

Date: 13 March 2018

Time: 1:00pm

Room: 2097

Indicative Time	A G E N D A			Presented by:
1pm	1	Presentation: Dumfries and Galloway College's Evaluative Report and Enhancement Plan Document can be accessed via this link: https://education.gov.scot/other-sectors/further-education/688194		John Bowditch
1.40pm	2	Welcome and Apologies for Absence		BJ
	3	Declaration of Interest		BJ
	4	Minute of Meeting of 12 December 2017	(attached)	BJ
1.45pm	5	Matters Arising		
	5.1	Arms Length Foundation	(verbal)	JH
	5.2	Letter to Paul Smart following Joint Meeting with Borders	(verbal)	BJ
	5.3	General Data Protection Regulation (GDPR) & Cyber Resilience Update	(verbal)	HC
	5.4	Credit Targets	(verbal)	CT
	5.5	SaveNet for Board Members	(verbal)	CT
	5.6	Access to Key Facts & Key Stakeholder Leaflets	(verbal)	CT/AW
	5.7	More User Friendly Summary of Mainstream Courses	(table)	SAW
	5.8	Financial Statements to go onto the college website	(verbal)	CT
2.15pm	Matters for decision			
2.15pm	Matters for discussion			
	6	SI: Borderlands - Update	(verbal)	CT
	7	SI: South of Scotland Enterprise Agency (SOSEA) - Update	(verbal)	CT
	8	CONFIDENTIAL, BOARD MEMBERS ONLY - Chair's Annual Performance Review	(attached)	DH
	9	From the Board Development Committee: Feedback from Board Development event – 23 January 2018	(attached)	BJ
	10	Strategic Risk Register	(attached)	CT
	11	Regional Chair's Report	(attached)	BJ
	12	Principal's Report	(attached)	CT
	13	President of Student Association Update Report	(attached)	LT
	14	Agenda items for Next Board Meeting	(verbal)	BJ
3.55pm	Matters for attention from Board Committees			
	15	Draft Minutes / Matters for attention from meetings held since the last Board Meeting		
	15.1	Draft Minute - Audit Committee – 21/2/18	(attached)	HC
	15.2	Draft Minute - Finance & General Purposes – 27/2/18	(attached)	JH
	15.3	Feedback - Learning & Teaching Committee 27/2/18	(verbal)	DH
	15.4	Draft Minute - Board Development Committee – 6/3/18	(attached)	BJ

	15.5	Draft Minute - Remuneration Committee - 6/3/18	(attached)	DH
	15.6	Feedback from - HR Committee - 13/3/18	(verbal)	SM
4.30pm	Matters for information			
	16	National Bargaining Update	(verbal)	CT
	17	Lobbying	(attached)	AW
	18	Office of the Scottish Charity Regulator (OSCR) email re: Safeguarding & Notifiable Events	(attached)	AW
4.40pm	19	Any Other Business		
4.45pm	20	Date and Time of Next Meeting – Tuesday 5 th June 2018, Stranraer (10.30 – 3pm)		
		<u>Update Event:</u> - Joint Board/College Leadership Team Session on Vision 2020: Friday 27 April 2018 (9-11am)		
		<u>*Stranraer Celebration of Learning:</u> - Monday 28 th May 2018 (6-8pm)		
		<u>Stranraer Graduation Ceremony:</u> - Thursday 14 th June 2018		
		<u>Dumfries Graduation Ceremonies:</u> - Wednesday 22 nd August 2018		
		* Further dates for Celebration of Learning Events – to follow		

Note 1: Draft Minutes of Board and Committee meetings are not available on the college website until approved by the appropriate meeting.

Note 2: The following minutes have been approved since the last Board Meeting. These are either circulated with this agenda or are to follow (to arrive before the meeting)

- | | | |
|----|---|--------------------------|
| 21 | • Approved Minute of Audit Committee Meeting of 21/11/17 | (circulated with agenda) |
| 22 | • Approved Minute of Finance & General Purposes Committee Meeting of 28/11/17 | (circulated with agenda) |
| 23 | • Approved Minute of Learning & Teaching Committee Meeting of 5/12/17 | (circulated with agenda) |
| 24 | • Approved Minute of Remuneration Committee Meeting of 25/9/17 | (circulated with agenda) |

Board of Management

Minute of meeting of the Board of Management of Dumfries and Galloway College held on
Tuesday 13 March 2018 at 1 pm in Room 2097 of the Dumfries campus

Present:

Brian Johnstone (Chair)	Pat Kirby
Delia Holland	Janet Brennan
Carol Turnbull	Kenny Henry
Stuart Martin	Ian White
Naomi Johnson	Robbie Thomas
John Henderson	Barry Graham
Rob Orr	Leah Thomas
Karen McGahan	Ros Francis
Hugh Carr	

In attendance: Andy Wright, Vice Principal Learning and Skills
Andy Glen, Vice Principal Performance and Planning
Ann Walsh, Board Secretary

Item 2 only:

John Bowditch – HMI Lead Inspector, Education Scotland
Juliet McAlpine – HM Inspector, Education Scotland

Minute Taker: Heather Tinning, Executive Team Assistant

1 Welcome and Apologies

The Chair welcomed all to the meeting, including John Bowditch and Juliet McAlpine from Education Scotland.

Apologies for absence were intimated on behalf of Tony Conlon. The Board Secretary confirmed the meeting was quorate.

2 Dumfries and Galloway College's Evaluative Report and Enhancement Plan

John Bowditch reminded members of the new Quality arrangements introduced in 2017-18. John Bowditch spoke to the college Evaluative report, advising that the college had produced a very accurate report, noting the high quality of provision in the classroom. Following discussion on retention, John advised that a tool for more accurate data management will help moving forward. The resulting action plan will be monitored by the Learning and Teaching Committee. Education Scotland are in the process of producing an overview report to be published next month in terms of sector messages and are also in the process of carrying out a review of arrangements from this transition year. There are currently no plans to undertake an external review.

Following a review of the current HMI allocation to colleges, Juliet McAlpine has been appointed as the college's new Regional Link. Juliet provided a brief introduction of her background and spoke of her plan moving forward, including the Learner Journey and DYW, and the Annual Engagement Plan.

The Chair thanked John on behalf of the Board for his work with the college over the last few years and welcomed Juliet to her new position as the college's new Regional Link.
(Hugh Carr arrived)

3 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

4 Minute of Meeting of 12 December 2017

The Minute of the Board of Management meeting held on 12th December 2017 was approved.

5 Matters Arising

5.1 Arm's Length Foundation

Following discussion at the Finance and General Purposes Committee on 27th February 2018, Finance & General Purposes Committee members agreed to retain the College Arm's Length Foundation.

Action: The Principal to notify the Trustees:

- Carol Turnbull
- John Henderson
- Brian Pattinson
- Fraser Sanderson
- Liz McIntyre
- Jannette Brown is the Company Secretary

5.2 Letter to Paul Smart following joint meeting with Borders

The Principal confirmed that the letter to Paul Smart had been circulated to Board Members for information. To date no formal response had been received.

5.3 General Data Protection Regulation (GDPR) and Cyber Resilience Update

a) GDPR

The Vice Principal Performance and Planning provided an update on the work-in-progress leading up to the Implementation date for GDPR compliancy of 25th of May. Mandatory training will be arranged for all staff in the form of an e-learning package. The training will also be rolled out to Board members. Meantime, Board members have been asked to consider privacy settings/access on their iPads, also any documentation held at home in terms of Board Papers.

Action: Board Secretary to inform members when the online training is available

b) Cyber Resilience

The Principal has senior responsibility for overseeing the Plan and Board Member, Robbie Thomas has declared an interest from the Board. They will provide a joint report for the next Audit Committee meeting and the next Board Meeting.

Action: A Cyber Resilience update report will be presented at the next Audit Committee meeting and the next Board Meeting jointly by the Principal and Board Member Robbie Thomas

5.4 Credit Targets

The Principal advised of a shortfall of approximately 300 credits from the credit target, but is confident that the target will be achieved for this year (excluding additional childcare targets which haven't been achieved).

5.5 SaveNet for Board Members

The Principal advised that the college pay a licence for the college discount website SaveNet for employees, and she would check to see if this could be extended to Board Members

Action: The Principal to check and confirm if the current licence can be extended to Board Members

5.6 Access to Key Facts and Key Stakeholders Leaflets

The Chair advised that these are useful documents for meeting with stakeholders and others interested in the college.

Action: The Board Secretary to include the Key Facts and Key Stakeholder leaflets in the Key documents folder in Admincontrol

5.7 More User-Friendly Summary of Mainstream Courses

Following on from previous discussions, the Vice Principal Learning and Skills tabled Career Pathway leaflets for each Curriculum Area. Delia Holland reported that examples of these were also discussed and welcomed at the Learning and Teaching Committee meeting in February 2018.

Action: A summary document is to be produced

5.8 Financial Statements to go onto the college website

The Principal confirmed that the 2015-16 Financial Statements are now included on the college website.

6 Matters for Discussion: Borderlands Update

The Principal reported that discussions are ongoing with regard to Borderlands and that various meetings have been arranged with different groups looking at themes. Chris Travis from Dumfries and Galloway Council has been seconded to work on Borderlands. The Principal reported on a meeting arranged for Principals to explore rural innovation for Borderlands areas and explore Education and Skills options.

Action: The Principal to provide a report for the next Board meeting

7 South of Scotland Enterprise Agency (SOSEA) Update

The Principal reported that she and the Chair had attended a recent meeting, with the Scottish Funding Council. Dumfries and Galloway College and Borders College have been asked to submit a Full Business Case by 16th March 2018, following submission of a joint proposal on a significant investment in the college. A Project Team has been put together to discuss the proposal and the key project areas, in terms of connectivity and use of digital technology, including:

- STEM Hub at Dumfries Campus
- Mini Hub at Stranraer Campus and Engineering Workshop
- Develop a STEM Hub in Hawick
- Use of Energy Centre
- Upgrading of some classrooms with up-to-date technology in terms of Care Sector
- Interactive classrooms in schools as part of a pilot process

The bid is focusing on key sectors including Engineering, Construction and Care. The Principal reported that the purpose of the proposal is to widen access, including learning for both Employers and Students, in recognition of the rurality of both colleges.

Action: The Principal to circulate her SOSEA report to Board Members

8 Chair's Annual Performance Review – (Confidential, Board Members only)

Members congratulated the Chair on his re-appointment for the next two years as Regional College Chair, Dumfries and Galloway. Following a very positive annual performance review, the Vice Chair reported on key action points, including the following developments for the coming year:

- Looking at Board Links
- Looking at Succession Planning within Board Committees
- Continue the work to achieve the optimum length of Board Meetings and Board Agendas

The Vice Chair thanked the Chair on behalf of the Board for all his hard work.

Action:

- The Chair and the Principal to take forward Board Links
- Discussion on succession planning to continue, initially with the current Committee Chairs

9 Feedback from the Board Development Event – 23 January 2018

The Chair spoke to the report which had been issued, the following areas for development have been identified:

- One-to-one performance discussions with Board Members
- As part of Board Members' development, look to include:
 - Training sessions, following session from OSCR
 - Training/briefing on Finance
 - Continue attending CDN Training on offer
 - Networking opportunities with other colleges
 - Improve organisational knowledge
 - Opportunity to further understand staff views, culture and college business
- From the overall Board Performance – Self Evaluation
 - Board Links
 - Board Meetings (agenda length)
 - Strategic knowledge/priorities in the sector
 - Review and improve induction packs, check list
 - Stakeholders (ongoing engagement)

Board Members encouraged to attend the National Board Members Conference on 15th May

Action: Developments will be taken forward by the Chair and the Board Secretary

10 Strategic Risk Register

The Principal advised that the Strategic Risk Register had been presented to previous Board Committee meetings, allowing for each Committee to discuss individual areas relevant to the Committee.

Decision: The Board approved the Strategic Risk Register

11 Regional Chair's Report

The Chair spoke to the report which had been issued, providing an update to members on recent developments in the Sector.

Members noted the Regional Chair's Report.

12 Principal's Report

The Principal spoke to the report which had been issued, providing a note of key activities for information and the proposed College Management Team Restructure (see 12.1):

- Appointment as Chair of the Colleges Principals Group
- A recent visit by the Academic Management Team to the Bridge. Ongoing challenges of school pathways, more positive looking forward in terms of the Bridge. A D&G wide Senior Phase Pathways Strategy to identify schools and colleges working together is required. Barry Graham advised the Board that he has been asked to chair a group in terms of looking at the schools

Members noted the Principal's Report.

12.1 College Management Team Proposed Structure

The Principal spoke to the College Management Team proposed Structure, which had been presented at today's HR Committee, endorsed by the Committee and recommended to the Board:

- Re-focus on role of Vice Principal Performance and Planning (VP P&P) to focus more on Business Development
- New posts include:
 - Director of Planning and Quality – directly reporting to the VP P&P, undertaking operational aspects of work on behalf of the Executive Team
 - Head of Corporate Services – to manage Facilities, ICT and IS
 - Central Administration Support Manager

The Principal reported of an increase of approximately £46,000 on the annual salary budget and confirmed that the college has funding for the proposed new structure. There are no proposals for redundancy. Discussions have taken place with relevant staff and further discussions will take place with the Unions and other staff members.

Decision: The Chair confirmed the support of the Board to the Principal and her Team, but some Members requested EMT re-consider use of the title of "Director"

13 President of Student Association Report

The President of the Student Association spoke to the report which had been issued, highlighting developments including:

- Sports Relief Activities taking place next week in College, including staff v students football match and rowing challenges. Board Members are invited to attend.
- Dumfries and Stranraer students will attend a football match tomorrow (14th March 2018) at Palmerston Arena
- Board Members welcome to attend Class Rep and Curriculum Rep meetings
- Student Association Election process taking place soon
- Attended a World of Work Day at Wallace Hall with college students

The Chair thanked the President of the Student Association and her team for all their hard work.

