Fife College

AGENDA

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

Meeting: Board of Governors
Date: Thursday 19 June 2025 at 3.30pm
Location: Carnegie Conference Suite 6, Carnegie Conference Centre, Dunfermline

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	DCW	N/A
2	Minutes of the Previous Meeting: 27 March 2025	Approve	DCW	2-6
	2.1 Notes of Briefing Session: 7 May 2025	Note	DCW	7-8
	2.2 Board Strategy Day: 22 May 2025	Approve	DCW	9-11
3	Matters Arising / Actions Outstanding	Note	DCW	12-13
4	Strategic Focus: Net Zero Target Reset *Led by Hayley Williamson and Dennis Savage*	Approve	HW / DS	14-19
5	Draft Budget for 2025-26	Approve	JT	
	5.1 Financial Forecast Return	Approve	JT	
6	Strategic Focus: Learning and Teaching Improvement *Led by Diane Mitchell*	Discuss	SJL	N/A
For Approval				
7	Strategic Risk Register	Approve	JT	
8	8.1 Equalities Mainstreaming Report	Approve	MS	
	8.2 Equal Pay and Gender Pay Gap Report	Approve	MS	
	8.3 People Strategy	Approve	MS	
For Noting and Questions as Appropriate				
9	Annual Health and Safety Update	Note	VA	
10	National Recognition and Procedures Agreement (NRPA)	Approve	JT/MS	
11	Strategic Dashboard	Discuss	WB	
12	CEO Update	Discuss	JM	
13	Fife College Students' Association (FCSA)	Discuss	KG	20-35
14	Chair's Updates	Note	DCW	36-37
15	Self-Evaluation	Discuss	SB	38-45
16	Summary of Committee Business	Note	Chairs	46-46
17	Review of Meeting	Discuss	All	N/A
18	Date of Next Meeting: Thursday 25 September 2025 at 3.30pm	Note	DCW	N/A

MINUTES

Meeting: Board of Governors
Date: Thursday 27 March 2025 at 3.30pm
Location: Wallace Suite, Carnegie Conference Centre, Dunfermline

Present: David C Watt (Chair), Mike Boyle, Liam Coakley, Pamela Dobson, Brian Fisher, Stacey Fleming, Kayleigh Gallacher, Naomi Graham, Brenda Heenan, Jacqui Hepburn, Suzanne Hermiston, Jim Metcalfe, John Park, Evelyn McPhail, Phillip Thompson, Lorraine Wilkinson

Apologies: Susan Mitchell

In Attendance: Silvia Baduskova, Wendy Brymer, Penny Davis, Taylor Edwards, Sarah Jane Linton, John McGee (items 1-4 only), Matt Swann, James Thomson

1 Welcome, Apologies and Declarations of Interests

The Chair welcomed those present to the meeting, and noted that Taylor Edwards had resigned from the Board on 21 February but had agreed to attend the meeting as an observer.

Apologies were noted from Susan Mitchell.

There were no declarations of interest.

2 Minutes of the Previous Meeting: 12 December 2024

2.1 Notes of Board Briefing Session: 5 February 2025

The Board approved the minutes of the previous meeting as an accurate record and noted the report from the Board Briefing Session.

3 Matters Arising / Actions Outstanding

The Chair provided the following updates.

Action 4: The Chair and Principal had written to the Minister for FE and HE setting out the Board's financial concerns for the coming year.

Action 5: The Chair and Governance professional had looked into whether there were implications for compliance with charity law and regulations of running a deficit. It was noted that the general duty of trustees to act in the interests of the charity applied, however, education legislation and the College's status as a central government body post ONS reclassification meant that College accounting process were part of Scottish Government accounting processes.

The Board noted progress against actions.

4 Strategic Focus: Dunfermline Learning Campus Planning

John McGee, Campus Innovation Officer, introduced a video showing the journey to completion of the new campus, describing the fast-changing final stages before the receipt of keys in 27 weeks' time and outlining key achievements and the overall vision for Fife, the College and its students.

The Board discussed the presentation and noted:

a) The project had exceeded Scottish Government Net Zero Carbon standards, which was a groundbreaking achievement within the sector.
b) The opportunity to locate a Nanogrid skills hub at the campus was being explored. This would be the first in Scotland. John McGee would discuss Nanogrid developments with Liam Coakley.
c) Installation of furniture, fixtures and equipment was on track and on budget.
d) Migration Champions had been identified for different teams and were playing a central role in the roll out of transition planning and communications with staff.
e) There would inevitably be an imbalance across campus offerings with the opening of the new campus, and there would need to be a focus going forward on the learning experience across the whole estate and ensuring all students benefited. Work was being done to engage corporate partners and sponsors to provide additional support and funding to that end, and discussions had taken place with Fife Council.

The Board agreed a recommendation from the project board that the new campus should be called Dunfermline City Campus.

Action:

- The Leadership Team should explore how other colleges and universities have assessed how well new campuses/buildings are working in terms of the student experience, and report back to Board on a proposed approach.

Responsibility: J Metcalfe **Deadline:** 19 June 2025

5 Strategic Risk Register

The Deputy Principal presented the risk register.

The Board noted that:

a) Each committee had considered risks within its remit including any emerging risks which had been reported to Audit and Risk Committee.
b) Risk scores for BOG1 (climate change), BOG2 (financial pressures) and PCC2 (staff satisfaction and engagement) had been increased.

The Board discussed risks that were outwith risk appetite range. While appropriate actions were in place for those that exceeded risk appetite, it would be helpful to review risks that remained below risk appetite. It was noted that incoming changes to requirements around local sourcing would affect risk in that area. The May strategy session would present an opportunity for further discussion of risk.

The board agreed the following actions.

- Audit & Risk Committee to consider approaches to risks that are presently below risk appetite levels and report back to Board.

Responsibility: ARC/J Thomson **Deadline:** 19 June 2025

- Leadership Team to review how risk register reflects risks around disparity of offer between different campuses and report to ARC.

Responsibility: J Thomson **Deadline:** 3 June 2025

- DLC risk register to be shared with the Board for information.

Responsibility: J Thomson **Deadline:** 19 June 2025

The Board approved the Strategic Risk Register.

