

**West Lothian College
Board of Governors
Tuesday 16 June 2020 at 4.30pm**

Agenda	Item	Paper	
1	Welcome and apologies		
2	Declarations of Interest		
3	Minute of Meeting of 30 April 2020	1	For Approval
4	Matters Arising from Minute of Meeting of 30 April 2020	2	For Approval
Board Business			
5	Chief Executive's Report	3	For Information
6	Regional Chair's Feedback		Verbal
7	Board Development		
	(i) Board Strategic Day Report – 08 June 2020		Verbal
	(ii) Self Evaluation of Committees 2020		Verbal
	(iii) Board Self Evaluation		Verbal
Committee Business			
9	Finance and General Purposes Committee:		
	i) Update from Chair of the Finance and General Purposes Committee from draft minute of 11 June 2020		Verbal
	ii) Annual Budget 2020-21		Verbal

10	Audit Committee		
	i) Update from Chair of the Audit Committee from draft minute of 4 June 2020	4	For Information
	ii) Health and Safety Quarterly Report	5	For Information
11	Learning and Teaching Committee		
	i) Update from Chair of the Learning and Teaching Committee from draft minute of 3 June 2020	6	For Information
12	Update from Chair of the Nominations Committee	Verbal	
13	Update from Chair of the Remuneration Committee	Verbal	
14	Annual Review of Committee Remits	7	For Approval
15	Any Other Business		
16	Review of Meeting, Supporting Papers, Development Needs		
17	Date of Next Meeting: Tuesday 22 September 2020 at 4.30pm		

BOARD OF GOVERNORS

Minute of Meeting of the Board Governors held on **Thursday 30 April** at 2.30pm VIA Zoom

Present: Alex Linkston (Chair)
Sue Cook (Vice Chair)
Jackie Galbraith (Principal & Chief Executive)
Moirra Niven
Iain McIntosh
Frank Gribben
Richard Lockhart
Elaine Cook
Lynne Hollis
Sue Stahly
Neil Sinclair
Julia Simpson
Gemma Reynolds
Michelle Low

In attendance: Jennifer McLaren (Vice Principal, Finance & Curriculum Services and Acting Board Secretary)
Simon Earp (Vice Principal, Curriculum & Enterprise)
Emma Marriott (Shadow Board Member)
Louise Byrne (PA to Principal)

1. Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies had been received from Simon Ashpool,

2. Declarations of Interest

There were no other declarations of interest.

3. Minute of Meeting of 10 December 2019

The Minute of the meeting of the Board of Governors of 10 December 2019 was approved as a correct record.

4. Matters Arising from Minute of Meeting of 10 December 2019

All actions from the minute of meeting of 10 December 2019 were noted as duly completed.

5. Regional Chairs Update (verbal)

The Chair of the Board informed that Colleges Scotland meetings are progressing monthly or more regular if specific issues require discussion. The Employers Association residential in May will now consist of two virtual half day meetings due to COVID-19.

The deadline for undertaking the Board effectiveness review has been extended to April 2021. The proposal is to start the review in November 2020 and conclude January 2021 with the report finalised at the Board meeting in March 2021. This will allow to meet the revised Scottish Funding Council deadline.

Committee self evaluation will be undertaken at the June committee meetings. One to one reviews will also be scheduled throughout the month of June and will take place VIA Zoom.

The Board strategy day has been postponed on 07 May 2020 and will now take place early June. A doodle poll will be circulated to members for their availability.

ACTION 1: PA to Principal

The National Code of Conduct for Board members will be circulated in the autumn.

6. Chief Executive Update on COVID-19

Members noted paper 3 circulated in advance of the meeting.

The Principal and Chief Executive provided an update on how the college is adapting to working from home and the extreme efforts from lecturers and support staff to support students online. The IT team have reconfigured over 100 laptops and distributed these to students. A virtual tea room has been set up for staff to communicate informally during this time and includes a weekly quiz. Staff are working hard to keep students engaged and coming up with innovative ideas for students to present their practical skills, these will continue to be included in Principal's Update.

The Principal and Chief Executive informed that it will be critical to plan for a very different academic year ahead. Virtual drop in sessions have been arranged for staff to share their ideas on what the campus will look like when we return. A meeting will also be set up with the Board in June to discuss scenarios that arise from discussions and drop in sessions.

ACTION 2: PA to Principal

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After achieving our best student outcomes the college was on track for a third consecutive year of improved student success and we have already met our credit target for this year. Withdrawals were down for full and part time HE students.

The campus is now being used as an NHS testing centre for COVID-19. PPE and hygiene products from the college have also been donated to the local hospital. New guidance is being developed daily in relation to COVID-19 and College Principals meet weekly to discuss. The Minister for Further Education, Higher Education and Science has occasionally joined the discussions along with the Chief Executive Officer of the Scottish Funding Council.

The sector faces a huge deficit as a result of reduced income from March to July and the Scottish Funding Council Chief Executive confirmed that there is no additional money in this financial year to address this. Colleges are being urged to access the Governments Coronavirus Job Retention Scheme to furlough staff as a way of addressing the growing deficit. This will mean that the college can claim 80% of payroll costs through the Scheme and will help to reduce the deficit and ensure we have enough cash to pay all staff.

Members of the Board agreed the college should furlough staff where possible.

On behalf of the Board the Chair thanked the Principal, and requested to pass on thanks for the tremendous efforts being made to support our students, our communities and each other.

7. Student Association Report

The President of the Student Association informed members of how they are interacting and communicating with students during the COVID-19 crisis. The Student Association continue to meet with the Ambassadors once per week to highlight any issues that arise. To date there have been no major issues and feedback remains positive on how lecturers and staff within the college are supporting students. The student bursary team are also being responsive to requests that come in.

Part two of the SPARKLE report is currently on hold.

A tea and chat group has been established for vulnerable students in partnership with Neil's Hugs. Two Mental Health Counsellors have been recruited and are now in position. The college also invested in the Big White Wall and managed to get it up and running to staff and students before the college closure. This is available 24/7 and allows students and staff to raise any concerns about their mental health. Safeguarding issues are also being picked up on this platform.

The Student Association President and Vice President have also completed mental health first aid training.

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Campaigning for a new President and Vice President will start on 11 May, three candidates have applied, and two of them are Ambassadors. Students will vote for their preferred candidates through Moodle and the new Student Association will be announced on 27 May.

8. Finance & General Purposes Committee

i) Update from the Chair of the 27 February 2020.

The Chair of the Finance and General Purposes Committee was impressed by the Construction and Motor Vehicle team and the success of the hybrid car.

Terrace 1 & 2 refurbishment remains a priority and the planning application will be submitted. The tender will also be prepared and ready to be issued when appropriate to do so.

The Vice Principal for Finance and Curriculum Services provided an update on the college financial position. The deficit has increased and is due to providing cover to lecturing staff on long term sick absence and loss of income due COVID-19.

9. Learning & Teaching Committee

i) Update from the Chair of the Learning & Teaching Committee from draft minute of 4 March 2020

The Chair of the Learning and Teaching Committee noted there was a good discussion on KPIs which showed signs of a healthy college. An update was also provided by Vice Principal Curriculum and Enterprise as a new process has been developed to progress applications. Neil Sinclair also highlighted that lecturers are continuing to interview students by phone and engaging with current student via Teams or Zoom.

School applications are down but there has been good work to progress from Education Services

ii) Draft Outcome Agreement 2020-23

It was noted that Outcome Agreement was written prior to COVID-19, Scottish Funding Council are also aware that current plans may be impacted.

A change to the text in page 18 will be amended to The Board of Governors and not Board of Management.

ACTION 3: PA to Principal

A request was also made for the key facts page to be snappier. The Principal and Chief Executive informed that the audience for the Outcome Agreement is the Scottish Funding Council and infographics are currently being designed to reflect key milestones.

ACTION 4: Principal and Chief Executive

The Board approved the Outcome Agreement.

10. Audit Committee

i) Update from the Chair of the Audit Committee from draft minute of 5 March 2020

The Chair of the Audit Committee informed of the recent visit to the Beauty Therapy and Hairdressing Centre to discuss mitigation.

The Health and Safety report informed the committee that, following consultation on the campus being smoke free, it was agreed that the college will not take this forward but the smoking bubble will be relocated. There has also been a reduction in verbal incidents due to Estate staff now wearing body cameras.

Coronavirus was added to the Risk Register as a specific task following the last Audit Committee meeting.

It was agreed that consideration be given to co-opting a qualified accountant onto the Audit Committee to increase the accountancy expertise on the committee. The Vice Principal for Finance and Curriculum Services/Acting Board Secretary will take forward recruitment for this position.

ACTION 5: Vice Principal for Finance and Curriculum Services/Acting Board Secretary

The Risk workshop has been postponed and will be rescheduled for later in the year.

Lynne Hollis was ratified as a member on the Audit Committee. An amendment will be made to the minute to correct the spelling of Lynne's name.

