kickstart my SafeBar Campaign. We have spoken with Ask for Angela when I first had the idea for this campaign and they said they would be happy to support. So, picking this back up now that I am working with the ETC group feels like absolutely the right time to ensure our local businesses are doing the absolute most to protect our young people.

Further Updates – Campaigns, Extra activities and events

#### Happy Habitat Campaign

- My happy Habitat sustainability campaign has been the most difficult one to start as it has taken a few setbacks along the way. However, Jade Burnett and I have everything we need to now trial the workshops we will be holding for students to learn how to make their own birdhouses, bug hotels and hedgehog homes to protect our wildlife during the colder months and throughout the year.

- I have now done a lot of research and delved into my woodwork skills to come up with an accurate and easy way of building these, so all that's left to do is for Jade and I to put our building skills to the test, then launch it for our students to get involved. I'm very excited.

#### Graduation

- This year, I had the great honour of giving a welcoming speech to our students and their families at every ceremony during this graduation. I haven't stood up in front of

that many people since the Edinburgh fringe so it was quite daunting at first, but anyone who knows me well knows that I thrive under pressure and I enjoyed every single second of it, Seeing our students so proud of themselves and getting to shake their hands and see them across the stage in the final steps of their college journeys was fantastic and the atmosphere was brilliant! This was a very special moment for me that I'll remember for a very long time.

- I also had the opportunity to join our Princes Trust students for their graduation, which was a very emotional day for all, hearing their stories and seeing the development in them as people was incredibly heart-warming, and again, an absolute honour.

### Class representatives

- This month, as Taylor was on holiday, I got to hold our class rep meetings in her absence, and The difference in attendance from this year to when I covered them last year was absolutely brilliant to see, the students are all strong reps for their classes and continue to bring forward things that we as a college do well, and things that we could keep an eye on.

- Hearing reoccurring themes and getting to discuss these in detail with the groups gave me inspiration on what I should be doing in the remaining 6 months of my post as president and has given me a clear image of what I would like to do for them before I leave. So I thank them all for that.

### **Taylor's Update**

#### Pledges

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

Since the start of the academic year started the attendance team have been using the term "check ins" rather than stages, this was decision was discussed with myself and the attendance team during the summer, this is to create a more supportive outlook on the students instead of a state of panic. This has been working well and myself and the attendance team will be continuing to work together to make sure the students are supported and understand the attendance procedures.

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

After the October break the catering meetings have started back up. This has given me a chance to talk to college staff members and Aramark directly about issues students have brought to me, I am working on them to get a vending machine to be put into the Levenmouth campus. And I have continued to make sure students with allergies are being equally represented. In these meetings I am able to see how much the free breakfast and lunch options are being used, which is a significant amount. I know that Aramark's contract will be coming to a close and that a retendering process will begin, I have been told that I will be able to be a part of the

retendering process and I will make sure the next food provider for the college will be a good choice for our students.

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

I have recently been in a meeting with Jim and members of staff from stagecoach, this was our first meeting of many and I was excited to bring ideas of what would could happen for travel to and from our campuses, I also highlighted the struggles from students who have to travel by bus, with delays, change of timetables, bus times, busyness. The stagecoach staff seems very interested and eager to work together in the upcoming future.

### Other Work

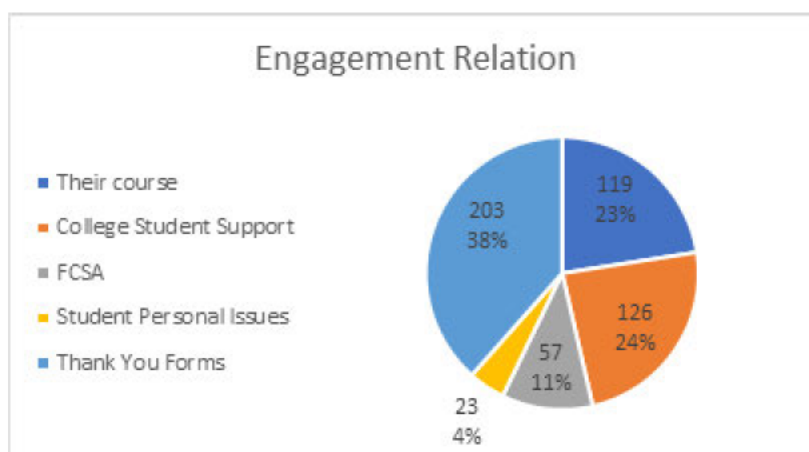
Since the last board meeting, we have hosted our class rep mixers, we had a great turnout a greater amount of students than last year, we also invited academic staff to get to know their reps, the mixers were our informal meeting where we just got to know the reps and they were able to share issues or positive issues they had experienced so far in their course. We also had our catering students provide food for these mixers which went down a treat for the students and staff. In the past two weeks the first-class rep meetings took place I was on annual leave, but Kayleigh covered my half of the meetings, I got updated when I was back and was told that it was another busy turn out and we had lots of engagement and from looking at our engagement tracker it seemed that we have a great lot of reps who want to help their class, I am looking forward to the upcoming rep meetings in December.

