

West Lothian College

17 September 2019

Board of Governors

Minute of Meeting of the Board Governors held on **Tuesday 18 June 2019** at 4.30pm in the Buchan Suite.

Present: Alex Linkston (Chair)
Sue Cook (Vice Chair)
Jackie Galbraith (Principal & Chief Executive)
Norman Ross
Simon Ashpool
Frank Gribben
Iain McIntosh
Colin Miller
Tom Bates
Moirá Niven
Richard Lockhart
Julia Simpson
Elaine Cook
Alan Morton
Gemma Reynolds
Michelle Low

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

19.20 Welcome and Apologies

The Chair welcomed everyone to the meeting especially Elaine Cook to her first Board meeting and the recently reappointed members, Sue Cook, Frank Gribben, Iain McIntosh and Colin Miller. The Chair also welcomed the Student Association President and Student Association Vice President who had been successfully re-elected.

Apologies had been received from Lynne Hollis, Claire Probert and George Hotchkiss.

19.21 Declarations of Interest

There were no declarations of interest.

West Lothian College

17 September 2019

19.22 Minute of Meeting of 19 March 2019

The Minute of the meeting of the Board of Governors of 19 March 2019 was approved as a correct record.

19.23 Matters Arising from Minute of Meeting of 19 March 2019

All actions were noted as duly completed from the minute of meeting of 19 March 2019.

19.23 Chief Executive's Report

The Principal & Chief Executive presented Paper 3 highlighting that work was underway on renovating the Street Building to improve the student experience.

The Principal thanked the Vice Chair and Norman Ross for leading the decision panel for the staff Star Awards and congratulated the college team for securing a Healthy Working Life Bronze Award.

The Board were shown a short promotional video for "Men into Childcare" which had been shot in the new forest classroom on the College campus. The Principal pointed out the successful collaborations between Estates and Childhood Practice and Childhood Practice and Sport & Fitness which had brought about the classroom and the message of the video.

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

19.25 Regional Chair's Feedback (verbal)

The Chair of the Board provided some updates from the work done by Colleges Scotland, confirming that after representation, Colleges Scotland were able to announce further funding being made available to help with increased pension costs.

Colleges Scotland have also been working on many other current issues including the 15-24 learner journey, student support discussions, early years provision, mental health and wellbeing, simplified funding model, Audit Scotland Report, construction industry and Brexit. It was noted that Colleges Scotland has an important role in representing the sector wide issues to the Scottish Government.

19.26 Student Association Report

The Student Association President thanked the Board for their support and welcome for the next year of their elected period. It was noted that Sparkle is being aligned with professional standards and the Student Association President and the Student Association Vice President will be working 2 evenings a month to allow part-time and school students to participate in the Sparkle feedback.

Welfare Packs are being rebranded as Recharge Packs and form part of the wider Recharge programme which is having a positive impact on students in need. The Student Association were also awarded 4 stars on their Healthy Body Healthy Mind work.

The Chair thanked the Student Association President for their report.

19.27 Board Development

i) Board Strategic Day Report – 23 May 2019

The Principal confirmed that the feedback gathered at the event would be reviewed in the next few months, tested with staff and then presented back to the Board in draft form.

The Board requested that the presentations from the Strategic Day be circulated to all Board Members.

Action 1 – Board Secretary

ii) Self-Evaluation of Committees 2019

The Board Secretary thanked all the Committees for their input into the Self-Evaluations.

It was agreed that the Chairs of the Audit Committee and Finance & General Purposes Committee would discuss the logistics of a joint meeting to review the year end Accounts with the Vice Principal, Finance & Curriculum Services.

Action 2 – Vice Principal, Finance & Curriculum Services

iii) **Board Self Evaluation Results**

The Chair of the Board led the detailed discussion of the results of the Board Self Evaluation results with the following comments being made;

A. Leadership and Strategy

It was noted that the responsibilities of the Learner Attainment Sub Group will shortly form part of the Learning & Teaching Committee's remit which the Board will discuss and approve before any cessation of the Sub Group. The Board also requested that the KPI comparison table presented at the Learning & Teaching Committee be circulated to all Board Members

Action 3 – Board Secretary

B. Quality of the Student Experience

No further comments

C. Accountability

The Board acknowledged that their job was to scrutinise rather than manage and felt that the People Strategy and improved information from the HR team enabled them to effectively scrutinise. The Board requested an update regarding their roles and responsibilities as Charity Trustees in accordance with the new Code of Good Governance issued by OSCR.

Action 4 – Board Secretary

D. Effectiveness

Overall the Board felt that it was good governance for the minutes of the Committee meetings to be presented at the Board meetings and it was suggested that the Committee Chairs reflect on how best to highlight the issues raised at each Committee meeting. It was also felt that the Board meeting was a good opportunity to discuss wider issues rather than simply the Committee papers which may encourage more discussion at the Board meetings.

E. Relationships and Collaboration

The Board agreed that engagement with stakeholders and the Board could be strengthened. It was decided that a deeper discussion would take place at the next Board meeting to decide how best the Board could improve engagement with stakeholders and perhaps a standing item could be added to the Board meeting agenda to provide updates of stakeholder engagement.