ACTION 6: PA to Principal

11. Remuneration Committee

i) Update from the Chair of the Remuneration Committee from draft minute of 17 and 18 March 2020

The Remuneration Committee took place through a series of individual telephone conversations with the Principal on 17 and 18 March 2020 as a result of COVID-19. Committee members were asked to agree the final management structure and the voluntary severance scheme for managers. Both were approved by the committee.

The Principal and Chief Executive met with the college management team to feedback the discussions from the Remuneration Committee and to seek their view on whether they wanted to proceed with the restructure during the COVID-19 situation. Managers agreed they wanted to proceed and interviews will commence from week beginning 11 May. Three members of staff applied for and were given voluntary severance.

The new leadership team will be in place by the end of May 2020.

12. Nominations Committee

i) Update from the Chair of the Nominations Committee from draft minute of 10 December 2019 and 02 April 2020

The Chair of the Nominations Committee updated on the Committee Membership Proposals that took place during the December meeting.

At the meeting in April Claire Probert's request to step down was discussed. The Nominations Committee also agreed and approached Scottish Government to request that Emma Marriot is be appointed to the Board of Governors. If the Scottish Government does not agree the Board will have to go through a full recruitment exercise.

ii) Secretary to the Board

The Chair of the Nominations Committee presented paper 10. This paper is to ask the Board of Governors to endorse the recommendation put forward by the Nominations Committee to appoint the Vice Principal, Finance and Curriculum Services as secretary to the board on an interim basis and review this arrangement on an annual basis.

Members discussed this in detail. Not all were supportive. The Board of Governors agreed that the Vice Principal for Finance and Curriculum Services would undertake the Secretary to the Board role on an interim basis to the end

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of the calendar year were given the opportunity to reflect on the role and feedback any options by the end of the calendar year.

ACTION 7: Board of Governors Members

The executive administration team will support the administrative tasks to allow the Vice Principal for Finance and Curriculum Service to focus on governance.

A suggestion was also made for the Board of Governors to make contact with Forth Valley College, Dundee & Angus College and City of Glasgow College who are currently using this model as more information on this position will enable the right decision.

13. Any Other Business

The Chair of the Board asked members if they had any preference for future meetings. The benefits of Zoom and Microsoft Teams were discussed along with the security issues recently reported with Zoom. Zoom is a popular platform as you can see more people on the screen at the one time, the college has purchased a license to make meetings more secure.

14. Date of Next Meeting

The next meeting would take place on Tuesday 16 June 2020.

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

Board of Governors

MATTERS ARISING

Action update from the Board of Governors of 30 April 2020

Action 1: PA to Principal Regional Chairs Update

The Board strategy day has been postponed on 07 May 2020 and will now take place early June. A doodle poll will be circulated to members for their availability.

Duly completed - agenda Item.

Action 2: PA to Principal Chief Executive Update on COVID-19

The Principal and Chief Executive informed that it will be critical to plan for a very different academic year ahead. Virtual drop in sessions have been arranged for staff to share their ideas on what the campus will look like when we return. A meeting will also be set up with the Board in June to discuss scenarios that arise from discussions and drop in sessions.

In progress

Action 3: PA to Principal Learning and Teaching Committee (ii) Draft Outcome Agreement 2020-23

A change to the text in page 18 will be amended to The Board of Governors and not Board of Management.

Duly completed

Action 4: Principal and Chief Executive Learning and Teaching Committee (ii) Draft Outcome Agreement 2020-23

A request was also made for the key facts page to be snappier. The Principal and Chief Executive informed that the audience for the Outcome Agreement is the Scottish Funding Council and infographics are currently being designed to reflect key milestones.

In progress

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Action 5: Vice Principal for Finance and Curriculum Services/Acting Board Secretary

Audit Committee (i) Update from the Chair of the Audit Committee from draft minute of 5 March 2020

It was agreed that consideration be given to co-opting a qualified accountant onto the Audit Committee to increase the accountancy expertise on the committee. The Vice Principal for Finance and Curriculum Services/Acting Board Secretary will take forward recruitment for this position.

On hold

Action 6: PA to Principal

Audit Committee (i) Update from the Chair of the Audit Committee from draft minute of 5 March 2020

Lynne Hollis was ratified as a member on the Audit Committee. An amendment will be made to the minute to correct the spelling of Lynne's name.

Duly completed

Action 7: Board of Governors

Nominations Committee: (ii) Secretary to the Board

Members discussed this in detail. Not all were supportive. The Board of Governors agreed that the Vice Principal for Finance and Curriculum Services would undertake the Secretary to the Board role on an interim basis to the end of the calendar year were given the opportunity to reflect on the role and feedback any options by the end of the calendar year.

Ongoing

Board of Governors

CHIEF EXECUTIVE'S REPORT, 11 MARCH TO 9 JUNE 2020

Covid19

Not surprisingly, the period covered by this report has been dominated by Covid19.

During lockdown, we donated all of our PPE supplies to key workers, and personal hygiene products to intensive care patients in local hospitals. In a few short days, following a request from NHS Lothian, we prepared our campus to be set up as a Covid19 testing centre from 21 April. Some of our employees returned to their former health practitioner roles, and staff and students have been volunteering in all sorts of ways to support the NHS, key workers and local communities.

Lecturers, support staff and managers adapted well to remote working and relying on technology to communicate with teams and students, deliver lectures and tutorials, provide learning, pastoral and mental health support, and carry out assessments. Our IT staff made tremendous efforts to support staff and students online, and to provide students without IT devices with laptops so that they could continue with their learning at home. As expected, student engagement has varied during lockdown and there has been considerable effort to ensure that as many as possible are able to complete and achieve their qualification.

Aware of the value that our staff place on the community culture of the college, I have been sending out weekly updates to share news across the college which colleagues look forward to as they gain an insight into what other colleagues are doing. Regular communications from HR and the senior team on preparations for going into lockdown, furloughing staff, etc have received very positive feedback from staff. I have been holding small informal online drop-in sessions and over 80 colleagues have taken part so far. All managers are now focused on preparing for our return to the college later in the year.

The Board agreed on 30 April that the college should follow advice from the Scottish Funding Council to access the UK Coronavirus Job Retention Scheme to furlough staff unable to carry out their role during the crisis. A total of 98 staff have been furloughed, almost all until 31 July. We are currently considering which colleagues, if any, will remain in furlough beyond that date.

From the beginning of lockdown, I have participated in weekly meetings of the Colleges Scotland Principals' Group. Government ministers (Richard Lochhead and Jamie Hepburn) and the chief executive of SFC have joined some of these meetings. I have been in regular contact with all local MSPs throughout the period and have updated them on how we have responded to the lockdown, including the

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furloughing of staff. It has been good for staff and the Student Association to see their efforts acknowledged in parliamentary motions from MSPs Angela Constance and Neil Findlay.

Work with key partners has continued, for example with West Lothian Council's Education Services and Economic Development teams, with business organisations and industry bodies, and with local employers.

Staff and Student Mental Health and Wellbeing

We have encouraged staff and students to pay attention to their physical and mental wellbeing during lockdown. We closed the college completely in the first week of the Easter break (students and lecturers were off for two weeks) so that support staff could recover from the intensive effort over the preceding month. Sport and Fitness lecturer Clair Duncan recorded fitness videos for staff, students and the public for use indoors. Two new mental health counsellors started in April and have already had a positive impact through the online service they are providing to students. The college joined and promoted the Big White Wall to students and staff. Big White wall provides 24/7 mental health support and guidance online, with a group of expert trained professionals providing additional support to those who feel anxious, depressed or suffering from poor mental health. Again, we have seen very good engagement with this resource and positive results.

New Management Structure

The implementation of the new management structure approved by the Remuneration Committee in March is near completion. Competitive interviews took place for the five Faculty Directors and two Heads (the Head of Information Systems and Digital Infrastructure and the Head of Quality, Student Support and Learning Resources) between 11 and 18 May. All other affected managers secured a role in the new structure, most matched directly into posts. The process has concluded and there were no resulting redundancies. Recruitment for the post of Vice Principal Learning and Attainment is underway. The new College Leadership Team is listed in Annex A.

Student Association

I had a number of meetings during lockdown with our Student President and Vice President, Michelle Low and Gemma Reynolds. Our student ambassadors joined one of those meetings and provided very useful feedback on how students were coping with remote learning.

Michelle and Gemma finished their two-year sabbatical terms as Student President and Vice President this month. They have been passionate and hard-working advocates of the student voice, and have left a significant legacy in the college. I am

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pleased to report that they have both started in full time jobs. Michelle is working with West Lothian Women's Aid and Gemma with Loretto Care. Following elections last month, our new President is Jinty Dobson who has just completed *Level 5 Health and Social Care*, and our new Vice President is Kirsti Clark who has just completed *Level 4 Preparation for Health and Social Care*.

Pre-Lockdown Events

Ministerial Visit

Richard Lochhead MSP, Minister for Further Education, Higher Education and Science visited the college on 11 March. During the visit, the minister met construction apprentices and students, lecturers and assessors, and some of the companies that work closely with the college, specifically Cameron Drywall, Morrison Construction, Walker Timber and the Winchburgh Development Trust. He met HNC Cyber Security students in our cyber lab and heard about their plans to work in Scotland's growing digital sector. On the same day that we held our ground-breaking Sustainability Summit, he highlighted the growing need for STEM skills to tackle global issues as he met nursery and primary pupils and teachers from Dedridge Primary and Glenvue Nursery who were using real tools and recycled materials to build a 'town' in the college courtyard.