We had our Halloween event; it was lovely to see students get involved and dressed up and were able to give prizes to the best dresses. I also attended one of the Dunfermline graduation ceremonies. It was amazing to see all our students graduating and their families being proud and the student excitement of graduating, and have the ceremony being held in the Dunfermline abbey was a beautiful venue and after speaking to students or even just watching their reactions from walking into the abbey, I would definitely suggest we do future graduation there.

## **Representation and Engagement Report**

### Engagement Tracker Update

Type of Interaction	24-25 so far	23-24	22-23
Commendation	212	1503	789
Concerns	211	182	110
Queries	45	85	30
Suggestions	23	12	7
<b>Total</b>	<b>527</b>	<b>1782</b>	<b>939</b>



As expected, the launch of our 24/25 Thank You form campaign has meant that commendations of staff is the largest category of engagements with the FCSA so far this year.

This is followed by College Student Support, which is mainly down to the influx of concerns we received related to enrolment and induction this year, and that the first-class rep topic of the year was on resources, environment and technology which was heavy on feedback related to the Estates and Digital teams' remits.

### Class Rep Recruitment

The below table shows how many **full-time courses** still require reps to be recruited.

Cluster	No. classes without reps
<b>School of Business, Digital and Creative</b>	
Culinary Arts & Hospitality	0
ESOL & Travel & Tourism	0
Business Management & Professional Programmes	2*
Media Productions	0
Hair, Beauty & Performing Arts	2
Computing & Technologies	0
<b>School of Engineering, Construction &amp; Technical Skills</b>	
Built Environment, Construction Craft & Building Services	1
Electrical	10
Mechanical, Automotive & Fabrication & Welding	7
<b>School of Care, Health Science &amp; Wellbeing</b>	
Childhood Practice & Social Services	3
Pathway to Childcare Studies	0

Health Care Academy	2
Pathways to Healthcare & Life Sciences	2
Social Sciences	0
Sport & Fitness & Access to college	0
<b>Total</b>	

7 of the 15 curriculum clusters that require full-time course reps have 100% recruitment which is amazing and an improvement on last year. We have identified the areas of electrical and mechanical engineering that we still do not have buy-in in the class rep process to continue to work on growing the rep role's awareness.

### Class Rep Training

Class Rep Training	Number of Students Completed	% of reps	% change from 23-24
Class Rep Training Level 1	347	74.5	+22.1
Class Rep Training Level 2	334	71.7	+29.7
Class Rep Training Level 3	326	70	+29.1
Class Rep Training Level 4	315	67.6	+27.6
Class Rep Training Level 5	317	68	+28.4

Work done over the summer to improve how we train our reps has come to fruition with huge increases in training uptake. Reps are now assigned their training on Teams, which will continually remind them and give them easy access to the materials to return to if they require.

One negative of this approach is that students can do the levels out of order or skip levels which is why there are more reps that have done Level 5 than Level 4. Those who skip training levels are contacted and asked to complete all five.

We will continue to push the training out to reps, as we see a direct link to training completion and attendance at meetings.

### November Rep Meeting Feedback

Date	Meeting	No of Reps	% of Reps
11/11	Glenrothes	24	5.2%
12/11	Kirkcaldy	44	9.5%



13/11	Levenmouth	2	0.4%
13/11	Rosyth	2	0.4%
14/11	Dunfermline	49	10.5%
19/11	Catch Up Online	25	5.3%
NA	Gave Apologies	22	4.7%
Total		168	36%

#### Comments on attendance

There are a total of 466 reps recruited so far. Roughly 1/3 reps attended meetings or gave apologies in November which is an improvement on last year's numbers but not as high engagement as we would like.

90 of the 245 courses (37%) that have class reps were represented at the November meetings.

Many reps stated that they had already given similar feedback via course review documents. The FCSA is looking at how we avoid duplication of work for the reps and therefore boost engagement in our processes.