6 Regional Outcome Agreement: Self-Evaluation 2023-24

The Vice Principal and Chief Academic Officer presented the report which had been prepared by the Assistant Principal, Improvement, Insight and Brand.

The Board noted the report, the positive evaluation at first submission stage and evidence of progress in improved withdrawal statistics, progression and other areas.

7 Indicative Funding

The Deputy Principal gave a presentation on the status of SFC funding announcements for 2025-26.

The Board discussed the current position noted:

[redacted]

The Board noted the report.

8 Strategic Dashboard

The Assistant Principal, Improvement, Insight and Brand presented the quarterly update, highlighting current areas of activity and outlining progress with development of a roadmap.

The Board discussed the report and noted:

a) The roadmap was due to be presented to the Board's June meeting and would include milestones alongside KPIs.
b) In addition to withdrawals, offers and admissions were monitored. A Connect to College programme was now in place to strengthen communications with students prior to starting their courses.

c) Risk BOG2 would be reviewed once a full set of performance indicators was in place.

Action:
- Arrange session to discuss development of dashboard reporting to Board with B Fisher, E McPhail and M Boyle.

Responsibility: W Brymer **Deadline:** 19 June 2025

9 CEO Update

The Principal and CEO presented an update, highlighting news of student successes and his engagement with NHS Fife and Fife Council, engagement in Freeport discussions and the potential to benefit more in future from City Deals.

The Board noted that there had been significant investment in learning and teaching staff and 300 fewer students had left their courses this year compared to last.

Action:
- Recirculate details of the Board scholarship programme to Board Members.

Responsibility: Governance Team **Deadline**: post-meeting

10 Fife College Students' Association (FCSA) Update

The Student President, Wellbeing and Equity presented the report highlighting progress with local and national issues.

The Chair commended the FCSA on the 393 Thank You Forms received from students recognising the good work of staff.

The Board noted the report.

On behalf of the Board, the Chair thanked Taylor Edwards for her contribution to the Board during her time as Student President and wished her well for the future.

11 Sustainability Update

The Deputy Principal presented the report, outlining progress with Strategic Ambition 5 and the positive findings of the recent sustainability audit.

The Board discussed the need for clarity over upstream and downstream measures. M Boyle offered to participate in a working group to offer support.

The board noted the report and agreed the following action.

- Specific information on climate aspects of the new campus would be provided to the Board. The Leadership Team would take up M Boyle's offer of support as appropriate.

Responsibility: J Thomson **Deadline**: 19 June 2025

L Coakley left the meeting at this point.

12 Glenrothes Tower Block Update

The Deputy Principal presented the update on work undertaken in response to damage from Storm Eowyn including arrangements for temporary accommodation and working closely with insurers.

The Board noted that:

a) Insurance cover fell under business continuity and included business interruption.
b) The underlying structure of the Glenrothes tower block would be subject to a condition assessment at an appropriate juncture.

The Board noted the report.

13 Chair's Update

The Chair presented his report highlighting the need for chairs to follow up on actions between meetings and reaffirming the Board's role to support the College Leadership Team.

14 Governance Update and Committee Calendar 2025-26

The Governance Board Secretary presented the report.

The Board approved:

a) The 2025-26 meetings calendar.
b) The change of name from Academic Quality Committee to Academic Standards Committee as recommended by the committee.

15 Chair's Committee Reconfiguration

The Governance Board Secretary presented the report.

The Board approved the change in committee structure to create a separate Nominations Committee and Remuneration Committee, and clarified remits.

16 Stakeholder Mapping

The Deputy Principal presented the report and confirmed that Board Members' input would be welcome.

The Board noted the report.

17 Review of Meeting

The Chair informed Members that there would be an opportunity to meet the new College Leadership Team at the May strategy day.

The Chair informed Members that this would be the last meeting of the interim Governance Board Secretary. Alternative arrangements would be put in place in due course.

18 Date of Next Meeting

Thursday 19 June 2025 at 3.30pm

Strategy Day: Thursday 22 May 2025 at 9.00am

NOTES

Meeting: Board of Governors Update Briefing
Date: Wednesday 7 May 2025 at 4.30pm
Location: Microsoft Teams

Present: David C Watt (Chair), Mike Boyle, Liam Coakley, Naomi Graham, Jacqui Hepburn, Suzanne Hermiston, Evelyn McPhail, Jim Metcalfe, Susan Mitchell, Lorraine Wilkinson

Apologies: Phillip Thompson

In Attendance: Sarah Jane Linton, Paula Clarke

The following updates were provided to Board members:

SFC funding discussion

Highlighted the changes to the credit funding model. CLT are working quite intensively on this. Information was published during the Easter break, communications were issued to all college team during the break, along with political representatives.

1st meeting with senior officials of SFC for the College Transformation funding

2nd meeting with SFC CEO and CO Chair

SFC has reflected on the scale of the impact and the report from Fife College on the transformation process.
1) [Redacted]
2) [Redacted]
3) [Redacted]

SFC are listening to us.
Comments from attendees are positive and good to see that the response from Fife College is to focus on solutions. There will be future comms to staff with information, once more detail is known. Also, good opportunity to reset & audit the price groupings.

Glenrothes campus

Vicki Anton has been addressing the damage to the Tower building at Glenrothes campus. For the next academic year the work will be done during the summer and issues are being worked through with Aviva. Coming with suggestions, about moving some of the people into other parts of Glenrothes working in partnership with Fife Council. We have to make decision about Glenrothes in the longer term.

Student presidents

Jim & SJ met the new students presidents. Elvira came here with her family 3 years ago from Ukraine. Her campaign is about ESOL are much more included into the college. Becka is a performing arts student and pledge focus on timetabling. Both are eager to start and we will look forward to working with them.

Board members have been approached to provide mentoring to new presidents.

Student Satisfaction

Great improvement in sentiment scores, this will come back to Board shortly possibly for strategy day. Exceeded credit outturn. Everyone recruited since Jan has been involved in Connect to College.

Learner survey data will be circulated asap. The results are incredibly positive, with further details to be shared at a later date.

