

## West Lothian College

10 December 2019

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### Board of Governors

Minute of Meeting of the Board Governors held on **Tuesday 17 September 2019** at 5.30pm in the Buchan Suite.

Present: Alex Linkston (Chair)  
Sue Cook (Vice Chair)  
Jackie Galbraith (Principal & Chief Executive)  
Maira Niven  
Iain McIntosh  
Frank Gribben  
Colin Miller  
Simon Ashpool  
Claire Probert  
Elaine Cook  
Lynne Hollis  
Neil Sinclair

In attendance: Jennifer McLaren (Vice Principal, Finance & Curriculum Services)  
Emma Marriott (Shadow Board Member)  
Karine McNair (Board Secretary)

#### 19.37 Welcome and Apologies

The Chair welcomed everyone to the meeting especially Lynne Hollis, Neil Sinclair and Emma Marriott to their first Board meeting.

Apologies had been received from Richard Lockhart, Tom Bates, Julia Simpson, Michelle Low, Gemma Reynolds and Simon Earp.

The Chair also noted the Board's thanks to Norman Ross who had resigned in August.

#### 19.38 Declarations of Interest

There were no declarations of interest.

#### 19.39 Minute of Meeting of 18 June 2019

The Minute of the meeting of the Board of Governors of 18 June 2019 was approved as a correct record.

## West Lothian College

10 December 2019

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### 19.40 Matters Arising from Minute of Meeting of 18 June 2019

Regarding Action 10, it was commented that while the Board were keen to visit a West Lothian Partnership Centre, the Partnership Centre may not offer the required accommodation and catering for a Board Strategy Day so another opportunity to visit a Partnership Centre would be considered.

#### Action 1: Board Secretary

All other actions were noted as duly completed from the minute of meeting of 18 June 2019.

### 19.41 Chief Executive's Report

The Principal & Chief Executive presented Paper 3 highlighting that student outcomes were slightly improved and staff were working very hard to ensure that improvement in performance continued in the current year.

The Investors in People Silver Award reinforced the many good findings in the staff survey. The College has also been shortlisted for 5 awards.

Regarding Interrupt 19, the Principal thanked some of the Board Members for attending and noted that it had been a resounding success welcoming more than 400 attendees to the event. All the workshops had been well received and the students and school pupils who attended were all engaged and enthusiastic. It was also an opportunity to involve students from Events and Media & Communications courses who contributed to the running of the event and the social media content.

The Principal commented that the College was keen to run similar events in the future for other curriculum areas of the College. The event was viewed as a positive way to engage with students early on in their courses and hopefully motivate them to apply themselves for successful outcomes.

The Board Members who had attended the event praised all involved for an exceptionally well run event and they had found the content very interesting.

The Board formally noted the tremendous effort by staff to raise attainment which was reflected in the improved KPIs and were pleased that it was a step in the right direction.

The Chair thanked the Principal for an upbeat report.

## West Lothian College

10 December 2019

---

### 19.42 Regional Chair's Feedback (verbal)

The Chair of the Board commented that the work of the Employers' Association had been quiet over the summer months but the Cabinet Secretary for Finance had tasked 2 College Principals with producing a report on College finances.

### 19.43 Student Association Report

In the absence of the Student Association President and Vice President, the Board noted the Student Association Report which had been presented to the Learning & Teaching Committee.

### 19.44 Board Development

#### i) **Board Development Plan**

The Board approved the Board Development Plan subject to an amendment to point 1.6 (see Action 1 above).

#### ii) **Board Secretary Report including Register of Interest Information**

The Board Secretary distributed a recent flowchart from the Standards Commission demonstrating scenarios for declaring an interest. It was noted that discussions had been held to arrange a meeting between the Board and the Student Association and the Student Association would be in touch to arrange the meetings.

It was noted that a recruitment process will shortly be launched to recruit for a Board Member with CIPD certification. All Board Members were asked to share the recruitment material with their personal networks.

### 19.45 Finance & General Purposes Committee

#### i) **Update from the Chair of the Finance & General Purposes Committee from draft minute of 5 September 2019**

The Chair of the Finance & General Purposes Committee noted that the Committee had welcomed the visit to the Street Building and hearing the positive feedback from staff.

