

MINUTES

Meeting: Board of Governors

Date: Thursday 7 December 2023 at 3.30pm

Location: Conference Suite 6, Carnegie Conference Centre, Dunfermline

Present: Tony Martin (Depute Chair), Mike Boyle, Pamela Dobson, Garry Dickson, Taylor Edwards, Brian Fisher, Kayleigh Gallacher, Stacey Fleming, Brenda Heenan, Jim Metcalfe, Evelyn McPhail, Susan Mitchell, Samantha Mowbray, Phillip Thompson, Zoe Thomson, Lorraine Wilkinson

Apologies: Gordon Mole, David C Watt

In Attendance: Iain Hawker, Dorothée Leslie, James Thomson, Marianne Philp, Margaret Williamson

1 Welcome, Apologies and Declarations of Interests

The Chair welcomed those present to the meeting and introduced Margaret Williamson.

2 Minutes of the

2.1 Previous Meeting: 28 September 2023

2.2 Development Day: 31 October 2023

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

3 Matters Arising / Actions Outstanding

The contents of the paper that been circulated were noted.

4 Draft Corporate Strategy 2023-28

The Principal thanked Board members for previously submitting feedback and gave a brief update on progress made since the Development Day.

It was noted that the next steps would be to finalise the document and to draft an action plan that would sit underneath each of the 5 ambitions.

Members requested changing the word “engine” in the mission, and reordering the ambitions to have students at the top. A shorter, pithier purpose was also suggested. It was noted that the Strategy would start to be implemented in January and should therefore be for the period 2024-29.

There was a discussion around the large community college dashboard and how this might work.

Members commended the Principal and senior staff on the draft Corporate Strategy, recognizing the amount of work and effort that had gone into preparing this.

Decision: To approve the draft Corporate Strategy, subject to the amendments as outlined above being made.

Responsibility: Principal

Deadline: 31 December 2023

5 Draft Annual Accounts 2022-23

It was noted that the draft Annual Accounts had been reviewed at a joint meeting of the Audit and Risk and Finance Commercial and Estates Committees and was recommended to the Board of Governors for approval. The year-end position showed a small operating surplus of £284k, which was a positive position when compared against other Colleges.

Decision: To approve the annual accounts for 2022-23, and authorize the Chair of the Board and Principal to sign these off electronically.

Responsibility: Principal / Chair

Deadline: 8 December 2023

5.1 Audit and Risk Committee Annual Report to the Board

It was noted that the annual report sets out the work of the Audit and Risk Committee over the past year. A link to the External Auditor's Annual Report was included in the papers. An unqualified audit opinion had been given and no matters of concern had been raised. Board members commended all staff involved, noting the amount of work that goes into the preparation of accounts and audit process.

Decision: To approve the external annual audit report.

Responsibility: Deputy Principal

Deadline: 8 December 2023

5.2 Letter of Representations

The draft letter was reviewed and approved.

Decision: To approve the draft letter and authorize the Chair of the Board and Principal to sign it electronically.

Responsibility: Principal / Chair

Deadline: 8 December 2023

6 Draft Annual Procurement Report 2022-23

It was noted that the draft Annual Procurement Report 2022-23 had been reviewed by the Finance Commercial and Estates Committees and was recommended to the Board of Governors for approval. Some suggested changes had been received by email which would be considered.

Decision: To approve the Annual Procurement Report 2022-23, taking into account as relevant the changes suggested by email.

Responsibility: Deputy Principal

Deadline: 31 December 2023

7 Dunfermline Learning Campus Update

This paper had been circulated by email separately to the Boardpack. Members were reminded that this matter was confidential. Members were briefed on the contents of the paper, and on discussion at the recent New Build Project Board. A series of recommendations were made in the paper, which had been recommended for approval by the New Build Project Board. Members thanked the Project Team for their efforts, and offered their support in any way that would be useful in order to make progress. The Principal reassured members that, whilst the Chair had been abroad during November 2023, he had kept in touch with the Principal and was fully aware of the ongoing situation.

Decision: To approve the recommendations as outlined in the paper and to keep Board members regularly updated on the position.

Responsibility: Principal/Deputy Principal

Deadline: Ongoing

8 Fife College Students' Association (FCSA) Update

The contents of the paper that had been circulated were noted. The Student Board members outlined the local and national issues of relevance to students, as detailed on pages 119 and 120 of the Boardpack, and provided an update on progress made towards the FCSA aims.

There was a discussion around the impact of staff absences on students. It was suggested that expectations around this could be included in the Student Charter. It was suggested that staff absences be discussed in more detail by the People and Culture Committee.

Decision: To prepare statistical information on staff absences and processes surrounding them, including when students are notified of staff absence, for the next meeting of the People and Culture Committee.

Responsibility: Deputy Principal

Deadline: 19 February 2024

9 Principal and Chief Executive's Update Report

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

- Staff engagement
- Strategic development
- Forth Green Freeport and Rosyth
- Dunfermline Learning Campus
- Withers review and Scottish Government policy
- College Principals' Group
- Contributions
- Scholarships

It was noted that Board members would be invited to attend the all staff event at Kirkcaldy campus on 1 February 2024.

Members were excited to hear the progress made with Baxi Hydrogen Boilers at Levenmouth campus, and pleased that there was more clarity emerging around Forth Green Freeport and Rosyth.

10 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.

Decisions:

- To present student profile data on a chart.
- To provide information on course turnover – ie how many courses have stopped, started, are in the pipeline.

Responsibility: Vice Principal: Academic Strategy

Deadline: 20 June 2024

11 Commercial Activity: Current Levels and Aspirations

Members were reminded that they had requested this paper at the last meeting. The contents of the paper were outlined and noted. It was confirmed that the return from courses is monitored and that this was presented to the Finance, Commercial and Estates

Committee on an annual basis. There was also a discussion about the need to be as creative as possible in identifying new opportunities.

12 Governance Update

The contents of the paper that had been circulated were noted and the recommendations made were approved.

Decisions:

- To delegate authority to the Chair's Committee to start the recruitment process for new Board members in early 2024;
- To express an interest to the Director: Governance and Compliance if interested in undertaking the role of Depute Chair of the Board;
- To volunteer to join (an) additional Committee(s) in order to ensure compliance with the Code in relation to having a majority of non-executive members present at meetings when taking decisions;
- To agree to the proposal relating to Board briefing sessions to take place between Board meetings;
- To engage with the training sessions as outlined in the paper.

Responsibility: Board Members/Director: G&C

Deadline: 14 March 2024

13 Regional Outcome Agreement 2023-24

It was noted that the draft Regional Outcome Agreement 2023-24 had been circulated and approved by email correspondence.

Decision: To homologate the decision previously taken by email correspondence to approve the draft Regional Outcome Agreement 2023-24.

Responsibility: Director: Governance and Compliance

Deadline: 31 December 2023

14 Chair's Updates

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

15 Summary of Committee Business

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

16 Review of Meeting

No business was transacted.

17 Date of Next Meeting

Thursday 14 March 2024 at 3.30pm, Rosyth Campus