MINUTES

Meeting: Board of Governors – Strategy Day
Date: Thursday 22 May 2025 at 9.30am – 3.30pm
Location: Conference Suite 6, Carnegie Conference Centre, Dunfermline

Present: David C Watt (Chair), Mike Boyle, Liam Coakley, Pamela Dobson, Brian Fisher, Naomi Graham, Brenda Heenan, Jacqui Hepburn, Jim Metcalfe, John Park, Lorraine Wilkinson

Apologies: Stacey Fleming, Kayleigh Gallacher, Suzanne Hermiston, Evelyn McPhail, Susan Mitchell, Phillip Thompson

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

1 Welcome

The Chair welcomed those present to the meeting.

2 Improvements to Curriculum

Principal informed the members about change to the agenda as Vice Principal prepared a presentation on improvements to curriculum. This presentation is available on Microsoft Teams and it showed the changes that were made in the curriculum and how these improvements made a positive impact over the year. Examples of the improvements were:

- early withdrawals (EW) were at 3.3% which is lowest since 2017/18.
- Increased enrolment of care experienced students to 780 (increase of 406)
- Implemented the role of course tutors who can provide more support to the students
- More international students have been enrolling for our courses

Members queried if we know the reasons for withdrawals and while yes, we record the reasons, there is a high number of instances where the students don't engage so we cannot confirm the reason. The most common reason stated for withdrawals is mental health, which we are trying to address with actions such as implementing course tutor role and providing guidance support.

Members asked about support available to those students who don't have clear path of what they would like to do in the future and signed up to obtain a qualification only as those students might be more likely to withdraw from a course. It was confirmed that the college is now running 'connect to College' sessions/events, which aim is to help the students to consider their selected course more closely and what will be expected of them so they have an option to decide to change their course to more suitable one if needed.

Members thanked the staff for their hard work and commented that it was great to see so many improvements.

3 Rosyth and Forth Green Freeport

Principal provided a presentation on Rosyth and Forth Green Freeport, which can be accessed on Microsoft Teams. The map within the prestation shows the Freeport area and the industries that would be built there. These industries would have an advantage of various tax efficiencies. In return, a certain percentage from the taxes that industries are still required to pay, these would go to the councils to use for local economy developments. At the moment, the outline business case is waiting for approval. As this is not yet approved, Principal provided the projections on how many new jobs the Freeport might generate and where these will be distributed. This would be a great opportunity for Fife College as these jobs would require training, however it is important to consider on what we are currently missing to maximise this opportunity. Members discussed that it would be important to start building the relationships with other companies and to also consider that many of these industries might not operate on traditional UK model and have different employee model that we should familiarise with. Members also suggested to consider what resources we currently have and what we might need in advance of Freeport opening in more detail.

4 Financial Resilience

Matt Swann joined the meeting for this item. A presentation was given on the current financial position. Based on the discussions revised figures will be presented to the Finance, Commercial and Estates Committee. This presentation will be shared with members following the Committee. As per previous discussions at December 2024 and March 2025 Board of Governors meetings, as well as the email communication on 14 April 2025, the current financial position is challenging due to reduction in our future funding as well as loss of SPS contract. College Leadership Team had been looking at next steps as well as long-term solutions to get the College on a path to financial sustainability such as:

- College Transformation Framework credit realignment
- Increase focus on commercial income
- Consider the cost of our resources and make reductions where possible

As part of good news, it was possible to agree a rent-free year at our Rosyth location. Members discussed the current situation and potential solutions in more detail and it was suggested that a deep dive on how to develop new opportunities to increase commercial income would be welcomed at September's Board meeting. It was confirmed that the draft budget will be presented at the Finance, Commercial and Estates Committee on 3 June and then it will be presented at the Board meeting on 19 June.

Action:
- To have a deep dive on developing new opportunities to increase commercial income.

Responsibility: J Thomson **Deadline**: 25.09.2025

5 AI – the potential and the risk

Sharon Burns presented the information on Artificial Intelligence (AI), which is now available on Microsoft Teams. Gillian Dobry, Iain MacPherson and Kathryn O'Loan joined the meeting for this session. Sharon Burns explained what is AI and provided some examples. While AI offers a lot of benefits and the College has been implementing AI into the curriculum, it is also important to be aware of the potential risks, especially when it comes to governance such compliance with GDPR and data protection. Members then split into three groups and were asked to discuss potential opportunities and risks in three case scenarios:

- Students use AI to create coursework (Risk & Potential – coursework might be an excellent material but need to be careful to ensure that it is accurate and therefore it would require to be reviewed by a person).
- Recruitment bias (Risks – reputation damage and breach of equality rights. Potential – it could help the college to identify bias at the college as the data/criteria that AI used would be coming from persons).
- Chatbot providing inaccurate advice (Risks - reputational and financial. Potential – it would be possible to identify where the data got wrong and prevent this in the future).

Members discussed the benefits of the AI for the Board. This could provide a key information to the new Board members as part of induction or receiving more up to date economic information.

Fife College

Key:
- Outstanding and deadline passed
- Progressing and on target
- Complete

Board of Governors

Actions Outstanding / Progress Made

No	Date of Meeting	Action	Responsible	Deadline	Comment
1	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	On the agenda.
2	12.12.24	The Board agreed that a timeline for progress with trauma-informed practice (TIP) implementation should be provided to the People and Culture Committee.	Sarah Jane Linton	May 2025	Complete. Trauma-informed practice implementation progress update is available on Board of Governors Teams via this link.
3	27.03.25	The Leadership Team should explore how other colleges and universities have assessed how well new campuses/buildings are working in terms of the student experience, and report back to Board on a proposed approach.	J Metcalfe	19.06.25	JM speaking with team to contact Forth Valley & Ayrshire to understand their survey model and survey interval for students and their experience in new campuses/buildings.
4	27.03.25	Audit & Risk Committee to consider approaches to risks that are presently below risk appetite levels and report back to Board.	ARC / J Thomson	19.06.25	Updated within Board paper and verbal update to be provided.
5	27.03.25	Leadership Team to review how risk register reflects risks around disparity of offer between different campuses and report to ARC.	J Thomson	03.06.25	Complete
6	27.03.25	DLC risk register to be shared with the Board for information.	J Thomson	19.06.25	Complete. Dunfermline City Campus Risk register can be accessed here.
7	27.03.25	Arrange session to discuss development of dashboard reporting to Board with B Fisher, E McPhail and M Boyle.	W Brymer	19.06.25	Complete. Meeting took place on 22 May 2025.

