

West Lothian College

8 December 2020

BOARD OF GOVERNORS

Minute of Meeting of the Board Governors held on **Tuesday 22 September 2020** at 4.30pm via Zoom

Present: Alex Linkston (Chair)
Sue Cook (Vice Chair)
Jackie Galbraith (Principal & Chief Executive)
Moira Niven
Iain McIntosh
Simon Ashpool
Kirsti Clark
Elaine Cook
Jinty Dobson
Lynne Hollis
Richard Lockhart
Colin Miller
Neil Sinclair
Sue Stahly

In attendance: Jennifer McLaren (Vice Principal, Finance and Corporate Services and Acting Board Secretary)
Simon Earp (Vice Principal, Performance and Improvement)
Sarah-Jane Linton (Vice Principal, Learning and Attainment)
Emma Marriot (Shadow Board Member)
Louise Byrne (PA to Principal)

1. Welcome and Apologies

The Chair welcomed everyone to the meeting. A warm welcome was expressed to the two new elected members of the Student Association and new Vice Principal.

Apologies were noted from Julia Simpson and Frank Gribbon.

2. Declarations of Interest

There were no other declarations of interest.

3. Minute of Meeting of 16 June 2020 and 22 July 2020

The Minute of the meeting of the Board of Governors of 16 June 2020 was approved as a correct record.

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The Minute of the extra ordinary Board of Governors of 22 July 2020 was approved as a correct record.

4. Matters Arising from Minute of Meeting of 16 June 2020

All actions from the minute of meeting of 16 June 2020 were noted as duly completed.

5. Student Association Report

The Student Association President and Vice President provided an overview of training they have undertaken in preparation for their roles, work in progress and future plans. It was noted that the key focus going forward will be supporting students with mental health and digital poverty. The importance of working towards bringing students back on campus was noted in relation to reducing isolation following the COVID19 lockdown period.

The Student Association has teamed up with 'Virtual Freshers' to enable students to participate in this festival.

It is planned that work will be undertaken to recruit student volunteers and centre ambassadors and to develop new ways to deliver SPARKLE post COVID19, including rewriting questions to ensure relevance.

Work will also be undertaken to involve students in contributing to the STAR Awards for staff. Further information on this will be included in the report for the next committee meeting.

The Chair acknowledged that the plans outlined in the verbal report were positive and covered a wide range of important issues. NC also informed he has been receiving positive feedback on the work of the Student Association.

6. Chief Executive's Report

Members noted paper 3 circulated in advance of the meeting.

The Principal highlighted that the main focus area has been preparing the campus for students and some staff returning. Also acknowledged was the support from West Lothian Council to support and manage the return of school pupils to the campus.

The letter from Project Search parent was acknowledged and again highlights the great partnership with West Lothian Council.

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The Board of Governors also thanked the Principal for the letter to Karen Watt and achieving a loan break of five years in order to release funds for additional estates investment to improve facilities for students.

(i) Draft Strategic Plan

The Principal provided a presentation on the draft strategic plan. The college values will remain:

- Welcoming to all
- Students at the centre of everything we do
- Always striving for better

The vision will now include the word resilient:

- Develop a highly skilled, enterprising and resilient workforce.

The following four strategic goals were developed in conjunction with the college leadership team:

- Inspire and enable success for all
- Support economic recovery and growth
- Strengthen our communities
- Lead with vision and empathy

The Principal also presented the Board with three initial designs to capture the vision, values and goals into a diagram and would value their feedback on preference of design.

The Board were pleased to see the words recovery and resilience and it was also noted that the Executive Leadership Team will provide narrative for the goals.

In terms of the diagram the majority of members were in favour of number three.

There will be a virtual staff conference in November for staff to feedback on the goals in relation to behaviours.

7. Regional Chair's Feedback

The Chair informed of recent meetings with EIS regarding pay claims. An offer of a consolidated 2% pay increase across all lecturer salary points was made. This has went to ballot which closes on 30 September 2020.

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Chairs are also working with Principal's in relation to the key role colleges are playing on economic development and unique relationships.

8. Risk Register

Vice Principal, Finance and Corporate Services presented paper 4. The risk register presented only shows high level risks. If the Board is happy with the proposal, each committee will agree the risks and risk mitigations aligned with their respective remits in November 2020.

It was agreed that directional arrows will be added as well as a timeline to show progression or percentage of completion. The Board also agreed it should run through a cycle of committees in the first instance.

ACTION 1: Vice Principal Finance and Corporate Services

9. Board Development

(i) Board Secretary Report including Register of Interests

Members noted the report, it was highlighted that Register of Interests are due to be submitted by the end of September.

ACTION 2: Board of Governors

The Board also agreed the dates for Committee meetings in 2021.

10. Finance and General Purposes Committee

(i) Update from Chair of the Finance and General Purposes Committee from draft minute of 10 September 2020

The Chair of the Committee informed that the committee would be writing to Karen Watt to thank SFC for the loan break. Other salient points from the meeting were highlighted to the Board and the minutes noted.

11. Audit Committee

(i) Update from the Chair of the Audit Committee from draft minute of 17 September 2020

The Chair of the Audit Committee provided an overview of the previous meeting. Seonaid Crosby has been appointed as a co-opted member.

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The risk workshop will not take place until spring 2021 due to current COVID19 restrictions. An internal auditor will facilitate this workshop.

In terms of the whistleblowing Policy it was agreed that contacts should be the Chair of the Audit Committee and the Board Secretary.

(ii) Health and Safety Quarterly Report

Members noted the report circulated in advance of the meeting.

(iii) Financial Regulations

The Board approved the updates to the Financial Regulations.

12. Learning and Teaching Committee

(i) Update from the Chair of the Learning and Teaching Committee from draft minute of 09 September 2020

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

The Student Association were welcomed to their first committee meeting and their hard work to date was acknowledged.

The Director for Business, Creative and Enterprise provided a presentation on the vision for the faculty. This was very well received and presentations from faculty directors will feature on the agenda at future meetings.

13. Update from the Chair of the Nominations Committee

The Nominations Committee met on 22 September. The terms of reference for the committee was agreed.

Seonaid Crosbys appointment as a co-opted member onto the Audit Committee was agreed and approved.

It was agreed that the President of the Student Association will be a member of the Learning and Teaching Committee and the Vice President will be a member of the Finance and General Purposes Committee. The President and Vice President will attend both committees but will only have one vote on each committee.

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Approval has been given by Scottish Government for EM to be appointed to the Board until December 2020. It was agreed that EM will be a member of the Learning and Teaching Committee. Thereafter a full recruitment exercise is to take place to fill the vacancy.

14. Update from the Chair of the Remuneration Committee

The Remuneration Committee met on 22 September to discuss the Principal's salary.

The terms of reference for the committee were also agreed and the main change to note is the Remuneration Committee will only determine the Principal and Vice Principal salaries.

15. Self Evaluation

The Board noted the summary circulated in advance of the meeting. Feedback from respondents was very similar.

The summary will be converted into a development plan.

ACTION 3: Acting Board Secretary

There was a discussion on Board members responsibilities as charity trustees. The Board Secretary agreed to send guidance on this.

ACTION 4: Acting Board Secretary

16. Any other Business

No other business was noted.

17. Review of Meeting, Supporting Papers, Development Needs

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

18. Date of Next Meeting

08 December 2020 at 4.30pm via Zoom