Action 5 – Chair / Board Secretary

The Principal noted that the College has some broad stakeholder engagement which occurs on a daily basis. It was suggested that Board Members receive the fortnightly Principal's Update emails which include more detailed information of stakeholder engagement being undertaken.

Action 6 – Board Secretary

iv) **Board Development Plan**

The Chair presented the Board Development Plans for 2018-19 and 2019-20. In respect of the 2019-20 Plan, the Board made the following comments (numbering relates to the action number in the 2019-20 Development Plan);

1.2 Any campus visits should be at the start of the meeting to cause the least disruption.

1.4 Opportunities for Board Members to meet with the Student Association are to be discussed

Action 7 – Board Secretary

2.2 The planned delivery for college performance review should be moved to March 2020 and it will coincide with the Committee self-evaluations.

Action 8 – Board Secretary

3.4 The need for a Chairs' Forum was discussed, however it was felt that this was unnecessary for a smaller college such as West Lothian College and since the Chairs regularly meet as part of a Remuneration or Nominations Committee, they have the opportunity to discuss any issues at that time.

5.1 Board Members felt that the 1-2-1 review paperwork was fit for purpose.

5.2 It was suggested that any formal training (CDN) be logged on the new HR system due to be introduced in 2020 and the Board Secretary should discuss the information about Board Members which can be held on the HR system.

Action 9 – Board Secretary

West Lothian College

17 September 2019

The Board noted that a visit to a West Lothian Partnership Centre had been removed from the 2019-20 Board Development Plan and requested that this be reinstated. It was suggested that perhaps the Board Away Day could take place at a Partnership Centre.

Action 10 – Board Secretary

v) **Board Secretary Update**

The Board Secretary presented paper 9, which the Board noted.

19.28 Finance & General Purposes Committee

i) **Update from the Chair of the Finance & General Purposes Committee from draft minute of 13 June 2019**

The Chair of the Finance & General Purposes Committee noted that the main item of the meeting had been the Annual Budget which had been the most challenging budget to date. The Committee had raised concerns about cuts to capital funding, the increase to employers' pension contributions and the communication of the eventual job evaluation outcomes to staff.

The Committee had agreed that a College priority had to be finding alternative routes of funding for equipment and infrastructure.

ii) **Annual Budget 2019-20**

Vice Principal, Finance & Curriculum Services presented paper 10 and highlighted the difficulties in achieving a balanced budget this year as well as the pressures for staff costs including the increase to employers' pension contributions.

Vice Principal, Finance & Curriculum Services commented that any underspends in the year will be used effectively and the College are actively seeking ways to secure additional funding, donations or equipment in kind.

The Board approved the Annual Budget 2019-20.

iii) **Audit Scotland Report – Scotland's Colleges 2019**

The Board noted the Audit Scotland Report.

19.29 Audit Committee

i) **Update from the Chair of the Audit Committee from draft minute of 6 June 2019**

The Chair of the Audit Committee noted that the Committee had approved the external auditors fees and suggested a Board workshop with the internal auditors to establish the current Board's risk appetite. The Audit Committee considered some sector wide issues from the perspective of the internal and external auditors and agreed that this should be a standing item on the Committee agenda.

ii) **Quarterly Health & Safety Report**

The Board noted the Quarterly Health & Safety Report.

19.30 Learning & Teaching Committee

i) **Update from the Chair of the Learning & Teaching Committee from draft minute of 5 June 2019**

The Chair of the Learning & Teaching Committee noted that the Committee had been assured that any 'at risk' students were being sufficiently supported to encourage them to complete their courses.

The Committee had examined the current 2019-20 recruitment statistics and addressed any issues. It was commented that the Committee had queried the contrasting roles of scrutiniser and developer that Education Scotland might play in the forthcoming visits.

19.31 Update from Chair of the Nominations Committee

The Chair of the Nominations Committee noted that the Committee had met on 19 June and wished to recommend Sue Cook as Chair of the Audit Committee and Iain McIntosh as Chair of the Learning & Teaching Committee.

The Board approved the appointment of Sue Cook as Chair of the Audit Committee and of Iain McIntosh as Chair of the Learning & teaching Committee.

West Lothian College

17 September 2019

The Nominations Committee had also developed a formal procedure for the appointment of Committee Chairs and this would be brought to the September Board meeting for approval by the Board.

Action 11 – Board Secretary

19.32 Update from Chair of the Remuneration Committee

The Remuneration Committee had not met since the last Board meeting and therefore there was nothing to report.

19.33 Annual Review of Committee Remits

The Board Secretary presented paper 15 and asked the Board to approve the Committee remits which had been discussed by each Committee at the June meetings.

The Board approved the Audit Committee Remit, the Finance & General Purposes Committee Remit and the Learning & Teaching Committee Remit.

19.34 Any Other Business

The Chair acknowledged that this was the last meeting for Alan Morton who was not seeking re-election to the Board. The Chair thanked Alan for his engagement in Board matters and his professionalism in carrying out his Board duties.

There were no other items of business.

19.35 Review of Meeting, Supporting Papers and Development Needs

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

19.36 Date of Next Meeting

The next meeting would take place on Tuesday 17 September at 4.30pm, however it was noted the possibility of a Board Risk Appetite workshop starting earlier with further details to be communicated as soon as possible.

West Lothian College

17 September 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