Board of Management
Board Development Committee

Date: Tuesday 6 March 2018

Time: 2pm

Room: 2009

A G E N D A

			Presented by
1	Welcome and Apologies		BJ
2	Declaration of Interest		BJ
3	Note of Discussion on 25 October 2017		BJ
4	Matters Arising		
5	Board Evaluation and Development		
	5.1 Report and Actions from 23 January 2018 Development Event	(attached)	BJ
	5.2 Board Development Plan Progress Report	(attached)	AW
6	Dates of Board and Committee Meetings for 2018/19 - draft	(attached)	AW
7	Members Term in Office	(attached)	AW
8	Committee Membership & Succession Planning	(discussion)	BJ
9	Strategic Risk Register	(verbal)	AW
10	Any Other Business		

11   Date and Time of Next Meeting: (tbc)
Pre-Board Development Committee Lunch – Tuesday 18 Sep 2018 at 12:45pm
Development Committee Meeting – Tuesday 23 October 2018 at 2pm

Next Board Development Event:
Strategic V2020 Board/Staff Event – Friday 27 April 2018, 9-11am

Minute of the Meeting of the Board of Management of Dumfries and Galloway College at its Board Development Committee held on 6 March 2018 at 2 pm in 2009

Present:	Delia Holland (Vice Chair) and Chair of this meeting	
	John Henderson	Stuart Martin
	Hugh Carr	

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

1   Welcome and Apologies

Apologies had been received from Brian Johnstone, Chair of the Committee and the Board. Delia Holland, chairing on his behalf, welcomed all to the meeting. The Secretary to the Board confirmed that 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   Note of Discussion held on 25th October 2017

Approved

4   Matters Arising

There were no matters arising that are not on the agenda

5   Board Evaluation and Development

5.1   Report and Actions from 23 January 2018 Development Event

The Secretary to the Board presented the paper which contained proposals for development. These had been identified through individual development reviews with the Chair of the Board, the Board Self Evaluation exercise, and followed by discussion that brought this together into proposals during the Development Event held on 23 January 2018. Members were asked to note this report and to support development of the following proposals:

- Training/Briefing on finance and audit – Board Member may choose to attend
- Session from OSCR – Board Member may choose to attend
- Board Links – proposal for the Board as a whole
  - To undertake further work and to propose a model for Dumfries and Galloway College
- CDN Training - to continue the good take up of training/development available
- Extend networking opportunities with other colleges
- Board Meetings - leave meeting length as it is at the moment, the balance between involving Board Members and not being overwhelmed with papers seems to require this time at present. Next steps - To trial putting times to agenda items
- Improve strategic knowledge/priorities in the sector
- Review and Improve Induction packs:
- Stakeholders – continue to develop relationships and information sharing

Discussion followed mainly around two proposals. Firstly, the Board Links proposal, it was agreed that any concerns regarding this from the Principal should be clarified. Secondly Board Meetings, length and agenda where a reduction in the length would be welcome. However, the proposals were supported as it was noted that meetings are on a journey of improvement, being continually reviewed,

Decision: All Proposals were approved to be developed and the Board to be informed of the proposals being taken forward at the meeting on 13 March

Actions: The Chair of the Board to ask the Principal to clarify her position on Board Links and to notify members of the committee of the results of that discussion

5.2   Board Development Plan Progress Report

Committee members reviewed the Board Development Plan 2017/18, noting progress to date and discussed outstanding actions. The following was agreed, taking these into account, the plan is on target to be completed within the timescales set:

- 1.1 Review of the role and responsibilities of each Board Committee; no additional action is required as the self-evaluation (Jan 2018) scored very highly, and confirming no change required.
- 1.2 Action complete - monitoring by L&T not required
- 2.3 Confirmation regarding development is required
- 4.3 Discussion – general feeling that this is stating what we already do and is implicit is all of the statements made within college leaflets etc and within Vision 2020. This item to be removed
- 4.6 – As 1.2, Action complete - monitoring by L&T not required

Actions: The Secretary to the Board will amend the plan as discussed and obtain clarity around the plans around the partnership working with Wallace Hall (Section 2.3).

6   Dates of Board and Committee Meetings for 2018/19 - draft

The dates were approved subject to some discussion around achieving the preparation of draft minutes of committee meetings to be available for Board Meetings. One option being to move the Board Meetings back by one week, enabling 3 weeks between the last of the Committee Meetings and the Board Meeting.