Action: The President of the Student Association to confirm dates of the next class rep/curriculum rep meetings. The Board Secretary to confirm with Members

14 Agenda items of Next Board Meeting

The Chair welcomed agenda items for the next Board Meeting, arranged for 5th June 2018, at the Stranraer Campus

Action: Board Members to forward agenda items for consideration to the Chair

15 Matters for attention from Board Committees: Draft Minutes and/or Matters for attention from meetings held since last Board Meeting

15.1 Draft Minute – Audit Committee of 21st February 2018

The Chair, Hugh Carr, reported on the meeting, highlighting discussions on General Data Protection Regulations (GDPR) and Cyber Resilience. The Chair advised that Delia Holland had resigned from the Audit Committee, and welcomed interest from Board Members to join the committee. The Chair advised that members cannot be a member of both the Finance and General Purposes and Audit Committee.

Action: Board Members interested in joining the Audit Committee to contact the Chair of the Committee, or Chair of the Board to discuss further

15.2 Draft Minute – Finance and General Purposes Committee of 27th February 2018

The Chair, John Henderson, reported on the meeting, including discussions on Scotland's College Estate Condition Report which highlighted the findings at Dumfries and Stranraer Campuses.

15.3 Feedback – Learning and Teaching Committee of 27th February 2018

The Chair, Delia Holland, reported on the meeting of 27th February 2018, reporting on key discussions:

- Curriculum Pathways
- Retention
- The Bridge
- Breakfast Club, which is the only and first initiative in Colleges across Scotland. The VP Performance and Planning tabled People Tackling Poverty Budgeting leaflets, inviting Board Members to 'vote' for funding

The Chair reported that the vacant position of Teaching Representative from Stranraer had now been filled by Lecturer Gillian Pearce.

15.4 Draft Minute – Board Development Committee of 6th March 2018

Delia Holland, on behalf of the Chair of the Board Development Committee, reported on the meeting including a discussion on Succession Planning. The Chair advised that it was Good Practice, generally, to have a refreshment of Committee Chairs to foster development of Board Members and to have a succession plan. He welcomes notes of interest and comments from colleagues.

Action:

- Board Members to forward notes of interest to stand as Committee Chairs to the Chair, and any other thoughts and comments
- Board Members to advise the Chair of their intention to retain their position as their term is due to expire

15.5 Draft Minute - Remuneration Committee of 6th March 2018

The Chair, Delia Holland, reported on discussions at the meeting including timing of reviews and internal reports in terms of measuring progress regarding achievement of objectives for the Principal's review.

15.6 Feedback from HR Committee of 13th March 2018

The Chair, Stuart Martin, reported on discussions at the meeting held this morning, including:

- SaveNet, also reported under 5.5 of these minutes
- National Bargaining Update – issues including Harmonisation of costs for 2018/19, included in an Indicative letter of Funding received from the Scottish Funding Council. Costs are now embedded as part of the college's core teaching grant. The Finance Manager and HR Manager will present a detailed budget at the next Finance and General Purposes Committee meeting

The Equality and Diversity Officer provided an update on Equality and Diversity to the Committee. Board Member Janet Brennan has volunteered to carry out the role as Equality and Diversity Champion on behalf of the Board. HR Committee members have been invited to attend an Interactive Workshop at the end of November

16 Matters for Information:

National Bargaining Update

The Principal reported on discussions including:

- Lecturing Staff Pay Awards, 2016/17
- Lecturing Staff Pay Awards to be progressed for 2018/19
- Job Evaluation Process for Support Staff, which will include significant resource input from the HR Team over the next few months

17 Lobbying

The Board Secretary reported on the new Act, which came into force from 12th March 2018.

Action: The Board Secretary to provide further clarity on the Lobbying Act and whether non-executive Board Members are exempt

18 Office of the Scottish Charity Regulator (OSCR) email re: Safeguarding and Notifiable Events

The Board Secretary spoke to the report which had been issued, reporting on an e-mail received from the Office of the Scottish Charity Regulator (OSCR) reminding Board members of two key points, including:

- Safeguarding
- Notifiable Events

With regard to PREVENT, the Principal advised that the Vice Principal Performance and Planning has been nominated as the senior member of staff and attends meetings across the region, for example National Counter Terrorism.

Actions:

- The Board Secretary to confirm if Policies are available on the college website for Board Members
- The Board Secretary to add Policies to the Key Documents folder in Admincontrol

19 Any other business

19.1 Leadership Team Blogs

The Principal sought Members' views on the weekly College Leadership Team Blogs. Members advised that they found the information in the Blogs very informative and welcomed the communication.

19.2 Admincontrol

Following individual concerns regarding Admincontrol and iPad usage, it was suggested to invite Board Members to meet collectively with the IS Manager.

Action: The Board Secretary to arrange

20 Date and Time of Next Meeting

The next meeting of the Board of Management will take place on Tuesday 5th June 2018, at Stranraer Campus. Time to be confirmed

20.1 Events

- Joint Board/College Leadership Team Session on V2020 – Friday 27th April 2018, 9 – 11am
- Stranraer Celebration of Learning – Monday 28th May 2018
- Stranraer Graduation Ceremony – Thursday 14th June 2018
- Dumfries Graduation Ceremonies – Wednesday 22nd August 2018

NOTE 1

Draft Minutes of the Board and Committee meetings are not available on the college website until approved by the appropriate meeting

NOTE 2

The Following minutes have been approved since the last Board meeting

21 Approved Minutes

21.1 Approved Minute of Audit Committee of 21st November 2017

Members noted the approved minute of the Audit Committee of 21st November 2017.

21.2 Approved Minute of Finance and General Purposes Committee of 28th November 2017

Members noted the approved minute of the Finance and General Purposes Committee of 28th November 2017.

21.3 Approved Minute of Learning & Teaching Committee of 5th December 2017

Members noted the approved minute of the Learning & Teaching Committee of 5th December 2017.

21.4 Approved Minute of Remuneration Committee of 25th September 2017

Members noted the approved minute of the Remuneration Committee of 25th September 2017.

Board of Management

Minute of meeting of the Board of Management of Dumfries and Galloway College held on Tuesday 12 December 2017 at 2 pm in Room 2089 of the Dumfries campus

Present:

Brian Johnstone (Chair)	Pat Kirby
Delia Holland	Janet Brennan
Carol Turnbull	Kenny Henry
Stuart Martin	Ian White
Naomi Johnson	Robbie Thomas
John Henderson	Barry Graham
Rob Orr	Tony Conlon
Karen McGahan	
Leah Thomas	

In attendance:

Helen Pedley, Vice Principal Corporate Services
Andy Wright, Vice Principal Learning and Skills
Andy Glen, Vice Principal Performance and Planning
Ann Walsh, Secretary to the Board of Management

Item 1 only:

David Eardley – Director, Scott Moncrieff

Item 2 only:

Colin Grant	Gillian Brydson
Dugald Forbes	Pat Shearer
Lesley Watson	

Minute Taker: Heather Tinning, Executive Team Assistant

1 Presentation: 2016-17 Financial Statements

The Finance Manager spoke to the Annual Report and Financial Statements for 1 August 2016 – 31 July 2017. The Finance and General Purposes Committee recommended the Accounts to the Board for approval.

The Finance Manager reported on the highlights including:

- Positive cash balance going forward
- Gross Income of around £12.5m
- Net Assets and Reserves just over £3m

Stuart Martin, reported on behalf of the Audit Chair, that the Audit Committee were satisfied with the Accounts and that the Audit Committee Members take great value from the Auditors input.

David Eardley, Director of Scott-Moncrieff, reported that this is the first year of a 5-year appointment with the College. He plans to issue a 'clean' opinion with no qualifications.

The Chair thanked the Finance Manager and the Finance Team for all the hard work involved in completing the Accounts, and also the Audit Committee and the Finance and General Purposes Committee for their input.

Decision: Members approved the Financial Statements and authorised the Chair and the Principal to sign on behalf of the Board

Action: The Chair and the Principal to sign the Accounts

2 Presentation: The Bridge Update

Representatives from Dumfries and Galloway Council provided a presentation on the Bridge project. Key points to note:

- Bridge to be established as a Charitable Trust
- Currently in process of applying to be registered as a Charity, with potentially 12 trustees allowing for a skills mix
- Looking to create interest from 4 burgh schools to allow for maximum numbers
- The Bridge could provide the next step for Students before College or University
- Dugald Forbes meeting with Head Teachers and College Representatives to ascertain viable numbers
- Challenges include a move to a 3-block day
- Timescales – on target for Phase 1
 - On target to open from October 2018

The Chair thanked all for attending, and providing a very comprehensive update to Board Members. He noted the increased working together which is very welcome. Further updates will come to the Board,

3 Welcome and Apologies for Absence

The Chair welcomed all to the meeting.

Apologies for absence were intimated on behalf of Ros Francis and Hugh Carr.

The Secretary to the Board confirmed the meeting was quorate.

4 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

5 Minute of Meeting of 10 October 2017

The Minute of the Board of Management meeting held on 10th October 2017 was approved.

6 Matters Arising

6.1 Learner Journey Marketing Campaign

Barry Graham reported that he and the Vice Principal Learning and Skills had an initial meeting at Wallace Hall. Following the meeting, two members of staff have been asked to take this forward. He advised that progress is being made, with another meeting to be arranged to discuss further.

6.2 Mentoring, Board Members to new Curriculum Managers

The Principal reported that 5 indications of interest had been received in terms of the Mentoring Role. As there are a total of 8 Curriculum Managers, it has been decided not to take this forward and to review in terms of moving forward to strengthen links.

In terms of the Curriculum Managers, a Development Programme is in place with an external training provider, together with in-house training for budgets and HR processes.

Action: The Principal and the Chair will also review another form of Board/Curriculum Links.

6.3 The Bridge - feedback

The Vice Principal Learning and Skills advised that he attended a DYW meeting with Michael Cross, Deputy Director, Colleges and Adult Learning Division recently. Following discussion on Senior Phase Delivery, it was evident that there were similar issues of access across the Sector, nationally.

6.4 Arm's Length Foundation

Following agreement at the Board to recommend to wind up the Arm's Length Foundation, the Chair advised that he had been informally recommended to retain the ALF, and encouraged members' views. Members noted that there is only a minimal cost involved in maintaining the ALF. The Principal asked members to note that the college still has a Scottish Funding Council ALF which can be used. The Chair advised of the current Trustees of the ALF including:

- Carol Turnbull
- John Henderson
- Brian Pattinson
- Fraser Sanderson
- Liz McIntyre

Decision: Members agreed to the Chair's suggestion not to wind up the Arm's Length Foundation

Action: Remit to the Finance and General Purposes Committee to discuss with the Trustees

7 Matters for Decision – Learning and Teaching Committee – Curriculum Development Plan

The Chair of the Learning and Teaching Committee reported that the 1-year plan from the 5-year plan Curriculum Development Plan had been presented at the last board Meeting.

Decision: Members approved the Curriculum Plan, following recommendation from Learning & Teaching Committee

8 Publishing of Internal Audit Reports

Stuart Martin, spoke on behalf of the Audit Chair advising that the Audit Committee members recommended to the Board that Individual Internal audits reports will remain internal documents and not published on the website, noting that the audits are included in the published annual internal audit report. Members noted the variation of practices with other colleges. Members also noted that the Audit Committee the removal of names from Reports had been discussed (in light of the new data protection rules effective from May 2018). The Principal advised that in terms of Freedom of Information, normal rules apply with the sharing of information on request.

The Chair asked for a show of hands to allow the recommendation to be taken forward, to cease to publish the Internal Audit Reports:

- Accept – 12
- Against – 0
- Abstained – 3

Decision: To take account of the new legislation, Members accept the recommendation from the Audit Committee to publish only the Annual Audit Report on the College Website. Moving forward, only the Annual Report will be published on the College Website

9 Matters for Discussion: Follow up from Joint Meeting with Borders College – 20 Nov 17

The Principal reported on the Joint meeting with Borders College on 24th November.

Paul Smart, Deputy Director, Colleges Young Workforce and SFS Sponsorship Division had addressed Priorities for the sector and there was discussion on Rural Matters. A further meeting of the Chairs and Principals has been arranged to discuss a letter to Paul Smart on areas of concern to Dumfries and Galloway and Borders Colleges and Intensification.

Action: The letter to Paul Smart to be circulated to the Board for information

10 South of Scotland Enterprise Agency

The Principal spoke to the South of Scotland Enterprise Agency report, which had also been presented at the Joint Board Meeting with Borders College on 20th November 2017. Professor Russel Griggs has been appointed as Chair of the Interim Partnership and Rob Dickson has been announced as Lead Executive. The Principal advised that following Ministerial approval the Advisory Group will be announced.

The Chair asked members to note the Interim Arrangements.

Members noted the report for information.

11 Borderlands

The Principal reported that following an announcement in the UK Government Budget, the Local Authorities are putting together a joint paper on aspects to take forward, regarding extra resources for the region. A meeting has been arranged with Principals and Chairs from Dumfries and Galloway College and Borders College and the Secretary of State for Scotland, David Mundell MP.

Action: Board Members to be updated following the meeting with David Mundell MP

12 Intensification of Regional Outcome Agreements (ROAs)

The Principal spoke to the Intensification of Regional Outcome Agreements report, which had been issued. The Vice Principal Performance and Planning has been meeting with staff to progress the Regional Outcome Agreement. The draft ROA will be submitted to the SFC for the 15th December, with feedback expected before the 31st January. The Principal advised the college currently awaits confirmation of the Funding Allocation. The ROA will be presented to Members at the Board Development Session on 23rd January.

The Principal advised that, per the SFC guidance, the college is no longer required to focus on full-time learners, aged 16-24.

Members noted the update on Intensification of Regional Outcome Agreements.

13 Background and Implications of General Data Protection Regulation (GDPR) and Cyber Resilience

The Vice Principal Performance & Planning spoke to the General Data Protection Regulations (GDPR) and Cyber Resilience report, which had been issued advising that GDPR enhances the rights and strengthens the existing data protection. The College is currently reviewing procedures

to ensure compliance. Staff training will be arranged to ensure that staff are updated and fully aware of the new regulations, effective 25th May 2018. A Sector Data Protection Officer will also be appointed to take forward the new regulations.

Cyber Resilience is a Government Action Plan for all Government Bodies which must be complied with. A recent Cyber Security Audit had been presented to the Audit Committee, showing a positive outcome. Members noted that a previous Cyber Attack to the College had been prevented, with the current measures in place.