When students give apologies, they are stating that they won't be able to make the meetings, and are offered an opportunity to provide feedback in writing. The common reasons for not attending meetings were not being on campus on their meeting date due to not being timetabled, placement or online learning.

The November rep meeting topic was Resources, Environment and Technologies. There were 12 themes that were identified. A summary of the key themes are:

1. The Chromebook borrowing system isn't working for students.
  - a. Charge lasts less than an hour, and some aren't charged at all.
  - b. Borrowing cabinets frequently don't work.
  - c. Loan emails are threatening and the 7-day loan length isn't student friendly.
2. Student portal sign-on issues
  - a. Some student report not using the portal due to having to sign on up to 5 times before they can access their home page.
3. More spaces for self-directed study and friendlier and more relaxed common spaces
  - a. Better access to charging devices
  - b. Places for socialising and relaxing between classes that isn't just the canteen seating.
  - c. More space on campus for self-study as often Libraries can be full quickly.
4. Catering is too expensive and bad quality.
  - a. Free breakfast is inconsistent.
  - b. The prices are too high for a student budget.
  - c. Opening times displayed don't reflect the reality of when the canteen starts to pack up their hot food provision.



## Sports Update

# FCSA Sports and Active Campus Update

## December 2024

### FCSA Sports

Since the beginning of semester 1, 97 sessions have taken place across our campuses, attracting 1,435 participants. Up on the same period last year (994 participants).

New sports added for 24/25 are netball, MMA, boxing and walking. Students are leading or supporting this provision with links to community clubs.

In week 2 of the October break (14-18<sup>th</sup> October) Kirkcaldy Campus played host to Sportoberfest with four main objectives:

- Promote clubs and improve participation in physical activity
- Negate inactivity, loneliness, poverty, hunger
- Offer volunteer experience for students
- Make use of facilities and increase sense of community on campus

98% of participants are now members of FCSA Sports clubs, 71% of deliverers were students and food was provided at a cost to the FCSA of just £2.07 per head.

Please see supplemental report for more information.

On Wednesday 20<sup>th</sup> November, Fife College Men's Football Team triumphed over Queen Margaret University to advance to the next round of the SSS Queen's Park Shield. The next fixture will be at home (Michael Woods Sport and Leisure Centre, Glenrothes) on Wednesday 5<sup>th</sup> February.

### E-bike Hire Scheme

Due to staff capacity and procedural changes, the availability of the hire scheme has been severely reduced this year. The FCSA are working with colleagues from Data Protection, Digital and Finance to ensure the process for bookings and payments are in line with College procedures. This has been ongoing since early October. Until this is fully resolved, new hires have been paused.

### Build a Bike with Greener Kirkcaldy

In partnership with Greener Kirkcaldy and thanks to funding secured by them, FCSA Sports has coordinated a free workshop for students aged 25 and under. The first session took place last week and four Princes Trust students built and took home a bike, for free! Recruitment for future sessions is ongoing and will be organised on each campus.

### Team Captains (Sport Ambassadors)

Recruitment is still ongoing and a relaunch is planned for semester 2. Students are still carrying out the work required and their feedback sought to refine the process. The LDU is still in draft, a Unit Specification is currently being written.

Once approved, this offer will help to build a robust volunteer workforce and provide a strong development opportunity to our students. The idea has been developed with support from Fife Council Active Schools, SportScotland and colleagues in house.

### Student Sports Development

In 23/24, Rebecca supported 23 HNC Coaching and Football students through their Coaching and Sport Development Projects.

In 24/25 so far, 9 students are signed up to projects under FCSA Sports, including the addition of Level 6 Sport and Fitness work placements.

### FCSA 24 'Fun'draiser

2025's event will take place on Friday 21<sup>st</sup> March 2025, starting at 5pm. Estates staff have confirmed their support and planning is underway.

### Fife Referees Course

Working with the SFA and Fife Referees Association, Fife College staff and students are offered free places on the introductory course. The autumn course concluded in October with three staff and students qualifying. Tutors requested weekend availability for the next course, however staff costs were prohibitive. As a result, the next course will run out of the Dunfermline Learning Campus from Sunday 12<sup>th</sup> January for three weeks. This is still free to access for Fife College staff and students and we will look to maintain this relationship.



