

# AGENDA

## Useful Links

[Glossary of Acronyms](#)



## Polite Reminder

Please take a 10 minute break every hour of meeting

**Meeting:** Board of Governors

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

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

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

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	DCW	N/A
2	Minutes of the Previous Meeting: 20 June 2024	Approve	DCW	2-4
	2.1 Notes of Strategy Day: 23 May 2024	Approve	DCW	5-6
3	Matters Arising / Actions Outstanding	Note	DCW	7-8
4	Strategic Focus Issue: Learning and Teaching Improvement	Discuss	S-JL	

*An in-depth presentation and discussion on student success and teaching enhancement priorities for the College, actions being taken and planned to drive improvement, and alignment with the recommendations in the College's Education Scotland 2024 AEV Report.*

Led by Sarah-Jane Linton, with Peter Connolly (lead ES Inspector) present and participating

## For Approval

5	Financial Forecast Report	Approve	JT
6	Strategic Risk Register	Approve	JT

## For Noting and Questions as Appropriate

7	CEO Update	Discuss	JM	
8	Fife College Students' Association (FCSA) Update	Discuss	TE/KG	9-30
9	Chair's Updates	Note	DCW	31-32
10	Self-Evaluation and Draft Annual Development Plan	Discuss	DCW	
11	Summary of Committee Business	Note	Chairs	33-33
12	Review of Meeting	Discuss	All	N/A
13	Date of Next Meeting: Thursday 12 December 2024 at 3.30pm	Note	DCW	N/A

## 14 CLT Networking Session

Extended networking opportunity over tea and coffee with an introduction to new members of the College Leadership Team who will join for this item. The Strategic Impact dashboard will be shown as an introduction to this session, and the 2024-29 Action Plan leaflets will be available.

# MINUTES

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**Meeting:** Board of Governors

**Date:** Thursday 20 June 2024 at 3.30pm

**Location:** Conference Suite 6, Carnegie Conference Centre

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

**Apologies:** Brian Fisher, Susan Mitchell, Craig Skelly

**In Attendance:** Tanya Bennet, Naomi Graham, Iain Hawker, Jacqui Hepburn, Suzanne Hermiston, 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: 14 March 2024

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

## 3 Matters Arising / Actions Outstanding

The contents of the paper that been circulated were noted.

## 4 British Sign Language (BSL) Plan 2023-29

Michelle Sweeney joined the meeting for this item. The contents of the paper that had been circulated were noted. It was discussed that following the approval of BSL Plan, a group will be set up to focus on implementing the actions listed in the plan. The new website will have a section specific for BSL, which will have videos and additional resources on how Fife College can support students and staff who are BSL users. Members approved the Fife College BSL Plan.

## 5 SPS Contract Tender

Audrey Mitchell joined the meeting for this item. The contents of the paper that had been circulated were noted. The final contract year commences on 1 August 2024, which will complete the contracted 5 plus 2 years optional extension period with additional 1 year extension for delivery of learning and skills provision to SPS client. The public tendering procurement process had commenced and Fife College submitted the Pre-Qualification Questionnaire at the beginning of June 2024. The short list of suppliers invited to tender will be announced in early July 2024. Members discussed the implications of both scenarios - being successful and unsuccessful in the tender process.

**6 Draft Budget for 2024-25**

The contents of the paper that had been circulated were noted. It was confirmed that the budget was reviewed and considered by the Finance, Commercial and Estates Committee. The draft budget for 2024-25 period records an underlying deficit position. A projection setting out the key points and outline of the actions to be taken by the College to remediate the deficit budget in subsequent years was given at the meeting. The presentation that was given is available to Members on [Microsoft Teams](#).

Members approved the draft budget for 2024-25.

**7 Strategic Risk Register**

The contents of the paper that had been circulated were noted. The risk session held with the Board in May 2024 was used to inform the draft risk register presented. It was confirmed that the risk register was reviewed by Audit and Risk Committee. There had not been any new risks added, one risk was removed as previously agreed by the Board and only one risk score had increased (AQC3).

Members approved Strategic Risk Register.

**8 Dunfermline Learning Campus Update**

The contents of the paper that had been circulated were noted. Members discussed the current position and the actions required. [REDACTED]

[REDACTED]

**9 Fife College Students' Association (FCSA) Update**

The contents of the paper that had been circulated were noted. The Student Board members confirmed that the students were feeling anxious with the impact of strike action on their progression, especially during exams period. While FCSA continues to reassure the students, there are concerns that some of the students might have already decided to 'quiet quit'.

The Student Board members also highlighted the importance of creating prayer rooms for the students. Another issue raised was the lack of changing facilities, especially for the students attending construction courses. Members discussed that it could be beneficial to have private bookable rooms set up that could be used for various purposes, such as prayer, breastfeeding and changing facilities.

**Action:**

- To speak to the Principal and Deputy Principal about creating private bookable spaces for students that could be used for various purposes such as prayer, breastfeeding and changing facilities.

**Responsibility:** Student Board Members

**Deadline:** 26 September 2024

**10 Principal and Chief Executive's Update Report**

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

- Staff engagement
- Strategic development

- Forth Green Freeport and Rosyth
- Dunfermline Learning Campus
- Leadership development
- University of St Andrews
- Withers review and Scottish Government policy
- College Principals' Group
- Contributions
- Scholarships

On behalf of the Board, Principal thanked Governance and Compliance Co-ordinator for providing administrative support during this committee cycle.

## **11 Governance Update**

The contents of the paper that had been circulated were noted. Members agreed the following recommendations:

- To endorse the decisions taken to recommend the four new non-executive members to Scottish Ministers for approval to join the Board for the period 1 August 2024 to 31 July 2028.
- To endorse the decision to co-opt Tanya Bennett to the People and Culture Committee for the period 20 May 2024 to 31 July 2025.
- To approve the recommendations in Appendix 1 to appoint new non-executive members to Committees.
- To endorse the decision to establish a Commercial Advisory Board and to appoint Keith Punler, Clive Bellingham, Paul Denton and Jacqui Low as the first members.
- To note the updated guidance on the Model Code of Conduct issued by the Standards Commission for Scotland.