No	Date of Meeting	Action	Responsible	Deadline	Comment
8	27.03.25	Recirculate details of the Board scholarship programme to Board Members.	Governance Team	Post-meeting	Complete.
9	27.03.25	Specific information on climate aspects of the new campus would be provided to the Board. The Leadership Team would take up M Boyle's offer of support as appropriate.	J Thomson	19.06.25	Complete

[redacted]

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[redacted]

[redacted]

Fife College

Fife College Students' Association (FCSA) Update	
Date of Meeting:	19 June 2025
Purpose:	To update members of the Board of Governors on the progress made by the FCSA since the last meeting
Intended Outcome:	To note the position
Paper Submitted by:	Kayleigh Gallacher, President Welfare and Equality
Prior Committee Approvals:	N/A
Board Impact from Decision:	To ensure that the FCSA has appropriate resourcing and support from the College to undertake its duties effectively; and that the FCSA is operating effectively in order to meet the needs of our learners
Financial Health Implications:	N/A
Learner Implications:	To ensure learners have relevant opportunities and support in place offered by FCSA and that the learner voice is heard and acted upon and taken into account in Board level decisions
Equality and Diversity Implications:	N/A
Strategic Risk(s):	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. 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. 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.
Publicly Available:	Yes
Author Contact Details:	Kayleigh Gallacher, kayleighgallacher@fife.ac.uk
Date of Production:	11 June 2025

FIFE COLLEGE BOARD OF GOVERNORS

FCSA Update

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.

1 FCSA President Elections and Board Membership

Kayleigh Gallacher will have served their maximum 2 years term of office as a Board member as part of their role as Student Presidents on 30 June 2025.

Elections for the new FCSA Student Presidents were held in April 2023. Four candidates stood for each of the position. A total of 1151 valid votes were received for each, the highest number of votes ever received in our elections.

The results were:

- Becka MeGeevor has been elected President of Education and Representation
- Elvira Surovtseva has been elected President of Wellbeing and Equity

The new Presidents take up post from 1 July 2025 to 30 June 2027 and will also become our Student Board members. They will attend the June Board meeting as observers, shadowing Kayleigh, and as part of their induction.

The election process ran very smoothly. A few minor complaints were received, all of which were resolved before the voting closed.

The FCSA would like to thank Sarah Kippen for her work as the Returning Officer for our elections.

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.

<u>Current local & national Issues:</u>

Funding impact – We have supported students who are concerned about their future options given recent curriculum changes and anticipated reductions. In each case we have worked with the relevant academic

departments to allay fears for our current students and identity future options for them.

Anxiety around end of year assessments – As in previous years we have encountered an increase in student mental health issues as we approach the end of their courses. Most students feel that they will succeed but there is also feedback that units can feel end-loaded with assessments, and where more than one unit feels like this on a course this can become a little overwhelming. To help overcome this we have offered our annual 'De-Stress Zones', directed students towards support services, and discussed assessment planning with the relevant academic staff.

National Entitlement Cards – We are continuing to work with the College to identify the best solution for Student ID Cards which will reduce the number of students who are being refused valuable student discounts on travel and in retailers.

3 Final Updates and Reviews on the FCSA Strategic Aims 20-25

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

Work done in Q3/4 2024-25

- At time of writing, 3,367 have participated across 294 sessions this academic year. This is a 17% increase on last year, and this year we ran fewer sessions (548 in 24/25). We feel this demonstrates the importance of recruitment and retention of student volunteers and partnership working with Sport and Fitness colleagues, creating strong placement opportunities for their learners.
- Rebecca Reader, FCSA Sports and Active Campus Coordinator, is currently supporting 15 HNC Coaching and Football students through their Development Projects in a variety of areas including research, recreational sessions, competitive events and community outreach.

Achievements from 2020-25

FCSA Sports has been a pioneer within the College sector. Our Sports and Societies Coordinator position influenced sportscotland and Scottish Student Sport to create a national project which introduced 18 Active Campus Coordinators to Colleges across Scotland.

FCSA Sports are an established competitor in National Competitions, and whilst success has been limited, participation numbers have been very strong.

Final position

Re-aligned & Partial Completed – FCSA Sports will have its own constitution for 2025 -29, whilst this will not make it entirely separate it will provide long term support and autonomy to our Sports function.

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

Work done in Q3/4 2024-25

- 2025's event took place on Friday 21st March 2025, 5-5pm. 48 students took part in hourly game show activities as well as arts and crafts, video games and movie watching throughout. Unfortunately, it was only possible to collect cash donations of £83.26. Although well below our target, the funds went to support delivery of the Health and Wellbeing team's Easter Camps, as voted by students.
- The FCSA achieved Green Impact Students Union award of 'Excellent' and achieved the highest college score in the UK.
- The FCSA continues to support work placements from across the College, including SCP, Princes Trust, Supported Programmes, and Mainstream courses.

Achievements from 20/25

Numerous Award wins and press coverage in recognising of our community-based work.

Regularly invited by external organisations to attend and support their events, including Fife Pride, Community Galas, Christmas Events, NUS UK, CDN, sportscotland, Scottish Student Sport, and the Scottish Government.

In this year's, Learner Survey 2, 95.4% of respondents said that they agreed that the FCSA influences change for the better. This follows a five year trend of the average response being above 94.1%

Final Position

Achieved – this has been evidenced in success in Award schemes and strong positive feedback and our support being sought after by students, college staff, and external stakeholders

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

Work done in Q3/4 2024-25

- The Memorandum of Understanding between the FCSA and the college has been reviewed and further updated will be provided to the board if necessary.
- Work on developing the 2025-30 Strategic Plan is ongoing.

Final Position

Achieved – All processes, practices and structures have been reviewed and Improvements implemented.

This has led to significant increases in Class Rep Registration, Training, and meeting attendance, and sustained increases in President Elections.

The FCSA Constitution and other documents are used as exemplars of best practice by NUS and sparqs, and have been used as the basis for improvements across the sector,

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 2024-25

- The FCSA has fielded some general queries from students regarding moving dates but awareness of the new campus and queries on this are low in the current cohort.