Sustainability Summit

Last year, the West Lothian Community Planning Partnership asked partners to raise their game in tackling global climate change. We decided to involve all staff and students in determining what we should do as a college and held a Sustainability Summit on 11 March. This was a whole day event when all students and staff focused on how to tackle the global climate emergency. It was a great success with a mini-conference featuring TedX speakers, a marketplace for sustainable businesses to showcase their products, and activities to help staff and students to identify ways to make the college more sustainable. On the day we announced that we would be a single-use plastic free college.

Promoting the College

Throughout the eleven weeks of lockdown we have continued to have excellent coverage in the West Lothian Courier with numerous articles including a two-page feature on our Sustainability Summit. These articles typically showcase student and staff success, as well as the contributions that colleagues have made to support the NHS, key workers and local communities during the crisis.

The college had an excellent three-page feature in the Times Education Supplement in May that illustrated the impact that integrating industry work placements into professional cookery courses had on our students' confidence and achievement.

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Edurank is social media benchmarking software that uses empirical data and a unique algorithm to analyse the social media performance of colleges and universities in the UK. In May we were the tenth best performing college in the UK for social media engagement (out of a total of 485 colleges) and second best in Scotland.

Nearly 200 people registered for our first ever virtual open day on 4 June, with over one thousand views of our Youtube films in the first seven hours! Nearly 50 colleagues were involved in the filming of the sessions, with many more feeding into the presentations, all of which received excellent feedback from attendees.

Awards

HNC Events student, Michael Allan and employer engagement officer, Elaine Campbell were shortlisted for two Bridge 2 Business Educator Awards. Michael was a finalist in the Enterprising Student of the Year category, and Elaine was nominated for the College Enterprise Educator award. Although they did not win in their respective categories, it was a great achievement to reach the finals.

Student Success

The following is a very small sample of student success in the past three months. Project SEARCH, delivered in partnership with West Lothian Council's supported employment team and NHS Lothian, is aimed at young people aged 16 to 29 who have a learning disability and/or autism, and who are leaving school or looking for work. Our students have achieved 100% employment success for three consecutive years, and our latest cohort of Project SEARCH students are on track to achieve employment, many having done so before March.

At the beginning of March, forty Level 5 and 6 Professional Cookery students went to London to compete in a number of cooking competitions at the HRC (Hotel, Restaurant and Catering) convention. Our students returned with 7 silver and 20 bronze medals!

The college piloted the City and Guilds Skills Zone online portal this year with automotive students for their essential skills development. Four of our students made the top ten in the UK for work completed on the City and Guilds online Skills Zone.

For the third consecutive year 100% of our HNC Art students achieved their qualification and secured offers to study at the most prestigious art institutions in Scotland. A total of 33 university places were offered to the 13 students, nearly two thirds of whom were to go directly into year 2 of their chosen degree.

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SWAP is a partnership between colleges and universities that supports access to higher education for adults. The college offers a range of SWAP courses and, of the West Lothian College students who moved onto university in 2018, the overall retention percentage for those who were still at university at the end of their first year was 97%. This was higher than the average SWAP percentage for all colleges for 2018 which was 94%.

Staff Updates

Childcare work based assessor, Lynda Bardai wrote a chapter in the recently published book, *'Putting Storytelling at the Heart of Early Childhood Practice'*.

During lockdown we have been cheered up by the birth of many babies, with some of our colleagues becoming proud mums, dads, grans and grandads. Some colleagues have celebrated special birthdays (the ones ending in a zero!) and many of our staff have completed and achieved qualifications.

Five of our existing management team will be leaving the college this summer, four of whom are retiring:

- Douglas Robertson, Finance and Student Funding Manager
- Jenny Stalker, Head of Service Quality and Learner Services
- Colin Miller, Head of Service External Engagement
- Alister Charnley, Centre Head Health, Social Care, Social Science and Science
- Gordon Weir, Centre Head Computing and Engineering.

Other colleagues who have retired or are retiring in this academic year are:

- Dennis Cunningham, Construction lecturer
- John McKay, Facilities team leader
- Allan McGregor, Photography lecturer
- Graham Baxter, Health and Social Care lecturer.

I would like to thank all of these colleagues for their contribution to the college over many years and wish them well for their future.

Jackie Galbraith

Principal and Chief Executive

9 June 2020

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ANNEX A – NEW COLLEGE LEADERSHIP TEAM

Portfolio	Vice Principal
Finance and Corporate Services	Jennifer McLaren
Learning and Attainment	Vacant
Performance and Improvement	Simon Earp

Faculty	Director
Computing, Engineering and the Built Environment	Graham Clark
Business, Creative and Enterprise	Hazel Brady
Care, Health and Wellbeing	Claire Glen
Schools and Communities	Margaret Forisky
Workforce Development	Diane Mitchell

Service Area	Head
Business Development	Daniel Evans
Information Systems and Digital Infrastructure	Bill Dunsmuir
Estates and Sustainability	Paula White
Finance, Procurement and Student Funding	Danny Duffy
HR and People Development	Derek O'Sullivan
Quality, Student Support and Learning Resources	Beth Brownlee

AUDIT COMMITTEE

Minute of Meeting of the Audit Committee held on **Thursday 4 June** at 10am via Zoom.

Present: Sue Cook (Chair)
Simon Ashpool
Lynne Hollis
Richard Lockhart
Colin Miller (from 11am)

In attendance: Simon Earp (Vice Principal, Curriculum & Enterprise)
Jackie Galbraith (Principal and Chief Executive)
Alex Linkston (Chair of Board of Governors)
Jennifer McLaren (Vice Principal, Finance & Curriculum Services)
David Eardley (Scott-Moncrieff, Internal Auditors)
Lucy Nutley (Mazars, External Auditors)
Paula White (Facilities Manager) item 5 only
Sandra Callan (Executive Secretary)

1 Welcome/Apologies

The Chair welcomed everyone to the meeting. A special welcome was extended to Richard Lockhart on attending his first Audit Committee meeting and Lynne Hollis who was attending as a full member of the Audit Committee.

2 Declarations of Interest

There were no declarations of interest.

3 Minute of Meeting of 5 March 2020

The Minute of the meeting of the Audit Committee of 5 March 2020 was approved as a correct record.

4 Matters Arising from Minute of Meeting of 5 March 2020

Regarding Action 1 noted as duly completed. A summary would be provided to the next Finance & General Purposes Committee meeting on 11 June 2020. Vice Principal, Finance & Curriculum Services advised that not all

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lecturing staff had completed their PLP which was mainly due to difficulties in completing paperwork due to PLPs being aligned to the new Professional Standards. PLPs have been placed on hold at this time but would be picked up next academic year.

Regarding Action 2, the Committee agreed that financial statements training would be arranged at a more appropriate time.

Action 1: Vice Principal, Finance & Curriculum Services

Regarding Action 8, noted as duly completed. Committee members to inform the Chair or Vice Principal, Finance & Curriculum Services if they knew of a qualified accountant who could be co-opted onto the Audit Committee.

Action 2: Committee Members

Regarding Action 9, four members of the Committee to attend Audit Committee meetings at other colleges. Agreed to carry this action forward.

Action 3: Vice Principal, Finance & Curriculum Services

All other actions were duly completed and noted.

5 Health and Safety

(i) Quarterly Health and Safety Report

The Facilities Manager presented the report which provided an overview of the health and safety standards at West Lothian College from January to March 2020.

During this reporting period, there were thirty-nine HSF1 forms completed relating to first aid/accidents/incidents and near misses. In the same period in 2019 there were twenty-seven HSF1 forms completed. This increase was due to the rise in pre-existing conditions from eleven in 2019 to twenty-two in 2020.

The Audit Committee was asked to note that any incomplete actions were due to the closure of the college and would be addressed once the college had re-opened.

The Facilities Manager gave an update on the Business Continuity Planning arrangements as a result of the Covid19 Pandemic.

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The Senior Directional team (SDT) had initiated meetings as per the Business Continuity Plan and initially these were held weekly then moved to daily to reflect the severity of issues to be considered and the pace at which guidance was changing. The SDT considered all aspects of college life to enable key decisions to be agreed and communicated promptly to staff and students.

Facilities and IT Staff worked very hard to support students and staff before the college building had to close.

The Audit Committee acknowledged the work that both the Facilities and IT staff had put in and asked that their thanks be passed on to all involved.

6 External Audit Strategy Memorandum 2019-20

The External Auditor presented Paper 4 noting that good work had been undertaken by the college.

At the point of writing the report, it was recognised that much was unknown about future financing across the further education sector and how colleges would operate going forward. As the impact of the pandemic on college finances and operations became more fully understood, the external auditors would review and assess the planned audit strategy and report where recognised changes were required.

