

AGENDA

A meeting of the Board of Governors will be held on Wednesday 23 June 2021 at 3.30pm. Please join via Microsoft Teams.

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 2.1 Previous Meeting: 17 March 2021 2.2 Strategy Session: 19 May 2021	Approve Approve	DCW DCW	
3	Matters Arising / Actions Outstanding	Note	DCW	3-3
4	Principal's Update Report	Note	HH	
5	Business Report	Note	SD/DL/ SR	
6	Draft Annual Operating Plan 2021-22: Strategic Discussion <i>Wendy Brymer will join the meeting for this item</i>	Approve	SD/WB	
7	Draft Budget 2021-22	Approve	SD	
8	Glenrothes Campus: Outline Business Case (<i>Paper to Follow</i>)	Approve	SR	
9	Governance Update 9.1 Self Evaluation	Approve Discuss	MP All	4-9 10-14
10	Fife College Students' Association Update	Note	SF/JB	15-18
11	Board Updates (Questions only)* 11.1 Chair's Updates 11.2 Board Ambassadorial Role: Key Messages 11.3 Dunfermline New Learning Campus: Progress Report 11.4 CEIAG Update on Developments 11.5 Summary of Committee Business	Note Note Note Note Note	DCW DCW SR DL Chairs	19-20 21-24 25-27
	<i>*It will be assumed that these papers have been read in advance and they will not therefore be outlined at the meeting. Members will be invited to move to questions/discussions of any key points. This will free up time for the Strategic Discussion later in the agenda</i>			
12	Date of Next Meeting Wednesday 29 September 2021 at 3.30pm	Note	DCW	N/A



Please note that there is a short extraordinary meeting scheduled for **Thursday 5 August 2021 at 3.30pm** to approve the full Business Case for the new Dunfermline learning campus, prior to its submission to SFC



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	26.06.19	To arrange a briefing event for MPs and MSPs.	M Philp / D C Watt	TBC	Will be taken forward as soon as practicable after buildings re-open
2	17.03.21	To ask the PR team to push out more information about how the College is supporting all areas of Fife, including the North and East, to ensure support under represented areas in Fife.	H Hall	30.04.21	Complete. Action noted by the PR team.
3	17.03.21	To circulate additional detail on the planned increase to spend due to variances within the budget.	S Dunsmuir	30.04.21	Complete. Emailed 26 March 2021
4	17.03.21	To approve the Regional Outcome Agreement and delegate authority to the Executive Team to made any final changes that may be request by the Scottish Funding Council.	Executive Team	31.05.21	Complete. ROA submitted to SFC and no requests for changes received.
5	17.03.21	To approve the Equality Mainstreaming Report and arrange for its publication.	S Reekie	31.05.21	Complete. Report published on College website.
6	17.03.21	To approve the External Effectiveness Review draft response and action plan and arrange for this to be published on the College website and submitted to the Scottish Funding Council.	M Philp	31.03.21	Complete. Sent/published 25 March 2021



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Update on Governance Matters	
Date of Meeting:	23 June 2021
Purpose:	To update Board members on membership and governance related matters.
Intended Outcome:	To note the updates and to approve the recommendations as outlined in the paper.
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Marianne Philp; mariannephilp@fife.ac.uk ; 01383 845009
Date of Production:	14 June 2021

BOARD OF GOVERNORS OF FIFE COLLEGE

Update on Membership and Governance-Related Matters

1 Introduction

This paper is to bring Board members up-to-date on Board membership and governance related issues.

2 Board Membership

As previously intimated by email, the Chair's Committee recently concluded the process for non executive Board member recruitment. The following new members were invited to join the Board:

- Garry Dickson: 1 April 2021 – 31 July 2024
- Samantha Mowbray: 1 April 2021 – 31 July 2024
- Pamela Dobson: 1 August 2021 – 31 July 2025

Phillip Thompson was also invited to join the Finance, Commercial and Estates Committee as a co-opted member from 1 April 2021 – 31 July 2022.