The Principal reported that Angus Warren, from Advanced Procurement for Universities and Colleges (APUC) had offered to present to the Board Members and undertake staff training. The College is required to identify a Board Member to be named on the Cyber Resilience Action Plan. The Principal has volunteered on an interim basis, however welcomed volunteers to come forward.

Action: Information to be brought back to the Board following further updates

Members noted the report and subsequent actions by the College.

14 Strategic Risk Register

The Principal spoke to the Strategic Risk Register, approved at the Audit Committee meeting on 21st November 2017. No new risks had been added, however there are changes to 2 risks to reflect the current position, including:

- Risk No 6 – ‘Public Sector funding cuts – forecast for session 2017/18’

Updated to reflect the current budget for 2017-18 is forecasting a break-even position

- Risk No 4 – ‘Unable to achieve credit (activity) target’

Updated to reflect the ongoing work to monitor progress against targets. The Principal advised that the enrolment targets were not achieved, however this is being monitored moving forward.

Action: The Principal to provide a fuller picture at the next Board Meeting

Decision: The Board approved the Strategic Risk Register

15 Regional Chair’s Report

The Chair spoke to the report which had been issued, providing an update to members on recent developments in the Sector.

Members noted the Regional Chair’s Report.

16 Principal’s Report

The Principal spoke to the report which had been issued, providing a note of key activities for information.

Members noted the Principal’s Report.

17 President of Student Association Report

The President of the Student Association spoke to the report which had been issued, highlighting developments including:

- The Dumfries and Galloway College Student Association Constitution has now been signed by the Chair and the President of the Student Association
- Recent Sporting Activities have been arranged for both campuses including Blind Folded Football
- Kaleidoscope events arranged during EC and Diversity Week
- Board Representatives and Class and Curriculum Reps met on 11 December 2017
- Dumfries Food Bank Appeal

Members noted the President of the Student Association's Report.

18 Agenda items of Next Board Meeting

The Chair welcomed agenda items for the next Board Meeting, arranged for 13th March.

Action: Board Members to forward agenda items for consideration to the Chair

19 Matters for attention from Board Committees: Draft Minutes and/or Matters for attention from meetings held since last Board Meeting

19.1 Draft Minute – HR Committee of 10 October 2017

Save Net: The Vice Principal Corporate Services reported that the HR Department had set up a test with a Member of the Board to check that the Website can be accessed from an external e-mail. Following confirmation, a link will be sent to all Board Members.

The next HR meeting will be arranged early next year to discuss Workforce Planning.

The Chair thanked the Chair of the HR Committee for all of his hard work and also the Vice Principal Corporate Services for her contribution to the Committee.

Action: Following confirmation that Board Members can access Save Net, a link will be sent to all Board Members

19.2 Draft Minute – Audit Committee of 21 November 2017

Stuart Martin, on behalf of the Chair of the Audit Committee reported on discussions from the meeting, including the Audit reports and advised that Committee Members took confidence from these reports internally and externally.

19.3 Annual Audit Committee report to the Board

Members noted the Annual Audit Committee report to the Board

19.4 Draft Minute – Finance & General Purposes Committee of 28 November 2017

The Chair of the Finance & General Purposes asked members to note the draft minute of the Finance & General Purposes Committee of 28th November 2017.

The Chair thanked the Chair of the Finance & General Purposes Committee for all his hard work.

19.5 Board Development Committee discussion – 25 October 2017

The Board Development Committee meeting of 25 October 2017 was not quorate. The discussion that took place was note and circulated.

The next Board Development Event will take place on 23rd January 2018. Discussions will include:

- Board Member Evaluation and development actions
- Whole Board Evaluation
- Development Plan 2017/18

19.6 Feedback from Learning and Teaching Committee of 5 December 2017

The Chair of the Learning & Teaching Committee reported on the revised date for the next Learning & Teaching Committee.

Discussions continued on How Good is Our College, with the final report submitted to Education Scotland. In terms of student retention, the Vice Principal Performance and Planning and his Team are looking at the reasons for students leaving and considering options moving forward.

Following discussion on reviewing the name of the Committee, the majority of Members agreed to retain the name of the Committee as Learning and Teaching Committee.

The Chair thanked the Chair of the Learning & Teaching Committee for her excellent leadership.

20 Matters for Information:

Key Facts Leaflet

Key Stakeholders Leaflet

The Chair welcomed the Key Facts and Key Stakeholders Leaflets, and encouraged members to use the information on both, as ambassadors of the College. The Principal advised that the leaflets will also be available on the College Website.

Actions:

- The Board Secretary to include the Key Facts Leaflet and Key Stakeholders leaflet as part of the Key Documents available to all Board Members on Admincontrol
- The Principal to progress the College Website with the Marketing Manager

21 Summary of Mainstream Courses

The Vice Principal Learning & Skills reported on the Summary of Mainstream Courses, which now includes the activity with the schools. Members noted the Summary and requested a more user-friendly Summary for the next Board Meeting.

Actions:

- The VP Learning & Skills to provide an annual update with the Curriculum Plan
- The VP Learning & Skills to provide a more user-friendly version to Board Members

22 College Management Structure Update

The Principal advised that a new HR Manager Michael Youd had been appointed, officially starting from 4th January 2018. In terms of the Vice Principal post, the Principal is still considering what will be required, with more of a focus on Innovation and Enterprise, External Development and Finance. In the meantime, as a short-term measure in the interim, the Facilities Manager will report to the Vice Principal Performance and Planning and the Finance Manager will report to the Principal.

23 Any other business

23.1 Publishing of Accounts on the College Website

Members discussed the obligation to publish accounts on the College website, as it had been noticed that the 2015-16 financial statements were not included on the website. The Vice Principal

Corporate Services confirmed that Financial Statements are normally always available on the College Website and that she would ensure that the 2015-16 Accounts were included.

Action: The Vice Principal Corporate Services to take this forward to ensure that the financial statements are available on the College Website

The Principal thanked Board Members for all their support over the year, advising that the Board and the Committees give EMT strong guidance and direction.

23.2 Vice Principal Corporate Services

The Chair thanked the Vice Principal Corporate Services for all her hard work with the Board, and wished her well in her new position after 14 ½ years at the college.

24 Date and Time of Next Meeting

The next meeting of the Board of Management will take place on Tuesday 13th March 2018, at 1 pm.

24.1 Board Development Event

The Board Development Event will take place on Tuesday 23rd January 2018, 10 am – 3 pm.

24.2 Joint Board/Staff Session on Vision 2020

The Joint Board/Staff Session on Vision 2020 will take place on Wednesday 14th February 2018, 10 – 1 pm.

25 Approved Minutes

25.1 Approved Minute of Development Committee meeting of 28 March 2017

Members noted the approved minute of the Development Committee meeting of 28th March 2017.

25.2 Approved Audit Committee meeting of 19 September 2017

Members noted the approved minute of the Audit Committee meeting of 19th September 2017.

25.3 Approved Finance & General Purposes Committee meeting of 20 September 2017

Members noted the approved minute of the Finance & General Purposes Committee meeting of 20th September 2017.

25.3 Approved Learning and Teaching Committee meeting of 3 October 2017

Members noted the approved minute of the Learning and Teaching Committee meeting of 3rd October 2017.

Board of Management

Board Self Evaluation 2017/18

1. Introduction

The Board has undertaken a self-evaluation exercise for 2017/18 and the Chair has held individual performance discussions with Board Members.

On 23rd January 2018, the Board met to discuss and consider the collated findings from the evaluation and to make suggestions of how to use this information to improve the effectiveness of individual Board Members and the Board as a whole.

This content of this paper was discussed at the Board Development Committee meeting held on 6th March 2018 and the proposals suggested were approved to taken forward.

The purpose of this paper is to provide the Board with a summary of the process, findings and development proposals.

2. Individual Assessments, Personal Development Plans and Collective Development

The Chair advised that he had undertaken 1:1 meetings with Board Members and was pleased with the positive discussions and perceptive views shared.

2.1 Individual development areas

These have been agreed and will be supported, some examples of those developments are:

- Members to be included in sub-group work as appropriate e.g. Student engagement, Short Life Working Groups (SLWGs)
- Training/Briefing on finance and audit*
- Session from OSCR*
- Introduce potential new members to the Board

*Could provide a session open to all Board Members who wish to attend

2.2 Common Development Areas: The following will be taken forward:

- CDN Training
- Networking Opportunities with other colleges (in addition to Borders College). Possibly a reciprocal arrangement with Ayrshire College Board where 2-3 Members attend our Board Meeting and vice versa.
- Individual Member links to NHS and Other Boards

2.3 Collective development: Board Links/Mentoring/College Business Awareness

- Improved Organisational Knowledge and
- The opportunity to understand staff views, culture and college business

These have been identified as gaps, with a wish for improvement. The suggestion being to look at Board Links, the potential for mentoring from Board Members and how to improve College Business Awareness.

Board Members spent some time discussing the objectives of such an arrangement, the benefits to the College and the Board, Opportunities and Risks, and Looking at potential structures and processes to achieve this. In addition, we have looked at how other College Boards have organised this.

Board of Management

Borders College has developed the “**Learning for Leading**” scheme to enable Board members to establish a link and a relationship with areas within the college. This allows members of the Board, as part of their ongoing development, to increase their knowledge of and insight into the core delivery work of the College and also makes best use of the skills and experience that the Board Members bring with them.

It was agreed to undertake further work and to propose a model for Dumfries and Galloway. One suggestion has already been implemented, a rota of managers to provide a blog available on the College website.

3. Overall Board Performance - Self Evaluation

To comply with the Code of Good Governance August 2016, the Board is required to:

“Keep its effectiveness under annual review and have in place a robust self-evaluation process. There should also be an externally facilitated evaluation of its effectiveness at least every three years.” An externally facilitated evaluation was undertaken in 2017, therefore a self-evaluation process was undertaken this year using a questionnaire followed by work undertaken at the January 2018 Board Development Event.

3.1 Collated Questionnaire Results

3.1.1 Overview

In order to stimulate discussion comments were not requested within the questionnaire, and the following were taken into consideration:

- 13 returns of a possible 18
- Received a response/s from all sections of Board Membership
- Scoring of 1 – 5 where 5 = excellent and 1 = requires review
- Scoring – be aware of individual tendencies, can naturally score higher, or lower, than the average scorer
- Consider the threshold of what is acceptable for the Board

3.1.2 Observations – Very Positive – See Appendix A

Of the eight sections covered, there were between 2 and 8 questions within each. Of these, the majority of responses fell into a score of 4 or 5 – so this was a **very positive** self-assessment.

When looking for areas to work on to enable continuous improvement, those suggested had mainly positive responses so we were really looking for those that also had some scores of 3 (adequate). The only question that had a clear response wanting review, was the length, content and organisation of Board Meeting Agendas and this was one of the specific areas looked at.

3.2 Development Proposals

The following are a list of proposals/suggestions made by Board Members requiring approval to take forward:

- 1) *Board Links
 - a. See section 2.3
 - b. To undertake further work and to propose a model for Dumfries and Galloway College
- 2) Meetings: Length, content and organisation of meetings agendas & The effectiveness of the meeting structure in facilitating effective decision making
 - a. All agreed the meetings were on a journey of improvement
 - b. To trial putting times to agenda items
 - c. Leave meeting length as it is. The balance between involving Board Members and not being overwhelmed with papers seems to require this time at present

Board of Management

- d. Papers not to be read to the Board
- 3) Strategic knowledge/priorities in the sector
 - a. Linking strategic priorities of the sector with strategic priorities of the college to maximise funding and to inform decision making e.g.: widening access or not
 - b. An understanding of how we can as Board Members affect change within the sector nationally and regionally through an improved internal information system to ensure effective and informed representation of college interests
 - c. Board meeting with MSPs, Press and wider stakeholders to promote college activities and get feedback on what they want from us
- 4) Review and Improve Induction packs, check list – to include:
 - a. Suggested checklist developed for consideration
- 5) Stakeholders
 - a. How can we improve information affecting strategic priorities from our Stakeholders: - and make best use of it?

*Discussed in response to the 1:1 meetings, but also came out of the Board Self Evaluation

4. Next Steps

If approved to take forward, the next steps will be:

- Draft an action plan, with target dates
- Feed back to the Board of Management meeting on 13 March 2018

5. Recommendations

Board Members are asked to note this report and the Developments that will be taken forward

Ann Walsh
Secretary to the Board of Management
14 February 2018

Feedback of the Results

Observations/Overview - Very positive

- Section 1, Board Meetings
 - Many very positive responses, although some concerns, particularly around the length, content and organisation of meeting agendas
 - Could pick up on the areas with higher 'adequate' responses - frequency and the facilitation effective decision making
- Section 2, Business
 - Very positive feedback, particularly around the quality and balance of discussion, Board Member behaviour and being open and transparent
 - Areas that could be considered are around members having a positive impact on performance; not getting too involved in the running of the college

Feedback of the Results

Observations/Overview - Generally very positive

- Section 3, Content and Quality of Papers to Meetings
 - Quality of information and advice from the EMT scored highly
 - Length, content and balance of papers also scored well
- Section 4, Membership
 - This section had very positive feedback, in particular around the balance of Board Members, Induction & Training and confidence in the Board's decision making
 - Could possibly look at: being up to date with latest developments in the sector and making use of background knowledge and skills of Members

Feedback of the Results

Observations/Overview - Very positive

- Section 5, Stakeholders
 - Again generally positive response, particularly around relationships with stakeholders
 - Could look at how adequate the information is regarding strategic priorities of the College and of Scottish Government
- Section 6, Operation of the Board's Committees
 - Majority of responses scored 4 or 5
 - Leads to the question - Is the proposed further review of committees and terms of reference required in the short term?

Feedback of the Results

Observations/Overview - Very positive

- Section 7, Board and Individual Members Support
 - All scores of between adequate and 5
 - Any suggestions for improvement would be welcome
- Section 8, Governance
 - Positive and reassuring self assessment with all scores at 4 – 5 ie:
 - The Board is fulfilling it's roles and responsibilities and
 - The Board is effective in ensuring that the corporate governance responsibilities of the college are properly fulfilled

Board of Management**Strategic Risk Register****1 Introduction**

- 1.1 The purpose of this paper is to provide the Board of Management with the opportunity to review the College's Strategic Risk Register.