The external auditor acknowledged that there may be uncertainty in the college's capacity for reporting and engaging with the audit while the pandemic continued and they would be as flexible as possible with the timelines.

The Vice Principal, Finance & Curriculum Services clarified that West Lothian Council undertook the payroll on behalf of the college and confirmed that spot checks were carried out to ensure no ghost entries were entered.

Vice Principal, Finance & Curriculum Services also confirmed that the valuation of the college land and buildings had been put out to tender and the valuation would be carried out by Avison Young (formerly GVA Grimley).

The Committee noted the report.

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7 Internal Audit – Core Financial Systems

The above review had concluded that the college's core financial systems and controls were robust and well designed. No recommendations had arisen from the positive audit which was a credit to the Finance Team.

The Chair requested that thanks be passed to the Finance Team.

8 Strategic Risk Register June 2020 Update

As discussed at the March 2020 meeting the impact of Covid19 had been added as an additional risk to the risk register.

The Committee noted that all six risks had been escalated to very high and it was agreed that each risk would be reviewed to see whether the Committee felt that the college had been overly cautious.

Risk 1 – It was noted that the college had already met this year's credit target. Full time recruitment was doing well and from a college perspective, good measures were in place. It was agreed that the likelihood should be lowered to 4 whilst the impact would stay at 4. This risk would now be moved to High.

Risk 2 – An IT investment was being made to purchase new laptops for students and staff for home working. It was agreed that the likelihood should be lowered to 4 whilst the impact would stay at 4. This risk would now be moved to High.

Agreed that Risks 3, 4, 5 and 6 would remain Very High.

Vice Principal, Finance & Curriculum Services agreed to update the strategic risk register to reflect the Committee's decisions.

Action 4: Vice Principal, Finance & Curriculum Services

9 Updated Internal Audit Plan 2019-20 to 2020-21

The internal auditor presented the above paper noting the scope and objectives for the plan. Part of the plan was to move Cyber Security to 2021-22. The Committee felt that this should happen sooner and Vice Principal, Finance & Curriculum Services would work with the internal auditor to fit Cyber Security into the 2020-21 plan. A revised plan would be presented at the September meeting.

Action 5: Vice Principal, Finance & Curriculum Services

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10 College Audit Rolling Action Plan

Vice Principal, Finance & Curriculum Services presented Paper 8.

Vice Principal, Finance & Curriculum Services noted that the three actions had not yet been completed. With regard to action 3, the SFC advised colleges to put development of strategies on hold in light of Covid19. A revised deadline would be agreed once further SFC guidance has been issued. Vice Principal, Finance & Curriculum Services would update the plan to reflect SFC guidance.

Action 6: Vice Principal, Finance & Curriculum Services

11 Committee Remit Review

Vice Principal, Finance & Curriculum Services presented Paper 9.

The Committee requested that the following paragraph be added into the remit and inserted under the meetings section:

'the Audit Committee may sit privately without any non-members present for all or part of a meeting by asking any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters'

Action 7: Vice Principal, Finance & Curriculum Services

The Committee agreed to recommend the revised and updated Committee Remit to the Board for approval.

12 Any Other Business

The Chair requested that 'Sector Update' be a standing item on the Audit Agenda in order that both the internal and external auditors be given the opportunity to update the Audit Committee.

Action 8: Board Secretary

Both auditors confirmed that, across the sector, all they were hearing about was financial sustainability and uncertainties. Both auditors were attending an Audit Scotland meeting next week and would report back to the Audit Committee with any updates.

West Lothian College

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The Principal reported that new guidance was being developed daily in relation to Covid19 and College Principals meet weekly to discuss. The Minister for Further Education, Higher Education and Science has occasionally joined the discussions along with the Chief Executive Officer of the Scottish Funding Council.

College Principals had received a recent letter from Karen Watt, SFC Chief Executive regarding a follow up to recent conversations which had taken place through a number of different forums. The Principal would forward the letter to board members.

Action 9: Principal

13 Self-Evaluation of Committee

The Committee agreed to defer the self-evaluation until the September 2020 meeting.

14 Date of Next Meeting

The next meeting would take place on Thursday 17 September 2020 at 9.30am. If the meeting was allowed to take place in the college a visit to Sport and Fitness would take place at 9.00am.

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, Audit Committee

Date



Health and Safety Quarterly Report

January to March 2020

Author: Paula White, Facilities Manager

Emily Purdie, Health and Safety Officer

Date: April 2020

Introduction

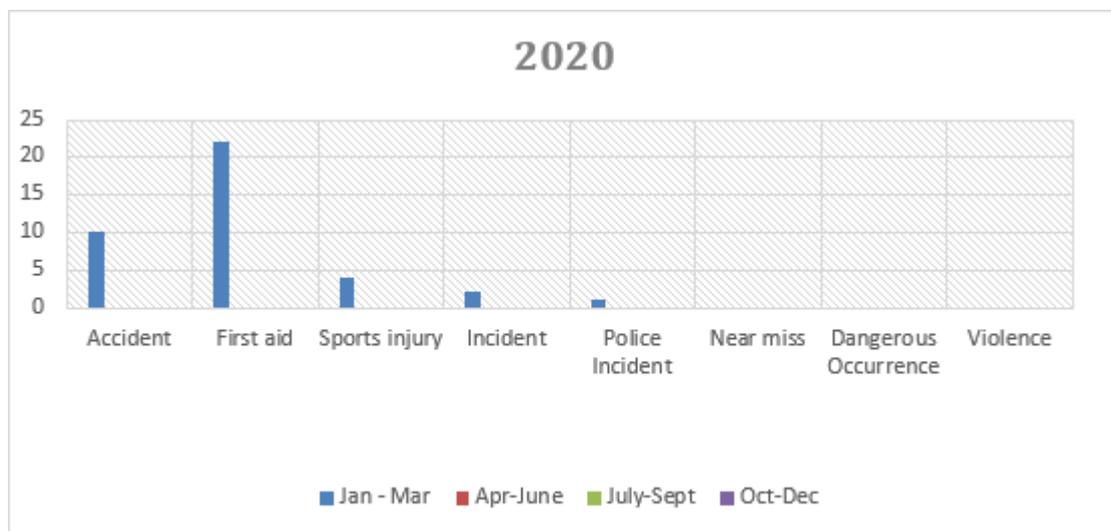
This report provides an overview of the health and safety standards at West Lothian College from January to March 2020. Detailed information has been collated from all areas of the college, which demonstrates how committed we are to make the college a safe and welcoming environment in which to work and study.

Accidents, Incidents, Near Misses and Investigations

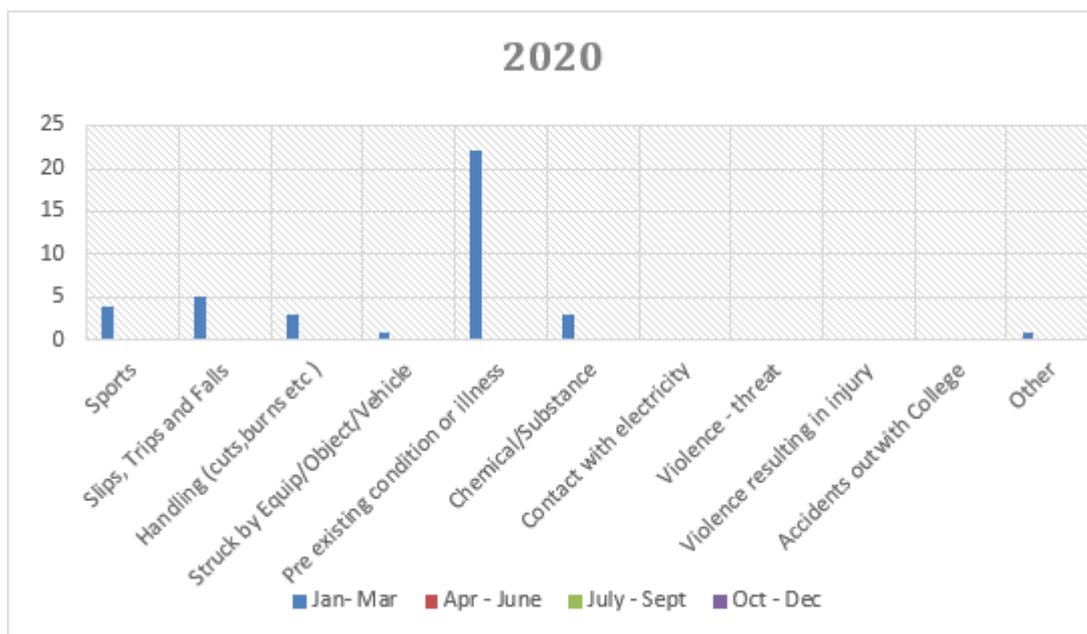
The monitoring, recording and reporting of accidents, incidents and near misses are a legal requirement that the college actively promotes. As well as meeting our legal obligation, it allows us to identify where and how risks arise. Each report is fully investigated to understand the specifics in each case. Appendix 1 shows details the findings of each investigation.