3 Student President Elections 2021-23

The process for Student President elections has now completed with the following members invited to join the Board for the period 1 July 2021 – 30 June 2023:

- Tali Fisher: President Welfare and Equality
- Emma Wallace: President Education and Representation

The elections process went very smoothly. Two complaints were received, both of which were upheld and resolved within an hour of being raised (1 for non-inclusive language, and 1 for students not being able to access the form).

A total of 333 votes were cast, which is an increase on the 210 votes cast in 2020. There were no wasted ballot forms, due to the online system being used.

4 Committee Membership

As a result of the appointment of new Board members, Committee Membership has been discussed by the Chair's Committee and appointments have been recommended as detailed in Appendix 1.

A number of opportunities will become available for various roles as follows:

- Senior Independent Member – with effect from 1 August 2021
- Depute Chair: Audit and Risk Committee – with effect from 1 August 2021
- Depute Chair: Finance, Commercial and Estates Committee – with effect from 1 August 2021
- Chair: Finance, Commercial and Estates Committee – with effect from 1 August 2022
- Chair: Academic Quality Committee – with effect from 1 August 2022

The Chair will discuss these opportunities with Board members during Annual Development meetings which will be arranged over the summer, and members are also invited to express an interest to or seek further information from the Director: Governance and Compliance.

5 Meetings 2021-22: Virtual or Face to Face

Thank you to all Board members who completed the recent survey on preferences for meetings moving forward. The survey results can be accessed [here](#). Results indicate that online meetings have worked effectively whilst we have been working remotely.

Scottish Government guidance continues to be that staff should work from home where this is possible. Within Colleges, 2m social distancing and wearing face coverings in meetings continues to be a requirement and it is therefore proposed that Teams meetings continue for Board and Committee meetings until such time as this changes.

Thereafter, based on the feedback received, it is proposed that meetings take place as follows:

Type of Meeting	Face to Face / via Teams
Strategy / Development days	All face to face
Board	Majority face to face
Committee	Majority via Teams

It is also recommended that a hybrid approach be piloted for face to face meetings where members cannot physically attend for any reason, to avoid apologies being noted. All arrangements can be kept under review and adjusted if required.

The survey also indicated that members were also interested in attending briefing sessions in the year ahead, with a few topics for inclusion suggested. The overall preference for these is for them to be held at the start of Committee meetings. A calendar will be drafted over the summer.

6 Committees: Review of Remits

Each of the Committees at its last round of meetings were asked to consider whether any changes to the remit were required.

Committee	Proposed Changes
Academic Quality	<ul style="list-style-type: none"> Alignment to sectors changed to nationally (instead or regionally) Removal of list of strategies and plans and changed to make less generic to allow flexibility Change of name from SMT to Executive Team
Audit and Risk	None
Finance, Commercial and Estates	Removal of reference to Carnegie Enterprise Ltd / subsidiary company

<p>Health and Safety and Human Resources</p>	<ul style="list-style-type: none"> • Change title of the Committee to “People and Culture” • Change approval of the Health and Safety Policy to biennially within the remit <p>The Committee agreed to focus more on transformational than compliance items, and to review agendas from other Colleges and SFC so further changes to the remit may be proposed at a later date</p>
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The remits with tracked changes showing are hyperlinked for information should members wish to review the detail.

It is also proposed that, assuming the Glenrothes refurbishment project Outline Business Case is approved, the existing New Campus Project Board remit is extended to cover both the Dunfermline and Glenrothes Campus projects. The remit has been updated to cover both projects, with a proposed title change to New Build Project Board. The proposed updated remit can be accessed [here](#).

7 Recommendations

The Board of Governors is invited to note the contents of the paper and to:

- endorse the decisions taken by the Chair’s Committee to appoint new members and make appointments to the relevant Committees, as detailed above
- contact the Director: Governance and Compliance to express and interest in or seek further information about any of the roles that are due to become available
- agree to the proposed format of meetings as outlined above
- approve the changes to the remits as detailed above.