## **12 Self-Evaluation**

The contents of the paper that had been circulated were noted. It was confirmed that self-evaluation form will be emailed to the members and they will have option to complete it as an online form on Microsoft Forms or to complete as a Word version.

## **13 Chair's Updates**

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

## **14 Business Report**

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

## **15 Recent Approval (1 May 2024)**

The contents of the paper that had been circulated were noted. Members agreed to homologate the decision previously taken at 1 May 2024 Board Session.

## **16 Review of Meeting**

On behalf of the Board, the Chair thanked Garry Dickson, Tony Martin, Gordon Mole, Samantha Mowbray and Zoe Thomson for their contribution as Board members and for their valuable expertise and advice over the years.

## **17 Date of Next Meeting**

Thursday 26 September 2024 at 3.30pm

# NOTES

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**Meeting:** Board of Governors Strategy Day

**Date:** Thursday 23 May 2024

**Location:** Carnegie Conference Centre, Dunfermline

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

**In Attendance:** Naomi Graham, Suzanne Hermiston, John Park, Keith Punler, James Thomson, Silvia Baduskova

## 1 Welcome

The Chair welcomed those present to the meeting. Newly appointed Board members (Suzanne Hermiston, Naomi Graham and John Park) and member of Commercial Advisory Group (Keith Punler) were introduced and welcomed to the meeting.

## 2 Local Economic Profiles

Gordon Mole presented Fife local area economic profiles, with the focus on population, economic inactivity, employment / unemployment rate, claimant rate, participation rate, resident earning and workplace earnings data. The presentation can be accessed on [Microsoft Teams](#).

Board Members discussed the following points:

- Importance of focusing on digital skills, especially including AI across teaching.
- Potential issues as well as benefits of having courses aimed both for young learners and adult learners.
- Focus on developing re-skilling courses that would attract adult learners.
- Importance of encouraging enterprise culture.

## 3 Cyber Resilience and Risk

Kris Getchell, Tom MacMaster and David Robertson joined the meeting for this item. The exercise depicted different scenarios and escalation of potential cyber threat. During the scenarios, members asked about how to spot a phishing email and what to do if in doubt about validity of an email. Kris and Tom confirmed that any suspicious emails should be forwarded to [abuse@fife.ac.uk](mailto:abuse@fife.ac.uk).

Discussion progressed on description of steps taken by Digital Team to prevent and/or contain any potential cyber threats, including contacting other College teams to help with the communication to staff and students. Members suggested to have a one page of alternative contact details for the Board and Leadership Team in case of a serious cyber-attack if the College systems would not be accessible. It was also suggested to add Business Continuity on the agenda for next Chair's Committee meeting. This was to



consider how the College should engage with senior members of staff during business continuity incidents.

**Decisions:**

- To create one page with alternative contact details for the Board and Leadership Team in case of a serious incident when the College systems would not be accessible.
- To add Business Continuity on agenda for next Chair's Committee meeting

**Responsibility:** Governance and Compliance Co-ordinator

**Deadline:** ASAP

#### **4 Our Student Profile**

Jennifer Ritchie joined the meeting and shared an interactive presentation on student profiles. The statistics were taken from 2023/24 enrolment data for both full-time and part-time courses, excluding School College Partnerships and Commercial Courses. The presentation showed different student categories such as gender split across all faculties, disability, age demographics, care experienced students and also included data on student withdrawals.

#### **5 Risk Workshop**

The Deputy Principal presented to members the new approach to strategic risk and the terminology used. Members were then divided into groups to discuss different strategic ambitions and risk appetites. Members fed back on the risk appetite discussions outlining their preference for each thematic area. The risk appetites outlined were to be used to inform the revised risk register.

#### **6 Recent Governance Workshops: Next Steps**

The Chair provided an overview of different training sessions that Board members attended in the past year. It was discussed that it would be useful to have annual reports to the Board of Governors meetings on Health and Safety Update and Net Zero Progress Update. Members also congratulated Mike Boyle on agreeing to take on the position of sustainability champion for the Board, working and supporting this key strategic area for the College.

**Decisions:**


- To add an annual update on Health and Safety on agenda for Board of Governors meeting.
- To add an annual progress update on Net Zero on agenda for Board of Governors meeting.

**Responsibility:** Governance and Compliance Co-ordinator

**Deadline:** ASAP

#### **7 Final Reflections and Close**

David Watt thanked everyone for attending the meeting and for contributions throughout the day; presenters for their insights and knowledge; and Silvia Baduskova for making the arrangements. Any feedback on the day or further thoughts or reflections would be welcomed and should be sent to Silvia Baduskova. An update on the Strategy Day would be prepared for the June 2024 Board meeting.

**Board of Governors****Actions Outstanding / Progress Made****Key:**
 Outstanding and deadline passed

 Progressing and on target

 Complete

No	Date of Meeting	Action	Responsible	Deadline	Comment
1	28.09.23	To issue a communication seeking a commitment from Board members on levels of funding, and to draft a donor agreement outlining terms and conditions and emphasizing this is optional and not a condition of being a Board member.	Director: Governance and Compliance	31.05.24 October 2024	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.
2	07.12.23	To present student profile data contained in the business report on a chart.	Vice Principal: Academic Strategy	26.09.24	Complete. This will be discussed at Board meeting on 26 September 2024.
3	14.03.24	To accept the recommendations of the Chair's Committee to appoint, with effect from 1 August 2024: - Pamela Dobson as Chair of Academic Quality Committee - Phillip Thomson as Depute Chair of Audit and Risk Committee - Stacey Fleming as Depute Chair of Academic Quality Committee	Director: Governance and Compliance	01.08.24	Complete.
4	23.05.24	To create one page with alternative contact details for the Board and Leadership Team in case of a serious incident when the College systems would not be accessible.	Governance and Compliance Co-ordinator	ASAP	Complete. List of alternative contact details had been created and shared with Chair.
5	23.05.24	To add Business Continuity on agenda for next Chair's Committee meeting	Governance and Compliance Co-ordinator	ASAP	Complete. This item is now noted on list for the next Chair's Committee.
6	23.05.24	To add an annual update on Health and Safety on agenda for Board of Governors meeting.	Governance and Compliance Co-ordinator	ASAP	Complete. Health and Safety Annual Update will be presented at the Board meeting in June 2025.

