

## West Lothian College

30 April 2020

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### Board of Governors

Minute of Meeting of the Board Governors held on **Tuesday 10 December 2019** at 4.30pm in the Buchan Suite.

Present: Alex Linkston (Chair)  
Sue Cook (Vice Chair)  
Jackie Galbraith (Principal & Chief Executive)  
Moirra Niven  
Iain McIntosh  
Frank Gribben  
Colin Miller  
Richard Lockhart from item 19.59  
Tom Bates  
Elaine Cook  
Sue Stahly  
Neil Sinclair  
Julia Simpson  
Gemma Reynolds

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

#### 19.53 Welcome and Apologies

The Chair welcomed everyone to the meeting especially Sue Stahly to her first Board meeting.

Apologies had been received from Simon Ashpool, Claire Probert, Lynne Hollis and Michelle Low.

#### 19.54 Declarations of Interest

Neil Sinclair declared an interest in item 19.63 i) and 19.63 iv).

There were no other declarations of interest.

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### **19.55 Minute of Meeting of 17 September 2019**

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

### **19.56 Matters Arising from Minute of Meeting of 17 September 2019**

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

### **19.57 Chief Executive's Report**

The Principal & Chief Executive presented Paper 3 highlighting that the audited student success key performance indicators had been received from SFC which showed improvement in all areas. The Principal had sent a letter to all staff thanking them for their efforts in achieving this improvement and to acknowledge the collective effort from everyone.

The Board commented that they were pleased to see the improvement in retention and attainment in particular since these had been areas of concern. The Education Scotland Report demonstrated impressive self-reflection and professionalism, highlighting areas of success but also showing that actions were already being taken to address any challenges.

It was also noted that the Forest Classroom had impressed a number of stakeholders at the recent Education Buildings Awards.

### **19.58 Regional Chair's Feedback (verbal)**

The Chair of the Board informed the Board that there had been a recent meeting of the Employers' Association with the General Teaching Council to progress discussions around registration of lecturers. At the recent Employers' Association residential, the main issue of discussion had been the "Fair Work Framework".

The Chair also commented on the tremendous success of the College graduation event and encouraged all board members to support this event. It was also noted that with the latest appointment to the Board, the College Board is now gender balanced.

### **19.59 Student Association Report**

The Student Association Vice President confirmed that the 12 Centre Ambassadors have been recruited, trained and helped to facilitate the

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collection of Sparkle feedback at the most recent cycle. 79 full time classes have provided feedback and for the first time, feedback had been collected from 49 part time and schools classes.

90 Recharge packs have been distributed in December and the donations of new and second hand winter clothing have been appreciated by students. Christmas hampers will be donated to students identified by Centres.

The Board acknowledged the very worthwhile work being undertaken by the Student Association to help address student poverty in a sensitive and discreet way. The Board also congratulated the Student Association on the increase in their satisfaction rates in the Student Satisfaction Survey.

### 19.60 Board Development

#### i) **Report from Board Secretary – Board Development**

The Board Secretary reminded Board Members that an email will be sent in January with updates to any actions from the 1-2-1 reviews. The change in date for the Strategic Day and the November Finance & General Purposes Meeting was also highlighted.

#### ii) **Committee Remit Summary for KPIs**

The Board Secretary explained that the relevance and effectiveness of KPI measurements had been raised at both the Finance & General Purposes Committee and the Audit Committee. It had been felt by the Audit Committee that the Board should consider the relevant KPIs required by each Committee to meet their responsibilities according to their remits.

It was noted that for benchmarking purposes, current data would only be available from Colleges who volunteered to co-operate since the information from published Financial Statements would likely be a year out of date.

The Board discussed other KPIs which could be monitored such as health and wellbeing, equal opportunities, positive destinations, student satisfaction, staff engagement, employer engagement, SMD10 and gender. It was acknowledged that the data on a number of these areas is already provided in individual reports e.g. HR Report and Outcome Agreement, however it might be useful to have all the information in one place for the Board to oversee.

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It was suggested that each Committee individually discuss their KPI needs, but that there should be an overall data set of a broad range of issues (24-30 key areas) which would be regularly monitored by the Board providing assurance that the College is moving in the right direction. An annual report could then be presented to the Board showing the 3-4 year trends of the KPI set. The Board discussed the merit in only monitoring KPIs below target which would highlight areas requiring attention.

The Principal stated that there is a much richer set of data available in the College now and suggested that the Senior Team consider the Board's requests, collate a collection of useful data and present it at the next Board Meeting for the Board's feedback.

**Action 1: Principal****19.61 Finance & General Purposes Committee****i) Update from the Chair of the Finance & General Purposes Committee from draft minute of 21 November 2019**

The Chair of the Finance & General Purposes Committee noted that the Committee had discussed the Financial Statements at great length and found the summary paper very useful in explaining the financial stability of the College. The Committee had suggested that the Principal prepare an Executive Summary to accompany the accounts explaining the success of the College in challenging financial circumstances.