BOARD OF GOVERNORS OF FIFE COLLEGE

Committee Membership: Effective from 1 April 2021

Name	Academic Quality	Audit and Risk	Health and Safety and Human Resources	Finance, Commercial and Estates	Chair's	New Campus Project Board
David C Watt (Regional Chair)	BI	BI	BI	BI	✓ (C)	✓ (C)
Tony Martin (Depute Chair)			✓ (DC)		✓ (DC)	
Bob Black (Senior Independent Member)		✓ (DC)				
Patrick Carnie				✓		
Shona Cochrane	✓ (C)				✓	
Brian Fisher		✓				✓
Evelyn McPhail		✓				
Susan Mitchell		✓ (C)			✓	✓
Gordon Mole				✓		
Zoe Thomson	✓ (DC)					
Jim Trail				✓ (C)	✓	✓ (DC)
Hugh Hall (Principal)	✓	BI	✓	✓	BI	✓
Jen Anderson (Non Teaching Staff)	✓		✓			
Joseph Harney (Teaching Staff)	✓			✓		
Jade Burnett (Student)			✓			
Sarah Ferguson (Student)	✓			✓		
Garry Dickson			✓ (C)		✓	
Samantha Mowbray		✓				
Phillip Thompson (CM)				✓		
TOTAL						
Actual	6	5	5	7	6	5
Minimum required per remit	4	4	4	4	4	4

Key

C Chair DC Depute Chair CM Co-opted Member BI By Invitation

BOARD OF GOVERNORS OF FIFE COLLEGE

Committee Membership: Effective from 1 August 2021

Name	Academic Quality	Audit and Risk	Health and Safety and Human Resources	Finance, Commercial and Estates	Chair's	New Campus Project Board
David C Watt (Regional Chair)	BI	BI	BI	BI	✓ (C)	✓ (C)
Tony Martin (Depute Chair)			✓ (DC)		✓ (DC)	
Bob Black (Senior Independent Member)		✓ (DC)				
Patrick Carnie				✓		
Shona Cochrane	✓ (C)				✓	
Brian Fisher		✓				✓
Evelyn McPhail		✓				
Susan Mitchell		✓ (C)			✓	✓
Gordon Mole				✓		
Zoe Thomson	✓ (DC)					
Jim Trail				✓ (C)	✓	✓ (DC)
Hugh Hall (Principal)	✓	BI	✓	✓	BI	✓
Jen Anderson (Non Teaching Staff)	✓		✓			
Joseph Harney (Teaching Staff)	✓			✓		
Jade Burnett Tali Fisher (Student)			✓			
Sarah Ferguson Emma Wallace (Student)	✓			✓		
Garry Dickson			✓ (C)		✓	
Samantha Mowbray		✓				
Pamela Dobson	✓					
Phillip Thompson				✓		
TOTAL						
Actual	7	4	5	7	6	5
Minimum required per remit	4	4	4	4	4	4

Key

C Chair

DC Depute Chair

CM Co-opted Member

BI By Invitation



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Self-Evaluation	
Date of Meeting:	23 June 2021
Purpose:	To undertake a self-evaluation of the work of the Board for academic year 2020-21
Intended Outcome:	To approve the templates, complete and return them to the Director: Governance and Compliance
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Marianne Philp; mariannephilp@fife.ac.uk ; 01383 845009
Date of Production:	14 June 2021

BOARD OF GOVERNORS OF FIFE COLLEGE

Self-Evaluation

1 Introduction

The Board of Governors should review its effectiveness on an annual basis. The attached checklist is based on the Code of Good Governance for Scotland's Colleges. It is recommended that this is used for the 2020-21 review.

2 Feedback

Feedback is requested on all aspects of the Committee structure and the work of the Board of Governors in particular. Members may wish to consider some or all of the following points:

- Timing of meetings
- Frequency of meetings
- Information contained within papers – is it easy to understand or is more/less information needed?
- Are papers issued sufficiently in advance of meetings to allow adequate preparation?
- Do Board members have sufficient skills / knowledge to contribute to meetings or are there any gaps?
- How effective the work of the Committee has been via Teams and to discuss preferences for face to face or Teams meetings once Covid-19 restrictions ease

These points are indicative and you should feel free to add any other points that you think are relevant.