Action: Secretary to the Board to discuss logistics with the Chair and Principal before confirming the dates with Board Members

7   Members Term in Office

The Chair wished to highlight and to congratulate the Regional Chair's appointment for a further two years. The Secretary to the Board highlighted that 5 other Board Members, have terms ending during 2018. Two of these are student members, two are non-executive members and one a staff member. The process for the staff and student members will be undertaken prior to the end of June 2018. The Regional Chair will/has discussed this with those Members. There was discussion around it being helpful to have an agreed process for identifying Board Members' intentions and options when their end of term date is nearing, maybe 6 months in advance to help with future planning.

Members noted the information given regarding the dates and appointments required this year

8   Committee Membership & Succession Planning

The Chair of the Board had included this item on the agenda, as he had wished to discuss and get the Committee's thoughts regarding succession planning, how to harness the great range of talent that we have on

the Board and ideas on length of tenure of Committee Chairs. As he was unable to attend, the Chair for today advised that she had discussed this item with him prior to the meeting in which he has said that he is not planning to make any changes prior end of the academic year at the earliest, and so discussions could be started today, and he would be arranging a future meeting where these can be continued.

Discussion followed which included suggestions such as having Chairs of Committees having a fixed term, how to succession plan and recruit to the position of Committee Chair. A question was raised regarding any formal process required when recruiting Committee Chairs.

Actions: Today's Chair will feed-back to the Chair of the Board
A Board Development Committee meeting to be arranged by the Secretary to the Board where discussions will be continued.
The Secretary to the Board will clarify any formal requirements when recruiting a Committee Chair

9   Strategic Risk Register
The Secretary to the Board advised that the Strategic Risk Register is now presented at each Board Committee meeting to allow for attention to be given on risks relevant to individual committees, this being good governance. Previously the Strategic Risk Register was only presented at the Audit Committee who have responsibility for ensuring that good systems are in place and remit the Register to the Board of Management for approval. It was suggested that this procedure be monitored to avoid duplication of discussion.

10   Any other business
None

10 Date and time of next Meeting

Meeting of the Development Committee to progress Succession Planning discussion – to be arranged

Pre-Board Development Committee Lunch – Tuesday 18 September 2018 at 12:45pm

Development Committee Meeting – Tuesday 23 October 2018 at 2pm

The Meeting due to be held on 25th October 2017 was not quorate.

Apologies were received from John Henderson, Stuart Martin and Hugh Carr.

Brian Johnstone (Chair), Delia Holland (Vice Chair) and Ann Walsh (secretary to the Board) discussed agenda items as follows:

3   Minute of Meeting of 28th March 2017

Not discussed (post-discussion note: to request approval via email)

4   Matters Arising
4.1   Networking/Social Events

It was decided to have a Christmas Meal

4.2   Key Facts Leaflet and Key Stakeholders

Draft to be finalised for the next Board Meeting

4.3   Board Member Appointment

Confirmation that Ministerial Approval has been received and Robbie Thomas was appointed with a 4-year term of office that commenced, 8 August 2017 – 7 August 2021

5   Board Evaluation and Development Process
5.1   Board member Evaluation and Development

The Chair advised that he had met with all Board Members apart from two

5.2   Board Evaluation 2016/17 (final document)

The Board Evaluation 2016/17 document was approved at the Board Meeting held on 10 October 2017. The final document will be published on the website

5.3   Board development Plan 2017/18 (draft)

No comments have been received since the Board Meeting. This document will be finalised, subject to confirming dates with Barry Graham and Leah Thomas for item 2.3

5.4   Annual Self Evaluation

To be undertaken early in 2018. For further discussion

6   Board Development/Strategic/ROA Events, including Stakeholders

Options for how to use the Board Development Event day on 23 January 2017 were discussed, along with the plans for the College to hold a joint Staff/Board session regarding Vision 2020 (being organised by the Carol Turnbull-post discussion note: date is am, Wed 14th Feb 17).

It was suggested that the Development Event, 23 January, could include: Board Self Evaluation and Stakeholder involvement

7   Members Term in Office

An updated list of Board Members and the dates their term of office ends had been circulated.

10   Date and time of next Meeting

Suggested date for the next meeting of the Board Development Committee is 2pm, Tues 16 January 2016

Board Development Events:

Joint Board Meeting with Borders: Monday 20 November, 10am – 3pm

Board Development Event: Tuesday 23 January 2018, 10am – 3pm

**Board of Management
Board Development Committee**

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.

