

West Lothian College

22 September 2020

BOARD OF GOVERNORS

Minute of Meeting of the Board Governors held on **Tuesday 16 June** at 4.30pm via Zoom

Present: Alex Linkston (Chair)
Sue Cook (Vice Chair)
Jackie Galbraith (Principal & Chief Executive)
Moirra Niven
Iain McIntosh
Frank Gribben
Richard Lockhart
Lynne Hollis
Simon Ashpool
Tom Bates
Sue Stahly
Neil Sinclair
Gemma Reynolds (for item 1)
Michelle Low (for item 1)

In attendance: Jennifer McLaren (Vice Principal, Finance & Curriculum Services and 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 and members took the opportunity to acknowledge the achievements of Michelle Low and Gemma Reynolds. Members thanked Michelle and Gemma for their outstanding contribution to the college and wished them well in their new jobs.

Apologies had been received from Elaine Cook and Julia Simpson.

2. Declarations of Interest

There were no other declarations of interest.

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3. Minute of Meeting of 30 April 2020

The Minute of the meeting of the Board of Governors of 30 April was approved as a correct record.

4. Matters Arising from Minute of Meeting of 30 April 2020

All actions from the minute of meeting of 30 April 2020 were noted as duly completed or in progress.

5. Chief Executives Report

Members noted paper 3 circulated in advance of the meeting.

The Principal highlighted the outstanding support and commitment from staff during these challenging times. Staff that are furloughed are being supported by their line managers.

The college is now in the process of preparing for a phased return in August.

The Board of Governors passed on their appreciation of the tremendous efforts of staff over the past three months to help students complete their qualifications. The 100% success rate of HNC Art students was highlighted and the high number of university places they were offered, the success and employment outcomes of our Project SEARCH students, and the video from HNC Care and Administrative Practice students that acknowledged their lecturer's role in them moving onto university.

The Principal also passed on her thanks to the two Vice Principals for their help and support throughout the COVID crisis and the Management Restructure.

6. Regional Chair's Feedback

The Chair of the Board informed that college chairs are continuing to meet on a regular basis. Meetings are continuing to take place with both unions.

The Employers Association Residential held a two day virtual meeting in May.

7. Board Development

(i) Board Strategic Day Report – 08 June 2020

Notes from the meeting have been prepared and will be shared at the extra

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ordinary meeting on 22 July.

(ii) Self Evaluation of Committee 2020

The Learning and Teaching Committee has conducted its annual self evaluation and feedback has been provided. The Audit Committee and Finance and General Purposes Committee agreed not to undertake self-evaluation at their June meetings but have been sent forms for completion. Responses will be collated and feedback at the September Committees and Board meeting.

(iii) Board Self Evaluation

The Board agreed to defer its self-evaluation. A questionnaire will be circulated for completion by the end of August. A report on the results will be feedback at the next meeting.

8. Finance and General Purposes Committee

(i) Update from Chair of the Finance and General Purposes Committee from draft minute of 11 June 2020

The Chair of the Committee informed that the Annual Budget was the main topic of discussion. The committee are pleased that the new College Leadership Team is involved in the budget process.

The committee discussed the EIS dispute on the Instructor Post and it was agreed this post be made permanent given the positive evaluation of the role.

(ii) Annual Budget 2020-21 and Financial Forecast Return (FFR)

The Annual Budget and FFR will be presented at the extraordinary meetings of the Finance & General Purposes Committee and Board of Governors on 22 July 2020 for approval.

9. Audit Committee

(i) Update from the Chair of the Audit Committee from draft minute of 4 June 2020

The Chair of the Audit Committee provided an overview of the previous

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meeting. A special thanks was noted for Facilities and IT staff for all the work that was completed leading up to the campus going into lock down.

The Internal Auditors had reviewed core financial systems. It was noted that these are robust and well designed. There were no recommendations from the Internal Audit. Thanks was passed to the Finance Team for their work on this.

The impact of COVID19 had been added as an additional risk to the Risk Register.

A co-opted member was to be recruited onto the Audit Committee with an accountancy background. In the interest of transparency this post will be advertised on the college website and social media channels as well as the Chamber of Commerce website.

(ii) Health and Safety Quarterly Report

Members noted the report circulated in advance of the meeting.

10. Learning and Teaching Committee

(i) Update from the Chair of the Learning and Teaching Committee from draft minute of 03 June 2020

The Chair of the Learning and Teaching Committee provided an overview of the last meeting. Members noted the minute.

It was the Head of Quality and Learner Services last meeting, the committee acknowledged all the hard work and achievements made over the years and that the level of quality within the college is at a high level.

11. Update from the Chair of the Nominations Committee

The Nominations Committee have not met since the last Board of Governors meeting.

The Chair informed that RL and SA appointments come to an end in July. In light of revised guidance from Scottish Government resulting from COVID-19 the recommendation is that their appointments are rolled over for another four years.

The Board agreed with this recommendation.

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CP agreed to remain on the Board until a new member was appointed. A request had been made to Scottish Government that EM be appointed in place of CP. No correspondence has been received to date from Scottish Government regarding the appointment. The Chair agreed that this would be CP's last Board meeting and will write to CP to thank her for her contribution to the Board.

ACTION: Chair

12. Update form the Chair of the Remuneration Committee

The Remuneration Committee met on 26 May to discuss the salary for the new Vice Principal role.

The Principal also updated on the new Management Structure.

13. Annual Review of Committee Remits

Members approved the revised remits.

14. Any other Business

The Chair informed that due to COVID19 meetings will continue to take place using Zoom. The Committee meetings will start at 10am and the Board meetings will continue to start at 4.30pm.

An extra ordinary Finance and General Purposes Committee meeting to take place followed by an extra ordinary Board of Governors meeting to approve the annual budget and FFR.

ACTION: PA to Principal

15. Review of Meeting, Supporting Papers, Development Needs

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

16. Date of Next Meeting

22 September 2020 at 4.30pm via Zoom