No	Date of Meeting	Action	Responsible	Deadline	Comment
7	23.05.24	To add an annual progress update on Net Zero on agenda for Board of Governors meeting.	Governance and Compliance Co-ordinator	ASAP	Complete. Net Zero Annual Update will be presented at the Board meeting in March 2025.
8	20.06.24	To speak to the Principal and Deputy Principal about creating private bookable spaces for students that could be used for various purposes such as prayer, breastfeeding and changing facilities.	Student Board Members	26.09.24	Complete. This was discussed at FCSA Exec Catch-up meeting.



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

<b>Fife College Students' Association (FCSA) Update</b>	
<b>Date of Meeting:</b>	26 September 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>	16 September 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.

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

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

#### Current local issues:

##### *Difficulties with Enrolment and Late Notice of Induction*

A significant number of students reported issues trying to complete the changed enrolment process and requests for support in doing so far exceed the same time last year.

In most cases students only received around one week's notice of their induction dates. This is far from ideal and presents issues for students who work, having caring commitments, or rely on others for travel. Students who attended their induction reported a high level of satisfaction with the event (4.48 out of 5 based on 432 responses).

Of those who attended 197 stated that before their induction they felt anxious about attending college, after their induction this number was reduced to 71.

##### *Timetable and Course Changes*

Students have experienced short notice changes to timetables, affecting both their classrooms, days on campus, and in some instances which campus the students will be attending. We appreciate there are reasons behind this however the numbers of changes and issues this year are higher than last year when we reported the same problem in our board. As previously raised, when this is experienced by a cohort which is already presenting anxiety this could affect retention.

### *Student / National Entitlement Cards*

Students continue to struggle with the process of applying and obtaining a National Entitlement Card. This can prevent them from accessing student discounts and benefits which help to combat the cost-of-living crisis. We discussed this situation with the previous Head of Digital and they agreed that a new better solution should be found. We hope that this will continue to be explored to benefit our members.

### *Public Transport*

Since the opening of the new high school's students have raised issues with the 19 service. Poor standards of behaviour from school pupils and overcrowding are causing concerns for our members. Taylor is going to raise this with the schools and Stagecoach to resolve these issues.

### Current National Issues:

#### *Cost of Living*

Students are noting that financial pressures are preventing them from fully committing to studying as they often have to take extra shifts at work or are too distracted/stressed to focus on their course.

Students who are waiting on Student Loan payments are confused about not receiving their payments when they expect them. This is due to when the student's attendance is confirmed by the College and Induction is not currently used.

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

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

#### Work done in Q1 2024

- In 23/24, Rebecca Reader supported 23 HNC Coaching and Football students through their Development Projects in a variety of areas including research, recreational sessions, competitive events and community outreach.
- Rebecca has developed an LDU (locally devised unit), with support from academic staff, that would provide FCSA volunteers with a qualification to recognise the hours that they have given to support students. This is currently being reviewed by the College Quality department.
- Working with the SFA and Fife Referees Association, Fife College staff and students are offered free places on the introductory Refereeing course. A new cohort of 16 started on the 26th of August, this group includes five college staff and students.

#### Planned work

FCSA Sportoberfest will provide a timetable of free sporting activities for our students and local communities during the College's October break.

Achieve by 2025: **Won't be achieved due to original role removal.**

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

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

Work done in Q1 2024

- The FCSA End of Year Student took place on Thursday the 27th June at the Glen Pavilion in Dunfermline. We received 178 visitors throughout the day, which is an increase from last year's event. This event acts as a bridge, highlighting the work of current students and allowing prospective students and applicants to ask questions and reduce anxieties.
- The FCSA was delighted to be classed as Excellent in the Green Impact Student Unions environmental awards scheme. We achieved the Highest score for Further Education Award against all UK institutions. [You can visit the awards website here.](#)
- The FCSA has successfully progressed to Stage 2 of the Green Gown Awards for our Unicorn Trail project in the Benefitting Society. The awards are announced in November.

Planned work

- FCSA Freshers takes place across all 5 campuses starting on the 17<sup>th</sup> of Sept until the 3<sup>rd</sup> of October.
- Following the success and feedback from our communities we are teaming up with Fife College's Studio 38 Youth Theatre to deliver week-long sessions during the October break. These sessions are priced at only £45 to help students with childcare costs across the break and provide affordable access to drama for young people. Typically, this sort of course would cost in excess of £100.

Achieve by 2025: **On Target**

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

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

Work done in Q1 2024

- At our annual strategy event in July the team discussed the structure of the FCSA President roles. Currently, the feeling is that the roles do not have parity in terms of capacity to deliver manifesto aims and Constitutional commitments.

This is largely due to the President of Education and Representation also being the lead contact for the Class Representative model. Discussions looked at alternative models and approaches that would help to resolve this situation and retain our student leadership.

One potential model would be to replace the Education and Representation Role with three part-time Student Voice Ambassadors, focussing specifically on education and representation for each of the large campuses. These positions would be recruited rather than elected and as such would not carry the burden of election pledges.

One Ambassador would be selected to fulfil the role of the second student board member.

#### Planned work

- Further research and consultation on President models will be done and carried out before this year's scheduled elections. Any proposals will be presented to the FCSA Student Council and Oversight Group for scrutiny and approval.

Achieve by 2025: [On Target](#)

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

#### Work done in Q1 2023

- To facilitate the relocation of certain areas within the new campus we have agreed to move our office in the new campus to the first floor. While this will hamper visibility compared to our previous location, the FCSA are keen to operate more in informal and social settings and the new layout will hopefully benefit our members who have a greater need to be located on the ground floor.
- We recently distributed the report on public opinions and preferences on the Art for the new Campus. When more information is provided on the progress of this project, we will be available to engage.