2 The Report

- 2.1 In accordance with the College's Risk Management Policy any risk with an inherent rating of 12 or above must have mitigating controls in place and where the residual rating remains above 12 should be reviewed at least quarterly in order to identify if any further actions could be taken to reduce the residual rating to below 12. For completeness all risks are included in the attached register, in order of high to low ratings.
- 2.2 The Principal and Executive Management Team routinely review the Strategic Risk Register to reflect the risks the College is facing and the mitigation that will be applied to each risk. There are currently 10 strategic risks, four of which are rated 12 or above.
- 2.3 One new risk has been added:
- Risk No 14 – 'Non-compliance with GDPR', with an inherent risk rating of 12
- Changes have been made to the following:
- Risk No 1 – 'National Pay Bargaining'. No change to the risk factor but updated to reflect that the college still awaits its funding allocation for 2018-19
 - Risk No 5 – 'University of the West of Scotland – Review of property and provision in Dumfries'. There has not been any further discussion/information regarding this for some considerable time. It is recommended to remove this from the risk register
 - Risk No 2 – 'Public Sector funding cuts – forecast for session 2017-18'. It is recommended that this should be changed to 'Financial Sustainability' to better describe the risk faced by the college. An update has been provided
 - Risk No 13 – 'Cyber Attack'. No change to the risk factor, however updated to reflect current position
 - Risk No 4 – 'Unable to achieve credit (activity) target'. It is recommended to reduce the Risk factor from 12 to 8 to reflect current position

3 Recommendation

- 3.1 It is recommended that the Board of Management consider and, if so minded, approve the Strategic Risk Register.

Strategic Plan 2017-2018 Risk Register

Risk No.	Risk Description	Inherent Risk			Controls in Place	Assurances	Internal/ External	Residual risk			Further Action	Risk Owner
		Likelihood	Impact	Total				Likelihood	Impact	Total		
1	National Pay Bargaining	4	4	16	1. Detailed financial planning undertaken and approved by Finance and General Purposes Committee to ensure "affordability" of any offer. 2. National negotiation processes in place with recognised unions. 3. Government public sector pay guidance for 2017-18 is for maximum 1%, College budget will reflect this.	1. Feedback to EMT and the Board 2. Included in budget which is monitored and reported through F&GP and Board 3. Sound internal planning and monitoring to ensure service continuity in event of industrial action 4. College adopts a pragmatic approach to budget and scenario planning.	Internal/ External	3	4	12	December 2017 - EIS have declared a formal dispute in respect of 2017/18 Cost-of-Living Pay Award. February '18 - Discussions re 2017-18 pay award are ongoing. SFC have indicated that there will be funding to cover costs of harmonisation of lecturer's pay for 2018-19 in Funding allocation but no confirmation received as yet.	EMT
6	Failure to achieve attainment targets	4	4	16	1. Real time monitoring systems in place 2. Strategies in place to improve retention. 2. Strategies in place to improve student success 3. Poorly performing programmes removed from the curriculum.	1. Monitored at course level and review by Vice Principal (Learning and Skills) 2. Monitored through self evaluation process and reported to ET and L&T committee	Internal/ External	3	4	12	Moving forward achieving attainment targets agreed with the SFC in the Regional Outcome may be a condition of grant. Low attainment can also be detrimental to college reputation. For 2017-18 changes been made to Induction, ongoing monitoring of KPIs and data analysis. New Academic structure allows for closer monitoring. Moving towards proactive flagging of vulnerable students for close monitoring.	EMT
3	Governance issues: Reclassification and other changes to governance reduce the flexibility of the College to manage financial and estates issues and meet targets in the Outcome Agreement.	4	4	16	1. Executive Management Team and Finance Manager representation at relevant briefings and ongoing monitoring of changes 2. External audit advice	1. Appropriate and robust internal planning and monitoring arrangements 2. Regular liaison with Scottish Funding Council	Internal/ External	3	4	12	The Board of Management and EMT continue to monitor the situation. December 17 - Capital Funding remains a concern.	EMT
14	Non-compliance with GDPR	3	4	12	1. Recruitment of specialist, 1 day per week in partnership with Ayrshire College and Conservatoire in Glasgow. 2. JISC undertaking audit of college current processes. 3. Internal check on systems and Processes. 4. Online training of staff.	1. Standing agenda item on Audit Committee agenda. 2. Senior College Manager leading on development.	External/ Internal	3	4	12	College is well placed in terms of data protection but work is ongoing to measure gap and take appropriate actions.	EMT
4	Unable to achieve credit (activity) target	3	4	12	1. Real time monitoring system. 2. Contingency plans in place to offer additional provision as required. 3. Annual review of staffing and provision to rebalance areas of growth with areas of decline. 4. Annual review carried out by internal audit	1. Reviewed by EMT on a weekly basis 2. Curriculum areas looking to run additional courses to address shortfall. 3. KPI reported and discussed at each board meeting 4. Provision made in accounts for clawback 5. Marketing strategies for 18/19 recruitment	Internal / External	2	4	8	Early warning strategies to be implemented to improve early retention. . November 2017 - work is ongoing to monitor and progress against targets. February 2018 - College is maximising all credits for FE and HE courses, resulting in a reduction in the predicted gap between actual v target credits.	EMT

Strategic Plan 2017-2018 Risk Register

Risk No.	Risk Description	Inherent Risk			Controls in Place	Assurances	Internal/ External	Residual risk			Further Action	Risk Owner
		Likelihood	Impact	Total				Likelihood	Impact	Total		
5	University of West Of Scotland - Review of property and provision in Dumfries.	4	3	12	1. Principal continue to discuss with Senior Management of UWS. 2. Principal and Vice Principal on the Joint Academic Strategy Group. 3. Regular reporting and discussion at EMT as information becomes available.		Internal/ External	2	3	6	Continue dialogue with UWS. Keep SFC informed of potential loss of contribution to college overheads from UWS for shared accommodation. Also potential loss of articulation opportunities for College students if UWS provision if reduced. Recent discussion indicate UWS not near making a decision at this point in time.	EMT
2	Public sector funding cuts - forecast for session 2017-18	4	4	16	1. Scenario planning undertaken and measures to offset reduction identified which is then used to inform curriculum planning. 2. Annual review of provision undertaken through planning and budgetary process to ensure match of income and expenditure.	1. Curriculum plans approved by EMT and L&T 2. Budget approved by the Board	Internal	1	4	4	November 2017 - Current Budget for 2017-18 forecast break-even position. December 2017 - Recent budget announcement forecast flat cash settlement for colleges, however details unknown at this stage. February 2018 - Break-even position forecast for 2017-18. No further details re settlement for 2018-19 available as yet.	EMT
13	Cyber attack	3	4	12	1. Janet network (via JISC) provides secure connectivity. 2. Regular reporting at ET. 3. Constant scanning to identify potential attacks/network vulnerabilities. 4. VP CS&G and IT Manager meets regularly with JISC account Manager	1. Janet secure network provides a high speed, highly reliable and secure, world-class network, enabling national and international communication and collaboration to the UK research and education community. 2. Regular updates from JISC on potential attacks/network vulnerabilities 3. EMT meetings/minutes 4. Internal Audit 2016/17	External/ Internal	1	4	4	Jisc's Security Operations centre is responsible for monitoring and resolving any security incidents (detect, report, investigate) that occur on the network. They also provide an enhanced service for the detection and mitigation of Denial of Service (DoS) attacks that occur across the network. February 2018 - The recent requirement placed on the college by the Scottish Government to adhere to the cyber resilience measures have resulted in the college undertaking an audit of where we are compared to the new standards. If necessary an action plan to achieve the cyber resilience standards will be developed and monitored through our audit committee.	EMT

Strategic Plan 2017-2018 Risk Register

Risk No.	Risk Description	Inherent Risk			Controls in Place	Assurances	Internal/ External	Residual risk			Further Action	Risk Owner
		Likelihood	Impact	Total				Likelihood	Impact	Total		
10	Imbalance between demand for student support funds/bursaries and funds available	3	3	9	1. Detailed analysis and monitoring of spend undertaken on an ongoing basis by Finance Manager, discussed monthly with VP (CS&G) who updates ET. 2. Allocation and amounts reviewed on an annual basis to ensure funding constrained within amount available. 3. Annual review carried out by internal audit	1. EMT Meetings/Minutes 2. Internal Audit Report presented to Audit Committee	Internal	1	3	3	December 2017 - Requested additional funding for 2017/18 that has been provided. February 2018 - College received additional student support grant that will meet demand.	EMT
9	Prevent Duty – disruption due to threat of extremism / risk of external influences	3	4	12	1. Vice Principal attendance at local multi-agency CONTEST group 2. Regular reporting of Prevent issues at EMT. 3. Constant scanning to identify new potential threats.	1. College Prevent Action Plan 2. CONTEST meetings/minutes 3. EMT meetings/minutes 4. 80% staff trained by Sept '17	External/ Internal	1	2	2	Vice Principal leading on Prevent Action Plan, any issues would be identified through regular reporting at EMT. Immediate concerns to be raised with contact within Police Scotland. Review of evacuation procedures in relation to 'stay safe' has taken place. The College is kept updated through SOCCT Group and appropriate action taken	EMT

Board of Management

Report to the Board by the Regional Chair

1 Introduction

The purpose of this report is to update the Board of Management on recent developments in the Further Education sector, the Region, as well as feedback from various meetings, and to encourage further discussion.

2 Colleges Scotland/Sector/Regional Chair's Group

2.1 On 16 January, I attended a meeting at SFC with the Chair of Borders College plus our Principals to discuss strategic capital projects for the South of Scotland. Some of the topics discussed at our joint boards meeting in November were picked up, including learner Journey and the allocation of articulation funding to colleges. We raised the importance of accessibility to learning by students across our scattered rural region, plus some proposals in engineering, STEM and care. I raised the importance of linking strategic proposals to plans by SRUC. There was discussion on the way forward to influence and align with South of Scotland Enterprise Agency. A further meeting is scheduled for 6 March 2018, and I will update colleagues.

2.2 I had various discussions with Scottish Government on Regional Chair appointments, and was very pleased to be re-appointed for a 2 year period to March 2020.

2.3 I attended a Colleges Scotland Board meeting on 25 January 2018. Discussion centred around a number of current national issues which are reported elsewhere.

We received a good presentation on the current Education (Scotland) Bill which has been out for consultation. Within the Bill, the two main areas which will impact colleges are firstly, the likely shift to give head teachers greater authority on curriculum matters in schools, plus more budgetary responsibility, and secondly the creation of Regional Improvement Collaboratives. The effect of is likely to be to put more focus on the quality of relationships and dialogue with head teachers.

I attended a Chairs and Principals session that followed the Colleges Scotland Board Meeting.

I attended a Dumfries and Galloway has been grouped in a regional collaborative with Ayrshire. I expressed concern at the difficulties which this might create.

There was discussion on Colleges Scotland operating arrangements following the recent move of CDN to new premises. HR and Finance operations are to be handled by Forth Valley College.

I was pleased that Carol, as chair of the Principal's Group at Colleges Scotland, was formally appointed as vice chair of Colleges Scotland at this meeting.

2.4 I attended a CDN board meeting on 31 January. This took place at the company's excellent new premises, Airthey Castle, Stirling University Campus. Presentations and discussion included plans for a College EXPO 18 to be held in Edinburgh on 6/7 June 2018, and the review of staff professional standards. We also discussed the Lobbying Scotland Act, and various operational matters.

Board of Management

3 Regional Business

- 3.1** I attended the SRUC Skills Summit on 15 December. This focussed mainly on SRUC's own strategic plan and activities. It was very well structured with presentations from students, staff, and scope for delegate feed in.
- 3.2** We hosted a meeting on 18 January with Rt. Hon. David Mundell MP, and Jake Berry MP, the Minister of the North of England Powerhouse, to hear of progress on Borderlands. We pressed the importance of skills, training and colleges to be fully integrated in plans going forward. The ministers took this on board, and encouraged us to set up discussions with colleges across the region and the border.
- 3.3** I had a meeting with the Community Planning Manager at D&G Council to discuss general economic development and its reporting to CPP, and The Year of Young People.
- 3.4** I have attended DYW Regional Group Board meetings, where a strategic plan was progressed and approved, and a marketing presentation including website development took place. Positive discussions between college and DYW staff were reported. I was delighted that our Student Association president, Leah has agreed to join the board.
- 3.5** I have attended various college committee meetings, and have had numerous discussions with board colleagues and staff. Clearly everyone is very busy, and I thank all for their continuing hard work and enthusiasm.

4 Recommendation

It is recommended that the Board note the contents of this report, and members are invited to comment and discuss.

Brian Johnstone
Regional Chair
March 2018

Board of Management

Report to the Learning and Teaching Committee by the President of the Students' Association

1 Introduction

The purpose of this report is to update the Committee on projects and ongoing work in the Students' Association.

2 South-West Trophy

The first of the South-West Trophy events recently took place, which was held at the Dumfries Campus on the 7th of February between the two campuses, with Dumfries winning the trophy. There will be a rematch for the trophy in April, which will be held in Stranraer.

3 Lunchtime Activities

Lunchtime activities have started back up and will now continue until the end of the academic year. I am running these alongside a group of students who have asked to stay involved with the activities. These are run every Monday, Wednesday and Thursday lunchtimes.

4 Health Week

Health week was overall a success; it took place between the 22nd - 26th of January. There were a range of organisations that came to both campuses promoting holistic health and wellbeing to the students. I did Blood Pressure checks for staff and students over two days during Health Week, which was very well received at both campuses.

5 Class Reps and Curriculum Reps

Class Reps have attended their first meeting at both campuses now, with some interesting topics being discussed at them. Most of the class reps are working well with their classes with things that class groups are raising. Some of them regularly come to the student association with class requests and for updates, which they are then feeding back to their class. The next dates for meetings are currently being organised.

At a meeting in December, the role of the curriculum reps in the self-evaluation process was discussed. It was not clear following this discussion what role they would play in the process. In the meantime, we have started to provide training to include curriculum reps in the learners review process with a number of the curriculum reps conducting reviews over the past few weeks.

A report of the outcome of the learners review will be provided for the next meeting.

6 Refreshers

A small refreshers was organised for the end of January/beginning of February for students who have recently started their courses in January. A range of organisations attended refreshers at both campuses, with a lot of interest from the students.