The FCSA Sports and Active Campus planned and delivered a week of on-campus activities during the October break with four main objectives:

- Promote clubs and improve participation in physical activity
- Negate inactivity, loneliness, poverty, hunger
- Volunteer experience for students
- Making use of facilities and increasing sense of community on campus

## Promote clubs and improve participation in physical activity

Activities delivered were volleyball (separate sessions for men and women), boccia, badminton, football, archery and basketball. 98% of participants have since signed up to an FCSA Sports club and have suggested opportunities to be more active on campus.

Feedback from external deliverers was that participants were enthusiastic and it was surprising to see such good engagement during holiday time.

Due to the spread of participation, a focus on increasing the offer with a range of different activities is a priority for this academic year.

Volleyball (M)	4
Boccia	6
Volleyball (W)	4
Badminton	6
Football	3
Archery	8
Basketball	14

## Support inactivity, poverty, hunger, loneliness

Apart from the opportunity to take part in a physical activity, it was the aim of this project to support with other issues. Student issues around mental health, catering and funding are among the highest numbers dealt with by the FCSA, demonstrating a need for resource allocation here.

Participants came from a range of courses and levels, socialising with people they may otherwise not have met. One student was new to the country and travelled in from Edinburgh to take part in activities due to having a limited social circle where they live.

To combat poverty and hunger, activities were all free to access and participants were provided with lunch and snacks. Food and drinks were paid for out of the FCSA budget totaling £93.05, £2.07 per head. This was to incentivise participation and help those struggling with food and finances during the break.

Aramark were approached to provide catering for the event, however no response was received so it was necessary to obtain Advance Cash from Finance, travel to supermarkets and purchase supplies, using additional time and resources.

## Volunteer experience for students

45 participants attended across the 7 sessions and 5 were delivered by our Sport and Fitness students. The remaining sessions were delivered by the governing body (boccia) and a community club, whose coach is a Fife College graduate (basketball).

Student  
coaches

71%

These students will be approached to become Team Captains (Sport Ambassadors) and continue the work they have already done.

Student deliverers were asked to evaluate their sessions and consider how they contributed to the aims of the project, unfortunately only two responses were received.

Participation	Socioeconomic	Volunteer Experience	Community
Yes, [in addition to] coaching in the community	We are there to talk on the day Gets people out Free lunch	Got to try and run a session	Folk are coming from all over just to have fun
We tried getting it out there	Lunch was provided	No response	Made use of hall and equipment

Due to limited feedback, for future events a more robust evaluation process and support for student volunteers may be necessary. This learning will inform processes for the Active Campus Ambassador programme launching in November 2024.



## Making use of facilities and increasing sense of community on campus

Staff on campus during the event commented on the “buzz” around the building. The success of this event demonstrates the appetite for similar provision and increased access of facilities in house, reducing costs, creating opportunities for engagement and maximizing commercial opportunities.

Feedback from participants was gathered discretely throughout the event, so as not to disrupt the flow or add pressure to formally evaluate the activity. A selection of particularly impactful statements can be found below.

I'd just be in my bed if I wasn't here

**I haven't eaten anything today**

This has been so much fun

**When is the badminton club? I can't wait to come**

I hope this is on every week?

**I'm trying to come to more things I'm just so nervous all the time**

I came all the way from Edinburgh for this

**I had nothing else to do this week**

I'd never heard of this sport before

**I've made new friends this week**



SPORTOBERFEST SPORT FESTIVAL KIRKCALDY CAMPUS 14-18TH OCTOBER FREE LUNCH!		
MONDAY	9:30-12	MENS VOLLEYBALL
MONDAY	12:30-3	BOCCIA WITH DISABILITY SPORT FIFE
TUESDAY	9:30-12	WOMENS VOLLEYBALL
TUESDAY	12:30-3	BADMINTON
WEDNESDAY	9:30-3	FOOTBALL
THURSDAY	9:30-12	ARCHERY
THURSDAY	12:30-3	BASKETBALL WITH FIFE STEEL
THURSDAY	1-2 2-3	STRENGTH CLUB WITH ANDY ZELAYA



## Community Development Coordinator – Board updates Dec 24

### *FCSA Societies*

The FCSA Societies are currently at 336 Members across all of the non-sport student groups. Our weekly in person societies evenings have started strong with around 66 students participating consistently each week, and more participating within the teams' channels. These groups are allowing students from across different cohorts to interact and build friendships and we have had really positive feedback and witnessed students who struggle to connect find new friends and support one another in their interests and coursework.