Final Position

On Target – Whilst the move to the new campus will complete after the life of this, we have agreed suitable usable spaces for the FCSA in the new campus that will give us the ability to meet our daily functions.

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

Work done in Q3/4 2024-25

- To improve the autonomy of the Strategic Group, administerial support has been provided by V Anton's team who now arrange meetings, call for papers, and produce minutes of each meeting. The removes the onus from the FCSA Manager position and provides better governance as the Manager's performance is one of the key factors being overseen by the group.

Final Position

Achieved – 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.

Going forward we are keen to grow the group's membership to provide us with extra expertise, challenge, and insight.

4 President Updates

4.1 Kayleigh Gallacher

4.1.1 *Pledge: Ensure student needs are being taken into consideration*

Kayleigh was a part of the panel for the new tender for the canteen. She reviewed portfolios, took part in scoring and voiced justifications for her first choice. Baxter Story has been selected to replace Aramark for the new academic session.

4.1.2 *Pledge: Better Mental Health Support for students*

Kayleigh's breathing space campaign was paused as she couldn't guarantee that I would be on each campus to hold the sessions. She continued to work with the ETC group and has not heard back from venues, but is hoping to complete before the end of her term.

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

Kayleigh has not been able to progress this pledge.

4.1.4 *Pledge: Mental Health Support*

See update in 3.1.2.

4.1.5 *Pledge: Better Accessibility for our disabled students*

Kayleigh has not been able to progress this pledge.

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.

College Charter

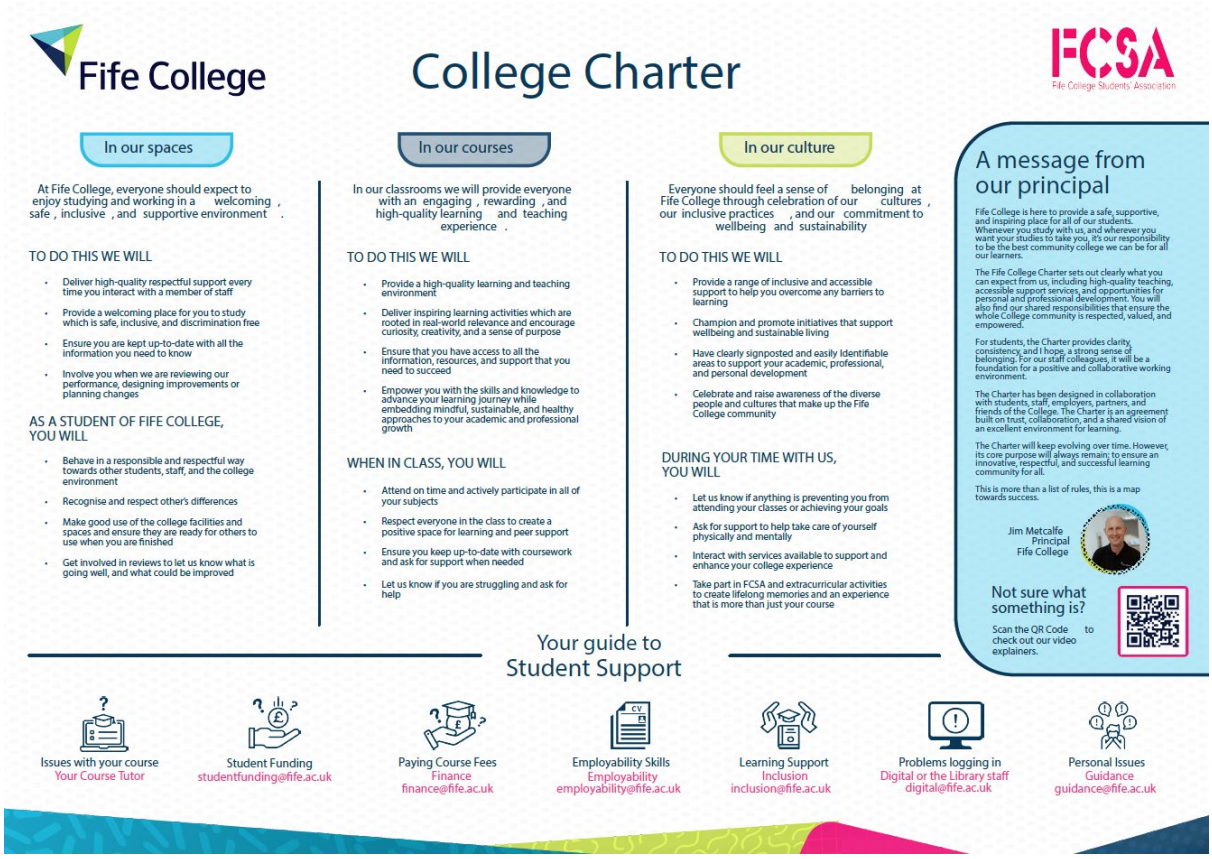
The FCSA Staff have worked alongside the College in the creation of the first Fife College Charter. We consulted in a variety of approaches with 752 students across all campuses and course levels, and 235 Staff and External Stakeholders.

The Charter covers three key areas of student life in Fife College, 'In Our Spaces', 'In Our Course', and 'In Our Culture'. These were created following initial consultation with students and a series of walk-throughs of the daily experience of a variety of students.

The Charter lists commitments that the College makes to our students and commitments that we expect all students to make to themselves and the College.

The new FCSA Strategic Plan for 2025-30 will affirm our support to both students and the College in achieving the Student Charter alongside how the FCSA will lead by example by living by the commitments expected of both the College and Students.

A full printed copy should be available to you at the meeting.



Fife College

College Charter

FCSA
Fife College Students' Association

In our spaces

At Fife College, everyone should expect to enjoy studying and working in a welcoming, safe, inclusive, and supportive environment.

