

Board Development Plan 2017-18

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Code of Good Governance Criteria <i>Governance development actions agreed during the External Governance Effectiveness Review, Jan/Feb 2017</i>	Development required in response to external effectiveness review & Other Developments identified by the Board of Management	Timescale
<p>1. LEADERSHIP & STRATEGY</p> <ul style="list-style-type: none"> • <i>Board to ensure it has overarching leadership of performance-monitoring by taking stock of which KPIs and other performance indicators are overseen by which committees, and ensuring it makes clear whether it expects committees to examine performance issues in more detail and report progress back</i> • <i>Build on existing partnership and collaboration by identifying and focussing new efforts on a few 'hard to reach' strategic stakeholders, e.g. certain employers or parts of the region</i> 	<p>1.1 Review role and responsibilities of each Board Committee</p> <p>1.2 Feedback from SLWGs to be fed back to the Board</p> <p>1.3 Board Engagement</p> <ul style="list-style-type: none"> ○ Chair of the Board to provide a session as part of an All Staff Session ○ Introduce mentoring from Board members to managers within the new management structure <p>1.4 Stranraer Strategy to be further developed in association with potential waterfront development, local employer needs and output from the Curriculum Development work (Stranraer and The Rhins) currently being undertaken</p> <p>1.5 Vision 2020 will be reviewed in February 2018 at a Board/Staff event</p> <p>1.6 Will, in early 2017/18, arrange meetings with local area committees and relevant council committee chairs</p> <ul style="list-style-type: none"> ○ To 'refresh' relationships and meet new councillors ○ To 'refresh' relationships and meet new MSPs and MPs 	<p>May 2018</p> <p>October 2017</p> <p>August 2017 November 2017</p> <p>December 2017</p> <p>February 2018</p> <p>January 2018</p> <p>July 2018</p>

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<p>2. STUDENT EXPERIENCE</p> <ul style="list-style-type: none"> • <i>Take stock of the range of mechanisms that should be used to ensure the Board engages with students, e.g. existing student member reports to the Board, hear more from student representatives, invitations to attend student events</i> • <i>For the Board to consider the review of the Learning and Teaching Committee and its relationship with the Board in the light of the requirements of the new Education Scotland Quality Framework.</i> 	<p>2.1 Ongoing work of the Board Student Engagement Sub-group – to feed back in October 2017</p> <ul style="list-style-type: none"> • Focus, remit & timescales to be confirmed <p>2.2 SA new appointments started on 1st July</p> <ul style="list-style-type: none"> • Induction and training opportunities will be put in place • Partnership Agreement, Development Plan and Evaluation Plan from SA coming to L&T committee and Board in Sep/Oct 17 <p>2.3 To continue the plan for the SA to work in partnership with Wallace Hall Academy to provide an ambassadorial role in promoting the College to P7s and Secondary school students at the school</p> <ul style="list-style-type: none"> • To then evaluate and pilot with a second school, Moffat Academy adapting outcomes <p>2.4 Consider the review of the Learning and Teaching Committee within the review of each Board Committee – as 1.1</p>	<p>October 2017</p> <p>September 2017 September 2017</p> <p>February 2018</p> <p>June 2018</p> <p>May 2018</p>
<p>3. ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>Review board agendas to make best use of time by ensuring papers for decision or substantive discussion come first and papers for noting, including committee minutes, are not discussed unless members ask the Chair or Secretary beforehand</i> • <i>Minutes of committee meetings which meet infrequently to be made available to the Board more quickly, in draft if necessary;</i> 	<p>3.1 Board Meetings:</p> <ul style="list-style-type: none"> • Review of Board Agendas – completed in line with recommendations during 2016/17 • Will be reviewed again along with 1.1 - review role & responsibilities of each Board Committee • Review the timings of Board Meetings <ul style="list-style-type: none"> ○ Trial of longer Board Meetings to enable networking and enough time to compete the agenda without being rushed • Review how Committees report into Board Meetings • Reminders for Board Members to contribute to agenda – circulate draft 	<p>March 2018</p> <p>May 2018</p> <p>October 2017 October 2017 October 2017</p>

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<p><i>more generally ensure all minutes make clear the reasons for decisions</i></p> <ul style="list-style-type: none"> • <i>Take stock of the range of sources of evidence on staff views available to the Board and ensure that sources provide a breadth of information; explore mechanisms for more board member engagement with staff, including clarity of its purpose and how findings are fed back to the Board</i> • <i>Ensure all members of the Remuneration Committee complete the obligatory national on-line training and new board members attend the national induction training workshop</i> 	<p>agenda</p> <ul style="list-style-type: none"> • Chair to invite short feedback at end of meeting • Structure of Board meetings to be reviewed annually <p>3.2 Board Engagement</p> <ul style="list-style-type: none"> • As 1.3 	<p>October 2017</p> <p>March 2018</p> <p>August/November 2017</p>
<p>4. BOARD EFFECTIVENESS</p> <ul style="list-style-type: none"> • <i>Review the induction programme offered to new board members to ensure it meets their needs, and includes opportunities to meet the Executive Team and other board members</i> 	<p>4.1 Review of Board Member Induction programme completed in 2016/17, in line with recommendations</p> <p>4.2 Continually Review Effectiveness of Board Meetings</p> <ul style="list-style-type: none"> • As 3.1 <p>4.3 Provide a Positive Statement about how the Board Operates eg:</p> <ul style="list-style-type: none"> ○ The Board will operate in a collaborative and non-political way. All opinions are welcome but board members will adopt a 'Cabinet Responsibility' attitude to decisions 	<p>Completed 2016/17</p> <p>Oct 17 – May 18</p> <p>October 2018</p>

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	4.4 Succession Planning to be considered by Board Development Committee 4.5 To consider the use of Case Studies as part of discussion/development at a board development event 4.6 Feedback from SLWGs to be fed back to the Board 4.7 Arrange a date for the Chair and Secretary of the Multi-cultural Association to visit the college	February 2018 October 2017 October 2017 December 2017
INDIVIDUAL EFFECTIVENESS	<ul style="list-style-type: none"> • Equality & Diversity Training • CDN Induction Programme – 8 members to attend 	September 2017 During 2017/18
RELATIONSHIPS AND COLLABORATION	<ul style="list-style-type: none"> • Joint Meeting with Borders <ul style="list-style-type: none"> ○ To be hosted by us next and invite Paul Smart • Stakeholder Events to include: <ul style="list-style-type: none"> ○ Developing young Workforce (DYW) Regional Board ○ South of Scotland (SOS) Enterprise Agency, Interim Group ○ Learner Journey/Local Schools 	November 2017 February 2018