### *FCSA Freshers*

Freshers Festival was a huge success this year with a record number of interactions from students and stall holders. Across the three weeks we hosted over 50 local stallholders, who promoted their activities, opportunities, support, and student discounts. We counted around 3,500 interactions with

students across all of our events. Feedback was positive all around; the games created a bit of competition between the students playing them and the staff event joined in too.

We have since seen a rise in student engagements with the FCSA both coming to us for support and engaging with competitions, events and requesting future events.

FCSA Re-Freshers will take place week commencing 24th February 2025.

### *FCSA in the Community*

The FCSA has been our supporting some of the Christmas lights switch on events within Fife, we took the College Exhibition van, The Snow Machine, our Festive Unicorns, Christmas inflatables, Sweeties for the kids and College prospectuses along to Dunfermline on Sunday the 17th November and Kirkcaldy on Saturday the 30th November. We interacted with approximately 2000 people; families loved having the opportunity to take pictures with in the vans side Grotto and the kids enjoyed getting a candy cane and dancing in the snow.

During these events we also answered queries from future applicants, future students, handed out prospectuses and engaged with our current students.

The FCSA provided childcare support during Graduation which allowed students with children to attend the event, without this support they told us they would have been unable to attend.

### *Green Impact Students Union*

The FCSA is participating within Green Impact Students Unions again this year. We are in the training and planning stage of the toolkit currently and hoping to maintain our Excellent accreditation.