TO DO THIS WE WILL

- Deliver high-quality respectful support every time you interact with a member of staff
- Provide a welcoming place for you to study which is safe, inclusive, and discrimination free
- Ensure you are kept up-to-date with all the information you need to know
- Involve you when we are reviewing our performance, designing improvements or planning changes

AS A STUDENT OF FIFE COLLEGE, YOU WILL

- Behave in a responsible and respectful way towards other students, staff, and the college environment
- Recognise and respect other's differences
- Make good use of the college facilities and spaces and ensure they are ready for others to use when you are finished
- Get involved in reviews to let us know what is going well, and what could be improved

In our courses

In our classrooms we will provide everyone with an engaging, rewarding, and high-quality learning and teaching experience.

TO DO THIS WE WILL

- Provide a high-quality learning and teaching environment
- Deliver inspiring learning activities which are rooted in real-world relevance and encourage curiosity, creativity, and a sense of purpose
- Ensure that you have access to all the information, resources, and support that you need to succeed
- Empower you with the skills and knowledge to advance your learning journey while embedding mindful, sustainable, and healthy approaches to your academic and professional growth

WHEN IN CLASS, YOU WILL

- Attend on time and actively participate in all of your subjects
- Respect everyone in the class to create a positive space for learning and peer support
- Ensure you keep up-to-date with coursework and ask for support when needed
- Let us know if you are struggling and ask for help

In our culture

Everyone should feel a sense of belonging at Fife College through celebration of our cultures, our inclusive practices, and our commitment to wellbeing and sustainability

TO DO THIS WE WILL

- Provide a range of inclusive and accessible support to help you overcome any barriers to learning
- Champion and promote initiatives that support wellbeing and sustainable living
- Have clearly signposted and easily identifiable areas to support your academic, professional, and personal development
- Celebrate and raise awareness of the diverse people and cultures that make up the Fife College community

DURING YOUR TIME WITH US, YOU WILL

- Let us know if anything is preventing you from attending your classes or achieving your goals
- Ask for support to help take care of yourself physically and mentally
- Interact with services available to support and enhance your college experience
- Take part in FCSA and extracurricular activities to create lifelong memories and an experience that is more than just your course

A message from our principal

Fife College is here to provide a safe, supportive, and inspiring place for all of our students. Whenever you study with us, and wherever you want your studies to take you, it's our responsibility to be the best community college we can be for all our learners.

The Fife College Charter sets out clearly what you can expect from us, including high-quality teaching, accessible support services, and opportunities for personal and professional development. You will also find our shared responsibilities that ensure the whole College community is respected, valued, and empowered.

For students, the Charter provides clarity, consistency, and I hope, a strong sense of belonging. For our staff colleagues, it will be a foundation for a positive and collaborative working environment.

The Charter has been designed in collaboration with students, staff, employers, partners, and friends of the College. The Charter is an agreement built on trust, collaboration, and a shared vision of an excellent environment for learning.

The Charter will keep evolving over time. However, its core purpose will always remain; to ensure an innovative, respectful, and successful learning community for all.

This is more than a list of rules, this is a map towards success.

Jim Metcalfe
Principal
Fife College

Not sure what something is?

Scan the QR Code to check out our video explainers.

Your guide to Student Support

Issues with your course
Your Course Tutor

Student Funding
studentfunding@fife.ac.uk

Paying Course Fees
Finance
finance@fife.ac.uk

Employability Skills
Employability
employability@fife.ac.uk

Learning Support
Inclusion
inclusion@fife.ac.uk

Problems logging in
Digital or the Library staff
digital@fife.ac.uk

Personal Issues
Guidance
guidance@fife.ac.uk

5.2 Learner Engagement

This year we have received more nominations to the FCSA Awards than in any previous year. A total of 1061 nominations have been received, including 260 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

Barrie Morton
Carol Hunter
Julie Wishart
Jim McLeod
Kelly Maxwell
Lesley Martin
Morven Strain
Yvonne Whiteman

FCSA Student Recognition Award for Professional Services Team of the Year

Attendance
Employability
Estates at Glenrothes
Goods Inwards
Internal Comms
Planning & Performance

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

Amy Clarke
Angeline Krones
Brian Sibanda
Craig Cunningham
Hollie Monaghan
Jillian McIntyre
Lesley McCormick
Nicola Young
Wendy Harley

FCSA Student Recognition Award for Prison Teaching Team of the Year

HMP Barlinnie
HMP Castle Huntly
HMP Edinburgh
HMP Glenochil
HMYOI Polmont
HMP Shotts

FCSA Student Recognition Award for Teaching Team of the Year

3D Interior Design
Broadcast Media
Childhood Practice and Studies
Cybersecurity
ESOL
King's Trust
HN Mechanical Engineering
Sports, Health, and Fitness
Supported Programmes

FCSA Student Recognition Award for SCAR Teaching Staff Member of the Year

Jackie Tully-Jackson
John Paterson
Kyle Izatt
Lee-Ann Smith
Taylor De Marco
Stan Hughes
Steph Winters
Will Brockie

FCSA Student Recognition Award for SENG Teaching Staff Member of the Year

Andrew Morrison
Alex Scott
Chris Connolly
Dawn Blair
Donald McPhail
Gianna Rossi
Shaun Riach
William McEwan

FCSA Student Recognition Award for SBUS Teaching Staff Member of the Year

Adrian Rudge
Caron Harvey
Colin McPhail
Eadie Manson
Helen Mclean
Sarah Bissett
Tim Dover
Yvonne Taylor

Fife College Computing and Technologies Student of the Year

Derek Martin-Stead

Fife College Business Management & Professional Programmes Student of the Year

Iona Tytler

Fife College Culinary Arts and Hospitality Student of the Year

Callum Mitchell

Fife College Hair, Barbering, and Performing Arts Student of the Year

Charlene McAllister

Fife College Beauty and Holistic Therapies Student of the Year

Sarah Lesiuk

Fife College ESOL & Travel & Tourism Student of the Year

Yelyzaveta Vasylets

Fife College Childhood Practice & Social Services Student of the Year

Larysa Polishcuck

Fife College Pathway to Childcare Studies Student of the Year

Katie Campbell

Fife College Social Sciences Student of the Year

Sky Goodlad

Fife College Health Care Academy Student of the Year

Michael Tilling

Fife College Pathways to Healthcare & Life Sciences Student of the Year

John Harper

Fife College Sports, Fitness, and Access to College Student of the Year

Jacqueline Meek

Fife College Modern Apprentice of the Year

TBC

Engineering Student of the Year

TBC

Fife College Staff Member of the Year

Andrew McDonald

Danielle Smith
Jade Millar
John Paterson

Fife College Staff Team of the Year

Human Resources
Employability
Sport and Fitness
Interior Design

FCSA Campaign of the Year

International Women's Day
Safe to Speak To
Diversity Festival

FCSA Climate Impact Award

Eeek-o Halloween
Biodiversity on Campus
Meadow of Ambition

FCSA Outstanding Performance Award

Billy Davison
Becka McGeevor
Derek Martin-Stead
Elvira Surovtseva
Jacqueline Meek
Kyle Fraser & Owen Rodden
Mel Lindsay
Ninian Adrian Gilfillan-Valle
Panashe Kwajiya
Ruby MacDonald