3 Effectiveness of the Board

A checklist to assess the performance and effectiveness of the Board of Governors is also attached. This is based on compliance with the Code of Good Governance for Scotland's Colleges. Members are invited to comment on the appropriateness of the checklist. The checklist has been converted into a [Microsoft Form](#) and will be emailed to all Board members for completion over the summer, with collated results presented at the next meeting for discussion.

4 Recommendation

Members are invited to discuss the format of meetings and agree any changes that may be required.

Members are invited to agree to the use of the form for evaluating the effectiveness of the Board, and complete the Microsoft Form once circulated.

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		
The Board regularly reviews performance against the strategic aims		
The aims of the College are aligned with regional strategy / outcomes		
The Board undertakes regular strategic reviews / scenario planning		
Corporate Social Responsibility	Yes/No/NA	Comments/Action
The Board understands and demonstrates the College Values		
The Board has a Code of Conduct to which it is committed in practice		
The Board operates according to the Nine Principles of Public Life		
Quality of the Student Experience	Yes/No/NA	Comments/Action
Student members are active at Board level		
The Board receives regular reports from the Students' Association		
The Board and its Committees prioritise the opinions / views of students		
Learning and Teaching / Student Support	Yes/No/NA	Comments/Action
Learning and Teaching Performance is overseen effectively		
The Board sets challenging student success targets		
The student experience is central to Board decision-making		

Accountability and Delegation: Risk and Audit	Yes/No/NA	Comments/Action
The Board recognises its chain of accountability		
The Board is open in its decision-making and facilitates disclosure		
The Board delegates responsibilities to appropriate committees		
The Board has in place and effective risk management strategy		
The College's audit processes are comprehensive and rigorous		
The Board publishes high quality Annual Reports		
Remuneration, Sustainability, Staff Governance	Yes/No/NA	Comments/Action
There is a formal process for setting the Principal's remuneration		
Funds are planned and used economically, efficiently and effectively		
Board members are aware of their responsibilities as charity trustees		
The Board ensures appropriate policies and procedures are place for the effective management of staff		
Post Holder Effectiveness	Yes/No/NA	Comments/Action
The Board Chair promotes open discussion on strategic matters		
The Board has an appropriate mix of skills and works well as a team		
The Principal is clearly accountable to the Board, effectively supported by the Executive Team		
The Board is well supported and guided in matters of governance		

Board Member Development and Evaluation	Yes/No/NA	Comments/Action
Board recruitment is open and in line with ministerial guidance		
There are sufficient opportunities for Board induction and development		
Board effectiveness is regularly reviewed		
Partnership Working	Yes/No/NA	Comments/Action
The Board ensures effective communication with stakeholders		
Learning provision is relevant to industry needs		
The College engages well with stakeholders/industry partners		
The Board supports the delivery of the Regional Outcome Agreement		



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Fife College Students' Association (FCSA) Update Report	
Date of Meeting:	23 June 2021
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:	Sarah Ferguson / Jade Burnett
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Sarah Ferguson; sarahferguson@fife.ac.uk Jade Burnett; jadeburnett@fife.ac.uk
Date of Production:	15 June 2021

FIFE COLLEGE BOARD OF GOVERNORS

Fife College Students' Association Update

1 Introduction

This paper reports the work of the FCSA in enhancing the student experience. As such this report will normally focus more on our work on Welfare and Equality issues, and enhancing the students' engagement with the work and life of the College. Work which relates specifically to course activities is reported to the College's Academic Quality Committee and can be found [here](#).

2 Future FCSA Reports

As part of the FCSA's strategic plan and from feedback from Board members, the format of the FCSA report to this Board will change from the next report. The report will be split into three sections. One section will cover the work that we have done towards the FCSA strategic aims, and one section will detail how the FCSA are supporting our Presidents to deliver their manifesto pledges. The third section will contain information and detail for reference and noting.

