

West Lothian College

11 December 2018

Board of Governors

Minute of Meeting of the Board Governors held on **Tuesday 18 September 2018** at 4.30pm in the Barbour Suite.

Present: Alex Linkston (Chair)
Sue Cook
Jackie Galbraith
Graham Hope
Simon Ashpool
Frank Gribben
Norman Ross
Richard Lockhart
Iain McIntosh
Claire Probert
Moirra Niven
Alan Morton
Julia Simpson
Michelle Low
Gemma Reynolds

In attendance: Simon Earp (Vice Principal, Curriculum & Enterprise)
George Hotchkiss (Vice Principal, Curriculum & Planning)
Jennifer McLaren (Vice Principal, Finance & Curriculum Services)
Karine McNair (Board Secretary)

18.34 Welcome/Apologies

The Chair welcomed Jackie Galbraith to her first Board Meeting as Principal of the College. The Chair also welcomed Michelle Low and Gemma Reynolds in their new role of Student Association President and Vice President. Finally, the Chair welcomed the newly elected Support Staff Board Member, Julia Simpson.

Apologies had been received from Tom Bates, Morag McKelvie and Colin Miller.

18.35 Declarations of Interest

There were no declarations of interest.

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18.36 Minute of Meeting of 19 June 2018

The Minute of the meeting of the Board of Governors of 19 June 2018 was approved as a correct record.

18.37 Matters Arising from Minute of Meeting of 19 June 2018

All actions were duly completed and noted.

18.38 Chief Executive's Report

The Principal & Chief Executive presented Paper 3 highlighting that engaging with staff had been a key priority of her first few months at the College. The meetings had reinforced how positive staff were and raised many good ideas for improvements.

The Principal was keen to take action where issues could be fixed quickly. IT support had been a regular theme of concern from staff and some short term measures had been implemented to support the IT team in providing their service to staff and students.

The Principal will be meeting with the Student Association at least monthly and many meetings have taken place or are planned with external partners.

Recently, the Senior Team had a very productive strategic curriculum meeting using feedback from staff to shape the priorities for the College.

The Chair of the Board thanked the Principal & Chief Executive for a very interesting and informative report.

18.39 Regional Chair's Feedback (verbal)

The Chair of the Board noted that there had been little activity over the summer months. There will be an Employers' Association residential event on 19 and 20 September to allow further strategic discussion.

The Chair will be meeting the new Minister for Further Education, Richard Lochhead, on Thursday.

The Chair commented that there would be a Parliamentary reception on 25 September at Holyrood to which all Board Members were welcome to attend.

18.40 Student Association Report (verbal)

The Student Association President stated that the Student Association were underway in their recruitment of class ambassadors and they would be taking steps next week to ensure more staff engagement where recruitment had been slow.

'Sparkle' feedback had been reduced to twice a year; at the end of Block1 and the end of Block 2. The feedback will be reviewed and discussed at the Compliance and Quality Committee. A small number of classes have opted to not have class ambassadors so the Student Association team will ensure that feedback is obtained from these classes to ensure fair representation.

The Fresher's Fair was very well received with over 40 organisations participating and a good turn out from staff and students. Short evaluation sheets were handed out to attendees and any useful feedback will be provided to the Board at the next meeting.

Happy Hour breakfast has been reinstated in the College canteen and the Student Association are looking to introduce a similar initiative for afternoon students.

The Student Association social media had been very successful with significant traffic to Facebook and Twitter and Board Members were encouraged to follow the pages.

The Chair thanked the Student Association President for a comprehensive report.

18.41 Board Development: Report from the Board Secretary

i) Feedback from 1-2-1 Review Meetings – Chair's Report

The Chair remarked that he thoroughly enjoyed the opportunity to meet individually with all Board members and found the review process very encouraging. The Chair thanked all Board members for taking the time to attend the meetings and for their open and honest contribution to the discussion.

Paper 4 outlined the key strengths, good practice and actions points which had been raised in the meetings. The Chair and the Board Secretary will take the points forward and update the Board as required.

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ii) Report from Board Secretary – Board Development

The Board Secretary thanked Jan Taylor, Moodle Coordinator, for her support with the Staff Election and noted the error in Paper 5 which should read 'congratulate Julia Simpson on her appointment to the Board'.

The summary of forthcoming agenda items and Committee visits was discussed, noting that some dates are subject to change and if Board members wish to attend another Committee, they should contact the Board Secretary as soon as possible so that they can be added to the contact list should anything change.

