

West Lothian College

18 June 2019

Board of Governors

Minute of Meeting of the Board Governors held on **Tuesday 19 March 2019** at 4.30pm in the Buchan Suite.

Present: Alex Linkston (Chair)
Sue Cook (Vice Chair)
Jackie Galbraith (Principal & Chief Executive)
Morag McKelvie
Norman Ross
Claire Probert
Simon Ashpool
Frank Gribben
Iain McIntosh
Colin Miller
Tom Bates
Moiria Niven
Alan Morton
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)

19.01 Welcome/Apologies

Apologies had been received from Richard Lockhart, Michelle Low, Julia Simpson and Graham Hope.

19.02 Declarations of Interest

There were no declarations of interest.

19.03 Minute of Meeting of 11 December 2018

The Minute of the meeting of the Board of Governors of 11 December 2018 was approved as a correct record.

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19.04 Matters Arising from Minute of Meeting of 11 December 2018

All actions were noted as duly completed from the minute of meeting of 11 December 2018.

19.05 Chief Executive's Report

The Principal & Chief Executive presented Paper 3 highlighting that there was a Recruitment Event on Saturday and discussions are underway with Blackridge Community Trust to examine how the College and the Community could work together.

There have been more meetings about the Winchburgh Development which could offer some exciting opportunities for the College. The Principal thanked Sue Cook and Tom Bates for their support with the Employers' Dinner which sparked some good discussion and produced potential leads for closer future engagement with local employers.

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

19.06 Chief Executive's Presentation – College Sector KPIs

The Principal presented a review of the 2017-18 performance of West Lothian College noting the successes and challenges facing the College.

Gender balance was written into the Regional Outcome Agreement and the College were looking into how they can achieve better gender balance to ideally reflect the local population. West Lothian College has had great success with areas of targeted support and the Board were keen to understand whether any targeted support initiatives could be developed across the College to improve success.

College managers are currently speaking to peers in other Colleges to find out what can be learned from their success and the Board noted that there are areas of best practice within the Colleges itself from which other Centres can learn. It was acknowledged that sustained change for the better should be the aim of the College as that would have the biggest impact on success for students. The Board also noted that success rates were highest at Colleges delivering large number of apprenticeships since the apprentices are very self-motivated and this can also have a knock-on effect to other students aspiring to apprenticeships.

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The Principal confirmed that the College are reviewing the curriculum with modernisation being the focus for 2020-21. Education Scotland have recognised pockets of excellence in the College and the aim is to deliver a consistently high standard in all areas of the College. The new curriculum should mimic the local economy and the Board will be asked for their input into the College's Strategic Plan at the Board Day in May.

The Principal welcomed any feedback by email should Board Members wish to follow anything up from the presentation. The Chair thanked the Principal for a very thorough and interesting look at the position of West Lothian College in the sector.

19.07 Regional Chair's Feedback (verbal)

The Chair of the Board confirmed that there was a new Chief Executive of the SFC, Maureen Watt and that there had been meetings with the Scottish Government to discuss investment in Colleges and in particular in the IT and buildings infrastructure.

The Board noted that the government's STEM targets were being undermined by the lack of investment in equipment and technology in Colleges and the Board encouraged West Lothian College to continue to seek investment from outside funders, such as the donation of obsolete hospital equipment for the Access to Nursing course.

There had also been a presentation on the findings from a report into student mental health which concluded that more investment in school and colleges would take the pressure off the NHS.

Questionnaires for support staff job evaluations would be sent out in the next few weeks and negotiations were ongoing with teaching staff unions.

19.08 Student Association Report

The Student Association Vice President updated the Board on the new structure for Class Ambassadors for next year which had been approved by the Learning & Teaching Committee.

The Student Association had been nominated for 2 awards and the Board wished the Student Association luck for the forthcoming award ceremonies.

Welfare Packs for students were being piloted and the Student Association had found that given the sensitivity of the subject, informal referrals was the most effective way to proceed. The Board suggested some non-intrusive self-

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reporting indices which the Student Association may consider using while bearing in mind GDPR issues. It was also proposed that it might be possible to use the self-reporting indices at induction for all students.

The Board congratulated the Student Association on the support they are providing to students and also the high quality of their social media presence.

The Chair thanked the Student Association President for their report.

19.09 Board Development

i) **Board Recruitment Update (verbal)**

The Chair deferred the board recruitment update until 19.14 (Update from the Chair of the Nominations Committee).