Hopefully this new format will help to develop a greater awareness of, and involvement with, our strategic aims and the work of the Presidents.

3 Elections

For the second year, the FCSA Presidential Elections took place entirely online. To help improve accessibility to the elections we produced plain text versions of the candidate manifestos and worked with Layla Cooke to create BSL signed versions of the candidates' husting videos.

In total there were six candidates across the two positions this year, this was an increase from three in the 2020/21 elections. The candidates were:

President Welfare & Equality

Kyle Mercer, Tali Fisher, Conner-John Young, and Judith Aitken

President Education & Representation

Emma Wallace and Sean Howieson

Campaigning started on 5 April 2021 with the FCSA facilitating 'Social Media Takeovers' for each candidate to help promote their campaigns. Voting took place from 28 – 30 April 2021, with the results announced across the FCSA social media channels and the FCSA Digital Office page on 29 April 2021. Voting turnout increased this year with over 333 votes being cast. This figure represents the second highest total in the FCSA's elections history.

The results were:

President Welfare & Equality:

Tali Fisher (107 votes)
Judith Aitken (105 votes)
Kyle Mercer (61 votes)
Conner-John Young (50 votes)
RON (10 votes)

President Education & Representation:

Emma Wallace (269 votes)
Sean Howieson (50 votes)
RON (12 votes)

The new FCSA Presidents for 2021-2023: Tali Fisher and Emma Wallace

4 **sparqs Awards**

The FCSA have been shortlisted for two awards at the sparqs Student Engagement Awards. These are for:

Award 1: A student-led initiative – The introduction of the Thank You form. As previously reported to the Board, following student feedback we created this mechanism where students can pass on their thanks to the Teaching and Professional Services staff. Over 320 notes have been registered by students and this has been replicated in other institutions such as Edinburgh College and UHI.
Award 3: A Students' Association initiative – Winter Wonderland. Jade Burnett led on a national collaboration between the FCSA and five other Student Associations/Unions to deliver a calendar of skills based festive events.

5 **FCSA and Fife College Awards 2021**

The second FCSA and Fife College Awards night is scheduled to take place on Friday 8 October at the Glen Pavilion in Dunfermline. We are hopeful that the restrictions at that time will allow us to hold the awards ceremony in person with nominees able to bring guests.

This year we have introduced an award for the Fife College Staff Team of the Year. Nominations for this award are submitted by College staff and will be judged by representatives from Fife College. We have also introduced award categories specifically for the teaching staff within Prisons. Shortlists for all the awards will be announced via the FCSA Social Media channels and the FCSA Digital Office.

6 **FCSA Sports**

We have been working with the College's Estates and Health and Safety teams to install outdoor gym equipment for Dunfermline Campus. This should be installed for next academic year and will be available for use by our students, College staff, and the local community.

The FCSA were part of the panel for the CDN Virtual Showcase event where we discussed student opportunities to get involved with sports, societies, and events.

Hope Jensen, Campus Cycling Officer, secured funding to increase our fleet of hybrid bikes by 12. By August we hope to launch our eBikes scheme for staff and students to trial. In total the FCSA have secured funding approaching £60k to establish and develop a strong culture of sustainable travel.

The FCSA and Fife College BRIT 21 Challenge is underway and we have less than 500 miles to complete before achieving our target of 2,021 miles. These miles have been completed by staff and students either walking, running, cycling, swimming, hand-cycling, or rowing.

The FCSA represented Fife College at the Scottish Student Sport Annual Conference where we shared best practice around our On Yer E-Bike Project. We have also been recognised for best practice for our work towards the HBHM Awards and College Sport Award. More information on the College Sport Award can be found via [the video in this link](#)

7 **Supporting Social Prescribing**

FCSA Sports, Societies, and Events Coordinator, Kirsten Mullen, has been volunteering at the Wave Project as part of the FCSA's CPD work. The six week pilot offered young people aged 8 to 21 in Fife, who have been identified as being at risk

of being diagnosed with a mental health issue, learning difficulty, or physical disability. They use surfing to help young people improve their emotional and physical well-being. This has been a great opportunity to bring different communities from across Fife together and make a difference for these young people involved.