The latest set of Management Accounts had noted a concern in the unlikely event that the current rate of staff absence continued and the Committee had discussed ways to help staff stay healthy through the provision of flu vaccinations.

**19.62 Audit Committee****i) Update from the Chair of the Audit Committee from draft minute of 28 November 2019**

The Chair of the Audit Committee commented that the Audit Committee had enjoyed their visit to the Motor Vehicle Centre, hearing about the success of the hybrid car courses. Two incidents had been referred to the Health & Safety Executive and the Committee had been satisfied that preventative steps were in place to prevent reoccurrence.

The Committee had repeated their request for further training on College Accounts which was being looked into by the Board Secretary and Vice Principal, Finance & Curriculum Services, offered small group or 1-2-1 sessions.

The Board commended the Finance Team on their hard work in preparing the Financial Statements and acknowledged the positive audit reports which were a credit to the team.

ii) **Annual Report & Financial Statements for 2018-19 for approval**

The Board approved the Annual Report & Financial Statements for 2018-19.

iii) **Annual Report to the Board of Governors and the Auditor General for Scotland 2018-19**

The Board noted the Annual Report to the Board of Governors and the Auditor General for Scotland 2018-19.

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

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

v) **Letter of Representation**

The Board approved the Letter of Representation.

vi) **Health & Safety Quarterly Report**

The Board noted the Health & Safety Quarterly Report.

vii) **Strategic Risk Register**

The Audit Committee had suggested having an annual Risk Workshop after the Strategic Day but before the start of the new academic year to set the Board risk appetite for the forthcoming year.

The Board suggested that the '<£50k' threshold was too low if a number of events were to be below £50k. Vice Principal, Finance & Curriculum Services agreed to amend the wording to '<£50k cumulatively'.

**Action 2: Vice Principal, Finance & Curriculum Services**

The Board requested that GDPR is included in the Risk Register and it was noted that Strategic Risk 5 includes GDPR risk. The Audit

Committee will consider whether GDPR is sufficiently accounted for in the Risk Register.

It was noted that the Senior Team regularly discuss any GDPR issues and a report should be brought to the Board reflecting these discussions.

**Action 3: Vice Principal, Curriculum & Enterprise**

**19.63 Learning & Teaching Committee**

**i) Update from the Chair of the Learning & Teaching Committee from draft minute of 27 November 2019**

The Chair of the Learning & Teaching Committee noted that the Committee had been very pleased with the results of the Student Satisfaction Survey and that staff were taking more ownership of their responsibilities towards early retention and attainment. As a result, the Learner Attainment Sub Group had now been wound up and the monitoring retention and attainment would be taken up by the Learning & Teaching Committee.

**ii) Outcome Agreement 2018-19 Report**

The Board noted the Outcome Agreement 2018-19 Report.

**iii) Education Scotland Report**

The Chair of the Learning & Teaching Committee noted that the College had achieved the positive outcome of 'satisfactory' and staff were already working on any areas which had been identified as having challenges.

The Board noted the Education Scotland Report.

**iv) Curriculum Plan 2020-21**

The Learning & Teaching Committee had discussed the Curriculum Plan noting that it supported a demand led curriculum and followed a difficult but robust process. The Committee had been satisfied with the process taken and appreciated the challenge of developing courses for growing demand within a capped credit allowance.

The Board noted that the curriculum needed to develop in areas where employers are demanding skills and the Curriculum Plan presented

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reasonable rationale for the decisions being made. It was discussed that the difficult financial position for the College sector will require a Curriculum Plan to be developed regularly and sensitively and the Board were satisfied with the plan which had been developed.

### 19.64 Remuneration Committee

#### i) Update from Chair of the Remuneration Committee

The Chair of the Remuneration Committee noted that the Committee had updated its procedure for sharing minutes and discussed a draft staff consultation which will be presented to staff in January and to the Board in March for final approval once staff views have been taken into account.

#### ii) Committee Remit for approval

The Board approved the Remuneration Committee Remit.

### 19.65 Update from Chair of the Nominations Committee

The Chair of the Remuneration Committee presented paper 20 outlining the process for recruitment which was now complete. The recent Nominations Committee on 10 December 2019 approved the following movements:

- Sue Stahly appointed to Finance & General Purposes Committee
- Richard Lockhart moved to Audit Committee
- Alex Linkston appointed to the Learning & Teaching Committee

The Board noted the Committee movements.

### 19.66 Any Other Business

There were no other items of business.

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

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

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## 19.68 Date of Next Meeting

The next meeting would take place on Tuesday 17 March 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 .....