During this reporting period, there were thirty-nine HSF1 forms completed relating to first aid/accidents/incidents and near misses. In the same period in 2019 there were twenty-seven HSF1 forms completed. This increase was due to the rise in pre-existing conditions from eleven in 2019 to twenty-two in 2020. Certain work-related injuries, cases of disease and near misses must be reported to the Health and Safety Executive (HSE).

Data Collection 2020 to date.



Categories relating to first aid/accidents/incidents and near misses



Causes relating to first aid/accidents/incidents and near misses

Health and Safety Management

The following arrangements are in place to control health and safety risks in order to meet the legal requirements and show commitment to all stakeholders:

Health & Safety Committee	
Last HS&E Committee meeting was held on	26 th February 2020
Minutes from meeting have been posted on iShare	Yes
Action points against H&S Officer currently outstanding	3
Next meeting scheduled for	27 TH May 2020
Employer's Liability Insurance	
Zurich Employers Liability Insurance	Expires on August 2021
Interventions	
HSE Inspections in the last 12 months	0
Improvement Notices issued in last 12 months	0
Prohibition Notices issued in last 12 months	0
Improvements issued by Fire Service in last 12 months	0
Risk assessments	
Number of risk assessments due for review	To be reviewed

Number of new Risk assessments.	2-Event RA 1-Maternity RA 2-return to work RA
Number of generic risk assessments due for review	All due for review by H&S officer
Fire Risk Assessment	
Fire Risk Assessment in place	Yes
Review Date	October 2020
Health and Safety Policy	
Policy Statement approved by	Jackie Galbraith
Next Review date	May 2020
Responsibilities currently unassigned	0
Health and safety Procedures	
Accident / Incident reporting	June 2021
Lone Working	May 2021
Inspection and Auditing	July 2021
Emergency Evacuation	July 2021
Work Placement	August 2022
Excursions	June 2021
COSHH	April 2021
First Aid	June 2021
Lock out / Tag out	June 2021
Noise at Work	June 2021
Business Continuity Policy Framework	July 2022
Fire Safety Actions	
Outstanding actions related to fire inspection	0
Overdue actions related to fire inspection	0
Last emergency evacuation drill (daytime)	September 2019
Last emergency evacuation drill (evening)	October 2019
Next emergency evacuation drill (daytime)	March 2020- did not happen due to covid-19
Next emergency evacuation drill (evening)	March 2020- did not happen due to covid-19

Policies and Procedures

There were no policy changes completed within this period.

The Business Continuity Plan was invoked because of the COVID-19 Pandemic.

The Senior Directional team (SDT) initiated meetings as per Business Continuity Plan; initially these were weekly then moved to daily to reflect the severity of issues to be considered and the pace at which guidance was changing. Guidance was sought from Health Protection Scotland who also gave regular updates as the situation escalated. The SDT considered all aspects of college life to enable key decisions to be agreed and communicated promptly to staff and students. Staff worked tirelessly to support

students before the college building had to close and, where possible, staff were asked to work from home. The following table highlights areas discussed and action taken by the SDT:

Key decision	Action taken
Reviewed foreign and domestic travel	Advice taken to cancel foreign trips, all other trips postponed.
College team reviewed business continuity plans	Considered requirements for distance learning preparing for the college stopping face to face teaching, also identifying critical personnel and what equipment is required
Review events	All events considered and cancelled as advised.
Vulnerable staff and students	Regular guidance and updates were given to those who were identified as at risk. Once the decision to close campus was agreed, these people were advised to leave that day rather than wait until the end of the week.
Student Placements	Initially all placement to healthcare and social care workplaces were cancelled, all other placements were cancelled in due course.
IT Requirements	Network testing and training sessions were carried out by the IT team. Access to VPN was extended, and additional equipment was given to staff and students to assist in home working and study.
Visitors to college	Initially information posters were displayed at entrances to all buildings and reception. As meetings progressed, staff were advised to cancel external visitors and visits out of college where possible.
Children's Hearing and WFD	Advised staff to work from home and not come into college, still visiting candidates if they don't have restrictions and more remote contact with candidates.
Communications	<ul style="list-style-type: none"> • Emailed students with COVID 19 update messages. • Update Coronavirus page on website and social media when NHS updates are received. Continue with this on a regular basis during lock down. • Posters in every classroom and in communal areas. • Advise students to update their personal details.
Cleaning and Disinfection	Hand wash posters and additional hand gel in all buildings. Anti-bacterial wipes given to staff. Extra cleaning carried out in communal areas (door handles, banisters, toilets etc).
College Closure	Decision to close college was taken on Tuesday 17 th March. Only staff who had to necessary business which had to be done in the college stayed until 20 th March – mainly FM to prepare the college for a complete closure.

Scheduled events

College Visits

Various college staff visited the new Forth Valley College campus in Falkirk. All found this a very inspirational visit, which led to each staff member returning with ideas to implement within their respective areas. From a health and safety point of view it was felt the hot desk system operated by curriculum staff would solve many issues for us including housekeeping. The hot desk system encourages electronic storage, offers more circulation space as less desks are required and enhances the experience offered to staff. This will be discussed with the new Leadership Team in 2020-21.

Staff Experience Group.

Work has been continuing to support staff and improve health & wellbeing via the Staff Experience Group. Health promotion undertaken involved alcohol awareness in January, cancer awareness, no smoking day in March and mindfulness sessions for staff were publicised.

The full range of employee health and wellbeing support was highlighted to staff at the end of March as the college site closed and staff, whose job allowed, began working from home.

Learning and Development Activities

During this quarter, the Learning and Development Officer joined the Health and Safety Committee to obtain input where training requests are made.

A significant amount of work has taken place around promoting the college's online mandatory training to all staff, this will now be completed on an annual basis. Changes were made to streamline the programme so that it is a more user friendly. The training includes health and safety videos ensuring the college has confidence that all staff, regardless of length of service, understand their responsibilities. Prior to the COVID pandemic it was agreed to implement from August 2020 however this may need to be reviewed when staff return to college.

The college has previously committed to ensuring all front facing staff have deaf awareness training, and although it is an equalities priority, it also helps support staff and students from a health and safety perspective. During February 2020, we rolled out the first of these awareness workshops with 51 staff attending over the course of the day. The training was well received by all participants and we are looking to move to delivering this training online during the current Covid-19 situation.

First Aid Refresher training was due to take place during the week of 27 March, this will now be rescheduled as a priority once the college reopens.

Due to Covid-19, we have significantly increased our offering of online training to staff through our Moodle Virtual Learning Environment. While some of the eLearning is to

support them in their current job roles, we are also promoting any courses around resilience and mental health

Lone working/personal safety training was delivered to the student association during this period.

Changes to Legislation/Guidance/Building Changes

HSE announced an update to EH40/2005 this includes new and revised Workplace Exposure Limits (WELs) for carcinogenic substances. Managers were emailed and asked to review systems and chemicals to ensure these workplace exposure limits are achieved by the college. One department has still to confirm that this review is complete in their area, this will be followed up when the college reopens.

Consultations and Internal Audits or Walk round inspections.

Smoking Consultation

The Smoking Consultation group reviewed the results of the smoking consultation with Ash Scotland. All the information was conveyed to the senior team to enable them to make a decision on the way forward.

It was agreed that it was not in the best interests of the students and staff who smoke to remove smoking from the campus altogether. Once the college staff return an action plan will be agreed which will address concerns raised through the consultation; all changes will then be included in the new college smoking policy.

Internal Audits and walk around Audits

Prior to the FM Maintenance Team Leader retiring in March an internal audit of all maintenance paperwork was completed to identify any action required before handing over to his replacement. This was then shared with the estates staff in order to complete the actions. A replacement was recruited from within the existing team.

During this period an inspection was carried out in Pavilion A&B, the findings are detailed in Appendix 2.

Health & Safety Development Network-Annual Incident Reporting (AIR)

Last autumn College Development Network (CDN) contacted all colleges asking them to participate in a sector wide benchmarking activity as part of the network's ongoing work to support and disseminate best practice in relation to health and safety within Scotland's colleges.

This year, 18 colleges participated in this process which was an increase on the previous year. This information is included in Appendix 3

Summary

This concludes the health and safety report for January to March 2020. It should be acknowledged that excellent information and support continues to be offered to staff in respect of health, safety and wellbeing on various platforms from the college. This includes mental health and well-being as many staff have been affected at this very difficult time.