The Wave Project offers one to one mentorship, in which every student is paired with a volunteer, allowing for a connection to form and provide a safe space for children to open up through surfing. This is a great example of sport being able to influence wellbeing, self-esteem, resilience, confidence, and friendships formed.

Following this the FCSA are looking at how we can continue this relationship and how to develop ways in which the FCSA can support social prescribing activities to benefit the well-being of our members and the local community.

8 FCSA General

The FCSA Strategy event is due to take place on 30 June and 1 July 2021. This is our annual two day session where we review the last 12 months and plan for the upcoming session.

Eight students from the HND Events Management course have recently completed work placements with the FCSA. We facilitated these placements to ensure the students could achieve their full qualifications, where their traditional options have been unavailable due to restrictions.

The FCSA have also started five interns under the UK Government's Kickstart scheme. These individuals will work alongside the FCSA staff to develop their employability skills and experience, and are also being supported by the Fife College Employability team.

9 Thanks

The FCSA offer our sincere thanks and appreciation to Jade Burnett, whose term as FCSA President – Welfare and Equality ends on 30 June 2021. Jade has been a strong ambassador for the FCSA and has represented the needs of our students through two exceptionally difficult academic sessions. As well as becoming a social media superstar, Jade has delivered meaningful and positive change to the FCSA and Fife College. Jade will be taking up a new position as FCSA Community Development Coordinator with effect from 1 July 2021.

Our warmest thanks also to Sarah who has volunteered to represent the FCSA in the past six months and has ensured the learner voice is being represented across Fife College. Sarah will be an asset to Fife College in her role as a Student Funding Assistant.

COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Chair's Updates to the Board	
Date of Meeting:	23 June 2021
Purpose:	To update Board members on issues since the last meeting
Intended Outcome:	To note the update
Paper Submitted by:	David C Watt, Chair
Prior Committee Approvals:	None
Financial Implications:	None
Equality and Diversity Implications:	None
Risk Assessed:	Variable
Publicly Available:	No
Author Contact Details:	David C Watt; davidwatt@fife.ac.uk
Date of Production :	15 June 2021

BOARD OF GOVERNORS OF FIFE COLLEGE

Chair's Update

1 Introduction

This paper provides a note of the Chair's updates for members since the last meeting.

2 Updates

- Regular meetings with the Principal and the Director: Governance and Compliance.
- Attended various College meetings, including Dunfermline New Campus Project Board meetings, and the induction session for new Board members.
- Continued meetings with Trade Unions at national level through the Employers' Association, including one on lessons learned from the recent dispute.
- Colleges Scotland Board meetings and strategic discussions about the future.
- Attended, virtually, two College Development Network meetings – one on regional economic impact and the other on virtual governance.

3 Recommendation

Board members are invited to note the paper.



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Board Ambassadorial Role: Key Messages	
Date of Meeting:	23 June 2021
Purpose:	To highlight the key messages for Board members contained within the Public Affairs Strategy for 2021
Intended Outcome:	To note the key messages for Board members contained within the Public Affairs Strategy for 2021
Paper Submitted by:	Sue Reekie, Chief Operating Officer
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	N/A
Author Contact Details:	Scott Douglas; scottdouglas@fife.ac.uk ; 07583 124326
Date of Production:	14 June 2021



Board Update: Public Affairs 2021

Purpose of this paper

The College's Executive Team recently approved a public affairs strategy for 2021, and the purpose of this document is to highlight the key messages contained within the strategy to Board members. These messages have been formed following discussions with the Chair, Principal and Chief Operating Officer, and have been chosen due to their importance to the progress of the College.