It was confirmed that the Extra Ordinary meeting of the Learning & Teaching Committee would take place on Thursday 25 October at 11.30am after the Learner Attainment Sub Group.

The Chair thanked the Board Secretary for the update.

18.42 Finance & General Purposes Committee

i) Update from the Chair of the Finance & General Purposes Committee from draft minute of 31 August 2018

Moira Niven, member of the Finance & General Purposes Committee, presented paper 6 in the Chair's absence, noting that the Committee had discussed updating the College's Absence Policy so the Policy would be ready to integrate into the new occupational health service system.

The Committee had also recommended that the College be prepared with projects should any last minute capital funding become available.

The Financial Forecast Return was recommended for approval by the Board on the basis that the College's growth stance had been agreed with the Outcome Manager.

The Committee had approved the Children's Hearing Scotland contract and acknowledged the hard work of the Senior Team in achieving a successful outcome for the College and CHS staff.

Finally, the Committee had noted some complaints and recommended that the College remind staff about the standards and expectations it has when interacting with students.

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ii) Financial Forecast Return 2018

Vice Principal, Finance & Curriculum Services presented paper 7, highlighting that there had been agreement for West Lothian College to base the Financial Forecast Return on growth given the demographics of the region and the ambition of the College.

Any comments on the Financial Forecast Return from the Scottish Funding Council will be monitored through the Risk Register.

The Board approved the Financial Forecast Return 2018.

The Chair of the Board thanked the Committee Member for their update.

18.43 Audit Committee

i) Update from the Chair of the Audit Committee from draft minute of 6 September 2018

Chair of the Audit Committee directed the Board to the minutes and highlighted that the Committee had received assurance that all mandatory staff training was up to date.

The Principal had proposed a change of format to the Strategic Risk Register and the Committee had offered some suggestions which the Principal would consider before bringing the revised version to the next meeting.

The Board queried whether Data Protection had been reviewed by the Audit Committee given the new GDPR rules. The Chair confirmed that the Audit Committee had been given reassurance that the College was preparing for GDPR in a previous report. The Officer in charge of Data Protection was now in post and they will report to the Senior Team. All staff have been given access to mandatory GDPR online training, which more than 50% have completed and senior staff will be monitoring for full completion in coming weeks.

ii) Financial Regulations and Scheme of Delegation

The Audit Committee had reviewed the changes to the Financial Regulations and Scheme of Delegation and recommended these for approval by the Board.

The Board approved the Financial Regulations and Scheme of Delegation.

The Chair of the Board thanked the Committee Chair for their update.

18.44 Learning & Teaching Committee

- i) Update from the Chair of the Learning & Teaching Committee from draft minute of 5 September

The Chair commented that the KPIs showed an improvement in some areas and that Higher Education Full Time had declined. Bespoke targets were being set for each curriculum area aiming for at least 75% success however the Committee conceded that some courses may need to be supported despite low success.

The Committee had requested a further review of the Quality Assurance and Enhancement Report, which will be dealt with at an Extra Ordinary Committee meeting.

The Chair of the Board thanked the Committee Chair for their update.

18.45 Update from Chair of the Remuneration Committee

The Chair of the Remuneration Committee noted that the Committee had met on Tuesday 18 September to discuss the job matching for Deputy Heads under the NRPA. The Committee had recommended that the Principal start negotiations with relevant staff.

18.46 Update from Chair of the Nominations Committee

The Chair of the Nominations Committee noted that the Committee had met on Tuesday 18 September. It was announced that Morag McKelvie will step down as Chair of the Finance & General Purposes Committee and the Chair invited Board Members to self-nominate if they were interested in the position.

There were a number of Board members coming to the end of their 4 year term in 2019 and the Board needed to start considering recruitment. Most of the positions could be reappointed however the Chair was conscious that the Board needed to be mindful of gender equality and board diversity in any Board appointments.

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In order to have a robust Board recruitment programme, it would be necessary to co-opt some members onto the Nominations Committee who were not personally involved in the reappointment or recruitment in 2019.

The Board approved the co-opting of members onto the Nominations Committee.

18.47 Any Other Business

There were no other items of business.

18.48 Review of Meeting, Supporting Papers and Development Needs

The Board of Governors was content with the meeting and supporting papers presented.

18.49 Date of Next Meeting

The next meeting would take place on Tuesday 11 December 2018 at 4.30pm.

Note: There were no matters discussed during the meeting, during which Members declared any conflict of interest, or the Secretary to the Board was aware from the Register of Interests that discussion could give rise to such a conflict.

Signed
Chair, Board of Governors

Date