#### 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 during the October break.

Achieve by 2025: [On Target](#)

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

#### Work done in Q1 2024

- We are actively recruiting more members to the Oversight Group following two resignations.



#### Planned work

- Meetings of the Oversight Group will now include presentations from the FCSA Staff to ensure the group are well informed of all areas of the FCSA's work.

Achieve by 2025: [On Target](#)

## **4 President Updates**

### **4.1 Kayleigh Gallacher –**

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

##### Work done so far

Kayleigh will trial 'De-Stress Zones' during Freshers and aims to run these throughout the year. These will offer students a comfortable, non-stigmatised, quiet space in order to help reduce anxiety and reduced the feeling of being overwhelmed by noisy, active spaces.

##### Planned Work

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

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

##### Work done so far

Kayleigh continues to work to introduce a prayer/multifaith purpose room for student use.

Kayleigh will meet with John McGee to discuss the approach to room numbering in the new build. The current approaches in the large campuses are a regular source of frustration for learners and are inaccessible for many.

Kayleigh is working to secure renovation of the shower rooms in the Kirkcaldy campus.

#### **4.1.3 Finding a new way to get in touch with students.**

##### Work done so far

Kayleigh is now a Twitch streamer (@prezklee\_\_). This will give us a new avenue to connect with a significant portion of our membership who do not interact with on-campus or social media activities. Student interest in watching the streams, where Kayleigh will also discuss upcoming College news and field student questions has been good.

#### **4.1.4 Other Work**

Kayleigh is leading on our Sustainability work and will launch her Happy Habitats campaign soon, and is also taking part in the Emily Test Charter Work.

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

### **4.2 Taylor Edwards –**

**4.2.1** *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 attended the Attendance Team's development day to review the approach to support students. What were previously termed as 'Stages' have been renamed and reworked to 'Check-ins' with more signposting and offers of support. This will hopefully remove the any conflation within the student's minds with the Positive Behaviour Policy which uses Stages to address unacceptable conduct.

Planned work

Taylor will re-issue her survey from last year to hopefully identify improvements in student sentiment towards the support being offered.

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

Work done so far

Aramark have now introduced iPads which allow students to check ingredient lists alongside weekly menu display boards and the offering for Breakfast and Lunch has been broadened.

Planned work

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

**4.2.3** *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

At the FCSA Strategy, Day the Team worked with Taylor to discuss new approaches to engaging students and staff with this campaign.

Planned work

Taylor and Kayleigh are going to produce Instagram Live's where they answer student queries and document travel issues. Taylor will also arrange meetings with local bus operators to discuss improvements.

**4.2.4** *Other Work*

Since the last meeting Taylor, and Kayleigh have attended NUS Lead and Change, the FCSA Strategy Review, and the FCSA and Fife College Awards. Taylor notes that '[the Awards] were a great success. I had the amazing opportunity to present two awards it was a great night celebrating all our well-deserved short listers and staff around the college.'

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

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

### **5.1 Representation**

Further improvements have been made to the delivery and support of the Class Representative model, including new communication platforms and creating a SharePoint site to help improve staff awareness and understanding.

### **5.2 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.

### **5.3 Learner Engagement**

To date the FCSA have held 102 introductory class talks to a combined total of over 1800 students. There are currently a further 50 scheduled and bookings remain open until the 6<sup>th</sup> of October. As in previous years students are engaged through the use of an interactive Mentimeter presentation.

### **5.4 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.

### **5.5 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.

## **6 FCSA Strategic Review and FCSA 25/30**

**6.1** We held our annual FCSA Strategic Review in July. This event is a chance for the team to reflect on the past 12 months and to set targets for the upcoming year.

This includes looking across all areas of our work including how the Presidents are supported to achieve their manifesto pledges, how the FCSA is performing against our strategic commitments and standards and what progress has been made, and what work is required to meet our 2025 Aims.



Image 1 shows the FCSA Standards

## 6.2 Standards

The team recognised that reduced staffing numbers have created capacity issues within our delivery. This is most prevalent in our offer to smaller campuses; we now operate appointments based on request rather than having a regular physical presence at Levenmouth and Rosyth.

Whilst the team is confident our work remains well-researched, we recognise the difficulty in engaging students as Voluntary Officers and Council members has reduced our confidence in being properly held to account. We are going to look at ways in which we can make our accountability more active than the current approach.

The team are confident that we work openly and embed pioneering sustainable practice.

## 6.3 Aims



Image 2 shows the FCSA 2025 Strategic Aims

Within Sports in-year actions of Creating Sports Captains and Increasing Promotion were met, whilst creating a Sports Constitution has been shelved. Instead, we will create a memorandum of understanding between the FCSA and FCSA Sports that will allow both parties to respond better to near future demands.

Successes within our Communities work included Award wins and an increase in participation and buy-in students. Development is still needed in terms of evaluation and promote social prescription.

The FCSA Review has been mostly completed, with only the President structure remaining from the 2017-20 constitution not having been reviewed.

Progress on our New Build aims has been slow due to other issues and limited updates on progress.

The FCSA Oversight Group has started to meet regularly and will continue to develop and grow in the coming year. Secretarial support is being sought from the College to assist whilst we try to fill vacancies.

#### **6.4 FCSA 25-30**

We have begun consulting with students and key stakeholders on what our strategic aims for the next 5 years might look like.

We reflected that we should now be in a place to take more active roles in delivering change across the College and becoming a trusted critical friend to the College.

Student trends are aligning with health and environments being key areas of interest and concern.

## **7 Other Notable Items**

**7.1** The FCSA and Fife College Awards took place in Dunfermline on the 28<sup>th</sup> of June in the Glen Pavilion. We were pleased to see an increase in nominations across all award categories, including a significant increase in nominations from our Prison Based Learners. A full list of the winners and nominees is available in the deep dives.

