

West Lothian College

19 March 2019

Board of Governors

Minute of Meeting of the Board Governors held on **Tuesday 11 December 2018** at 4.30pm in the Buchan Suite.

Present:

- Alex Linkston (Chair)
- Sue Cook (Vice Chair)
- Jackie Galbraith (Principal & Chief Executive)
- Graham Hope
- Morag McKelvie
- Simon Ashpool
- Frank Gribben
- Richard Lockhart
- Iain McIntosh
- Colin Miller
- Tom Bates
- Moira 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)
- Susan McSeveney (Staff Observer)

18.50 Welcome/Apologies

Apologies had been received from Norman Ross and Claire Probert. The Chair welcomed Susan McSeveney as a staff observer.

18.51 Declarations of Interest

There were no declarations of interest.

18.52 Minute of Meeting of 18 September 2018

The Minute of the meeting of the Board of Governors of 18 September 2018 was approved as a correct record.

West Lothian College

19 March 2019

18.53 Matters Arising from Minute of Meeting of 18 September 2018

The Board noted the additional action which had arisen after the Board Meeting on 18 September 2018 and ratified the Chair's decision to approve the amended Financial Forecast Return on behalf of the Board by the required deadline.

18.54 Chief Executive's Report

The Principal & Chief Executive presented Paper 3 highlighting that the Ministerial Launch on 5 December had been very successful for raising the profile of the College and the Principal wished to thank all staff and students for their contribution to the event.

The College Evaluative Report and Enhancement Plan had been fully endorsed by the SFC and the College Team will now carry out any actions and plans from the document.

Finally the Principal wished to thank the Board and staff for her warm welcome to West Lothian College and the support she had received in her first 4 months.

The Chair of the Board thanked the Principal & Chief Executive for their report.

18.55 Regional Chair's Feedback (verbal)

The Chair of the Board congratulated the College on another successful Graduation ceremony which many of the Board had attended.

The Chair also commented on the Principal's contribution to the Statement of Ambition document which had improved many aspects of the document.

At a recent visit around the College, the Chair had been most impressed with the motivation of lecturers and the amount of school children who were in College that day enjoying the college experience.

It was noted that the result of the EIS ballot for industrial action should be known by 19 December 2018.

West Lothian College

19 March 2019

18.56 Student Association Report

The Student Association President noted that the majority of classes now had fully trained Class Ambassadors and thanked all Class Ambassadors for their engagement with the Sparkle feedback which had resulted in obtaining feedback from 963 students.

At the recent Fresher's Fair 307 visitors had completed the Student Association Survey of which 300 responders noted satisfaction with the Fair.

The Student Association President and Vice President have visited Ayrshire College and will shortly be visiting their peers at Border College to help share best practice and ideas.

The Board also commented that the Student Association had campaigned successfully to the College for the lunchtime free soup and a roll initiative. Many students were coming to class hungry which was impacting on their ability to learn so it is hoped that the lunchtime initiative will help students in need. The Student Association will evaluate the numbers taking up the initiative in January to determine the impact it may be having.

The Chair thanked the Student Association President for their report.

18.57 Board Development

i) **Board Succession Planning**

The Chair tabled a paper which presented a possible succession plan for the Board taking into account the need to have greater diversity. It was noted that the Board is currently male biased in number and while the Chair would be more than happy to renew the appointments of all highly experienced and well performing board members, the Board will need to recruit with more diversity.

An open evening is planned for Tuesday 29 January which will be supported by Changing the Chemistry to try and encourage potential Board members to learn more about being on a Board and therefore apply for any vacancies.

It was commented that the alumni of the College may be a rich source of applicants and that Board members should use their own networks to communicate the information about the open evening and any Board vacancies.

West Lothian College

19 March 2019

ii) **Report from Board Secretary – Board Development**

The Board Secretary noted that much of the Board Development work is around recruitment of Board members and asked Board Members to look out for emails and information about ways in which they can help.

It has been 6 months since the 1-2-1 reviews and Board Members will shortly be receiving reminders with any action points from their meetings to ensure that any points raised are being dealt with.

The Chair thanked the Board Secretary for the update.

18.58 Finance & General Purposes Committee

i) **Update from the Chair of the Finance & General Purposes Committee from draft minute of 22 November 2018**

Moira Niven, member of the Finance & General Purposes Committee, had chaired the meeting and presented the report to the Board.

It was noted that the summary sheet from Vice Principal, Finance & Curriculum Services had been most helpful in allowing the Committee to see the actual financial position of the College.

The Committee had had a discussion about the infrastructure of the College and had advised the Senior Team to be ambitious in their plans for a state of the art college where currently the IT is not fit for purpose.

A highlight of the meeting had been the visit to the NHS Simulation Area where the Committee had met students using the donated NHS equipment. The Committee were highly impressed with the returning adult learners on the course who were juggling many personal commitments but were also enjoying the course. The lecturers, Linda Brown and Annette Millar, were clearly inspiration for their students and both commented on the importance of appropriately matching students and courses at application stage to ensure success.

ii) **Revised Financial Forecast Return 2018**

Vice Principal, Finance & Curriculum Services presented paper 7, noting that the revised Financial Forecast Return 2018 had now been submitted to the SFC with the Chair of the Board's approval on behalf of the Board.