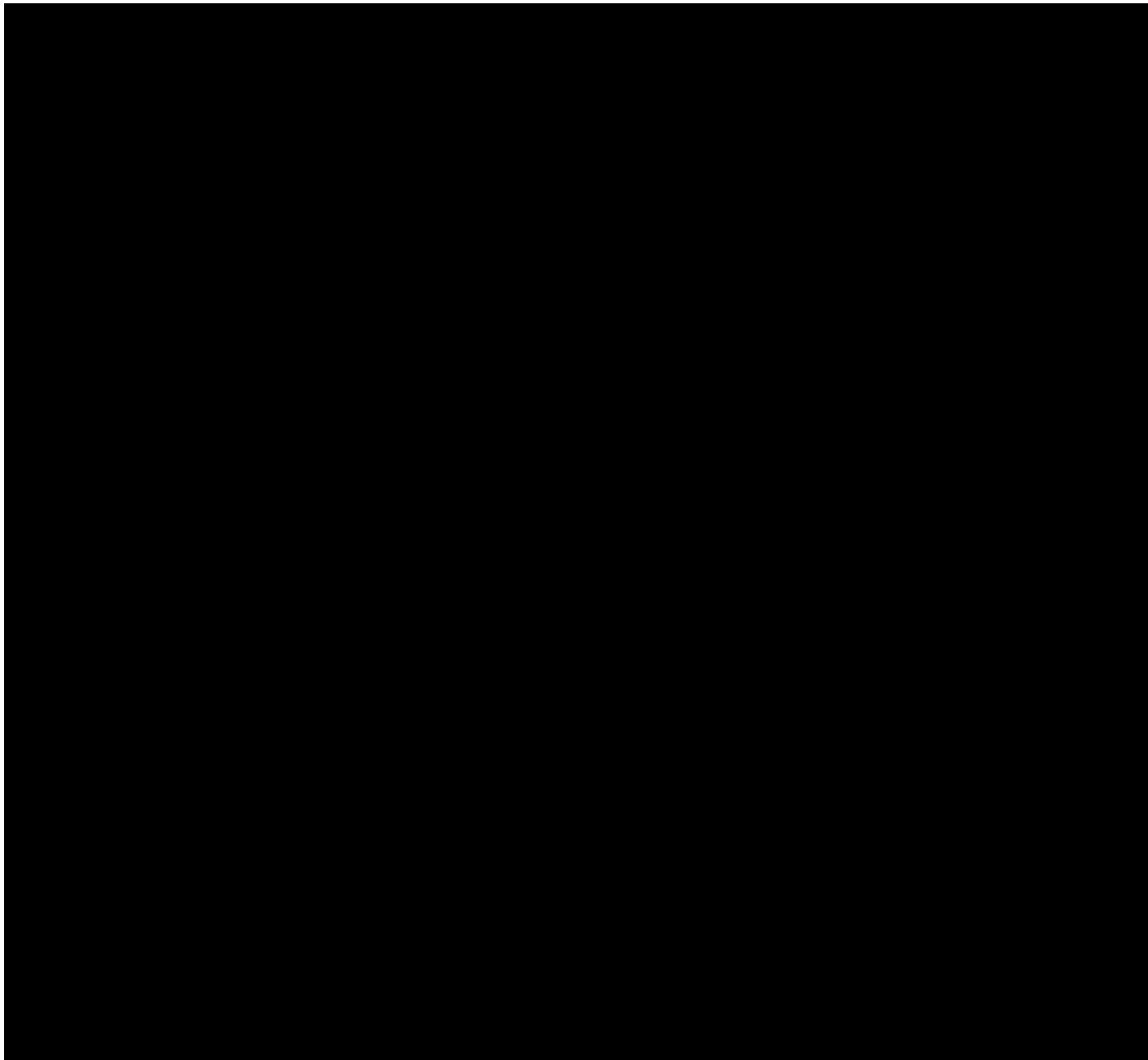
### **Digital Engagement Update**

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>Chair's Updates</b>	
<b>Date of Meeting:</b>	12 December 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>	3 December 2024



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

<b>Update on Membership and Governance Related Matters</b>	
<b>Date of Meeting:</b>	12 December 2024
<b>Purpose:</b>	To update Board members on membership and governance related matters.
<b>Intended Outcome:</b>	To note progress and updates contained in the report.
<b>Paper Submitted by:</b>	Penny Davis, Governance Board Secretary
<b>Prior Committee Approvals:</b>	N/A
<b>Board Impact from Decision:</b>	To ensure appropriate governance arrangements are in place in relation to all Board and Committee activity
<b>Learner Impact:</b>	N/A
<b>Financial Health Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Strategic Risk(s):</b>	BOG2 – There is a risk of being unable to clearly measure impact because we have not adequately defined our success metrics, resulting in reliance on anecdotal evidence.
<b>Publicly Available:</b>	Yes
<b>Author Contact Details:</b>	Penny Davis <a href="mailto:pennydavis@fife.ac.uk">pennydavis@fife.ac.uk</a>
<b>Date of Production:</b>	3 December 2024

## **FIFE COLLEGE BOARD OF GOVERNORS**

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

#### **1 Introduction**

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

#### **2 Board Membership**

##### **2.1 Senior Independent Member**

Further to the Board's decision to appoint a Senior Independent Member, a request for self-nominations was issued by email on 3 December with a response deadline of 10 December.

Depending on how many nominations are received, the Board will either appoint a new SIM at its meeting on 12 December or a vote via email will be arranged to allow the new SIM to take up post as early as possible in the new year.

##### **2.2 Trade Union Board Members**

The changes to college board constitutions came into effect at the start of 2024. At the last survey of boards across the sector (summer 2024), 9 out of a potential 20 support staff TU positions had been filled, and 14 out of 20 teaching staff TU positions. Fife College initially filled both vacancies, however, the Professional Services TU Board Member stood down from the Board in September. The Governance Team have followed up with Unison with a view to identifying a new nominee. Unison have confirmed as of 3 December that they will liaise with GMB and Unite to identify a nominee in time for the 27 March Board.

##### **2.4 Committees**

Further to changes to committee membership that came into effect on 1 August, all terms of reference will be reviewed in early 2025 to ensure these reflect the 2022 revisions to the Code of Good Governance and are consistent with each other and the Scheme of Delegation/Standing Orders.

#### **3 External Effectiveness Review**

The Code of Good Governance for Scotland's Colleges requires college boards to undergo an externally facilitated effectiveness review every three to five years. Fife College Board last underwent such a review in 2020 and therefore must do so in 2025. The review does not replace annual evaluation processes such as committee self-evaluations, individual evaluations and evaluation of the Chair/Committee Chairs. There may be some overlap, however, with the annual survey of compliance with the Code of Good Governance, so that aspect of the process will be managed to ensure best practice and best use of Board members' and the external reviewer's time.

The Chair and Governance Professional will explore options and timing for a process to take place in the autumn of 2025 and report back to the Board in March 2025.

#### **4 Board Development Plan**

A draft Development Plan will be presented at the 12 December meeting for comment. It is intended that regular progress reports should be brought to the Chairs' Committee for

monitoring purposes and a year-end report should be brought to the full Board in June together with next year's plan.

## **5 Board and Committee Forward Planners**

A draft forward planner for the Board of Governors is appended to this report. Subject to Board approval, the same format of planner will be presented to each meeting of Board and Committees for review, with a planner for the next academic year coming to May/June meetings.

## **6 Recommendations**

The Board of Governors is invited to:

- note the updates provided;
- if appropriate, approve the appointment of a new Senior Independent Member;
- comment on and, if appropriate, approve the Development Plan and proposed reporting arrangements;
- approve the Board and Committee Planner format.