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

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

### **Deep Dives for September 2024**



## **Representation and Engagement Updates**

### **Class Reps**

Class rep recruitment is in full swing with 118 reps recruited at time of writing (13/09). There are still three weeks to go until the registration deadline of October 4th. Last year we worked with the Insights team to create a data dashboard of rep information. It includes:

- Home page with college wide stats on total reps, reps withdrawn, percentage of training completion and percentage of meeting attendance.
- School summary page showing the number of reps recruited of the school's target number.
- A list of all the course who require reps, what the target number is for that class based on the enrolment number and a RAG of whether they have recruited to their target.
- Training and meeting attendance overviews and detailed report by rep.

[You can view the dashboard here.](#)

We will be hosting Class Rep Welcome Mixers again this year which will allow reps to be thanked for stepping forward, meet the managers for their area and feel the importance of their role.

There will be one mixer per school per campus, to be held in the training restaurants at Kirkcaldy and Dunfermline, and in a classroom in Glenrothes but with catering from our culinary students. We are still evaluating the best way to bring this to Levenmouth and Rosyth.

### **Welcome to College Survey**

The FCSA ran a Welcome to College survey to gather feedback on student Induction and their first week of classes. We had 564 respondents, 77% of which attended their induction. We are still analysing the results and a report will be shared in due course. A £200 Amazon voucher was won in the survey's prize draw by Taylor Leader, an Intermediate Certificate: Bakery student from Kirkcaldy Campus.

## **Kayleigh's Update**

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

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

- a) I have been working throughout summer on our de-stress zones, these will be trialled during the Freshers' period in which our office will be used as a space during this time. However, I am currently working on finding space and gathering resources for these when we set a date to launch them properly. – These areas were inspired by the wellbeing spaces at the NUS Nat & lib con and I thought it would be great to have areas like this on campus for students who are easily overwhelmed/anxious.

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

- a) As stated in previous reports, for this pledge this year I will be working towards finding space for prayer/multipurpose use. This is something which could be tied in with our de-stress zones further down the line, however this

will be a priority after the October holidays to get these put in place as soon as possible.

- b) DLC room numbering – Due to a high level of student frustration at the inaccessible room numbering on our Dunfermline, Glenrothes and Kirkcaldy Campuses, I have been in touch with John McGee with whom I will be meeting to discuss a better way to number our rooms on our new campus. The new campus is a lot larger and therefore if we are going to tackle this effectively it has to be done as soon as possible.
- c) I will also be leading a case/campaign for the current state of the showers in our Kirkcaldy campus for our sport students and those who work in the kitchen. Students are not using these showers due to low privacy, shower running time, the actual showers themselves and the space in which is there for changing. I have already taken pictures of these and am working on progressing this further, meeting with Tam Cunningham to discuss how we can go about the next stages in improving this for students.

### **3. Pledge - *Finding a new way to get in touch with students***

- a) I have now launched one campaign for this. Twitch Streaming – I have set up an account on twitch @prezkleee\_\_ in which I play scary video games and students are welcome to come onto the stream and ask me all things Fife College, FCSA and Freshers. This has been great fun and we've even had viewers from Texas!
- b) The second thing in which I would like to set up for this pledge is an AI chatbot for students to use as a simpler way for them to find departments etc on campus. As we know with the new generation having almost everything digitalised, this will be an effective way to track and help out student engagement also making the college experience easier for them.

## **Campaigns and Other work**

### **Happy Habitat Campaign**

During freshers this year I will be launching my Happy Habitat Campaign, this is a campaign in which I have set up to make Bird houses, feeders, hedgehog houses, bug hotels etc out of cut offs or unused wood pallets to ensure we are being sustainable and looking after the wildlife that surrounds our campuses. I have teamed up with Balfour Beattie to have them deliver workshops on campus for students to make Pollinator planters. We are using this workshop as a test run to see how many students we can get, and then reviewing this for re-freshers and other dates in which we can then progress onto making habitats for our animals.

### **Dundee Strategy Day**

During summer the FCSA went to Dundee for three days for our Strategy Day in which we delivered presentations of our work and discussed the next steps for us individually and as a team to ensure we are working effectively for students throughout the year.

### Emily Test Charter

I have been working in the Emily Test Charter group. This is a group made up of members of staff from the college who are working towards support and ending domestic violence. In this we work in breakout groups which we are given actions. My group will be working on how we can make nightlife safe for women, implementing safety measures such as 'ask for Angela', angel shots etc. This is a campaign in which I have already worked on previously so will be integrating that into my work for the ETC.

### **Taylor's Update**

#### Pledges

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

As we have started the new academic year there has been some new improvements for the menus and food served in the college there are iPads that show nutrition and allergen details and there are more options for the free breakfast and lunch, as it is still early in the year there is more that can be worked on and improve more but so far, our students are finally getting the bare minimum that they have been asking for and now we can work to exceed that.

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

Since the last meeting we have fallen into summer so the travel vlogs were put on hold and will start back this academic year and we will also be trying new ways of engagement for an example doing an Instagram live during travel so we can also answer questions live. This year I will be organising to meet with organisations around transport and people who can help improve the way our students get to campus and how we can support them more

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

During the summer I went to the attendance development day and worked closely with the team, we have now changed the wording from "stages" to "check-ups" this is to create a supportive concept to the emails rather than scaring the students into coming to college, the emails have got more information about what they have to do to get back on track and where they can go if they need support students are also receiving text along with the emails to remind them to check there emails so they don't miss that they have been sent a check-up email.

### Other Work

Since the last meeting we also had out fife college and FCSA awards which was a great success, I had the amazing opportunity to present two awards it was a great night celebrating all our well-deserved short listers and staff around the college.

This academic year I am taking main responsibility for the class reps this year we are already getting a lot of sign-ups as we've been able to talk to a lot of classes during the class talks getting student interested in being class reps, I am looking forward to the upcoming class rep mixers.