FCSA Sportperson of the Year

Lee Robertson
Owen Plimer
Ruby MacDonald

FCSA Sports Team of the Year
Men's Football
Men's Volleyball
Women's Football

FCSA Personal Development and Achievement Award

Finlay Davidson
Michelle Hatton
Murrey McKenna
Skye Douglas
Samar Sattouf

The Awards take place on Friday the 27th of June.

Kayleigh Gallacher
FCSA President of
Wellbeing and Equity
10th June 2025

Craig Walker
FCSA Manager

FCSA Sports and Active Campus Update

FCSA Sports

At time of writing (16/05/2025), 294 sessions were attended by 3,367 participants in this academic year, a 17% increase on last year over nearly half the sessions (548 in 24/25). We feel this demonstrates the importance of recruitment and retention of student volunteers and partnership working with Sport and Fitness colleagues, creating strong placement opportunities for their learners.

Fife attended SSS College National Finals on 24th April. Colleges across the country competed in badminton, basketball, football and volleyball at the Oriam. We fielded teams in all but women's basketball and fifteen colleges attended, making this the biggest event yet. Final results are still being finalised, but by our count Fife finished fourth in men's football and men's basketball.

Looking forward to 25/26, intramural and friendly competition with our nearest neighbours (Perth, D&A, Edinburgh and Forth Valley) will be a priority in our key sports.

E-bike Hire Scheme

Due to staff capacity and procedural changes, the status of the scheme remained unchanged. Although three bikes were hired during the Easter break, administration and logistics of these outweighed the income. As a result, we have decided to end the scheme and sell the fleet of bikes to staff who have expressed an interest in the past, with the money raised going toward sustainability projects.

Projects and Placements

The work done by Rebecca's placement students comes to an end this month, and work has begun on enhancing this experience for 25/26. With support from the Sport and Fitness colleagues and Employability, a more focused "roller deck" of projects with clear responsibilities and targets has been created. Incoming Sport and Fitness students will be presented with these and encouraged to apply immediately, meaning they can hit the ground running when the academic year starts.

One highlight of 24-25 in an Inclusive Sport project delivered by HNC Sports Development student. Weekly curling sessions were offered in Halbeath to Supported Programmes classes. Participants commented that "Keane is a great coach" and asked, "can we do this again next year". Well done to Keane.

FCSA 24 'Fun'draiser

2025's event took place on Friday 21st March 2025, 5-5pm. 48 students took part in hourly game show activities as well as arts and crafts, video games and movie watching throughout.

Unfortunately, due to some miscommunication, it was only possible to collect donations in cash. £83.26 was raised for the Student Health and Wellbeing Team. Although well below our target and last year's amount, the funds went to support delivery of the team's Easter Camps.

Highlights from participant feedback included "excellent vibes, little disruption, good-natured tomfoolery, freedom, engagement, the atmosphere, staff lovely and helpful, connections were made, clear planning and nice to keep everyone together."

Our enthusiastic thanks to Estates staff for their support in running this event.

Rebecca Reader **19th May 2025**

FCSA Sports and Active Campus Co-Ordinator

Board Update – Kayleigh Gallacher – President of Wellbeing and Equity

President Update

Over the past few months since the last board meeting, I have found it personally increasingly difficult to get work completed by deadlines due to our team being short on staff however, I have been working a lot with our students who have of course been my main priority and also getting pieces of work wrapped up and ready for the presidential handover which is fast approaching and also covering for team members while they've been off on annual leave!

My updates on pledge work goes as follows:

Pledge 1 – Taking student needs into consideration when things are being designed and discussed.

I was a part of the panel for the new tender for the canteen. Taylor Edwards had previously worked on this before she left us and I was happy to take it over, review portfolios and partake in scoring then voice my justifications and decision making to the panel when we were doing the final scoring and coming up with our decision, I spent a lot of my time on this! Almost a whole week, carefully reviewing and marking portfolios while keeping in mind what would be the best for our students while remaining unbiased in anyway. I was very happy to then be informed that Baxterstory had won the bid and will be moving into our campuses very soon. This made me extremely happy and felt that I had been able to accomplish this on behalf of Taylor for our entire student body.

Pledge 2 – Better Mental Health Support for Students

With my breathing space campaign that I had started it took a bit of a turn after Taylor had left us as I was then taking on aspects of her work and couldn't guarantee that I would be on each campus to hold the sessions as I was needed elsewhere so put them on hold for the foreseeable which I am upset about. I have continued work with the ETC group however will start having to wrap this up in the coming weeks before my post at the college is over. I am yet to hear back from venues still but hoping that I will be able to complete this over the next couple of weeks to support the college in protecting and supporting young people who experience GBV.

Pledge 3 – Design a new way for students to get in touch with us

This one has been rather difficult as over time, student issues took priority over certain projects and the amount of time and communication between myself and digital began to get lost when there was a team shake up, however the FCSA has been working on this continuously as they prepare for the move to the new campus.

FCSA Awards

I was pleased to receive a nomination from a couple of students this year for the Student Recognition Award! It was incredibly moving to know that I have made even just a small impact on the students at our college during my time in post and I'm incredibly grateful for all the talented students and friends I have made and been able to meet over the past two years.

Happy Habitat Campaign

I have been working on my very own instruction manual full of climate friendly habitats for wildlife in our area. This has taken me a lot of time but I am incredibly excited for it to be finished and have it passed down to future presidents and for the Climate Impact society to use for any projects they would like to do. It is half complete and has over 50 ways students can help make our area wildlife friendly.