How you can help

This document is designed to help you in your ambassadorial role for the College. You can reference these key messages where appropriate in any meetings you hold with external stakeholders, and they have been designed to give you 'soundbites' that reflect the College's position.

The aim from any future engagements is to secure more support for projects the College is prioritising, secure more certainty over future funding, and emphasise the key role that Fife College is set to play in the region as Fife recovers from the Coronavirus pandemic.

Further information

Anyone looking for more information on any of these topics, or for a copy of the full Public Affairs Strategy paper should contact Marianne Philp on mariannephilp@fife.ac.uk. An up to date copy of this paper will be uploaded to Microsoft Teams and it will contain any updates that need to be made over the coming months.

If you are looking for the latest messaging or would like to discuss any of these topics prior to a meeting, please contact Scott Douglas on scottdouglas@fife.ac.uk

Key Messages

Who We Are

- Fife College is one of the pre-eminent providers of skills training in East Central Scotland
- Fife College offers a wide range of programmes including vocational courses, apprenticeships, degrees and professional qualifications
- Fife College hosts up to 18,000 students each year, covering a wide age range. We equip students with the education and skills they need to achieve their ambitions and maximise their potential.
- Fife College has close links with businesses across the private, public and third sectors and we are committed to working closely with them to understand and meet their skills needs now and in the future
- Fife College contributes to the success of the regional economy and is committed to supporting the post-covid economic recovery
- Fife College is committed to equality, diversity and social justice, with a mission to enrol students from across all parts of Fife – with opportunities for all and no one left behind. We have a determination to unlock and let flourish the full potential of all of our students
- Over a third of our courses are at degree level, with agreements in place with a wide range of universities designed to extend our students learner journey through into employment
- Fife College recorded an increase in the percentage of students going on to positive destinations. 93% of our students went on to positive destinations, higher than any of Scotland's other colleges.
- An impressive 94% of our students told us they were satisfied with their Fife College experience, with 93% of students saying their time at Fife College helped them develop the knowledge and skills they needed for the workplace.
- Fife College is proud to be the provider of quality education to all of the Scottish Prison Service prisons across the country.
- Fife College has a committed and hard-working Team of 1,000 staff who adapted very well to lockdown and who are looking forward to accelerating new ways of learning and working in a post-covid world.
- Fife College was the only Scottish college to be nominated for the prestigious UK College of the Year Award at the 2021 TES Awards.

Providing a first-class learning environment

- Plans for the new £180million campus development housing our Dunfermline campus and St Columba's RC and Woodmill High Schools are well advanced. We are currently in the design phase of this ground breaking project and on track to open in Summer 2024.

- We are excited about the opportunities our innovative and state of the art new campus will offer to not only learners but also to local communities and businesses from across the region. Working with our university and other partners, we are committed to creating a campus that will promote lifelong learning, innovation, entrepreneurship and knowledge exchange
- We are progressing the submission of a business case to the Scottish Funding Council for much needed investment of up to £30million for our Glenrothes Campus. The existing facility is no longer fit for purpose and we believe that all college and university students across Scotland have the right to the same level of facilities, regardless of geography.
- We have recently installed new kitchens in our Kirkcaldy campus creating a new Centre of Excellence for Culinary Arts and we have plans to build new innovation spaces to reflect new ways of learning in the post pandemic era.

Supporting the Fife Economy

- As part of building regional economies and community wealth building, Fife College is a key player in future workforce development, embedding the skills needed most in the areas that need them most. We work closely with Fife Council's Economic Development Team to ensure we play our full and active part for the regional economy.
- Fife College is engaging with Scotland's Covid-19 recovery plans and we will play our part in creating a fair and green future economy. We are already offering an attractive range of free, online "Skills Boost" courses in Childcare, Digital, Customer Service and Core Numeracy Skills - designed to address future skills shortages, and help tackle the expected future rise in unemployment in the region.
- Fife College is the second highest provider of Modern Apprenticeship programmes in Scotland offering apprenticeship opportunities across a wide range of sectors. We also provide Foundation Apprenticeships geared to schools, offering an attractive route through work based training to employability.
- Fife College will continue to develop and invest in its workforce for the future, attracting talent, providing high quality continuing professional development, and career paths for our staff. We will participate enthusiastically in the Fair Work agenda. We will deliver impact for our students by equipping our workforce with the resources they need to deliver excellence for students.