The purpose of this paper is to provide the Board Development Committee 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.

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

      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 <u>effective</u> 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

The Board Development Committee are asked to note this report and to support the development of proposals within sections 2.1, 2.2, 2.3 and 3.2, with initial feedback to the Board of Management on 13 March 2018

Ann Walsh
Secretary to the Board of Management
14 February 2018

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

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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

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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

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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 terms of reference required in the short term?

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Summary Feedback of Board Self-Evaluation, January 2018

Board of Management
Board Development Committee

Board Development Plan 2017/18 - Update

1.   Introduction

The purpose of this paper is to provide the Board Development Committee with an update on progress regarding the Board Development Plan 2017/18. To facilitate discussion on how to achieve completion of the plan within the timescales set.

2.   Comment

The Board Development plan covers 2017/18 and is a plan in progress. It has been updated following the Board Development Event held on 23 January 2018.

Outstanding actions and those for noting are in red font to make them easily identifiable.

3.   Recommendations

The Board Development Committee are asked to note and discuss the actions yet to be completed within the Board Development Plan and to agree any actions required for achievement within the timescales.

Ann Walsh
Secretary to the Board of Management
27 February 2018

Board Development Plan 2017-18			
Code of Good Governance Criteria *Governance development actions agreed during the External Governance Effectiveness Review, Jan/Feb 2017*	**Development required in response to external effectiveness review & Other Developments identified by the Board of Management**	**Timescale**	**Progress / Achieved**

1. LEADERSHIP & STRATEGY
 	
• *Board to ensure it has overarching leadership of performance-monitoring by taking stock of which KPIs and other performance indicators are overseen by which committees, and ensuring it makes clear whether it expects committees to examine performance issues in more detail and report progress back*
• *Build on existing partnership and collaboration by identifying and focussing new efforts on a few 'hard to reach' strategic stakeholders, e.g. certain employers or parts of the region*
	1.1 Review role and responsibilities of each Board Committee
	
	1.2 Feedback from SLWGs to be fed back to the Board
	
	1.3 Board Engagement
	  o Chair of the Board to provide a session as part of an All Staff Session
	  o Introduce mentoring from Board members to managers within the new management structure
	
	1.4 Stranraer Strategy to be further developed in association with potential waterfront development, local employer needs and output from the Curriculum Development work (Stranraer and The Rhins) currently being undertaken
	
	1.5 Vision 2020 will be reviewed in February 2018 at a Board/Staff event
	
	1.6 Will, in early 2017/18, arrange meetings with local area committees and relevant council committee chairs
	  o To 'refresh' relationships and meet new councillors
	  o To 'refresh' relationships and meet new MSPs and MPs
		May 2018
		
		October 2017
		
		August 2017
		
		November 2017
		
		December 2017
		
		February 2018
		
		January 2018
		
		July 2018
			1.1
			o
			1.2
			o Paper to the Board in Oct 2017. Implementation plans approved
			o Monitoring will be undertaken by the L&T Committee
			1.3
			o Chair of the Board provided a session as part of an All Staff Session
			o Mentoring proposal being considered within the Board Engagement/Board Links Proposal – see 3.2
			1.4
			o Update to Board in December. Further work on the strategy is required
			1.5
			o Event booked for 14 Feb 2018
			1.6
			o Dates in the process of being booked

Board Development Plan 2017-18			
Code of Good Governance Criteria *Governance development actions agreed during the External Governance Effectiveness Review, Jan/Feb 2017*	**Development required in response to external effectiveness review** **&** **Other Developments identified by the Board of Management**	**Timescale**	**Progress / Achieved**

2. STUDENT EXPERIENCE
 	
• *Take stock of the range of mechanisms that should be used to ensure the Board engages with students, e.g. existing student member reports to the Board, hear more from student representatives, invitations to attend student events*
• *For the Board to consider the review of the Learning and Teaching Committee and its relationship with the Board in the light of the requirements of the new Education Scotland Quality Framework.*
	2.1 Ongoing work of the Board Student Engagement Sub-group – to feed back in October 2017
	   • Focus, remit & timescales to be confirmed
	
	2.2 SA new appointments started on 1st July
	   • Induction and training opportunities will be put in place
	   • Partnership Agreement, Development Plan and Evaluation Plan from SA coming to L&T committee and Board in Sep/Oct 17
	