Pride 2025

This year I will be helping at pride! Which will be my last event with the FCSA. Super excited as it is looking up to be a great day! I will be running stalls and helping with games so make sure you come along and join us! Show support to the college's LGBTQ+ community.

Kayleigh Gallacher **5th June 2025**

FCSA President Wellbeing and Equity

Digital Engagement Update

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

Fife College

Chair's Updates	
Date of Meeting:	19 June 2025
Purpose:	To update Board members on activity since the last meeting
Intended Outcome:	To note the update
Paper Submitted by:	David C Watt, Chair
Prior Committee Approvals:	N/A
Board Impact from Decision:	To be briefed on local, national and sector-wide activity that the Chair has been involved in
Financial Health Implications:	N/A
Learner Implications:	N/A
Equality and Diversity Implications:	N/A
Strategic Risk(s):	All
Publicly Available:	No
Author Contact Details:	David C Watt; davidwatt@fife.ac.uk
Date of Production:	10 June 2025

Fife College

Self-Evaluation 2024-25	
Date of Meeting:	19 June 2025
Purpose:	To undertake a self-evaluation of the work of the Board of Governors for academic year 2024-25
Intended Outcome:	To approve the templates, complete and return them to S Baduskova
Paper Submitted by:	Silvia Baduskova Governance and Compliance Co-ordinator
Prior Committee Approvals:	N/A
Board Impact from Decision:	To be assured that the Board is fulfilling its governance role and is efficient and effective
Financial Implications:	N/A
Learner Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Silvia Baduskova silviabaduskova@fife.ac.uk
Date of Production:	5 June 2025

Fife College

BOARD OF GOVERNORS OF FIFE COLLEGE

Self-Evaluation 2024-25

			Strengths	Weaknesses	Actions
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 Code of Good Governance for Scotland's Colleges (see this link). 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 **Appendix 1**

Name	Status	Appointed	Attendance	
			Possible	Actual
Mike Boyle	Non-Executive Member	01.08.22	5	4
Liam Coakley	Staff Board Member	14.03.24	5	4
Pamela Dobson	Non-Executive Member	01.08.21	5	5
Taylor Edwards	Student Board Member	01.07.23	2	2
Brian Fisher	Non-Executive Member	01.08.20	5	4
Stacey Fleming	Non-Executive Member	01.08.22	5	4
Kayleigh Gallacher	Student Board Member	01.07.23	5	4
Naomi Graham	Non-Executive Member	01.08.24	5	5
Brenda Heenan	Staff Board Member	02.10.23	5	5
Jacqui Hepburn	Non-Executive Member	01.08.24	5	5
Suzanne Hermiston	Non-Executive Member	01.08.24	5	4
Evelyn McPhail	Non-Executive Member	23.03.20	5	4
Jim Metcalfe	Principal	17.04.23	5	5
Susan Mitchell	Non-Executive Member	01.11.18	5	3
John Park	Non-Executive Member	01.08.24	5	5
Phillip Thompson	Non-Executive Member	15.02.22	5	3
David Watt	Chair	03.03.19	5	5
Lorraine Wilkinson	Staff Board Member	28.11.22	5	5

This gives an attendance rate of 87.3% 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 strategic dashboard, KPIs and papers.
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 Standards 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 Standards Committee review detailed reports
The Board sets challenging student success targets	Yes	
The student experience is central to Board decision-making	Yes	

Accountability and Delegation: Risk and Audit	Yes/No/NA	Comments/Action
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	
Remuneration, Sustainability, Staff Governance	**Yes/No/NA**	**Comments/Action**
There is a formal process for setting the Principal's remuneration	Yes	
Funds are planned and used economically, efficiently and effectively	Yes	
Board members are aware of their responsibilities as charity trustees	Yes	
The Board ensures appropriate policies and procedures are place for the effective management of staff	Yes	These are approved by People and Culture Committee
Post Holder Effectiveness	**Yes/No/NA**	**Comments/Action**
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	Advice is also available from auditors, SFC, CDN and others where relevant

Board Member Development and Evaluation	Yes/No/NA	Comments/Action
Board recruitment is open and in line with ministerial guidance	Yes	
There are sufficient opportunities for Board induction and development	Yes	
Board effectiveness is regularly reviewed	Yes	Annually
Partnership Working	**Yes/No/NA**	**Comments/Action**
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	

BOARD OF GOVERNORS OF FIFE COLLEGE

Links to Minutes

People and Culture Committee: 27 May 2025

- People Strategy was presented at the meeting. The strategy has key priorities set out over different themes and each section has information about how these will be measured. Committee approved it and recommended it for Board approval.
- Equalities Mainstreaming Report and Equal Pay and Gender Pay Gap Reports were approved at the meeting and recommended for Board approval. All three reports have been included in the Board pack.
- Equalities Mainstreaming Report will be also shared at joint People and Culture and Academic Standards Committee on 4 September 2025 to focus on the items in the report pertaining to students.

Academic Quality Committee: 29 May 2025

- Positive progress on how to streamline and simplifying the approach to gathering Student Feedback
- Timetable Improvement Plans to tackle this challenge in both short and long term are well developed
- Focus on Standards in this Committee is progressing with further refinement on content to come in next quarter

Audit and Risk Committee: 3 June 2025

- Additional assurance controls – It was agreed a process to capture near-miss information and learning /response elements in risk management processes. There would be a report produced twice a year detailing controls where there had been a failure or the process could be more efficient
- Internal Audit Plan – as of writing the minutes, the internal audit plan had been approved by Audit and Risk Committee members via email correspondence, and its approval will be homologated at the next Audit and Risk Committee on 11 September 2025.
- Members approved Strategic Risk Register and recommended it for Board's approval.

Finance Commercial and Estates Committee: 4 June 2025 (*minutes to follow*)

- The key point of discussion was the draft budget and the seriousness of financial savings required.
- Members appreciated the changes in reporting as now the format of papers had been continuously improving and the reports have more in-depth information.
- Progress on improving Glenrothes campus following the damages from Storm Eowyn, such as installation of portakabins and the works to repair the Tower Block roof.

New Build Project Board

- 3 April 2025