Board of Management

7 Recommendation

It is recommended that the Board of Management note the contents of this report.

Leah Thomas
President Students' Association

Date: 15/02/2018

Board of Management

LOBBYING (SCOTLAND) ACT 2016

1. Introduction

The Lobbying (Scotland) Act will come into force on Monday 12 March 2018. From that date, all regulated lobbying in Scotland will have to be registered on Scotland's new Lobbying Register. The register will record details of all lobbying activities. It will be fully searchable by anyone looking to find out when, where and on what issues lobbying has taken place.

The Act does not just cover "lobbyists". Everyone is subject to its provisions; the change is therefore likely to impact on anyone who engages with Members of the Scottish Parliament, Scottish Government Ministers or civil servants.

The aim of the Act is to increase public transparency and openness. It is not aimed at preventing lobbying, which is widely recognised as an important part of the democratic process.

The purpose of this paper is to ensure the Board is fully aware of obligations required under the new Act and can take the necessary steps to ensure compliance.

2. What counts as Lobbying?

In general, all face-to-face contact, by someone being paid for their services (regardless of job title) with MSPs, Scottish Government Ministers, Special Advisors and the Scottish Government's Permanent Secretary. The lobbying must be in relation to government or parliamentary functions. For example, discussions which seek to change, inform or influence existing or future government legislation, policy development or contracts. The Act covers both planned and unplanned lobbying. For example, an ad-hoc conversation with a Government Minister at a social function about challenges facing the civil engineering sector would count as lobbying under the Act and should be registered.

The Scottish Parliament have produced useful guidance leaflets which have been circulated with this paper. These help to identify whether an activity would be classed as 'Regulated' Lobbying, using a Five Key Steps guide and guidance on exemptions within the Act.

3. Exemptions

Included in the guidance leaflets is information regarding exemptions within the Act. Colleges are not exempt. Someone who is unpaid, either directly or indirectly, is exempt. More advice should be sought regarding the position of non-remunerated College Board Members.

4. Scotland's Lobbying Register

Any 'Regulated' Lobbying needs to be registered on Scotland's Lobbying Register.

The advice is for any organisations which need to comply with the requirements of the Act is to register an account on this system. They should use www.lobbying.scot to register an account. More information can be found in the leaflets and on the website.

The Register is available to open an account from 13 March 2018

Board of Management

3. Recommendations

Board Members are asked to note this report and be aware of the implications of the Lobbying (Scotland) Act 2016. Clarification regarding 'Regulated' Lobbying by the College and/or Board Members to be sought and this information provided to the Board.

Ann Walsh
Secretary to the Board of Management
March 2018



The Scottish Parliament
Pàrlamaid na h-Alba

Lobbying Register | Clàr-coiteachaidh

Frequently Asked Questions (FAQs)



Where to find other sources of help

Parliamentary guidance on the Act

[Parliamentary Guidance](#) sets out the guidance on **regulated lobbying** as introduced by the Lobbying (Scotland) Act 2016.

If in doubt you should always consult the Parliamentary Guidance and the Act itself as the core reference points, particularly in more complex situations. You may also wish to contact the Lobbying Register Team for assistance.

Using the online Lobbying Register

Guidance to help you use the online Lobbying Register is provided at www.lobbying.scot in text and three short 'How-to' video presentations:

- [How to Register](#)
- [How to Submit an Information Return](#)
- [How to Search the Lobbying Register](#)

Common Scenarios

This document provides a series of examples to help you understand the Lobbying (Scotland) Act 2016.

What is the Lobbying (Scotland) Act 2016?

The Act was passed by the Scottish Parliament in March 2016 to regulate specified types of lobbying, known as regulated lobbying.

What is regulated lobbying?

Regulated lobbying means face-to-face communication about Scottish Government or parliamentary functions with any of the following people:

- Members of the Scottish Parliament (MSPs)
- Members of the Scottish Government (including Cabinet Secretaries, junior Scottish Ministers and the Scottish Law Officers);
- Scottish Government Special Advisers; and
- the Scottish Government's Permanent Secretary

How do we know if we are carrying out 'regulated' lobbying?

Use the **5 Key Steps** in the parliamentary guidance along with the Act as your core reference points. If you are still unsure you can contact the Lobbying Register team at the Scottish Parliament who may be able to assist (although it is for you and your organisation to make the final judgment).

Who is required to register?

Any individual or organisation that engages in face-to-face communication with MSPs, Scottish Government Ministers, Special Advisers or the Scottish Government's Permanent Secretary could be considered to be undertaking regulated lobbying if discussing Scottish Government or parliamentary functions and acting in a paid capacity.

Why only face-to-face communications and not letters, emails, telephone calls?

The final scope of the Act was agreed by the Parliament after debate and consultation on a Bill during 2015-16.

What about people who use sign language?

The Act provides that regulated lobbying also applies to communications made in BSL or other forms of signs.

Why does the Act not place restrictions on civil servants and Ministers who leave and become lobbyists?

This was not part of the Bill. Other existing codes regulate these matters and the legislation was not intended to replace or alter those codes.

- Civil servants and Special Advisers are covered by the UK Civil Service Code.
- Scottish Ministers are covered by the Scottish Ministerial Code.
- Scottish Ministers are also required to seek advice from the Advisory Committee on Business Appointments.

How do I access the Lobbying Register?

The Register is accessible online at www.lobbying.scot

Do all conversations I have with any of the individuals covered by the Act require our organisation to submit an Information Return?

No. There are a number of exemptions that may apply when considering whether you or your organisation has undertaken regulated lobbying.

For further information on each on these exemptions please consult the Parliamentary Guidance.

My organisation has no office in Scotland. Do we need to register?

It does not matter where your organisation is based. If you engage in regulated lobbying as defined by the Act then you are required to register.

What is the cost to an organisation for registering?

There is no registration fee and the Lobbying Register is also free for anyone to search online at www.lobbying.scot

How many registrations are you anticipating?

There is a current working assumption of somewhere in the high hundreds to low thousands.

What if I have a question regarding the information I would like to include in my return?

The Lobbying Register Team can be contacted either by telephone or email:

- Telephone: 0131 348 5408
- Email: lobbying@parliament.scot

If I have been submitting Information Returns regularly, do I need to do anything in relation to the 6 monthly reminders generated by the lobbying register system?

Even if you have submitted information returns more frequently and the Lobbying Register is already up-to-date for the relevant period, you will still need to log-in to confirm that your registration details are up-to-date.

What happens during a Scottish Parliament Election?

MSPs term of office ends with the dissolution of the Parliament. Scottish Ministers, the Permanent Secretary and retained special advisers continue to hold office during the election period.

The Presiding Officer and Deputy Presiding Officers also continue to serve in post during dissolution.

Will all information submitted be published on the Lobbying Register?

Yes. However, if you have concerns about the inclusion of sensitive personal data in a return please contact the Lobbying Register team to discuss.

What sanctions can be applied in the event of non-compliance with the Act?

There are three tiers of compliance with the Act:

- The Lobbying Registrar can issue an Information Notice to anyone reported to have been engaged in regulated lobbying where this has not been registered.
- The Commissioner for Ethical Standards in Public Life in Scotland can investigate complaints about non-compliance with the Act and submit a report to Parliament upon conclusion of an investigation. Ultimately, the Parliament could then censure the subject of the Commissioner's report.
- Non-compliance could also result in criminal prosecution and the application of penalties.

If I get an Information Notice, do I have to disclose everything asked for?

Section 18 of the Act does not require you to supply information which would disclose evidence of the commission of an offence (other than an offence under section 42 of this Act relating to registration and information returns).

Section 18 also provides that a person is not required to supply information which the person would otherwise be entitled to refuse to supply in proceedings in a court in Scotland.

Are complaints treated in confidence?

It is for the Commissioner to decide whether to release the name of the complainant to those they are complaining about.

The Commissioner will in any case write to notify the person being complained about and explain the nature of the complaint.

Can I withdraw a complaint?

Yes, at any time before the Commissioner reports to the Parliament. The process will stop unless the Parliament directs the Commissioner to continue the investigation.

Who is responsible for the Parliamentary Guidance and when does it get reviewed?

The Clerk of the Scottish Parliament is responsible for the Parliamentary Guidance. It will be updated and consulted on by the Lobbying Registrar as required.

I heard there is to be a review of the Act in 2020 – who is responsible in Parliament for the operation of the Act in the meantime?

The Standards, Procedures and Public Appointments (SPPA) Committee now has responsibility for scrutiny of regulation of lobbying as part of its remit. It will be responsible for bringing forward any Lobbying Resolutions required to set up and implement the Lobbying Register. To distinguish this role from the statutory review of the Act, another committee of the Parliament will conduct the review.

If major changes were required to this Act who will deal with these?

The review of the operation of the Act, starting in 2020, could make recommendations requiring changes to the current Act. If significant changes are required this is likely to require a new Bill to amend the existing Act.

Who is responsible for the Code of Conduct and when does it get reviewed?

The Clerk of the Scottish Parliament is responsible for the Code of Conduct. It will be updated by the Lobbying Registrar as required.

For greater openness, face-to-face lobbying must be registered.



If you lobby MSPs, members of the Scottish Government, Special Advisers or Permanent Secretary then you need to know more before **12 March 2018**.

LOBBYING REGISTER | CLÀR-COITEACHAIDH



The Scottish Parliament
Pàrlamaid na h-Alba

WHAT IS LOBBYING?

To be heard by parliament or government many people 'lobby'.
It is a fundamental part of our democratic process.

It allows organisations and individuals to inform and influence decisions made by our elected representatives and policy development by our government.

Lobbying takes many different forms and can originate from individuals and interest groups; bodies representing their members or professions; charities and the voluntary sector and those who act in a professional capacity to lobby others.

WHAT IS "REGULATED" LOBBYING?

Regulated lobbying is a core concept of the Lobbying (Scotland) Act 2016.

Regulated lobbying is lobbying which takes place face-to-face with MSPs, members of the Scottish Government, Special Advisers or Permanent Secretary and which relates to Scottish Government or Parliamentary functions.

From **12 March 2018**, the Act requires regulated lobbying to be recorded in a new Lobbying Register.

This contact could take place in any situation, not just at formal meetings. To help you understand what regulated lobbying is please check the **5 Key Steps** within this leaflet and the exemptions that may apply. That should help you to identify if you are engaged in regulated lobbying.

If you think you are, we strongly suggest you seek further information and guidance at the Lobbying Register website www.lobbying.scot

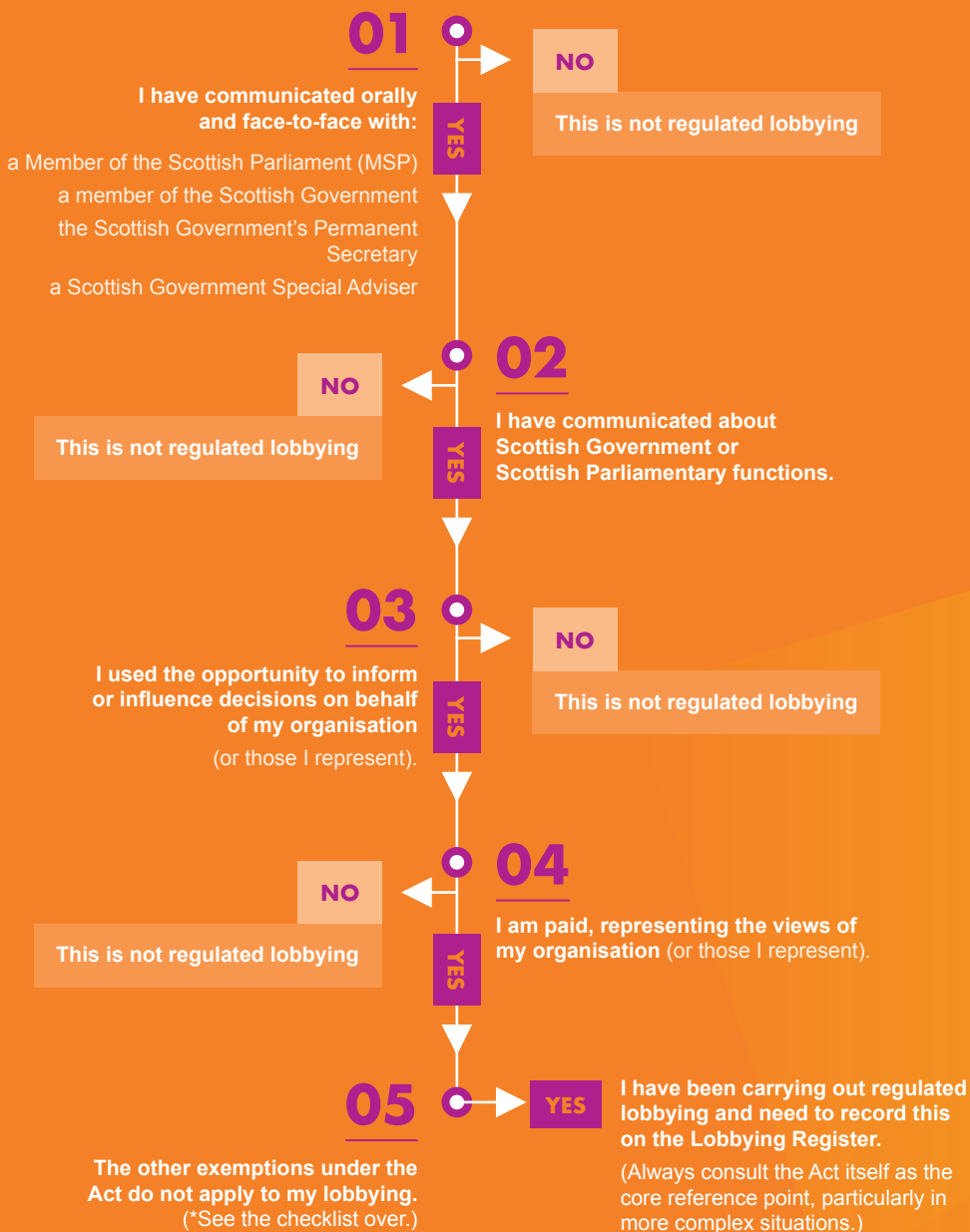
PARLIAMENTARY GUIDANCE

Parliamentary Guidance on the operation of the Act has been produced and is intended to assist those who may lobby.