Appendix 1 – Health and Safety Officers Investigation Findings

No.	Date	Accident/Incident/ near miss	HSF1 Detail	Investigation
1	06/01/2020	First aid	Student took seizure and became very violent and a danger to himself and others.	An ambulance attended. A care plan is in place and further discussions are taking place with the student.
2	07/01/2020	First aid	Student took a seizure, which lasted over 10minutes. First aider attended and ambulance was called.	Care plan in Place. No further actions.
3	07/01/2020	Accident	Member of staff fell on stairs and hurt ankle, misjudged step or foot fell away from her. Attended hospital a few days later and has a fracture.	Was off work for over 7 days injury but not reportable as not in connection with a work activity.
4	08/01/2020	First aid	Student was having a panic attack due to anxiety. First aider attended and gave seat, water and a fan to cool them down. Felt well enough to attend college later on.	Care plan is in place for this student.
5	08/01/2020	Sports injury	During game of basketball student went over on foot. First aider attended. Applied support bandage and advised to go to A & E for X-ray.	Student returned to class the following week.
6	08/01/2020	Sports injury	During game of football student was hit with the ball on face. First aider sat with student then arranged taxi to take to A&E to check for concussion.	Student was ok to return to college next class.
7	10/01/2020	First aid	Student took allergic reaction after using a facial cleaner. First aider applied cotton pad to reduce symptoms. Student happy to stay in college. Schools officer notified.	Allergic information updated on database in case using products with same ingredients.
8	10/01/2020	First aid	Student experiencing pain and under investigation at hospital. First aider attended. Student taken to hospital in taxi.	Student has been working with student support.
9	16/01/2020	First aid	Student had seizure. Bleeding from mouth. First aider attended Ambulance called.	Care plan in place.
10	16/01/2020	Accident	Student picked up a bottle by lid causing the solution to splash over hand of another student. First aider rinsed as per COSHH. First aider advised student to seek medical advice if any changes in skin.	Student taught correct process but student next to them was not wearing PPE. Lecturers will go over risk again and reiterate importance of correct handling.
11	17/01/2020	Accident	Cut to thumb from a knife. First aider attended. Dressing applied	No further action.

			to stop bleeding and advised to go to A & E if bleeding persists.	
12	21/01/2020	First aid	Student had 3 seizures Ambulance phoned after 5 min. Regained consciousness as paramedics arrived.	Care plan updated.
13	22/01/2020	First aid	Glue patch test behind ears caused reaction. When FA arrived, student had wiped off and taken antihistamine, redness had reduced. First aider applied cool pack.	Added to system to record reaction for future treatments.
14	23/01/2020	First aid	Laceration to finger while using a chef's knife in professional cookery. First aider attended, 2 finger dressings applied.	No further action.
15	27/01/2020	Accident	Student's foot caught on bag when getting out of car, causing them to fall and injure ankle. Came to class, but left to go to A & E. Discharged with anti-inflammatories.	No further action.
16	29/01/2020	Accident	Member of staff slipped on flooring walking along corridor. Floor has been marked and touched up by special pen. Skid Feet mark can be seen from circle.	Facilities looked at area and could not see any residue on floor. Floor was cleaned.
17	29/01/2020	First aid	First aider attended to a student who was having a seizure. Privacy screen used and ambulance called.	Care plan is in place for this student.
18	29/01/2020	Accident	Member of staff leaned back on desk and it collapsed. They fell to floor with desk, resulting in bruises and sore back.	Desks were inspected by facilities and are not broken but they are lightweight exam tables.
19	30/01/2020	First aid	Member of staff was Feeling unwell, dizzy and hyperventilating. First Aider calmed them and were collected and taken home.	No further action.
20	03/02/2020	Sports injury	Students on an external trip, advised by lecturer not to run as it was an orienteering class due to wet weather. Student wearing correct footwear but placed foot on a piece of wood and slipped instantly feeling pain.	Trip was cut short and student taken to A&E with lecturer. Met by parent and was x-rayed and fractured his ankle but working with member of staff to still carry on course.
21	03/02/2020	First aid	Student took asthma attack. First aider attended, attack became progressively worse and ambulance called. When paramedics arrived they were happy to allow student back to class as stats were all very normal.	No further action.
22	04/02/2020	First aid	Student had a swollen wrist, which was a pre-existing condition. First, aider attended	No further action.

			and bandaged. Advised to go to Minor injuries.	
23	05/02/2020	First aid	Student became anxious and faint in class. First aider attended gave reassurance to help regulate breathing. After 20 min was feeling better. Another student gave her a lift home.	No further action.
24	06/02/2020	Sports injury	Student was playing football, was hit on the hand. First aider attended and was given an ice pack and support bandage. Student under 16 so details passed to schools group.	No further action.
25	13/02/2020	First aid	Student with pre-existing condition was having a seizure, first aider attended and as student was bleeding from mouth called an ambulance.	Student had been issued a personal alarm for being in communal areas and pulled this before having a seizure, which attracted help. Care plan was followed.
26	17/02/2020	Accident	Member of staff was sitting in the canteen and fell through chair; member of staff got up but jarred his back. Was reported to FM and H&S.	FM team repaired the chair and inspected the others in the canteen.
27	26/02/2020	First aid	Student was feeling dizzy then fainted. First aider attended and witnessed student going in and out of consciousness for 35mins until the ambulance arrived.	Student taken to hospital.
28	26/02/2020	First aid	Student has a pre-existing condition and had a seizure lasting 5 minutes. First aider attended and ambulance was called.	Care plan was followed.
29	26/02/2020	Accident	Student had burnt hand when using curling wand. Student had already run under water until it had cooled down. First aider attended and applied burn gel pad and secured with bandage.	No further action.
30	02/03/2020	First aid	Student trip to London, student started to feel unwell, high temp and feeling dizzy, lecturer called an ambulance, student was taken to hospital, x-rayed and given antibiotics and able to return to accommodation and continue trip.	Student continued with trip and returned home with other students.
31	04/03/2020	Accident	Student was tightening a bolt and ratchet slipped off and caught his finger, small chunk out of finger. First aider attended and cleaned hand and bandaged. Advised to go to A+E due to amount of dirt on fingers.	No further action.

32	04/03/2020	First aid	Student pulled emergency cord in all gender restroom. First Aider arrived another student was on phone to emergency services. Student had hit head while having a seizure. Paramedics arrived and taken to hospital.	No further action.
33	05/03/2020	Incident	A student had shown signs of needing help due to mental health, student support attended to talk to them, went to get changed and wrapped apron cord around neck. Member of staff able to attend immediately, calling for first aid help. Student was ok and parent came to collect.	Student is being given support by hospital and college.
34	12/03/2020	First aid	Student was having a tight feeling when breathing and had taken inhaler. A first aider attended and helped relax breathing and assess. Was able to breathe without wheezing and parent came to collect. Advised to contact asthma clinic.	No further action.
35	12/03/2020	First aid	Member of staff was experiencing chest pains and tingling down left arm. First aiders attended and an ambulance was called. Advised to take aspirin by 999 call handler. Ambulance arrived within 45 mins and he was taken to hospital for tests.	Member of staff was ok and able to return to work the next day.
36	12/03/2020	First aid	Student took a seizure while in the gym, first aider already there so made them comfortable until ambulance arrived and was taken to hospital.	No further action.
37	16/03/20	First aid	Student took a seizure after leaving the class. They pulled their personal alarm which alerted staff to come to their aid. Privacy screen used and first aider attended. Ambulance was called, there was already an ambulance and first responder on campus for another first aid emergency so they were able to assist.	Same student as 4th/12th March.
38	16/03/20	Incident	Student with mental health condition required first aid, ambulance was called and student taken to hospital.	Same student as 5 th March. SFL staff aware of student and offering support.
39	17/03/20	Police incident	Same student as day before came into college first thing in morning. Parents called to collect. In room with SFL staff all morning. Ambulance called but would not go to hospital so police were called. Student taken away by police to hospital.	

Appendix 2 – Corrective Actions from Health and Safety Walk Around

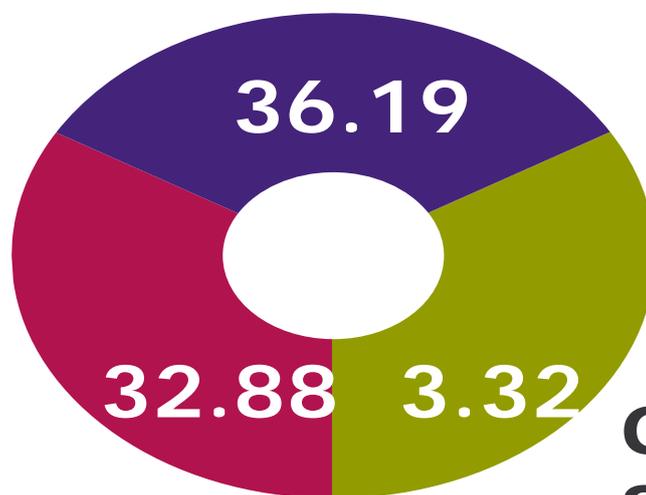
Pavillion A/B January 2020			Additional information
Issues identified		5	
Completed		5	
Not Completed		0	
Outstanding		0	
Responsibility			

Appendix 3 - Health & Safety Development Network-Annual Incident Reporting (AIR)