Fairer funding

- Fife College offers excellent value for money for the public purse. We have a programme of continuous improvement and invest heavily in our digital capability – all with a view to delivering a quality service to our students and other customers. But, within the existing public funding regime, we cannot offer our students the same facilities and levels of service enjoyed by universities who receive a much higher level of funding per student than colleges.
- We believe the Scottish Government should recognise the need for parity of funding and parity of esteem for college and university students as part of a fairer and more coherent tertiary education sector

June 2021



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Summary of Committee Business	
Date of Meeting:	23 June 2021
Purpose:	To summarise the main highlights relating to Committee business that has taken place since the last meeting. The minutes are available on Teams (accessible via hyperlinks) should members wish to review these in full.
Intended Outcome:	To note the updates from Committees
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
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Date of Production:	15 June 2021

BOARD OF GOVERNORS OF FIFE COLLEGE

Summary of Committee Business

Health and Safety and HR Committee: 1 June 2021

- The health and safety update showed good progress and the Covid-19 situation continues to be handled efficiently and effectively by the College.
- An update was given on the HR Strategy and Workforce Plan with transformational progress having been made in the past year, in particular with regard to the implementation of the new HR Information System. Priorities for next year were also agreed as appropriate and it was noted that an agile / hybrid approach to working would be implemented. This would remain as flexible as possible allowing Managers to balance operational need with individual preferences.
- Some changes were proposed to the remit and focus of the Committee, and these will be covered elsewhere on the Board agenda.

Audit and Risk Committee: 3 June 2021

- The internal audit plan for 2021-22 was agreed, and the external audit plan for the year-end accounts and associated audit fee were also agreed.
- The internal auditor drew attention to a previous audit action which had not been completed, and had arisen as a recommendation in two recent audit reports. This related to having our key Digital Systems listed and prioritised in order of recovery in the event of a Business Continuity incident. It was noted that this action was now on schedule for completion by 30 June 2021.
- A review of the remit and format of meetings was undertaken, with no substantive changes proposed.

Finance Commercial and Estates Committee: 8 June 2021

- All Digital and Estates Projects were on target with no concerns raised. A focus on agile and flexible working was noted.
- The financial position was £1,028k ahead of target, and commercial activity 2.4% over the F1 forecast. Members commended the commercial and finance teams on their work over the period, commenting that the performance of the College had been superb given the particularly challenging circumstances faced and when compared with other Colleges.
- The draft budget for 2021-22 was recommended to the Board for approval, with a £490k underlying surplus.

Academic Quality Committee: 9 June 2021

- Student recruitment is on track to achieve targets for 2020-21 and is looking positive for 2021-22 for full and part-time activity.
- Significant work has been ongoing to support students during 2020-21 and scenario planning is ongoing to put the most effective arrangements in place for students at the start of term depending on restriction/Scottish Government guidance in place at that time.
- A detailed update was given on progress made with digital learning, digital capabilities/digital readiness and innovation spaces. It was noted that significant investment had been made in this area to enable sufficient capacity for staff to develop their skills and support learners. In particular, Committee members were pleased to see an ambitious strategy, with all skills levels catered for.
- Learner survey results were reviewed and were overall positive with a 67% response rate.

Chair's Committee: 19 May 2021

- Committee membership was reviewed following on from the recent appointment of new Board members. Recommendations on appointments are included in today's Board papers. Forthcoming Board roles were also noted, and the Chair will raise these individually with members at Annual Development Meetings to be arranged over the summer.
- A review was undertaken of personal contracts and salaries for postholders falling under the remit of the Committee, in line with recent awards made to other staff and public pay policy.

Dunfermline New Campus Project Board

[7 April 2021](#)

[2 June 2021](#)