This provides comprehensive information on all aspects of the Act, setting out in greater detail which types of conversations, and with whom, would require to be registered.

In addition to the Parliamentary Guidance, a Common Scenarios guide and FAQs have also been produced and are designed to help with other practical questions and queries that potential registrants may have. All of these documents are on the Lobbying Register website.

FIVE KEY STEPS



WHAT HAPPENS NEXT?

A familiarisation period runs from 23 October 2017 for a period of four months. This will help potential registrants by providing early access to the new Lobbying Register so they can use the system in conjunction with Parliamentary Guidance in a practice mode before the Act is commenced.

The site will be available at **www.lobbying.scot**. Users will be able to use the system by:

- **Registering a practice account for your organisation.**
- **Providing practice registration details for your organisation.**
- **Submitting practice Information Returns for your organisation..**

LOBBYING (SCOTLAND) ACT 2016 - THE KEY DATES

March 2016	The Act is passed by the Scottish Parliament
April 2016	The Act received Royal Assent. The Scottish Parliament was given the responsibility to develop and implement a Lobbying Register within two years.
March 2017	IT contract awarded for the development of new Lobbying Register and website.
March 2017	Lobbying Register Team advertised for applicants to join a Lobbying Register Working Group to provide further information and assistance as the Act moves towards full implementation.
June 2017	First meeting of the Lobbying Register Working Group.
September 2017	Draft Parliamentary Guidance produced and made available for viewing.
23 October 2017	Familiarisation period for using the Lobbying Register begins.
12 March 2018	Lobbying (Scotland) Act 2016 is fully commenced and register is fully operational.
March 2020	A review into the operation of the Act begins. Stakeholders will be able to submit their views to a committee of the Parliament carrying out this review.

WHAT ARE THE EXEMPTIONS WITHIN THE ACT?

There are 13 separate exemptions in the Act's schedule. This checklist may help you.

An exemption would apply to my face-to-face lobbying with an MSP, members of the Scottish Government, Special Advisers or Permanent Secretary because it was:

- ☒ about an issue I am raising on my own behalf
 - ☒ with an MSP who represents the constituency or region where I live or where my company/organisation is based or ordinarily operates within
 - ☒ unpaid - directly or indirectly
 - ☒ undertaken when my company/organisation had fewer than 10 full-time employees
 - ☒ during formal parliamentary proceedings of the Scottish Parliament (e.g. a meeting of a parliamentary committee) or as communication required by statute or another rule of law
 - ☒ in response to a request from those above (see Key Step 1) for factual information or views on a topic
 - ☒ during a quorate meeting of a Cross-Party Group of the Scottish Parliament
 - ☒ for the purposes of journalism
 - ☒ discussing negotiations on terms and conditions of employment
 - ☒ made by a political party
 - ☒ already exempt because my public role or the public role/functions of my organisation are listed in the Act as exempt
- ☒ I am aware that if this MSP is a member of the Scottish Government, or I am communicating on behalf of a third party, then this exemption does not apply.
- ☒ I am aware that if I am communicating on behalf of a third party, or in a representative capacity, this exemption does not apply

HOW DO I FIND OUT MORE?

Please feel free to contact the
Lobbying Register Team at any time
at the contact points shown below:

Lobbying Register Team
The Scottish Parliament
Edinburgh
EH99 1SP

0131 348 5408

lobbying@parliament.scot

www.lobbying.scot

*This document is intended as a summary of the main
provisions of the Lobbying (Scotland) Act 2016 and
does not purport to be a legal interpretation of the Act.*

LOBBYING REGISTER | CLÀR-COITEACHAIDH



The Scottish Parliament
Pàrlamaid na h-Alba

Board of Management

Safeguarding and Notifiable Events

1. Introduction

The Chair and Principal received an email from our charities regulatory body the Office of the Scottish Charity Regulator (OSCR) – a copy of the email is at Appendix A. This email was sent in response to abuses connected to some charities working in the international aid sector to remind Charity Trustees of their accountability and governance responsibility.

There are two key points that OSCR are reminding us of:

- Safeguarding (keeping vulnerable beneficiaries, volunteers and staff safe)
- Notifiable Events

The purpose of this paper is to respond to the request from OSCR and the advice received from them, to inform and to reassure the Board regarding the policies and procedures that are in place.

2. Policies and Procedures in Place

OSCR have asked that charities review their safeguarding policies giving the following guidance.

- Know what you have to do – trustees must follow charity law but there may be other specific statutory duties because of the type of work your charity does (for instance, your staff and volunteers may need to be members of the Protection of Vulnerable Groups –[PVG](#) –scheme depending on the type of work your charity carries out)
- Assess your safeguarding risks and address them where necessary
- Be confident that the steps you put in place are relevant to the size and work of your charity
- Make sure your charity's policies and procedures are effectively applied in practice throughout the organisation, and you are confident that they will continue to be followed in the future
- Review your safeguarding policies and procedures at least once every 12 months. If there are gaps, make sure that any new policies or procedures are in line with the charity's purposes and the law
- Encourage a safe environment so that volunteers, staff and beneficiaries feel that they can speak up when they think something is going wrong
- Be decisive with any action you have to take, procrastinating can be viewed as complacency
- Be transparent when incidents do occur, and learn if things go wrong
- Ensure that serious incidents are reported to OSCR and other relevant bodies.

The college has two specific strategies with supporting policies, procedures and training with regard to Safeguarding. These are:

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK POLICY & PROCEDURE

The policy states: "Dumfries and Galloway College recognises its obligation to safeguard children, young people and vulnerable adults from all forms of abuse and deal with issues sensitively, efficiently, and effectively whilst attending College. This obligation includes staff."

This policy and procedure are due for review and this would comply with the advice received. The revised policy and procedure should include plans for an annual review.

Board of Management

PREVENT STRATEGY AND ACTION PLAN

The PREVENT Strategy and Action Plan were approved by the Board in December 2015. This states “In accordance with Section 26 of the Counter Terrorism and Security Act 2015 the College has a duty to have ***“due regard to the need to prevent people from being drawn into terrorism”.***”

PREVENT training for all staff is compulsory and the policy and procedure are in place with nominated personnel appointed.

The strategy is due for review in December 2018, but with the recommendations from OSCR and the change in leadership personnel, it will be reviewed earlier in the year.

Note: Both strategies with supporting policies and procedures will be reviewed prior to the Board meeting in October 2018.

3. Recommendations

Board Members are asked to note this report and the Policies, Procedures and Training that are in place. Members are also asked to note that the strategy, policy and procedure for PREVENT and Safeguarding will be reviewed prior to the Board meeting in October 2018.

Ann Walsh
Secretary to the Board of Management
March 2018

Board of Management**Appendix 1**

From: OSCR Online [<mailto:oscronline@oscr.org.uk>]

Sent: 14 February 2018 12:02

To: oscronline@oscr.org.uk

Subject: [OSCR Online] - Keeping vulnerable beneficiaries, volunteers and staff safe

Importance: High

The recent reports of abuses connected to some charities working in the international aid sector are deeply troubling and as a regulator we take such matters extremely seriously.

There are two key points that we would like to remind charities of in light of the reports.

- Safeguarding (keeping vulnerable beneficiaries, volunteers and staff safe)
- Notifiable Events

Due to the importance of them both, we are asking charity trustees to make sure that these topics are Agenda Items at the next meeting.

Safeguarding - Keeping vulnerable beneficiaries, volunteers and staff safe

The public is right to expect the highest standards of governance from charity trustees – charity law also requires it. We work very closely with Police Scotland and the justice system where we consider there is any criminal activity or risk to vulnerable people. Charities working with vulnerable beneficiaries or volunteers need a heightened focus on possible abuses of power that might lead to bullying, harassment, or sexual misconduct.

The legal duty of all charity trustees is to act in the best interests of their charity and, in particular, to act with due care and diligence. For all charities, this means trustees should make sure that they create a safe environment for staff, beneficiaries and volunteers. Charities should have the appropriate policies, procedures and practices in place to make sure that everyone is kept safe. It is important to develop a culture that enables anyone to report concerns, whilst making sure that those concerns are dealt with appropriately and in a sensitive manner. They should also ensure that everyone in the organisation understands these policies and that they are reviewed and kept up to date as organisations grow and change.

Remember, charity trustees are the ones who are ultimately accountable when something goes wrong in a charity, and it is up to them to take appropriate action when it is required. If you are a charity trustee, please review your safeguarding policies – and if they are not comprehensive enough, work with your fellow trustees to get them where they need to be as soon as possible.

Here are some key actions for charity trustees to take:

- Know what you have to do – trustees must follow charity law but there may be other specific statutory duties because of the type of work your charity does (for instance, your staff and volunteers may need to be members of the Protection of Vulnerable Groups –[PVG](#) –scheme depending on the type of work your charity carries out)
- Assess your safeguarding risks and address them where necessary

Board of Management

- Be confident that the steps you put in place are relevant to the size and work of your charity
- Make sure your charity's policies and procedures are effectively applied in practice throughout the organisation, and you are confident that they will continue to be followed in the future
- Review your safeguarding policies and procedures at least once every 12 months. If there are gaps, make sure that any new policies or procedures are in line with the charity's purposes and the law
- Encourage a safe environment so that volunteers, staff and beneficiaries feel that they can speak up when they think something is going wrong
- Be decisive with any action you have to take, procrastinating can be viewed as complacency
- Be transparent when incidents do occur, and learn if things go wrong
- Ensure that serious incidents are reported to OSCR and other relevant bodies.

Later this year, we will be publishing new guidance on safeguarding. If there is anything you would like to see us cover in this guidance, please email info@oscr.org.uk and we will consider your suggestions.

Notifiable events

When problems occur, it is important for trustees to address them vigorously and transparently – we have a [Notifiable Events](#) system which should be used in circumstances like this.

This system was started in April 2016 and it gives us an opportunity to provide guidance to charities when serious incidents occur.

A [Notifiable Event](#) could be:

- fraud and theft
- significant financial loss
- incidents of abuse or mistreatment of vulnerable beneficiaries
- a lack of charity trustees required to make a legal decision
- when a charity has been subject to a criminal investigation or an investigation by another regulator or agency; sanctions have been imposed, or concerns raised by another regulator or agency
- when significant sums of money or other property have been donated to the charity from an unknown or unverified source
- suspicions that the charity and/or its assets are being used to fund criminal activity (including terrorism)
- charity trustees acting improperly or whilst disqualified.

There is no legal requirement to report a Notifiable Event. However, it is an important way for charities to reassure us, and other interested parties, that they are on top of the issues they are facing. Ultimately, we may become concerned if there has been a matter that has not been reported to us; especially if it goes on to have a negative impact on the individual charity or the wider charity sector.

For more information, please read the [news item](#) we published in November 2017 encouraging charities to report significant incidents when they occur.

Board of Management

Regards,
David Robb
Chief Executive
OSCR Online

- Tel: 01382 220 446
- Email: oscronline@oscr.org.uk
- OSCR, 2nd Floor, Quadrant House, 9 Riverside Drive, Dundee, DD1 4NY

Board of Management-Audit Committee

Minute of the Meeting of the Audit Committee of the Board of Management of Dumfries and Galloway College held on 21 November 2017 at 2 pm in Room 1074b

Present: Hugh Carr (Chair) Pat Kirby
Stuart Martin Naomi Johnson

In attendance: Carol Turnbull, Principal Karen Hunter, Finance Manager
Philip Church (RSM) Brian Johnstone (Board Chair)
David Eardley (Scott-Moncrieff)
Ann Walsh (Board Secretary)

Minute Taker Heather Tinning, (Executive Team Assistant),

1 Welcome and Apologies

The Chair welcomed members to the meeting. Apologies were intimated on behalf of Delia Holland.

The Secretary to the Board confirmed the meeting was quorate with enough members present to allow decisions to be made.

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Meeting of 19th September 2017

The Minute of the meeting of 19th September 2017 was approved.

4 Matters Arising

4.1 Removal of Names within all Audit Reports

Following discussion at the last Audit Committee meeting, the Principal confirmed that the names recorded in all future Audit Reports will be replaced with Job Titles.

4.2 Marketing Strategy

The Principal advised that the Board Members approved the 3-year Marketing Strategy, at the Board Meeting on 10th October 2017.

4.3 GDPR

The Chair confirmed that the discussion on the General Data Protection Regulation (GDPR) is to be deferred to the Board Meeting, taking place on 12th December 2017.

4.4 Publication of Individual Internal Audit Reports

The Secretary to the Board provided governance advice, taking note of the College Development Network (CDN) guidance which is that all reports should be published where possible, dependant on the sensitivity of the content. This is advice from CDN also notes that the decision regarding what to publish is taken by each individual organisation. Philip Church reminded Committee Members that the Internal Audit Annual Report summarises all work undertaken, and includes decisions from each Internal Audit Report. During discussion concern was raised that individuals could be recognised from the reports even without names due to the small numbers that may be included in the audits.

Decision: Individual Internal audits reports will remain internal documents and not published on the website; these audits are included in the published annual internal audit report. This to be recommended to the Board

5 2016-17 External Audit Annual Report - draft

David Eardley spoke to the draft External Audit Annual report for 2016/17, which is a summary of work undertaken on the Audit of the Financial Statements and the Annual Accounts. The Draft Accounts will be signed at the Board of Management Meeting on 12th December 2017. David Eardley reported that following assessment of the Annual Accounts, there were no significant weaknesses identified. Although three areas for improvement were identified during the final audit, these improvements have already been actioned ie:

- For future severance schemes the College considers the form of the contract made between the college and the employee, mindful of SFC guidance
- The College should ensure registers of interest are updated on at least an annual basis
- Review of reconciliations between the Payroll System and General Ledger should be undertaken in a timely manner to reduce the risk of error

The Chair thanked the Finance Manager and the Finance Team.

Discussion took place regarding the 5-year projection going forward and the concern that the majority of colleges will be facing deficit. The Principal advised that the Scottish Government are aware of funding pressures.

Members noted the work of the Audit Committee for the period August 2016 to July 2017.