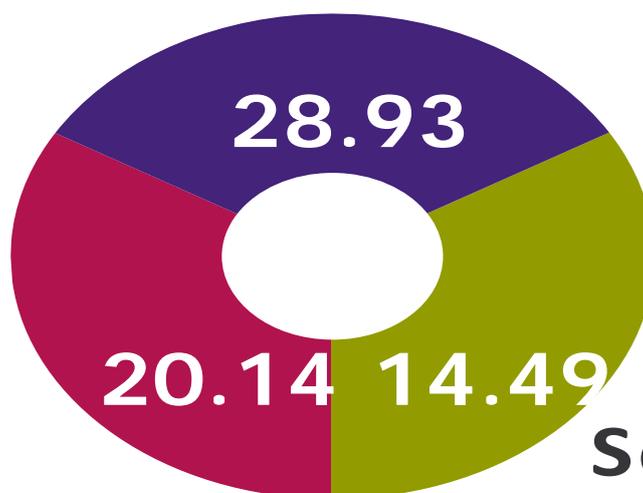
West Lothian College

AIR statistics 2018-19

College Total Injuries ■
Staff Total Injuries ■
Student Total Injuries ■
- per 1000 at risk



**College
Statistics**

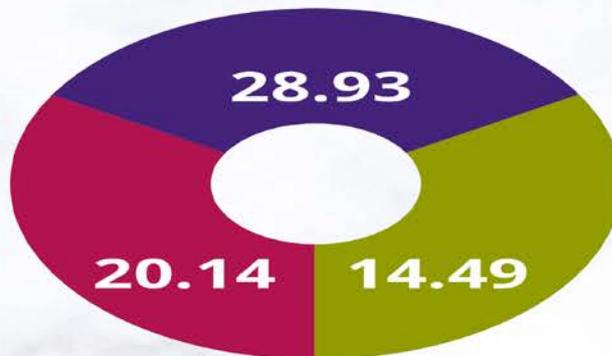


**Sector
Average**

Total Accidents - Injury + Dangerous Occurrences - Staff

College Sector

*AIR statistics 2018-19



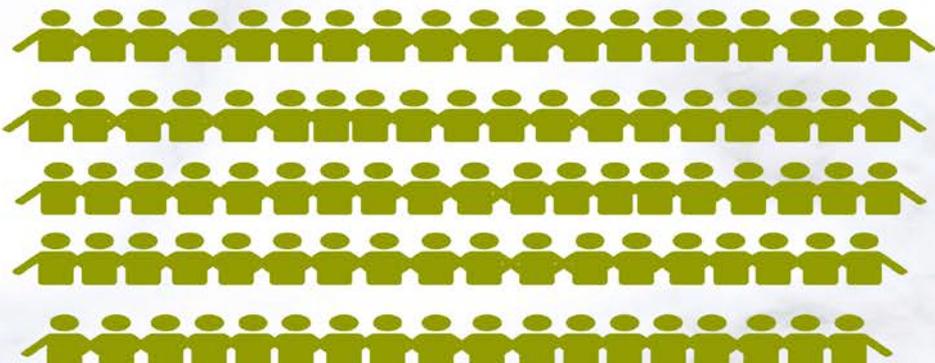
College Total Injuries
 Staff Total Injuries
 Student Total Injuries
 - per 1000 at risk



Total Accidents - Injury + Dangerous Occurrences - Staff

233 

Total Accidents - Injury + Dangerous Occurrences - Students

1037 

Total Riddor Reportable Injuries

15 + 24  

*Statistics based on a total of
18 submitted college returns

West Lothian College

16 June 2020

LEARNING & TEACHING COMMITTEE

Minute of the Meeting of the **Learning and Teaching Committee** of the Board of Governors held on **Wednesday 3 June 2020 at 10.00am** via Zoom video meeting.

Present: Iain McIntosh (Chair)
Jackie Galbraith (Principal & Chief Executive)
Tom Bates
Elaine Cook
Alex Linkston (Chair of the Board of Governors)
Neil Sinclair (Academic Staff Board Member)

In attendance: Simon Earp (Vice Principal, Curriculum & Enterprise)
Jennifer McLaren (Vice Principal, Finance & Curriculum Services)
Jenny Stalker (Head of Quality & Learner Services)
Scott Anderson (Education Scotland)
Beth Brownlee (Depute Centre Head, Business & Creative)
Carol McLaughlan (Executive Secretary)

1 **Welcome & Apologies**

The Chair welcomed everyone to the online Zoom meeting, noting attendance by Beth Brownlee. Apologies were received from Michelle Low and Gemma Reynolds of the Student Association.

2 **Declarations of Interest**

There were no declarations of interest.

3 **Minutes of Meeting of 4 March 2020**

The minutes of the meeting of 4 March were approved as a correct record.

4 **Matters Arising from Minute of Meeting of 27 November 2019**

Regarding Action 2, Vice Principal, Finance and Curriculum Services, advised that this is on hold due to Covid19 emergency situation and will be picked up when the college is able to resume normal operations.

West Lothian College

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Regarding Action 3, Vice Principal, Curriculum and Enterprise, advised that this is on the agenda.

Regarding Action 4, Head of Quality and Learner Services advised that this is on hold due to Covid19 emergency situation and provided a verbal update on QMS4VET project. The Committee agreed that the planned presentation on QMS4VET would be scheduled for the Learning & Teaching Committee meeting on 25 November 2020.

Action 1: Head of Quality and Learner Services

The Committee noted all other actions as duly completed.

5 Student Association Report (Verbal)

Head of Quality and Learner Services gave an update on behalf of the Student Association, highlighting the work undertaken during the Covid19 situation, noting that the key focus had been on helping to reduce social isolation for students.

It was noted that Michelle Low, Student Association President, and Gemma Reynolds, Vice-President, were not in attendance today as they are currently on furlough. It was also noted that this would have been their last meeting as they will be leaving their posts with the Student Association at the end of two years, as planned.

The Committee acknowledged the outstanding work undertaken by Michelle and Gemma over the past two years and agree that formal notes of thanks should be sent to both. It was also noted that Neil Findlay, MSP, had acknowledged these achievements in Parliament.

Action 2: Board Members

Following recent elections, Jinty Dobson and Kirsti Clark will take up the posts of President and Vice-President, respectively, from 12 August 2020. It was noted that Jinty has been working with the Student Association as an ambassador during this current academic year.

The Committee acknowledged that having this continuity will be helpful going forward and look forward to welcoming Jinty and Kirsti as members of the committee.

West Lothian College

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6 Credit Update 2019-20

Vice Principal, Finance and Curriculum Services, presented Paper 3 and discussed credit position, noting that we are on track to exceed target.

The Committee noted that this is an excellent achievement given the position since March.

7 Recruitment Update 2020-21

Vice Principal, Curriculum and Enterprise, presented Paper 4, and updated the Committee on the current position with applications and offer rates for programmes, including schools. It was noted that while there has been a fall in applications received, which is in line with the rest of the sector, the rate of offers is higher than in previous years, which is thought to be due to a revised admissions process put in place as the college entered the Covid19 lockdown period.

Areas of concern were discussed and the Committee were reassured that these courses were being actively monitored, acknowledging the efforts of staff in maintaining close contact with applicants.

Concerns in relation to some schools programmes, including FA courses, were being addressed by close partnership working. A joint college/council team is actively engaged in looking at all aspects of the schools programme, including potential issues with transport arrangements due to Covid19 restrictions, and it was noted that employers previously engaged in providing placements have indicated a strong commitment to continue to provide these.

The Principal advised the Committee of the aim to have lecturers starting back on 17 August and to start full-time courses on 21 September. This would allow time for lecturers to make the necessary preparations for delivering courses in the new academic year.

The college's first virtual Open Day event is scheduled for 4 June. 107 potential applicants have registered to participate in the event. An update will be provided to the next meeting.

Action 3: Vice Principal, Curriculum and Enterprise

The Committee discussed the data provided and noted that this was very helpful information.

West Lothian College

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8 Update from Quality and Learner Services

Head of Quality & Learner Services presented Paper 5 noting that work has been focused on getting students to completion and supporting the curriculum teams with this. A strategy for exiting lockdown is now being prepared.

It was noted that while a number of courses are unable to be holistically resulted, plans are being put in place to defer students to the next academic year and to ensure that they are not disadvantaged in terms of progress.

The Committee noted the content of this positive report and acknowledged the cross-college effort that had taken place, including the tremendous efforts made by Jenny Stalker which had helped bring the whole college together.

The Committee noted that this was Jenny Stalker's last meeting as she will be leaving the college. The Committee thanked Jenny Stalker for her hard work and achievements over the years, were pleased to acknowledge that the level of quality within the college is at such a high level, and wished her well for the future. A welcome was extended to Beth Brownlee who will take up this post following Jenny's departure.

9 Review of Committee Remit

Vice Principal, Finance and Curriculum Services, presented Paper 6 for discussion.

It was agreed that the 'College Annual Equalities Mainstreaming Report and Action Plan' (Item 7e) would be welcome at future meetings.

The Committee agreed all other proposed minor changes, accepted the remit as comprehensive and accurate and agreed to recommend the Committee Remit to the Board for approval.

Action 4: Board Secretary

10 Any Other Business

There were no other items of business.

West Lothian College

16 June 2020

11 Self-Evaluation of Committee

Management left the meeting and the Committee discussed the various prompts for self-evaluation. A separate paper would be produced showing the feedback from this exercise at the next meeting.

The Committee agreed a change to the start time of the Learning and Teaching Committee meetings going forward. The agreed new start time will be 10.30am.