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

The Board Secretary thanked everyone who had been in touch to confirm their Register of Interests entries and reminded anyone else to check and update them as soon as possible.

The Board Day on 23 May will be a full day with lunch and Board Members were asked to note this change of format.

The Chair thanked the Board Secretary for the update.

19.10 Finance & General Purposes Committee

i) **Update from the Chair of the Finance & General Purposes Committee from draft minute of 28 February 2019**

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

It was noted that efficient use of staffing was having a positive impact on the management accounts and the Committee had been assured that any IT investment now will be part of a wider plan. The Committee had recommended a deeper discussion of the College's Strategic Plan which had led to a proposal for the format of the Board Day on 23 May.

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ii) **Procurement Strategy**

Vice Principal, Finance & Curriculum Services presented paper 7 and the Board approved the Procurement Strategy.

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

19.11 Audit Committee

i) **Update from the Chair of the Audit Committee from draft minute of 7 March 2019**

In the absence of the Chair of the Audit Committee, Sue Cook presented the report to the Board noting the Internal Auditor's recommendations to 'RAG' reports. The Board agreed with the Audit Committee that adding a 'RAG' rating to reports was currently unnecessary however it could possibly be useful in the future to link to any strategic documents.

ii) **Quarterly Health & Safety Report**

The Board noted the Quarterly Health & Safety Report.

iii) **Annual Health & Safety Report**

The Board noted the Annual Health & Safety Report.

19.12 Learning & Teaching Committee

i) **Update from the Chair of the Learning & Teaching Committee from draft minute of 11 March 2019**

The Chair of the Learning & Teaching Committee noted that the change of Student Association Class Ambassador structure had been approved at the Committee. The Committee had also been informed of many recruitment initiatives which were underway in the College and was hopeful that recruitment will be on target.

ii) **Draft Outcome Agreement**

Board Members requested that another email be sent to all members attaching the Draft Outcome Agreement and the Principal confirmed that she was happy to receive any feedback by email.

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Action 1 – Secretary to the Board

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

19.13 Update from Chair of the Remuneration Committee

The Chair of the Remuneration Committee noted that the Committee had met on 14 February and had agreed that all College Managers be brought into National Bargaining from 2020. In addition, Cost of Living Allowance would be mirrored for support staff.

19.14 Update from Chair of the Nominations Committee

The Chair of the Nominations Committee noted that the Committee had met on 19 March to approve the recommendations of the Recruitment and Reappointment Panels.

The Recruitment Panel had recommended Elaine Cook and Lynne Hollis be appointed as Board Members and Emma Marriot be offered a shadowing position. The Board approved the recommendations with the caveat that if any member wished to confidentially express any concerns, they could contact the Secretary to the Board by Friday 22 March.

The Reappointment Panel had recommended extending all positions ending in March 2019 for a further 4 years, which the Nominations Committee had approved.

It was also noted that Graham Hope had chosen to not be reappointed when his term ends in March 2019. The Chair and the Board expressed their huge appreciation to Graham for his 6 years of service on the Board and wished him well.

Nominations were therefore requested for any Board Member wishing to put themselves forward for the now vacant position of Chair of the Audit Committee. Nominations would close on 29 March and self-nominations should be sent to the Secretary to the Board.

19.15 Indicative Funding Allocation

Vice Principal, Finance & Curriculum Services, presented Paper 12.

The Board noted the Indicative Funding Allowance 2018-19.

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19.16 Board Self-Evaluation 2019

Secretary to the Board requested that Board Members take some time to consider the questionnaire which formed this year's Self Evaluation. Completed questionnaires should be returned to the Secretary to the Board as soon as possible and the results will be shared at the next Board Meeting as well as providing some input into the 1-2-1 reviews if appropriate.

19.17 Any Other Business

The Chair acknowledged that this was the last meeting for Morag McKelvie, who had been with the Board since 2003 making her the longest serving Board Member. The Chair thanked Morag for her service, the strength that she brought to the Board and her chairing of the Finance & General Purposes Committee alongside her demanding career.

Morag thanked the Board and the Finance Team for many enjoyable years.

There were no other items of business.

19.18 Review of Meeting, Supporting Papers and Development Needs

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

19.19 Date of Next Meeting

The next meeting would take place on Tuesday 18 June 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