6 Draft Financial Statements 2016-17

The Finance Manager spoke to the report and draft Financial Statements for year ended 31 July 2017, reporting on the highlights, including:

- Finance and General Purposes Committee have monitored the budget over the year with the aim to have an underlying break-even position which has been achieved
- Although the accounts will show a loss for the year of just over £1m, the non-cash pension adjustment and use of depreciation cash enables the break-even position
- Achieved credit target for 2016/17
- Deferred Government Grants included in the balance sheet
- Depreciation cash used for Voluntary Severance Payments

Members discussed the impact that the new GDPR regulations may have on personal details included in the financial statements, including:

- Names of the Executive Team Members
- Pension Contribution, of which some may be personal

Members noted that the College is compliant in what is disclosed and that this information must be identified.

Members commended a Comprehensive report.

Actions:

- Members to feedback any comments on the narrative to the Finance Manager
 - The Finance Manager to include a reference on the External Review of Board Effectiveness
- Decision:** Members noted the draft audit opinion and recommended for approval to the Board the draft Financial Statements for the year ended 31 July 2017

7 Draft Audit Committee Annual Report - updated

The Chair spoke to the report, advising of the activities and decisions of the Committee during the Financial Period 2016-17. Members noted the increase in Membership.

Decision: Members recommend the Draft Audit Committee Annual Report to the Board of Management

8 Internal Audit Reports**8.1 Student Activity Data**

Philip Church spoke to the final Student Activity Data report, advising that there were adequate procedures in place. The College has well designed controls which are operating effectively. Members noted overall a very positive report, with Substantial Assurance that controls are effectively managed.

Members noted the report.

8.2 Student Support Fund

Philip Church spoke to the revised final Student Support Fund report, reporting of Substantial Assurance that controls are consistently applied and operating efficiently. Mr Church advised that the report has been revised, following removal of names from the previous report.

Mr Church advised that both reports will form part of the Annual Internal Audit Report.

Members noted the report.

8.3 Progress Report

Philip Church spoke to the Internal Audit Progress report, which is an update in terms of the Internal Audit Plan 2017/18 approved by the Audit Committee on the 16th May.

Members noted the report.

(Philip Church left the meeting, prior to discussion on re-tendering)

9 Internal Audit Contract – due to be re-tendered

The Finance Manager advised that the current Internal Audit Contract, with RSM, has been in place since 2009, and suggested that it would be good practice to re-tender. Procurement Agency, APUC, will administer the tender process on behalf of the college, for a 3-year contract period with the option to extend. The Finance Manager reported on the Firms identified on the Procurement List. The Chair suggested that Audit Committee Members take part in a panel to evaluate tender returns. Members agreed that the last annual fee amounting to over £17,000 was very competitive.

Decision: The Committee agreed to start the process and will advise the Board

10 Strategic Risk Register

The Principal spoke to the Strategic Risk Register, highlighting that no new risks had been added, however changes to the narratives include:

- Risk No 6 – ‘Public Sector funding cuts – forecast for session 2017/18’

Updated to reflect the current budget for 2017-18 is forecasting a break-even position

- Risk No 4 – ‘Unable to achieve credit (activity) target’

Updated to reflect the ongoing work to monitor progress against targets

Decision: Members approved the Strategic Risk Register

Action: The Principal to amend the error of the Inherent Risk in Risk No 4, for approval at the Board Meeting on 12th December 2017

11 Any other business

None.

12 Date and time of Next Meeting

The next meeting of the committee is to take place on Tuesday 20 February 2018, at 2 pm.

13 Good Governance

The Good Governance Annual Discussion with the External Auditor took place after the Audit Committee Meeting allowing the Committee to meet privately with the external auditor, in accordance with the Code of Good Governance for Scotland’s Colleges.

David Eardley advised that there are no concerns or observations that need to be raised. He reported good engagement and good working papers.

He also reported good, transparent working between the Board and the Operational Team and that the Board asks good questions, this provides assurance and good governance.

Board of Management Finance and General Purposes Committee

Minute of the Meeting of the Finance and General Purposes Committee of the Board of Management of Dumfries and Galloway College, held on Tuesday 28 November 2017 at 2 pm in Room 1074b, Dumfries Campus.

Present: John Henderson (Chair) Carol Turnbull
Karen McGahan

In attendance: Karen Hunter, Finance Manager
Helen Pedley, Vice Principal Corporate Services
Brian Johnstone, Chair of the Board
Ann Walsh, Secretary to the Board

Minute Taker: Heather Tinning, Executive Team Assistant

1 Welcome and Apologies for Absence

The Chair welcomed members to the meeting. Apologies were intimated on behalf of Ros Francis and Kenny Henry.

The Secretary to the Board confirmed the meeting was quorate with enough members present to allow decisions to be made.

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Previous Meeting

The Minute of the Finance and General Purposes Committee held on 20 September 2017 was approved.

4 Matters Arising

4.1 Feedback from recommendations to the Board:

Draft Annual Report 2016-17

Please see agenda item no. 7.

Winding down of College Arm's Length Foundation

The decision to wind down the College Arm's Length Foundation (ALF) was approved at the Board meeting on 10th October 2017. The Chair of the Board, welcomed further discussion on the winding down of the Foundation, and advised that he was keen to pursue this further.

Decision: The Chair of the Board was asked to seek clarification from Scottish Government re status of ALF

Revised Budget for 2017-18

Please see agenda item no. 5.

Board of Management Finance and General Purposes Committee

Draft Financial Statements for 2016-17

Please see agenda item no. 7.

Revised wording on the Financial Forecast Return (FFR)

The Principal confirmed that the revised wording had been circulated to Finance & General Purposes Committee Members on the 9th October. The Finance Manager advised that no comments had been received from the Scottish Funding Council following submission of the FFR.

4.2 Share draft Financial Statements for 2016-17 with the Chair of the Board

The Chair of the Board, Brian Johnstone, had received the Financial Statements.

5 Revised Budget for 2017-18

The Finance Manager spoke to the report which had been issued, highlighting the proposed changes to the Budget for the current year. This included additional income and expenditure for the Flexible Workforce Development Fund (FWDF).

In terms of the staffing budget, the revised budget includes a 1% provision for pay increases, however there is no provision for a Cost of Living increase for Teaching Staff.

Decision: The F&GP Committee approved the revisions to the Revised Budget for 2017-18 and recommend the revised Budget to the Board

The Chair thanked the Finance Manager for the report.

6 Income and Expenditure for Student Association to July 2017

The Finance Manager spoke to the report which had been issued, providing a summary for 2016-17 and the Budget for 2017-18. The Principal advised that support had been put in place to assist the Student Association Executive Team, in terms of a Support Officer who had contributed significantly to the completion of the Constitution, Partnership Agreement and Strategic and Operational Plan 2017-18. The Student Association budget will be audited as part of the Annual Audit.

Members noted the Student Association Income and Expenditure for 2016-17 and Budget for 2017-18.

Decision: Members suggested a future evaluation of the Income v Benefits for the Student Association would be helpful. For further discussion

7 Financial Statements 2016-17

The Finance Manager spoke to the report which had been issued, providing the Committee with the Annual Report and Financial Statements, from 1 August 2016 – 31 July 2017, highlighting the main change since the first draft which includes the Pension Valuation. In terms of impact on the Accounts, there is an increase in the overall liability. Members noted the Performance Report, which highlights challenges and successes of the College.

Decision: Members recommend the Financial Statements for year ended 31 July 2017 for Board approval

Board of Management Finance and General Purposes Committee

8 Financial Update (including Management Accounts)

The Finance Manager spoke to the report which had been issued, providing a Financial Update at September 2017 with no significant changes.

Members noted the report.

9 Aged Debt Report

The Finance Manager spoke to the report which had been issued, providing an update on the college debtor balances and any bad debts arising since 31 July 2017. Overall, the Finance Manager reported that there is no concern in terms of student or client debt at this time.

Members noted the aged debt balances at October 2017.

10 Cash Flow Forecasts

The Finance Manager spoke to the report which had been issued, advising of the Cash Flow Forecasts for 2017-18, advising that the projected balance as at March 2018 is expected to be low.

Members noted the forecast movements and closing bank balances for 2017-18.

11 Any other business

11.1 National Bargaining

The Vice Principal Corporate Services updated Members on current activity, including:

Lecturers

- Progressed Job Matching for Promoted Lecturer Post, 50% of jobs have been agreed with the Union. Three posts agreed have been actioned. The other posts will be referred to NJNC panel for decision
- Discussion ongoing around outstanding terms and conditions which were not agreed in the Summer

Support Staff

- The Tender has closed for the national Job Evaluation Scheme
- Annual Leave has been changed for all colleges from 1st September – 31st August. The VP advised that this will not affect this college as staff already receive this level of annual leave.

11.2 Additional Credits – HNC Childcare

The Principal advised that the College had been allocated additional credits this year to increase the number of HNC Childcare Places, however they have been unable to recruit the additional places. Following discussion with the Outcome Agreement Manager today, there could be a clawback of around £50,000, as the additional credits cannot be used for general activity. The Principal advised that an amended budget may need to be brought back to the Committee.

Board of Management Finance and General Purposes Committee

11.3 Construction Industry Training Board (CITB)

Karen McGahan spoke of the CITB re-structure and whether there were any opportunities for the college in terms of further training. The Principal advised that Energy Skills Partnership were in discussion with CITB, following the news that the training facility in Glasgow was to be closed. The training facility in Glasgow offered opportunities for apprentices, including Scaffolding training, which the college is unable to offer.

11.4 Finance Team

The Chair asked that thanks to the Finance Team be formally noted, to recognise all their hard work throughout the year and also their work with the Auditors.

11.5 Vice Principal, Corporate Services

To conclude, the Chair acknowledged that the Vice Principal, Corporate Services had now attended her last Finance & General Purposes Committee meeting, before leaving the college in December. The Chair thanked the VP for all her hard work and wished her well in her new post.

12 Date and Time of Next Meeting

The next meeting of the Finance and General Purposes Committee will take place on Tuesday 27th February 2018. Time tbc, see below.

The Finance and General Purposes Committee meetings normally commence at 2 pm, however Members were asked if there were any objections to moving the time to 12 Noon. The Secretary to the Board explained the reasoning behind the request, to allow the Learning and Teaching Committee to be brought forward by one week. Following agreement both Committee meetings would be held on the same day.

Decision: It was agreed that in future all Finance and General Purposes Committee meetings to commence from 12 Noon if the Learning and Teaching Committee confirm the change to their meetings

Action: The Secretary to the Board to confirm the new time with Members, following discussion at the Learning and Teaching Committee meeting on 5th December

Board of Management Learning and Teaching Committee

Minute of meeting of the Learning and Teaching Committee of the Board of Management held at the Dumfries Campus on Tuesday 5 December 2017 from 2.00 pm in Room 2089

Members present:

Delia Holland (Chair)	Carol Turnbull (Principal)
John Henderson	Kenny Henry
Ian White	Naomi Johnson
Rob Orr	Leah Thomas
Barry Graham	

Curriculum representatives:

David Denholm

In attendance:

Brian Johnstone, Chair of the Board of Management
Andy Wright, Vice Principal Learning and Skills
Andy Glen, Vice Principal Performance and Planning
June Holland, Head of Curriculum
Janet Weir, Head of Curriculum
Ann Walsh, Secretary to the Board

Minute Taker: Heather Tinning, Executive Team Assistant

1 Welcome and Apologies for Absence

The Chair welcomed members to the meeting. Apologies for absence were intimated on behalf of Peter Woods and Tony Conlon.

The Secretary to the Board confirmed the meeting was quorate.

2 Declaration of interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Presentation – Virtual Care Academy

The Head of Curriculum, June Holland gave a comprehensive presentation to Members on the Virtual Care Academy. Key points to note:

- The College is working with the Open University
- Provision has been mapped
- Next steps to engage with industry Stakeholders

Members thanked June Holland for the presentation.

4 Minute of Meeting of 3 October 2017

The Minute of the Meeting of 3rd October 2017 was approved.

5 Matters Arising

5.1 Passport to College – numbers enrolled on the course

The Head of Curriculum, June Holland, reported that the course has now been running for 6-weeks with 100% retention, still maintaining the 13 students who had originally enrolled for the course. The Head of Curriculum advised that there had been no referrals in terms of behaviour and felt that the dedicated support put in place has been a key factor in the positive retention to date.

5.2 Student Association Constitution

The President of the Student Association confirmed that following recent amendments, the Constitution was now ready for signature by the Chair of the Board and the Student Association President.

Decision: Members approved the Constitution and authorised the Chair of the Board and Student Association President to sign the Student Association Constitution

The Chair of the Board and Student Association President signed the Student Association Constitution at the Learning & Teaching meeting of 5th December 2017.

5.3 Annual Self Evaluation Report 2016/17 (How Good is our College) – final document

The VP Performance and Planning spoke to the Report which had been circulated, advising that this is the final report that had been submitted to Education Scotland. Representatives from Education Scotland and the Scottish Funding Council are in college for a Formal Endorsement meeting with EMT and Heads of Curriculum on 7th December. The Report will be published on the Education Scotland and Scottish Funding Council website, minus the scores, in January.

The Chair asked for thanks to be noted to the VP Performance and Planning and staff involved in the work that had been put into completing the document, and welcomed an update to the Committee in the future.

5.4 New Management Structure – Stranraer Post

The Principal reported that following the recent interview process, the Panel decided not to appoint to the Position of the Stranraer Campus Development Manager. Moving forward, Eva Milroy who undertook the study to identify opportunities for the Curriculum Development in Stranraer and Wigtownshire, and has recently been appointed as Complete Training Solutions (CTS) Co-ordinator on a part-time basis, will extend her role to full time to include Stranraer.

A proposal is being explored for Foundation Apprenticeship Engineering in Stranraer Academy, using their workshop space.

In terms of school link, the Principal reported that she met with the Head of Education and Head Teachers from Douglas Ewart and Stranraer Academy. The Principal advised that the Facilities Manager and his Team attend the Stranraer Campus on a regular basis.

5.5 Review of Name of Committee

Following discussion on the Name of the Committee, it was agreed to continue with the Title of Learning and Teaching Committee. It was agreed that the scope of the Committee is Learning and

Board of Management Learning and Teaching Committee

Teaching including Quality and Curriculum, and wider aspects around Employability and Articulation. The Chair advised that the Remit will remain unchanged.