Action 4 – Board Secretary

12 Date of Next Meeting

The next meeting would take place on Wednesday 9 September 2020 at 10.30am, which was the new start time agreed by the Committee during the Self-Evaluation exercise.

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, Learning and Teaching Committee

Date

Audit Committee

TERMS OF REFERENCE

1. The Board has established an Audit Committee as a Committee of the Board to support them in their responsibilities for issues of risk, control and governance and associated assurance through a process of constructive challenge.

Membership

2. The members of the Audit Committee and its Chair are appointed by the Board and will consist of Board members with no executive responsibility for the management of the College. At least one member should have a background in finance, accounting or auditing, but membership should not be drawn exclusively from people with such a background.
3. There shall be not less than three members. The Chair of the Board must not be a member of the Committee.

Reporting

4. The Audit Committee will formally report to the Board after each meeting. A copy of the minutes of the meeting will be the basis of the report.
5. The Audit Committee will provide the Board with an Annual Report, timed to support finalisation of the accounts and the governance statement, summarising its conclusions from the work it has done during the year.

Responsibilities

6. The Audit Committee will advise the Board on:
 - a the strategic processes for risk, control and governance and the governance statement;
 - b the accounting policies, the accounts, and the annual report of the college, including the process for review of the accounts prior to submission for audit, levels of error identified, and the letter of representation to the external auditors;
 - c the planned activity and results of both internal and external audit;
 - d the adequacy of management response to issues identified by audit activity, including external audit's management letter/report;

West Lothian College

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-
- e the effectiveness of the internal control environment and of external audit;
 - f assurances relating to the corporate governance requirements for the organisation;
 - g proposals for tendering for internal audit services or for purchase of non-audit services from contractors who provide audit services; and
 - h anti-fraud policies, whistle-blowing processes, and arrangements for special investigations.
7. The Committee will review relevant reports from the SFC, Audit Scotland and other organisations.
 8. The Committee will ensure that the college has systems and procedures to achieve value for money and is economical, efficient and effective in its use of public funding – this may require identifying specific value for money studies.
 9. The Committee will provide assurances to the Board that the College has in place appropriate policies and procedures to promote and safeguard the health and safety of staff, students and all stakeholders and satisfies current legislation.
 10. The Audit Committee will also periodically review its own effectiveness and report the results of that review to the Board.

Rights

11. The Audit Committee may:
 - a co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience; and
 - b procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.

Access

12. Internal Auditors and External Auditors will have free and confidential access to the Chair of the Audit Committee.

Meetings

13. The procedures for meetings are:

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-
- a the Audit Committee will meet at least four times a year. The Chair of the Audit Committee may convene additional meetings, as he/she deems necessary;
 - b A quorum shall be one half of the members entitled to vote upon the question before the meeting;
 - c Audit Committee meetings will normally be attended by the Principal, a representative of Internal Audit, Vice Principal, Finance & Corporate Services and a representative of External Audit;
 - d the Audit Committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter;
 - e the Audit Committee may sit privately without any non-members present for all or part of a meeting by asking any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters;
 - f the Committee shall meet with the internal and external auditors without the executive team present at least annually;
 - g the Board may ask the Audit Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

Information Requirements

14. For each meeting the Audit Committee will be provided with:

- a a report summarising any significant changes to the organisation's Risk Register;
- b a report from Internal Audit summarising:
 - i key issues emerging from Internal Audit work;
 - ii management response to audit recommendations;
 - iii significant changes to the audit plan;
 - iv any resourcing issues affecting the delivery of Internal Audit objectives;
- c a quarterly report on Health and Safety.

15. As and when appropriate the Committee will also be provided with:

- a proposals for the Terms of Reference of Internal Audit;
- b the Internal Audit Strategy;

- c Internal Audit's Annual Opinion and Report;
 - d the draft annual financial statements;
 - e External Audit's management letter/report;
 - f a report on any proposals to tender for internal audit functions.
16. The above list suggests minimum requirements for the inputs which should be provided to the Audit Committee. In some cases more may be provided.

Last reviewed by Committee: June 2019

Last approved by the Board: June 2019

Date for next review: June 2020

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Learning and Teaching Committee

TERMS OF REFERENCE

Constitution and Membership

- 1 The Board will establish a Committee of the Board to be known as the Learning and Teaching Committee.
- 2 The Committee and its Chair will be appointed by the Board. There shall be not less than four members. A quorum shall be one half of the members entitled to vote on the question before the meeting.
- 3 At least one member should have a background in learning and teaching, but membership should not be drawn exclusively from Board members with such a background. The Committee may, if it considers it necessary or desirable, co-opt members with particular expertise.

Authority

- 4 The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any requests made by members.
- 5 The Committee is authorised by the Board to obtain independent professional advice, with any costs of such advice to be paid for by the College, and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary.

Proceedings

- 6 The Committee will normally meet at least four times per year.

Duties

- 7 The duties of the Committee shall include:
 - a Reviewing and approving the College's strategy for learning and teaching;
 - b Approving new courses for the annual curriculum portfolio;
 - c Approving the annual institution led review of quality including self-evaluation;
 - d Recommending the Outcome Agreement for approval to the Board;

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- e Approving the College Annual Equalities Mainstreaming Report and Action Plan;
- f Monitoring the effectiveness of learning and teaching quality policies and procedures;
- g Receiving reports and regular updates from the Student Association on the learner experience;
- h Receiving reports on benchmarking, best practice and curriculum design;
- i Reviewing relevant recommendations from external monitoring and awarding bodies;
- j Undertaking an annual Deep Dive into a strategic learning and teaching issues which has been identified by the Committee;

Reporting Procedures

- 8 The Committee shall provide the minutes of its meetings to the Board.
- 9 The Committee shall highlight any matter which it feels is of particular importance to the Board.

Last reviewed by Committee: June 2019
Last approved by the Board: June 2019
Date for next review: June 2020

Finance and General Purposes Committee

TERMS OF REFERENCE

Constitution and Membership

- 1 The Board shall establish a Committee of the Board to be known as the Finance and General Purposes Committee.
- 2 The Committee and its Chair shall be appointed by the Board. Membership shall comprise six members, plus the Principal (Accountable Officer).
- 3 At least two members shall have a background in finance, accounting or auditing, but membership shall not be drawn exclusively from people with such a background.
- 4 A quorum shall be one half of the members entitled to vote upon the question before the meeting.
- 5 The Committee may, if it considers it necessary or desirable, co-opt members with particular expertise and/or form sub-committees, if required.

Authority

- 6 The Committee is authorised by the Board to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.
- 7 The Committee is authorised by the Board to obtain independent professional advice, with any costs of such advice to be paid for by the College, and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary.

Proceedings

- 8 The Committee shall meet at least four times per year. The Vice Principal (Finance & ~~Curriculum Corporate~~ Services), Vice Principal (~~Curriculum & Planning Learning & a~~Attainment) and Vice Principal (~~Curriculum & Enterprise Performance & Improvement~~) shall normally attend, together with any other staff invited to attend.

Duties

- 9 The duties of the Committee shall include –
 - a monitoring the college's financial position;
 - b considering the proposed college budget for the following financial year and making its recommendation to the Board;
 - c considering the proposed ~~five~~three-year financial forecast and making recommendations to the Board;
 - d making appropriate provision for salary awards as part of its consideration of the college budget, and implementing the agreed outcomes of national pay bargaining;
 - e overseeing cash management and the college's banking arrangements;
 - f agreeing and monitoring the college's insurance arrangements;
 - g agreeing and monitoring the college's key financial performance indicators;
 - h approving, reviewing and monitoring major capital works;
 - i reviewing the college's ~~Estates~~Infrastructure, Financial, Procurement and ~~Organisational Development~~People Strategies and making recommendations to the Board;
 - j having overall responsibility for ensuring that staff recruitment and development policies are in line with equal opportunities;
 - k reviewing and monitoring matters relating to Human Resources Management; and
 - l ~~any~~ other matters as directed by the Board.

Reporting Procedures

- 10 The Committee shall provide the Minutes of its meetings to the Board.
- 11 The Committee shall highlight any matter which it feels is of particular ~~importance~~ to the Board.
- 12 The Committee shall, at all times, take account of the SFC's Financial Memorandum and any other relevant guidelines.

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Board of Governors

Annual Review of Committee Remits

Under the Code of Good Governance, the Board is required to review and approve the Committee Remits. The remits have been discussed at the appropriate Committee meetings in June 2020 and subject to the amendments below all are recommended to the Board for their approval. The revised Committee Remits are attached for information.

The amendments are:

- Finance & General Purposes Committee – Amended to reflect the change to 5 year financial forecasts (previously 3-year financial forecasts)
- Audit Committee – Point 13(e) has been expanded to reflect the Code of Good Governance
- Learning & Teaching – Reference to the Learner Attainment Sub-Group removed.

The Committee remits will be reviewed again in June 2021.

Action

The Board is asked to approve the Committee Remits.

Jennifer McLaren

Secretary to the Board of Governors

16 June 2020