## Forward Planner AY 2024-25

### Board of Governors

Standing Items	26 September 2024	12 December 2024	27 March 2025	19 June 2025
Chair's Update	5-Year Financial Forecast	Annual Accounts	Regional Outcome Agreement <sup>1</sup>	Annual Budget
Principal/CEO's Update	Self-Evaluation Report	External Auditor Annual Report	Indicative Funding	Operational Plan
Business Report - Dashboard	Private Pre-Meeting (Board Members only)	Letter of Representation	Equality Monitoring Report <sup>2</sup>	Self-Evaluation (Planning)
Risk Register		Audit Committee Annual Report	Students' Association Constitution <sup>3</sup>	Annual Health and Safety Update
FCSA Update		Procurement Annual Report	Stakeholder Mapping	Student Election Update
New Campus Update		Deep Dive - Trauma Informed Practice	Annual Update on Net Zero	Review of Standing Orders/Scheme of Delegation <sup>4</sup>
Summary of Committee Business			Deep Dive – Financial Resilience	
Governance Update				
Review of Meeting				

Key: [Item for Board approval](#)  
[On agenda as required](#)

<sup>1</sup> To be updated based on SFC requirements.

<sup>2</sup> Equalities Mainstreaming reporting is on a 4-year cycle with 2-year interim reporting.

<sup>3</sup> Board review/approval is required every five years.

<sup>4</sup> To be reviewed in accordance with governance policy schedule.

## Board of Governors: Development Plan 2024-25 (DRAFT)

A Board Training and Development						
	Objective	Actions	Lead	Deadline/ timing	Strategy/Risk <sup>1</sup>	Status Report / Commentary <sup>2</sup>
A1	Establish regular deep dives/thematic sessions at Board to develop understanding of strategically important areas.	Suggested sessions <sup>3</sup> :  Net Zero  Green Freeports  Developments in Tertiary Education/Scottish Government Policy  Approaches to Benchmarking	Chair/ Principal/ GP	Mar 2025/ ongoing		Schedule of sessions/prioritisation to be discussed further; potential to hold 30/40-minute deep-dive session at every Board meeting.
A2	Ensure the Board has the necessary knowledge and skills to discharge its duties effectively.	Suggested training:  EDI/Unconscious Bias Training (Changing the Chemistry)  Role of a Charity Trustee  AI and Cyber Security Risk	GP/ Chair	Feb 2025/ ongoing		Sessions to be considered further and scheduled as appropriate.
A3	Develop Board as a team	Hold Board half-day team building session.	Chair/ GP	Nov 2025		Timing to be considered further.
A4	Develop Board-Executive working relationship.	Hold half-day session for Board and Executive.	Chair/ Principal/ GP	Nov 2025		Timing to be considered further.

<sup>1</sup> This column is included with a view to incorporating links to strategic plan/risk register in future to support evaluation of the impact of board activity.

<sup>2</sup> This column will be updated for quarterly reporting.

<sup>3</sup> Suggestions at this stage drawn from different sources as a starting point for discussion/agreement.



A5	Create opportunities for Board to focus on strategy.	Arrange strategy day for board (half day with Executive, half day Board only).	Chair/ Principal/ GP	May 2025		Timing based on past sessions – to be discussed.
A6	Improve Board role in stakeholder engagement activity.	Align Board specialisms/ networks/interests with stakeholder engagement plan.	Principal/ Exec/ GP	Tbc		Approach to be discussed and agreed. Dependency on Skills Matrix action C3
<b>B Board Meetings and Reporting Arrangements</b>						
B1	Ensure business reporting format enables effective performance monitoring by Board.	Introduce new report to Board with KPIs linked to Strategic Plan priorities.	Principal	Tbc		Partially complete; strategic plan approved; work ongoing on comparative KPIs
		Improve sharing of information on DCL with Board.	Principal	Nov 2024		Complete: regular updates in place
B2	Improve risk reporting to Board and Committees.	Develop risk register as a live document focused on change since last meeting.	DP	Nov 2024		Parially complete; new reporting format being rolled out in current meeting cycle.
B3	Review overall reporting to Board and Committees to improve efficiency and strengthen board focus on its strategic role.	Review cover papers to ensure effective executive summary and clear recommendation/ ask.	GP/Exec	Feb 2025		New cover paper to be trialled for February/March 2025 cycle.
		Review agendas, including focus on strategic matters/time allocated to items.	Chairs/ GP	Dec 2024 onwards		Timing to be included for larger discussion items from December Board onwards.
		Identify lead Executive Team member for reporting to each Committee	Exec/GP	Feb 2025		
		Ensure presenters take papers as read and focus on key decision points.	Chairs/ Exec	Dec 2024 onwards		
		Ensure any substantial questions raised between	Exec/GP	Dec 2024 onwards		