	2.3 To continue the plan for the SA to work in partnership with Wallace Hall Academy to provide an ambassadorial role in promoting the College to P7s and Secondary school students at the school
	   • To then evaluate and pilot with a second school, Moffat Academy adapting outcomes
	
	2.4 Consider the review of the Learning and Teaching Committee within the review of each Board Committee – as 1.1
		October 2017
		
		September 2017
		
		September 2017
		
		February 2018
		
		June 2018
		
		May 2018
			2.1
			o Paper will go to the March 2018 Board meeting to demonstrate purposes for the sub-group have been achieved
			2.2
			o College induction undertaken
			o CDN Induction, VP attended and P place is booked
			o Student Association training undertaken
			o Partnership Agreement in place-Oct 17
			o Strategic & Operational Plan approved – Oct 17
			o Constitution in place – Dec 17
			2.3
			o Initial contact with Wallace Hall Academy has been made and the SA President attended a meeting at the school
			2.4
			o As 1.1

3. ACCOUNTABILITY
 	
• *Review board agendas to make best use of time by ensuring papers for decision or substantive discussion come first and papers for noting,*
	3.1 Board Meetings:
	   • Review of Board Agendas completed in line with recommendations during 2016/17
	   • Will be reviewed again along with 1.1 - review role &responsibilities of each Board Committee
	   • Review the timings of Board Meetings
		May 2018	**3.1**
			o Draft minutes from Board Committees now coming to the Board to support availability of up to date information
			o Board Members reminded to contribute to agenda at each meeting

Board Development Plan 2017-18			
Code of Good Governance Criteria *Governance development actions agreed during the External Governance Effectiveness Review, Jan/Feb 2017*	**Development required in response to external effectiveness review** **&** **Other Developments identified by the Board of Management**	**Timescale**	**Progress / Achieved**
including committee minutes, are not discussed unless members ask the Chair or Secretary beforehand • *Minutes of committee meetings which meet infrequently to be made available to the Board more quickly, in draft if necessary; more generally ensure all minutes make clear the reasons for decisions* • *Take stock of the range of sources of evidence on staff views available to the Board and ensure that sources provide a breadth of information; explore mechanisms for more board member engagement with staff, including clarity of its purpose and how findings are fed back to the Board* • *Ensure all members of the Remuneration Committee complete the obligatory national on-line training and new board members attend the national induction training workshop*	○ Trial of longer Board Meetings to enable networking and enough time to compete the agenda without being rushed • Review how Committees report into Board Meetings • Reminders for Board Members to contribute to agenda – circulate draft agenda • Chair to invite short feedback at end of meeting • Structure of Board meetings to be reviewed annually 3.2 Board Engagement ○ As 1.3	**October 2017** **October 2017** **October 2017** **October 2017** **March 2018** **August/ November 2017**	○ Structure and length of Board meetings reviewed as part of Board Self Evaluation in Jan 18 ○ Outcome – satisfied with progress of improvements, in addition will trial using timings on the agenda **3.2** ○ Board Engagement/Board Links reviewed again as part of Self Evaluation of the Board in January 2018 and proposals being developed for inclusion in 2018/19 Board Development Plan

Board Development Plan 2017-18			
Code of Good Governance Criteria *Governance development actions agreed during the External Governance Effectiveness Review, Jan/Feb 2017*	**Development required in response to external effectiveness review** **&** **Other Developments identified by the Board of Management**	**Timescale**	**Progress / Achieved**

4. BOARD EFFECTIVENESS
 	
• *Review the induction programme offered to new board members to ensure it meets their needs, and includes opportunities to meet the Executive Team and other board members*
	4.1 Review of Board Member Induction programme completed in 2016/17, in line with recommendations
	
	4.2 Continually Review Effectiveness of Board Meetings
	   • As 3.1
	
	4.3 Provide a Positive Statement about how the Board Operates eg:
	   o The Board will operate in a collaborative and non-political way. All opinions are welcome but board members will adopt a 'Cabinet Responsibility' attitude to decisions
	
	4.4 Succession Planning to be considered by Board Development Committee
	
	4.5 To consider the use of Case Studies as part of discussion/development at a board development event
	
	4.6 Feedback from SLWGs to be fed back to the Board
	
	4.7 Arrange a date for the Chair and Secretary of the Multi-cultural Association to visit the college
		Completed 2016/17
		
