

## West Lothian College

09 March 2021

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### BOARD OF GOVERNORS

Minute of Meeting of the Board Governors held on **Tuesday 08 December 2020** at 4.30pm via Zoom

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

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

#### 1. Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were noted from Kirsti Clark and Sue Stahly.

#### 2. Declarations of Interest

There were no other declarations of interest.

### **3. Minute of Meeting of 22 September 2020**

The Minute of the meeting of the Board of Governors of 22 September 2020 was approved as a correct record.

### **4. Matters Arising from Minute of Meeting of 22 September 2020**

All actions from the minute of meeting of 22 September 2020 were noted as duly completed.

### **5. Student Association Report**

Members noted the report from the Student Association. Jinty informed they are extremely busy and there have been lots of referrals for The Larder and toy appeals.

Jinty also informed that in relation to health and wellbeing follow up work is also carried out with students, especially if relating to mental health.

More students responded to the SPARKLE survey this year and the report will be available soon. Free breakfast will be offered to students from January 2021. The bursary team have also been helping students financially through discretionary funding.

The Principal highlighted the tremendous work that Jinty, Kirsti and Micole are doing in supporting students considering Jinty and Kirsti are new in post. Personal thanks were passed to the Student Association and the bursary team. The Principal will pass on thanks from the Board of Governors.

#### **ACTION 1: Principal**

IMCl also acknowledged the support of Micole over the years and thought the appendix in the report was a helpful addition.

### **6. Chief Executive's Report**

Members acknowledged the Chief Executive Report. The college was recognised at the College Development Network awards last week. The Marketing team won the Marketing and Communication Award for the success of the virtual open day.

The staff conference was a success this year despite it being online. Members of staff commented on how much they enjoyed the videos from Board members.

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The college is engaged with West Lothian Council, DWP, Skills Development Scotland and third sector organisations on how best to implement the various initiatives from government, agencies and local authorities to support youth unemployment and aid economic recovery.

In terms of the Napier Business degree discussions are ongoing. Napier requested that delivery staff have a PhD qualification. Students are protesting over the decision and have been contacting MSPs and using democratic processes.

The Board of Governors congratulated staff recognised at the College Development Network awards.

### 7. Regional Chair's Feedback

The Chair welcomed Alex O'Donnell to the meeting who is observing as part of the board effectiveness review.

Chair are heavily involved in the Scottish Funding Council reviews. The first report was very positive and phase two will be finalised by March 2021.

### 8. Curriculum Plan Presentation

The Vice Principal for Performance and Improvement started the presentation and provided an overview on the recruitment process and performance indicators. Ongoing and new projects were also shared which will shape the colleges digital strategy.

The Vice Principal for Learning and Attainment highlighted the revised curriculum planning process and timeline. Board members were thanked for their contribution into the curriculum planning event. New projects to make the vision a reality for 2020-22 were also identified. A submission will also be entered into the Queens Anniversary Prize.

The Vice Principal for Finance and Corporate Services outlined the completed projects since 2019-20. Also shared were the estate plans for 2020-21 and beyond. The seven key themes in the People Strategy were also highlighted and how they contribute to the organisation.

Members thanked the Vice Principals for their presentation. The Chair of the Learning and Teaching Committee offered to help with the application for the Queens Anniversary Prize as he has been involved in these submissions before.

## **9. Board Development**

### **(i) Board Secretary Report including Register of Interests**

Members noted the report. The Chair informed that 16 applications were received for the vacancy on the Board of Governors. Five have been shortlisted for interview.

## **10. Learning and Teaching Committee**

### **(i) Update from Chair of the Learning and Teaching Committee from draft minute of 18 November 2020.**

The highlights from the meeting were the two presentations, one provided by the Director for Computing, Engineering and the Built Environment faculty outlining the plans for the faculty. The second presentation was from the Director of Business, Creative and Enterprise and focussed on the work of the Learning Continuity Team and digital working.

Following on from the presentation from Vice Principals at tonight's meeting there was also more detail on the curriculum plan and how it will develop into 2025.

The meeting provided significant reassurance that the college is performing well.

## **11. Finance and General Purposes Committee**

### **(i) Update from Chair of the Finance and General Purposes Committee from draft minute of 25 November 2020.**

The annual report and financial statements for 2019-20 were the main topics of discussion. The management accounts highlighted we are ahead of where we were at this time last year.

There was a presentation from the Head of Business Development on income generation.

In terms of HR and People Development the results from the staff experience survey were stand out. They results clearly reflect the leadership from the Executive Leadership Team.

There was a recommendation for equalities to be expanded on within the People Strategy report. This is complete and the Finance and General Purposes Committee recommend the Board of Governors approves the report.

**(ii) People Strategy**

It was acknowledged that the report will be formatted before being issued to staff. The Board of Governors approved the People Strategy.

**12. Audit Committee**

**(i) Update from the Chair of the Audit Committee from draft minute of 26 November 2020.**

The Chair of the Audit Committee informed that auditors gave reasonable assurance throughout the process. The auditors also thanked the finance team for their hard work.

The committee also requested access to college training materials. Following discussion it was agreed that the Board of Governors would also like access to these materials.

**ACTION 2: Vice Principal, Performance and Improvement**

**(ii) Annual Report and Financial Statements for 2019-20**

The Board of Governors recommended approval.

**(iii) Annual Report to the Board of Governors and the Auditor General for Scotland 2019-20**

The Board noted the findings from the report.

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

The Board noted the report. Comment was made by FG regarding the recognition of achievement of the finance team in achieving this.

**(v) Letter of Representation**

The Chair of the Audit Committee requested this letter is signed from the Chair of the Board and Principal.

**(vi) Health and Safety Quarterly Report**

All matters are up to date and compliant.

**(vii) Strategic Risk Register**

The Chair of the Audit Committee highlighted that this is the first time that committees have taken ownership of their risks. The risk register is also presented in a new format. Overall the risk register sits with the Audit Committee but full ownership with the Board of Governors.

Members discussed concerns around the duplication in discussing risks at committee and then Board level.

As a way forward it was agreed that committee reports would be checked and any differences between risks would be discussed at Board meetings.

**ACTION 3: Acting Secretary to the Board**

**13. Update from the Chair of the Remuneration Committee**

The Remuneration Committee has not met since the last meeting.

**14. Update from the Chair of the Nominations Committee**

The Nominations Committee met on 22 October 2020 to discuss the proposed recruitment process for the new Board member.

The Nomination Committee also requested that the Board support the decision to recruit for a Secretary to the Board two days per week. All were in agreement with this decision. The acting Secretary to the Board will initiate the recruitment process.

**ACTION 4: Acting Secretary to the Board**

**15. Any other Business**

The Chair highlighted that it is Emma Marriotts last meeting, Emma was thanked for her contribution and input into the Board.

The Chair also wished everyone a very Merry Christmas.

**16. Review of Meeting, Supporting Papers, Development Needs**

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

**17. Date of Next Meeting**

09 March 2021 at 4.30pm via Zoom