## West Lothian College

10 December 2019

---

It had been decided that the next meetings of the Audit and Finance & General Purposes Committees would be separate given the demanding agendas for each Committee. However, since the Annual Accounts would be discussed at each meeting, members of both Committees were encouraged to visit the other Committee during this round to share engagement.

The main item on the agenda had been the Financial Forecast Return which had been recommended to the Board with the condition of establishing a Short Life Working Group to discuss the financial strategy in further detail.

The Committee had noted that short term sickness was generally reducing and discussed a repeat complaint by a student with a disability. The Committee had recommended more training for staff to address the repeat complaint.

ii) **Financial Forecast Return**

Vice Principal, Finance & Curriculum Services presented paper 8 and highlighted that the Financial Forecast Return had been prepared in line with SFC directives and based on assumptions dictated by the SFC. It was noted that the Short Life Working Group will work with the Finance Team to develop a medium term financial strategy with adaptations depending on different scenarios.

The Board approved the Financial Forecast Return.

### 19.46 Audit Committee

i) **Update from the Chair of the Audit Committee from draft minute of 12 September 2019**

The Chair of the Audit Committee commented that the Audit Committee had also enjoyed their visit to the reconfigured Street Building noting the new layout encouraged more collaborative working.

The Committee had noted the robust health and safety processes in place and although the College had been on a Fire Brigade 'watch list', a follow up visit from the Fire Brigade had approved all College procedures. The Facilities Manager will have more meetings with the third party contractor responsible for overnight security to ensure that false alarms are communicated in a more timely fashion.

## West Lothian College

10 December 2019

---

Good assurance had been given by Internal Audit on their 2 reports and the Audit Committee had requested an update on the completion of Personal Learning Plans at the next meeting.

The Committee had discussed the Risk Register and proposed an adjustment to all risks apart from Risk 2 and accepted that this was subject to feedback at the Risk Workshop which had preceded the Board Meeting. It was commented that the Risk Register should be presented before the start of the new academic year and the Chair of the Audit Committee agreed that the Audit Committee would consider the timescale for reviewing the Risk Register.

### **Action 2: Chair of the Audit Committee / Board Secretary**

#### **ii) Quarterly Health & Safety Report**

The Board noted the Quarterly Health & Safety Report.

### **19.47 Learning & Teaching Committee**

#### **i) Update from the Chair of the Learning & Teaching Committee from draft minute of 4 September 2019**

The Chair of the Learning & Teaching Committee noted that the visit to the Cyber classroom had been interesting and the recent installation of a "History of Computing" mural was welcomed. Further campus visits will be undertaken by the Committee and staff from the visited area will join the Learning & Teaching meeting to give further insight into the curriculum area.

The Committee had been reassured that any quality issues were being addressed and the impact of actions in the EREP were being monitored. The Committee had also considered the development of more 'live environments' within the College and the Board suggested that the Chief Executive of West Lothian Council could be contacted to discuss a shared resource with the Council.

The Board discussed the value of decoration within the College and noted a design competition which had been run at a University, the visual strategic plan at Forth Valley College and murals at West Calder High School as examples of how to use artwork with good effect.

The Chair of the Learning & Teaching Committee noted that the Committee had discussed the poor Higher and National 5 results in great detail. The Principal reiterated that staff delivering Higher and

## West Lothian College

10 December 2019

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National 5 courses were being supported to improve performance with resources such as SCHOLAR and were also being encouraged to visit peers in other Colleges.

### 19.48 Nominations Committee

**i) Update from Chair of the Nominations Committee**

The Chair of the Nominations Committee noted that the Committee had met on 18 June and shared the minutes for the Board to note.

**ii) Nominations Committee Remit**

The Board approved the Nominations Committee Remit.

**iii) Committee Chair Appointment Protocol**

The Board approved the Committee Chair Appointment Protocol.

### 19.49 Update from Chair of the Remuneration Committee

The Chair of the Remuneration Committee noted that the Remuneration Committee had briefly met before the Board Meeting to discuss the Principal's proposed consultation with staff on a restructure. The consultation will be presented to the Board in December.

### 19.50 Any Other Business

The Board thanked the Principal for the School Leaver Destination Report which had been very informative and surprising in some instances.

There were no other items of business.

### 19.51 Review of Meeting, Supporting Papers and Development Needs

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

### 19.52 Date of Next Meeting

The next meeting would take place on Tuesday 10 December at 4.30pm.

**West Lothian College**

10 December 2019

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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 .....