		Oct 17 – May 18
		
		October 2017
		
		February 2018
		
		October 2017
		
		October 2017
		
		December 2017
			4.1
			o Completed in 2016/17. Now having structured programme, yet tailored to individuals, includes a 'Buddy' system set up for new Board Members
			o Suggested changes for an Induction Pack from Board Self Evaluation Feedback. To be included in 2018/19 Development Plan
			4.2
			o See 3.1
			4.3
			o This statement will be included in the next version of the key facts leaflet
			4.4
			o On the agenda for the meeting
			4.5
			o Case Study used at joint Borders/D&G College meeting in November 2017
			4.6
			As 1.2 ie:
			o Paper to the Board in Oct 2017. Implementation plans approved
			o Monitoring will be undertaken by the L&T Committee
			4.7
			o Meeting being organised

Board Development Plan 2017-18			
Code of Good Governance Criteria *Governance development actions agreed during the External Governance Effectiveness Review, Jan/Feb 2017*	**Development required in response to external effectiveness review** **&** **Other Developments identified by the Board of Management**	**Timescale**	**Progress / Achieved**
5. INDIVIDUAL EFFECTIVENESS	5.1 Equality & Diversity Training 5.2 CDN Induction Programme – 8 members to attend	**September 2017** **During 2017/18**	**5.1** o All Board Members and Board Secretary have completed the College training module **5.2** o Of the 8 members that were left to attend. 5 have attended and the remaining 3 have places booked in April 2018 o Additional CDN workshops have Board Members attending ie: o Staff Member Workshop – Nov 2017 o L&T Workshop – March 2018 o Finance Workshop – Jan & April 2018
6. RELATIONSHIPS & COLLABORATION	6.1 Joint Meeting with Borders • To be hosted by us next and invite Paul Smart 6.2 Stakeholder Events to include: • Developing young Workforce (DYW) Regional Board • South of Scotland (SOS) Enterprise Agency, Interim Group • Learner Journey/Local Schools	**November 2017** **February 2018**	**6.1** o Meeting held on 20 Nov 17 and attended by Paul Smart. Important strategic issues discussed, action agreed and taken forward **6.2** o Learner Journey/Local Schools Stakeholders attended and presented at the Board of Management meeting on 12 Dec 18 o DYW Regional Board and SOS Enterprise Agency will be involved in future events during the year

Board of Management Calendar of Meetings 2018-19

All meetings will be held on a Tuesday and take place at the Dumfries Campus unless stated otherwise

	BOARD	Audit Committee	Finance & General Purposes Committee	Learning & Teaching Committee	Human Resources Committee	Board Development Committee	Remuneration Committee
	10.30am-3pm or 1pm–5pm	2:00 pm	12md	2:00 pm	11:30am	2:00pm	2:00pm
2018							
Dumfries Graduation Ceremony	22-Aug						
September		18-Sep	25-Sep	25-Sep		18-Sep (12:45)	??
October	09-Oct				09-Oct	23-Oct	
November	tbc Joint Meeting with Borders College (10-3)	20-Nov	27-Nov	27-Nov			
December	11-Dec						
2019							
January	22-Jan Development event (10-3)						
February		21-Feb	26-Feb	26-Feb			05-Feb
March	12-Mar					19-Mar	
April							
May		14-May	21-May	21-May			
June	04-Jun Stranraer (starting at 10:30am)						
HN Graduation Ceremony	tbc-June (Stranraer)						

Term of Appointment of Board Members @ 27 Februaury 2018

Board Member	Date of Appointment	1st Term in Office End Date	Date of Extension / Re-appointment	2nd Term in Office End Date
Janet Brennan	01.08.14	31.07.17	01.08.17	31.07.21
Hugh Carr	01.08.14	31.07.18		
Tony Conlon	01.07.17	30.06.18		
Ros Francis	01.04.15	31.03.19		
John Henderson	03.03.15	02.03.19		
Kenny Henry	01.08.14	31.07.18		
Brian Johnstone	03.03.14	02.03.18	03/03/18	02/03/20
Naomi Johnston	23.02.17	22.02.21		
Pat Kirby	01.08.14	31.07.18		
Barry Graham	03.03.15	02.03.19		
Delia Holland	03.03.15	02.03.19		
Karen McGahan	01.08.14	31.07.16	01.08.16	31.07.20
Stuart Martin	03.03.15	02.03.19		
Rob Orr	23.02.17	22.02.21		
Robbie Thomas	08.08.17	07.08.21		
Leah Thomas	01.07.17	30.06.18		
Ian White	29.08.15	28.08.19		