

Board of Governors: Draft Development Plan 2023-24

Code	Action	Lead	Deadline
A	Leadership and Strategy		
A.4- A.6	Approve the College Strategy 2023-28 ensuring that it enables the College to fulfil its mission and meet Scottish Government priorities, for the benefit of students and the community it serves	J Metcalfe / D C Watt	Dec 2023
A.7	Approve the College's Regional Outcome Agreement	J Metcalfe / D C Watt	31 Oct 2023
A.9	Approve and roll out a new format of Business Report which provides focus on KPIs and encourages strategic discussion ensuring the priorities as detailed within the Strategy are the key focus	J Metcalfe / D C Watt	Dec 2023
A.10	Participate in Governing in High Stakes workshop (pilot offered by CDN)	M Philp	Jan 2024
A.10	Undertake leading safely training	M Philp	Nov 2023
A.10	Consider the Board's role in Net Zero / Sustainability and participate in Carbon Literacy Training	M Philp / J Thomson	Nov 2023 June 2024
A.12	Training or briefing on Board's responsibilities on Equality and Diversity issues	M Philp	TBC
A.13	Training or briefing from Changing the Chemistry on Unconscious Bias / attracting diverse range of Board applicants	M Philp	TBC
B	Quality of the Student Experience		
B.5	Continue to support the Fife College Students' Association with its aim of becoming stronger and more autonomous	E McPhail / M Philp	July 2024 / ongoing
B.7	Approve the revised Fife College Students' Association Constitution (due for review by end of 2023-24)	C Walker / M Philp	March 2024
B.9	Receive feedback on the recent Education Scotland engagement visit	I Hawker	Oct 2023
C	Accountability		
C.7	Review membership and attendance at Committee and Board meetings to ensure a majority of non-executives are in attendance when taking decisions	M Philp	March 2024
C.7	Reformat Board paper template to have recommendation and context clearly stated at outset to improve focus	M Philp	June 2024
C.7	Ensure breaks at meetings are taken after one hour, whether in person or online, to improve accessibility and efficiency and add a reminder to agenda template	M Philp / Chairs	Aug 2023

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C.8	Review delegations in Scheme of Delegation to ensure consistency with Committee remits and Chair's contract with Scottish Government	M Philp	June 2024
C.8	Review papers and information to ensure Committees deal with things delegated to them and avoid duplication of information (where possible) at Board level, perhaps combining Committee updates with the new format of business report	M Philp / Chairs	June 2024
C.11	Update Board/Committee paper template to cross reference paper to relevant strategic risk(s)	M Philp	Aug 2023
C.11- C.12	Review the Strategic Risk Register and offer a Strategic Risk Workshop following on from the approval of the Corporate Strategy	D C Watt / B Fisher / J Thomson	May 2024
C.11- C.12	Make the risk register a "live document" focussing on changes since the last meeting and moving away from a complete list of everything in place, with a view to moving away from lists to driving action and ownership	J Thomson	May 2024
C.14	Ensure successful onboarding of newly appointed External and Internal Auditors	B Fisher / M Philp	Dec 2023
C.24	Participate in Charity Trustee training/briefing session	M Philp	TBC
D	Effectiveness		
D.1	Free up more time for strategic discussion at meetings, having the agenda clearly marked for this, and presenters assuming that papers have been read in advance and keeping introductions short and focussed	M Philp / D C Watt	June 2024
D.1	Identify opportunities for members to contribute more to decisions and increase the number of "approve" and "discuss" papers presented to increase Board impact and value	M Philp / J Metcalfe / Chairs	June 2024
D.1	Offer team building opportunities for Board members	D C Watt	TBC
D.2	Develop the existing skills matrix to identify where Board members have particular expertise/qualifications in key areas -v- management experience/knowledge	M Philp	June 2024
D.10	Consider how the performance measures for the Principal can be shared with Chair's Committee and also how staff and student members can be involved in contributing towards this process	M Philp / D C Watt	Dec 2023
D.19	Ensure that a new non-teaching Board staff member and TU Board members are elected to the Board by the required deadlines	M Philp	March 2024
D.20	Tailor Board induction to offer more one-to-one support to new Board members	M Philp	June 2024

Code	Action	Lead	Deadline
D.21	Consider what information, training and support can be made available online to better support Board members and to raise role of Board member to staff	M Philp	June 2024
D.26	Discuss engagement and participation with members individually during Annual Development Meetings	D C Watt	Aug 2023
E	Relationships and Collaboration		
E.1- E.4	Support the development of the college's Stakeholder Engagement activity seeking Board member involvement and expertise where relevant	J Metcalfe / D C Watt / M Philp	June 2024