During the summer, myself and Kayleigh got to go the NUS Lead and Change, we went to this last year. But this year we were able to work more with the second-year officers and working on what we will be able to do as a second-year officer

We also had our strategy days in Dundee where we did multiple different exercises one of which was speed mandating which really helped see how far I have come with my pledges and to discuss the next steps to take this upcoming year.

One issue I am focusing on just now is the date that students get their SAAS, we have had students come to us about a delay in their first payment I will be working with the executive team to make sure students are getting their SAAS the correct time.

## **Sports Update**

### FCSA Sports

Monitoring has started fresh for the new academic year, reporting weekly participation to sportscotland. Some student led clubs have already begun, with activity planned for Freshers and the October break to promote these. Key sports for this academic year are badminton, basketball, football and volleyball, plus interested in boccia, karate and walking.

In week 2 of the October break (14-18th October) Kirkcaldy Campus will host Sportoberfest. Multiple sessions will run each day including volleyball, football, basketball, boccia, and weightlifting, run by students and external partners. Sessions are free and lunch will be provided for participants to support those who may be struggling during the break.

In September, Rebecca will attend two courses. First with Ramblers Scotland, to deliver walking groups in partnership with Fife Young Walkers. Second with Scottish Curling as part of their new ASN programme, FCFA will receive a floor curling kit to expand the offering for our Supported Programmes students.

### Scottish Student Sport

This year, membership has increased to £2459.94 (+3% increase on 23/24).

### Team Captains (Sport Ambassadors)

A draft LDU has been submitted to Susan Berry for approval, developed by Rebecca and John Elliot, with a view to award the learner a Level 6 unit in Volunteering. These

learners will support our delivery of sessions and events, and this unit is a way of recognising their contribution, the closest alternative found is the Saltire Award which is only awarded to those younger than 25. This 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 Development Projects in a variety of areas including research, recreational sessions, competitive events and community outreach. Rebecca has been engaging with the new cohort of HNC/D students for the new batch of projects, some of which have already started.

### FCSA 24 'Fun'draiser

2025's event will take place on Friday 21st March 2025, starting at 5pm. The date is in the College calendar and arrangements made with Estates staff. The event is being promoted during FCSA class talks to encourage participants and volunteers.

### Fife Referees Course

Working with the SFA and Fife Referees Association, Fife College staff and students are offered free places on the introductory course. A new cohort of 16 started the course on 26th August 2024, this group includes five college staff and students.

### sportscotland COV Awards 2024

Rebecca has received a nomination for the sportscotland Coaching, Officiating and Volunteering Awards 2024. A Judging Panel comprising Scottish Governing Bodies of Sport, Local Authorities, Young People's Sport Panel and sportscotland staff will review nominations for the shortlist before the end of September.

## **Community Development Coordinator – Board updates Sept 24**

### Green Impact Students Union and Green Gown Awards

The FCSA Completed our first year of the Green Impact Students Unions accreditation with an overall score of 321 points; achieving Excellent.

The Scoring Criteria below shows how many points we need for each level.

- Working towards accreditation - less than 85 points scored
- Good - 85 to 234 points scored
- Very Good - 235 to 284 points scored
- Excellent - 285 or more points scored



In addition to and excellent result we were awarded Highest Scorer (Further Education) award.

The program runs annually as it tracks progress and best practice across various institutions across the country. We have signed up to participate again with an aim to tackle some of the more challenging criteria, of which we hope the board will provide input to help us to achieve.

In other green news the FCSA was Shortlisted for a Green Gown Awards for the FCSA Unicorn trail, in the benefitting society category. The Judges were very impressed with our first stage application particularly it being heavily student led and the engagement across different community groups. We will find out the result of our second stage application at the Green Gown Awards night in November. You can view our GISU results on their webpage Celebrating the 2023-24 GISU Winners and Highlighting Students' Unions' Outstanding Contributions - News | SOS-UK You can view our Green Gown Shortlist on their finalist webpage Fife College | Green Gown Awards

### End of Year Students Showcase

The FCSA End of Year Student took place on Thursday the 27th June at the Glen Pavilion in Dunfermline. We received 178 visitors throughout the day, which is an increase from last years event.

The showcase intends to highlight our students' achievements, encourage more people to choose college, and provide an additional space in the community for people to engage with the FCSA, current students and staff. The Showcase featured work from across all four faculties and previewed the FCSA Theatre Societies performance of 'The Mort Hoose' ahead of its run at the Edinburgh Fringe Festival in August.

We dealt with a number of enquiries and settled some of the new student anxieties by giving them lots helpful information and a familiar face. This really paid off at induction when we were happily reunited with the students. They expressed how much more comfortable they felt knowing someone in the building.

### FCSA Societies

FCSA Societies evening officially launch after October, we have been recruiting new students to the clubs and societies available, ensuring they are included in the teams' channels. We ended last year with 283 students across all societies registered in the team's channel, to date we currently have 207 registered, and three of our student-led groups are already up and running.

The FCSA Book Club has set its first meeting and has chosen The Lost Bookshop by Evie Woods, and our students from three classes have initiated interest in developing podcast segments around varying topics and interests.

### FCSA Freshers

Freshers Festival returns to our Campuses starting the week commencing the 16th September and will run for three weeks to give as many students as possible the

chance to participate. We have 50 stall holders signed up to attend and promote services, student deals, community events, and job opportunities to our students. In addition to this we have organised for Wild Science to attend and deliver workshops with exotic animals, and inflatable hire Scotland are attending with some excellent indoor and outdoor games.

We have two FCSA night outs planned with local establishments in Dunfermline (The Old Inn) and Kirkcaldy (The Windsor Hotel) we have 128 students currently signed up to attend. The full listing of events is available on our website [www.fc-sa.net](http://www.fc-sa.net)

### Summer Drama Camps

During the Summer holidays the FCSA supported the Health and Wellbeing team in delivering the Kids Summer Camps. A community initiative to deliver low-cost childcare for students, staff and the extended community. The FCSA expanded the project by delivering two weeks of Drama Camps alongside the summer camps which had 90 young people participate in alone. The Camps, while provided additional low-cost places for children and young people also provided additional working hours for our students and staff who run the Youth Theatre. The initiative was so successful that we are delivering another round of camps during the October break.