		meetings are answered at next meeting.  Ensure papers only go to both committee and Board with sound rationale – eg, Committee scrutinising and making recommendation to Board.  Reduce size of meeting packs where possible, eg, by providing links to larger documents  Bring Board/Committee business planner to each meeting for consideration/ agreement.	Exec/GP  Exec/GP  GP	Mar 2025 onwards  Feb 2025 onwards  Dec 2025 onwards		Draft forward planner in Board pack 12 Dec 2024.
B4	Enhance Student engagement and reporting at Board meetings	Improve engagement with FCSA on planning for Board and ensure adequate support.	Exec/ GP	Dec 2025 onwards		
<b>C Board Structures and Systems</b>						
C1	Undertake Externally-facilitated Effectiveness Review	Arrange review as required by Code of Good Governance	Chair/ GP	Sep/Oct 2025		Planning in train; list of potential reviewers being compiled.
C2	Appoint Senior Independent Member	Arrange self-nomination process/ballot if required.	GP	Jan 2025		In train; call for self-nominations issued 3 December
C3	Review Skills Matrix to create broader assessment of board knowledge, skills, experience and attributes	Revise matrix and issue form for completion.	GP	Jan 2025		Draft to be shared with Chair in December with view to issuing forms to Board Members in January.
C4	Ensure effective, consistent and compliant Board Scheme of Delegation.	Review Scheme of Delegation and Committee Terms of Reference (refer also to Chair's terms of appointment).	GP	Mar 2025		Desk-based review to be completed early in new year/any recommended changes to be reported to March board

C5	Ensure Committee structure and remits reflect Board needs	Review title and remit of Academic Quality Committee to strengthen focus on learning and teaching/student experience.	AQC/ Board	Feb 2025 AQC		Paper to be prepared for Committee; recommendation to go to subsequent Board meeting.
		Review overall committee structure to ensure it reflects needs as Board transitions to new phase with completion of new campus.	Chair/ GP	Jun 2025		

## BOARD OF GOVERNORS OF FIFE COLLEGE

### Links to Minutes

#### **Finance Commercial and Estates Committee: [10 September 2024](#)**

- The College has achieved an outturn net surplus of £0.75m against a projected net deficit of (£0.58m). The main variances are due to the agreed pay awards, savings in utility costs and reductions in direct expenditure.
- Members discussed the risk related to cyber security (FCE1). There are various controls in place, such as policy and technical controls to mitigate against malware infection.

#### **Audit and Risk Committee: [11 September 2024](#)**

- Members queried the lack of specific reference to equality, diversity and inclusion (EDI) within the strategic risk register. It was confirmed that while EDI is not explicitly listed in the strategic risk register, there are parts of the risks on operational level that focus on EDI.
- Members discussed the possible threats of artificial intelligence (AI) technology within college environment and it was agreed that it would be beneficial to have a training on AI literacy for all members of Board of Governance.

#### **People and Culture Committee: 28 October 2024 (*minutes to follow*)**

- Members commented that there was a high number of essential training modules. This is currently being reviewed and a new tier-based approach will be applied to divide the training into three categories - training that is mandatory by law, training essential for the role and then any additional training.
- National Bargaining negotiations concluded in August 2024 and the process of uplifting the salaries had been without any errors.
- Since 26 October 2024 the Worker Protection (Amendment of Equality Act 2010) placed a new duty on employers to take reasonable steps to prevent sexual harassment. It was confirmed that Fife College already had significant work done in this area and will continue to enhance support available.

#### **Academic Quality Committee: [4 November 2024](#)**

- It was confirmed that class reps were only required for full-time courses which led to the discussion on how FCSA continues to receive feedback from part-time and modern apprenticeship courses. It was explained that FCSA continues to offer class talks across all campuses which give students opportunity to get to know more about FCSA and share their feedback.
- Early feedback from learners - overall response rate decreased by 2.1% to 72.2% in comparison with the previous year. However, the satisfaction rate had increased to 89.8%. Various changes are being implemented to improve student engagement and experience.

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

- [5 September 2024](#)
- [3 October 2024](#)
- [14 November 2024](#)