West Lothian College

19 March 2019

The Board agreed with the Chair's decision to approve the submitted Financial Forecast Return 2018.

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

18.59 Audit Committee

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

The Chair of the Audit Committee noted that the meeting had consisted of considerable crossover discussion with the Finance & General Purposes Committee but particularly commented on the Internal Auditor's Reports which had been very positive.

ii) **Annual Report & Financial Statements for 2017-18**

The Audit Committee had discussed the Annual Report & Financial Statements for 2017-18 and noted the stable and relatively positive financial position of the College

The Board approved the Annual Report & Financial Statements for 2017-18.

iii) **Annual Report to the Board of Governors and the Auditor General for Scotland for 2017-18**

The Chair of the Audit Committee highlighted that the External Auditors had provided an unqualified opinion. Overall the report was very positive and the Audit Committee had commended the work of the College Finance Team.

iv) **Audit Committee's Report to the Board**

The Chair of the Audit Committee presented the Report to the Board with no further comment.

The Board approved the Audit Committee's Report to the Board.

v) **Letter of Representation**

The Audit Committee recommended that the Board approve the Letter of Representation.

The Board approved the Letter of Representation.

vi) **Health & Safety Quarterly Report**

The Chair of the Audit Committee commented that the information provided in the Health & Safety report is now of a high quality and the Health & Safety Officer provides valuable insight at the meeting.

The Board recommended that one incident be redacted in the report and in future the report should be written in a way where it is not possible to identify individuals or speculation.

Action 1: Health & Safety Officer

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

18.60 Learning & Teaching Committee

i) **Update from the Chair of the Learning & Teaching Committee from draft minute of 3 December 2018**

The Chair of the Learning & Teaching Committee described the visit to the Collaborative Classroom, which was most impressive. Unfortunately, some of the functionality of the technology is not available due to the IT infrastructure of the College however staff hope that an update to IT may allow them to access more functionality in the coming weeks.

The Committee had welcomed Scott Anderson as an observer to the Committee and he will be attending the Committee meetings going forward.

The Chair had attended a Student Association meeting which was very interesting and noted thanks to Micole Cochrane for all her hard work in supporting the Student Association.

The Committee had been very interested in the Applications Deep Dive presentation given at the meeting which showed that the College is disproportionately affected by some downturns in trends across the sector and that more emphasis is required on recruitment from schools.

The Committee noted plans which were underway for recruitment in January to help with the current shortfall in Credits and the outlook for hitting the Credit target remains positive however it is not certain.

West Lothian College

19 March 2019

A student articulation document had provided some very interesting discussion and other Board members were recommended to look at the document for their own interest.

The Board discussed some of the challenges in meeting the Credit Target and the value of attending College as preparation for university, especially if strong advanced articulation routes are fostered with universities. It was noted that the College is making more use of the Student Voice on the website to encourage people to apply based on the success stories of students. The need to have a dynamic and proactive curriculum offering was also discussed with emphasis on the unique overseas opportunities offered by the College.

ii) **Evaluative Report 2017-18**

The Chair of the Committee noted the Evaluative Report which had been approved by the Learning & Teaching Committee at an Extra Ordinary meeting and had now been submitted.

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

18.61 Update from Chair of the Remuneration Committee

The Chair of the Remuneration Committee noted that the Committee had met on 18 September 2018 and recommended the Remit of the Committee for approval by the Board.

The Board approved the Remuneration Committee Remit.

18.62 Update from Chair of the Nominations Committee

The Chair of the Nominations Committee noted that the Committee had met on 18 September 2018 and recommended the Remit of the Committee for approval by the Board

The Board approved the Nominations Committee Remit.

The Committee recommended Moira Niven as Chair of the Finance & General Purposes Committee with effect from April 2019.

The Board approved Moira Niven's appointment as Chair of the Finance & General Purposes Committee with effect from April 2019.

West Lothian College

19 March 2019

The Committee recommended Moira Niven be appointed to the Nominations Committee as Chair Nominate of the Finance & General Purposes Committee with immediate effect.

The Board approved Moira Niven be appointed to the Nominations Committee as Chair Nominate of the Finance & General Purposes Committee with immediate effect.

18.63 Brand Development Presentation

Vice Principal, Curriculum & Enterprise updated the Board on the work which had been undertaken with external advisors to update the College Brand.

Views from working groups of staff, students and board members had been used to inform the final outcome which impacted the website, values and brand guidelines of the College.

It was noted that the exercise had not been a full rebranding but rather a development of guidelines to provide some consistency across the College. Documents and signage would be changed to the new brand guidelines when required rather than immediately so the cost of implementation would simply be on a renewals basis rather than scrapping and starting again.

The Board discussed the various aspects of the brand development exercise and it was agreed that any brand had to be 'lived' by staff so that it can be felt by students.

The Chair thanked Vice Principal, Curriculum & Enterprise for the presentation.

18.64 Any Other Business

There were no other items of business.

18.65 Review of Meeting, Supporting Papers and Development Needs

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

18.66 Date of Next Meeting

The next meeting would take place on Tuesday 19 March 2019 at 4.30pm.

West Lothian College

19 March 2019

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