### **FCSA and Fife College Awards Winners and Shortlists**

#### Fife College Business, Enterprise, And Tourism with Supported Programmes Student of The Year

##### Shortlist:

Aleksandra Mazurek  
Amelia Carson  
Caroline Francis  
Daniel Smith  
Melissa Lindsay  
Saskia Pomp

Runners-Up: Melissa Lindsay and Saskia Pomp

Winner: Caroline Francis

#### Fife College Care, Social Sciences, And Education Student of The Year

##### Shortlist:

Ben Etherington  
Cree-Regina Johnston  
Elizabeth Shields  
Jacqui McBride  
Keiran Farrell  
Michelle Arnott  
Runners-Up: Elizabeth Shields and Jacqui McBride  
Winner: Ben Etherington

#### Fife College Digital and Creative Industries Student of The Year

##### Shortlist:

Connor Sharp  
Derek Martin-Stead

John Laurie  
Kevin Cranston  
Michael Sinclair  
Nicole Horsburgh

Runners-Up: John Laurie and Michael Sinclair  
Winner: Kevin Cranston

Fife College Engineering, Science, Technology and Built Environment Student of The Year

Shortlist:

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

Runners-Up: Charlene Stewart and Victoria West  
Winner: Pawel Koch

Fife College Modern Apprentice of The Year Award

Shortlist:

Dylan Lindsay  
Ellie Beattie  
Rhiannon Shand  
Matthew Christie  
Lorna Downie  
Zack More

Runner-Up: Dylan Lindsay  
Winner: Lorna Downie

Fife College Staff Member of The Year

Shortlist:

ICarol Hunter  
Charlie Stenhouse  
Eadie Manson  
Fi McLeod

Winner: Fi McLeod

Fife College Team of The Year Award

Shortlist:

Admissions  
Digital Spaces  
Dunfermline Reception  
Student Information Services

Winners: Dunfermline Reception

FCSA Campaign of The Year

Shortlist:

Business, Enterprise and Admin Fundraiser  
Health and Wellbeing's Easter Kids Camp  
FCSA 24

Winner: Easter Kids Camp

FCSA Sportsperson of the Year Award

Shortlist:

AJ Campbell  
Findlay Brown  
Josh Jarvie  
Lewis Evans  
Rachel Lawson

Winners: Josh Jarvie

FCSA Sportsperson of the Year Award

Shortlist:

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

Winners: The BJJ Club

FCSA Outstanding Performance Award

Winners:

Findlay Brown  
Jemma Greig  
Lewis Evans  
Liza Simpson  
Sharrell Carroll

FCSA Personal Development and Achievement Award

Winners:

Daniel Smith  
Edward Browne  
Jane Cussans  
Layla Cooke

FCSA Climate Impact Award

Shortlist:

Lynne Bernard & Supported Programmes  
FCSA Vape Bins  
Devyn McQuade  
Sharrell Carroll

Winner: Sharrell Carroll

The FCSA Student Recognition Award for The Prison Teaching Team of The Year

Shortlist:

HMP Barlinnie

HMP Glenochil  
HMP Grampian  
HMP Castle Huntly  
HMYOI Polmont  
Winner: HMP Grampian

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

Shortlist:

Angeline Krones  
Craig Cunningham  
Lesley McCormick  
Rachel Sharpe  
Theresa Shawcross

Runner-Up: Theresa Shawcross

Winner: Angeline Krones

The FCSA Student Recognition Award for The Business, Enterprise, And Tourism with Supported Programmes Teaching Staff Member of The Year

Shortlist:

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

Runners-Up: Anca Marcantonio and Robert Sommerville

Winner: Fi McLeod

The FCSA Student Recognition Award for The Care, Social Sciences, And Education Staff Member of The Year

Shortlist:

Alex Fawzi  
Jackie Tully-Jackson  
Jillian Walls  
Kyle Izzatt  
Natalie Anderson  
Sharon Syme  
Shelley Donnelly

Runners-Up: Alex Fawzi and Sharon Syme

Winner: Natalie Anderson

The FCSA student Recognition Award for Digital and Creative Industries Teaching Staff Member of The Year

Shortlist:

Adrian Rudge  
Andy Zelaya  
Carolyn Davidson



Gianna Rossi  
Jim Dunstan  
Lee Priestley  
Matt Easson

Runners-Up: Adrian Rudge and Carolyn Davidson  
Winner: Gianna Rossi

FCSA Student Recognition Award for Engineering, Science, Technology and Built Environment Staff Member of The Year

*Shortlist:*

Andy Morrison  
Guillame Perquin  
Karen Colville  
Mariusz Szewczyk  
Shaun Riach  
Stephen Braid  
Susan Davidson

Runners-Up: Shaun Riach and Susan Davidson  
Winner: Marius Szewczyk

FCSA Student Recognition Award for The Professional Services Team of The Year

*Shortlist:*

*Employability*

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

Runners-Up: Employability  
Winners: Estates at Kirkcaldy

FCSA Student Recognition Award for The Teaching Team of The Year Award

*Shortlist:*

BA Childhood Studies  
BA Learning Difficulties  
ESOL  
HMP Grampian  
Jewellery  
Legal Services  
Social Sciences FE  
Sport and Fitness

Runners-Up: Sport and Fitness  
Winner: BA Learning Difficulties

FCSA Student Recognition Award for Professional Services Staff Member of The Year

*Shortlist:*

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

*Runners-Up:* Will Brockie  
*Winner:* Carol Hunter

*FCSA Student Recognition Award for The Teaching Staff Member of The Year*  
*Shortlist:*