Decision: The majority of Members agreed to retain the name of the Committee as Learning and Teaching Committee

5.6 Review of attendees to Committee Meetings

The Chair reported on the current membership, including:

- 5 Non-Executive Board Members
- 1 Executive Board Member
- 2 Student Association Board Members
- 2 Members of EMT in attendance
- 2 Curriculum Managers in attendance
- 3 Teaching Representatives – 1 vacancy from Stranraer

Action: The VP Learning and Skills is progressing the Vacancy in Stranraer

Members noted the Membership of the Committee.

5.7 Review of Dates of Meetings

To allow time for actions and decisions from the Committee to be taken forward to the Board Meeting, the Chair proposed to move the L&T Committee meetings to be held two weeks before the Board Meeting.

Decision: Members agreed to the revised dates for the Learning and Teaching Committee, noting that the L&T Committee will take place on the same day as the Finance and General Purposes Committee

Action: The Board Secretary to circulate amended meeting dates

5.8 CDN Development Programme – L&T Workshop

The Secretary to the Board reported that five Members had noted an interest in attending the L&T Workshop, to take place on 14th March 2018.

Action: The Secretary to the Board to co-ordinate transport

5.9 Feedback from Recommended papers to the Board:

Learning and Teaching Strategy

Following recommendation at the last L&T Committee, the Learning and Teaching Strategy was presented at the Board of Management meeting on 10th October and was approved.

Access and Inclusion Strategy

Following recommendation at the last L&T Committee, the Access and Inclusion Strategy was presented at the Board of Management meeting on 10th October and was approved.

5.10 The Bridge: Update

The Principal reported that Pat Shearer, who is leading on the Governance and Strategic Development of the Bridge, attended the college with colleagues to provide an update on the Bridge. Discussion included school college link delivery, challenges and timetabling. The Principal advised that college courses will be offered next year at the Bridge.

Colin Grant and Colleagues from the Council are attending the Board Meeting on 12th December, to provide an Update on the Bridge to Board Members.

6 Student Association Update

Leah Thomas, the Student Association President, provided an update on recent activities within the Student Association. Since the last L&T Committee, lunchtime activities have commenced including Tennis, Exercise Circuits and Baseball, to be run by the Student Association President together with Intermediate 2 Sports students. To raise awareness for International Disability Day staff and students had been invited to take part in Blind Football, which also takes place tomorrow in Stranraer.

The Principal is attending a Class Rep Meeting arranged for Friday 15th December. A meeting with Board of Management Representatives and Class Reps has been arranged for 11th December. The Student Association President reported that there are 9 Curriculum Representatives at Dumfries and 4 at Stranraer, with training arranged to take place. The Chair would welcome Presentations at the L&T Committee, once the team are in place. The VP L&S advised that the Head of Curriculum June Holland and the VP Performance and Planning having been working on the Self Evaluation process, advising that the Curriculum Reps are now part of this process.

The Chair thanked the Student Association President and colleagues for all their hard work.

7 SI How Good is Our College

7.1 Student Satisfaction and Engagement Surveys

The Vice Principal Performance and Planning (VP P&P) reported on the Annual Survey, which is required by the Scottish Funding Council. The VP P&P spoke to the figures which show comparisons between 2015-16 and 2016-17 and other colleges in the Sector average. Members agreed that the resulting percentages were positive for the college. With regard to the overall survey responses, the VP P&P advised that the Student Association President relinquished his post half way through the year, which could explain the relatively low score awarded to this question.

7.2 Learner Destination

The Vice Principal Learning and Skills (VP L&S) reported on the Learner Destination report, highlighting the key measurement percentages for progression to further study and employment for 2015-16. Focus is on transition arrangements and how best to support them. Members asked for clarification on confirmed destinations and positive destinations. The VP L&S advised that this was Scottish Funding Council (SFC) terminology. The Chair requested to convert to 'our speak' for future reports.

7.3 Learner 'How Did We Do? Survey

The Vice Principal Performance and Planning reported on the Survey, advising that although there were more courses this year, the overall response had been less than the previous year. Each Curriculum Manager is provided with a detailed response, which is used to improve their own areas. Members noted the college's high performance in the overall college sector.

The Chair asked for thanks to be noted to all staff involved.

8 SI Progress Against ROA

8.1 Articulation

The Head of Curriculum Janet Weir spoke to the report which had been issued, reporting on new developments including discussion with:

- Edinburgh Napier for Electrical Engineering and Computer Science
- Glasgow School of Art
- Open University

The Principal advised that a Summary of Mainstream Courses are to be presented, as a work-in-progress, at the Board Meeting on 12th December.

Members noted the report.

8.2 Senior Phase Work with Schools

Head of Curriculum (HoC) June Holland spoke to the report which had been issued. The HoC reported that she had been working on challenges around DLT including timetabling and expectations of the College. A new Focus Group has been set up to plan systematically better transition, including a 2-day workshop for school leavers coming to college. The HoC also spoke of School College Link Champions to meet with students and co-ordinate a tour of the college.

The Principal advised that over 1,000 Primary 7 pupils attended a Transition Evening in college last week. There was also a great turnout for the recent DLT/Careers Fayre and Open Evening. Primary 7 pupils are also invited to an Active Sports Day which takes place at the College.

Action: The Secretary of the Board to provide a copy of the School College Prospectus to the Chair

Members noted the report.

9 SI - Learning and Skills

9.1 Curriculum Development Plan 2018-19

The Vice Principal Learning and Skills spoke to the report which had been issued, reporting on the course provision for the CDP for 2018-19, including key challenges. The VP L&S advised that he meets with the 16 Secondary Schools to discuss choices for School College Link. Barry Graham reported on the value of this discussion for the schools. Further discussion took place in terms of part-time provision.

Members noted the report.

9.2 Key Performance Indicators (KPI) Update

The Vice Principal Learning and Skills spoke to the report which had been issued. The report includes a breakdown over the last 3 Academic Years for Curriculum Areas, including withdrawal reasons for 2017/18. With regard to the declining retention figures, the VP L&S spoke of reasons

Board of Management Learning and Teaching Committee

including Course Related/Finance/ Family issues and Health. Members noted the low percentage of course related issues. The VP L&S spoke of how well the staff do given the challenges.

The Principal advised that entry requirements and admissions would be reviewed going forward. Members discussed the opportunity to share Best Practice with Scotland's other Rural Colleges.

Action: The Chair requested that the VP L&S enlarge the squares which identifies the FT HE Withdrawal reasons for next report

Members noted the report.

Brian Johnstone left the meeting.

9.3 Curriculum Update

The Vice Principal Learning and Skills spoke to the report which had been issued, providing a reflection of activities in terms of the curriculum. The VP advised that in addition to the updates in the report, a group of Hospitality students were serving a Sri Lankan Meal at Troqueer Primary School, as part of their studies.

Members noted the report.

Barry Graham and Rob Orr left the meeting.

9.4 Learning and Teaching Mentor Evaluation

The Vice Principal Learning and Skills spoke to the report which had been issued, providing an evaluation of the activity carried out by the Learning and Teaching Mentors for 2016/17. The VP L&S reported on the focus for this year, identified in the report and advised that an update would be provided at a future L&T Committee meeting.

Action: The Vice Principal Learning and Skills to provide an update at a future L&T Committee meeting

Members noted a very successful report.

10 Any other business

None

11 Date and Time of Next Meeting

The next meeting of the Learning and Teaching Committee will take place on Tuesday 27 February 2018 at 2 pm.

Board of Management-Remuneration Committee

Minute of the Meeting of the Remuneration Committee of the Board of Management of Dumfries and Galloway College held on Monday 25 September 2017 at 3pm in Room 1074b

Present: Delia Holland (Chair) Brian Johnstone
Ian White

In attendance: Ann Walsh, Secretary to the Board and Minute Taker

1 Welcome and Apologies for Absence

The Chair of the Remuneration Committee welcomed all to the meeting. Apologies were intimated on behalf of John Henderson and also from Carol Turnbull, Principal who would have attended for item 5.

The Secretary to the Board confirmed the meeting was quorate with enough members present to allow decisions to be made.

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Previous Meeting

The Minute of the Remuneration Committee meeting held on 21 March 2017 was approved.

4 Matters Arising

All Committee members have now completed the CDN training module for Remuneration Committee members. The training has been informative and worthwhile. This training is available to any member of the Board

Action: The Chair of the Board will recommend the training to all Board members

5 Executive Team Pay Award

It was agreed at the last meeting of this committee that any decision regarding a pay award for the Executive Team would be deferred until there was an agreed National Pay Award.

The Chair of the Committee spoke to the paper which had been provided by the Principal. Through the National Joint Negotiation Committee, a pay award of £425 per FTE, (pro rata for part time staff), plus an increase in annual leave to 44 days (pro rata for part time staff), backdated to 1 April 2017 was agreed for all College Support Staff.

Board of Management-Remuneration Committee

Executive Team members are not part of National Pay negotiations and any changes to salary/annual leave are at the discretion of the College Board of Management (or delegated Committee thereof).

Historically the Executive Team has been awarded the same pay award and annual leave as has been agreed for the staff across the College. The most recent award was made in 2016.

Members agreed to the Principal's proposal to award the Executive Management Team, for the period 1 April 2017 – 31 March 2018, with a financial award plus additional annual leave in line with the offer made to other staff. This would result in an increase in salary (consolidated) of £425 plus 1 additional day annual leave (consolidated). The increase in costs was included in the budget approved by the Board.

Decision: The Committee approved the proposal

Action: The Committee to recommend to the Board of Management at its meeting on 10 October 2017 to award the Executive Management Team, for the period 1 April 2017 – 31 March 2018, the proposed financial award plus additional annual leave in line with the offer made to other staff.

6 Principal's Annual Performance Review

The Chair of the Board spoke to the report that had been issued and confirmed the confidential status of the report, it being issued only to members of this Committee due to it being personal to the Principal.

Objectives and performance measures had been agreed by the Principal and Board Chair in correspondence and meetings in June 2016 and signed on 6 July 2016. There have been regular discussions between the Board Chair and the Principal throughout the year, an interim Review meeting on 4 November 2016 (which was reported to the Board) and the Annual Review meeting was held on 13 June 2017.

The Chair of the Board reported that overall, he is happy with the progress that has been made, being mindful of pressures during the year due to issues such as reduced staff numbers within the executive team, the level of involvement required regarding industrial action and the national pay award negotiations and the implementation of a new management structure within the college, which became operational in August 2017.

Taking this into account, progress has been good, with much work underway. At the time of the annual review, much of the evidence to support this was yet to come, with reports due over the coming weeks and it being too early to see the benefits expected from the revised management structure.

Members of the Committee were comfortable with the progress reported from the Chair of the Board, noting the pressures within year and that some evidence of progress is yet to come. The committee will meet again, following the Principal's interim review, to receive an update.

Board of Management-Remuneration Committee

The Chair of the Board presented the proposed objectives for the Principal 2017/18, agreed with the Principal ie:

- Objective 1. Vision 2020 – Timely progress
- Objective 2. Achievement of the Regional Outcome Agreement (ROA)
- Objective 3. Outcomes from Academic team restructure - evidence of progress from focus on curriculum area
- Objective 4. Learner Journey – evidence of progress, and full engagement with stakeholders
- Objective 5. Stranraer – finalise strategy with timeframe
- Objective 6. Student Engagement - including evidence of Student Association involvement in college's decision making process.
- Objective 7. Wider commercial opportunities – evidence of increased activity

Members discussed and agreed recommendation of the proposed objectives, stressing that improved retention rates are a priority.

Action: The Committee to meet after the Principal's interim review to receive evidence of progress, accepting that due to timing these reports are not yet available.

Members approved the proposed objectives for the Principal, to be recommended to the Board of Management at its meeting on the 10 October 2017.

The Chair of the Committee thanked the Chair of the Board for his report and requested he pass on thanks to the Principal for her hard work over the last year.

7 Principal's Performance Review Process

The secretary to the board spoke to the paper issued. Members had approved the current process in April 2016, with a review of this to be undertaken at the end of the first year and an agreement that should a sector wide process become available the college would look to adopt this.

The Secretary to the Board confirmed that the process has worked well. The Chair and the Principal have adhered to this process, ensuring ongoing review of progress against objectives, enabling good communication, a mutual understanding of national and local circumstances and priorities, and provision of support and encouragement in order to enhance performance.

It is proposed that the process should remain in place for 2017/18 unless the sector provides a standard approach to be followed by all boards.

The process allows for the Chair of the Board to seek views on the College's (and therefore the Principal's) performance from staff and students. In 2017/18 it is proposed to undertake this by setting up focus groups consisting of staff and students, initially to inform them of

Board of Management-Remuneration Committee

the performance measures/objectives agreed, and then to gain their views on the progress of these.

Members noted the positive way the process has been implemented during 2016/17.

Decision: The Committee approved the proposals for the Principal's Performance Review Process 2017/18.

8 Principal's Pay Award

The Chair of the Board spoke to the Committee to recommend a pay award for the Principal.

The pay award approved in June 2016 left the Principal's salary still lower than other colleges of a similar size and it was agreed then to review this again in the future.

Members discussed the Principal's salary in relation to salaries of Principals of colleges of similar size, the current public sector pay policy and practice, and affordability. The Chair of the Finance and General Purposes Committee has been consulted regarding affordability.

Members agreed to work towards achieving alignment of the Principal's salary with that paid in colleges of similar size, but are mindful of challenging public sector finances and restraints, therefore this will be achieved incrementally. This year members agreed to recommend a salary increase of 2%, with 1 extra day annual leave, to bring the leave entitlement in line with that of support staff within the sector. This to be recommended to the Board of Management.

Action: The Committee to recommend to the Board of Management at its meeting on 10 October 2017 a pay increase that will move the Principal's salary closer to that paid in colleges of similar size. The recommendation is an increase in salary of 2%, effective from 1st April 2017 plus 1 additional day annual leave (consolidated), bringing annual leave in line with that of support staff.

9 Any Other Business

For noting/clarity: Following the meeting of the Committee in April 2016, the pay award approved by the Board of Management did not bring the salary up to the sector average for colleges of a similar size.

10 Date and Time of Next Meeting

The next meeting is planned to take place on Tuesday 6th February 2018.

An additional meeting will be held following the Principal's interim review – Date tbc