Angeline Krones  
Fi McLeod  
Gianna Rossi  
Mariusz Szewczyk  
Natalie Anderson

*Winner:* Marius Szewczyk

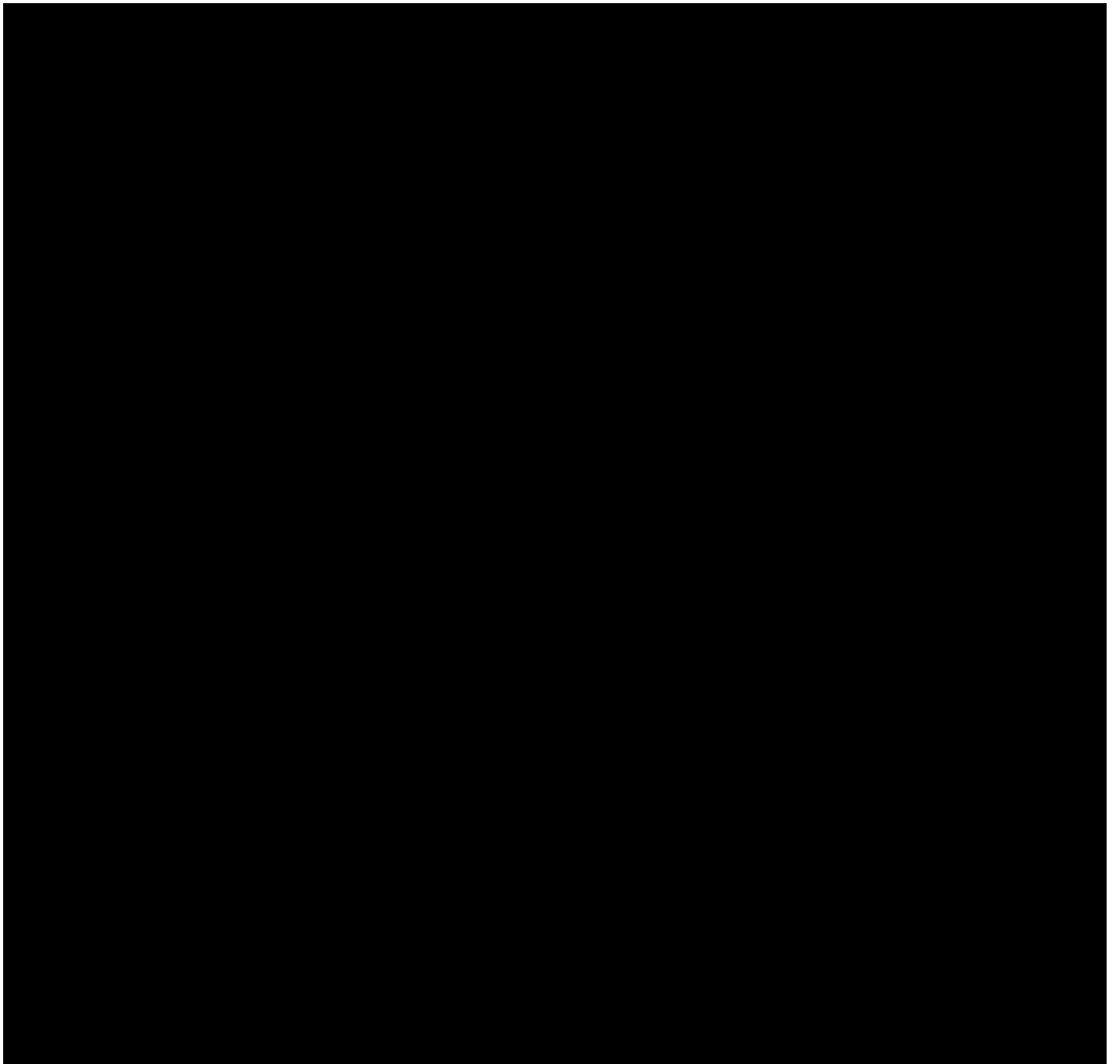
FCSA Unicorn Award  
*Ross Sinclair*  
*Jim McLeod*  
*Nadia Davidson*  
*Peter Whipp*

### **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>	26 September 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>
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## **BOARD OF GOVERNORS OF FIFE COLLEGE**

### **Links to Minutes from Previous Committee Cycle**

#### **Academic Quality Committee: 28 May 2024**

- Education Scotland visit took place on 1 May 2024. The main point highlighted for action related to College requiring a systematic approach to support the evaluation of learning and teaching. Once the full report is available, it will be shared with the group and Board of Governors, together with action plan.
- There had been an increase in class representative figures and the level of training completed, however there had been issues with decrease in engagement.
- The oversight and reporting arrangements will be reviewed and amended to reflect the new strategy and the objectives for learning and teaching within the College.

#### **People and Culture Committee: 20 May 2024**

- The health and safety management system had gone live and so far there have been no significant issues reported.
- Fife College's Health and Safety Manager joined a short-term working group with other colleges to work on developing best practice guidelines on how to implement the Martyn's Law within the college sector.
- Completion of essential modules was below target. Project group that had been set up to look at the induction process is also reviewing the essential modules to establish if they are all mandatory for completion as there is a large number of modules.

#### **Audit and Risk Committee: 30 May 2024**

- The internal auditor confirmed that there had not been any issues and he commended the helpful approach by teams involved, confirming that the quarterly reviews are going well.
- The external auditor presented the scope of the external audit plan and confirmed that the final report will go to Audit and Risk Committee in November 2024.
- Update on National Fraud Initiative will be provided to the Audit and Risk Committee at the November 2024.

#### **Finance Commercial and Estates Committee: 5 June 2024**

- It was confirmed that the ongoing tests conducted with the HEFESTIS CISO-Share service have been useful in identifying areas of improvement and in raising the confidence of Digital Services Team in responding and recovering from a cyber incident.
- Fife College entered year 8 of the Scottish Prison Services (SPS) contract on August 2024. Fife College started tender for the new SPS contract in June 2024.

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

- [4 April 2024](#)
- [29 April 2024](#)
- [6 June 2024](#)
- [4 July 2024](#)
- [1 August 2024](#)
- 5 September 2024 (minutes to follow)

**Finance Commercial and Estates Committee:** 10 September 2024 (minutes to follow)

**Audit and Risk Committee:** 12 September 2024 (minutes to follow)