

Tuesday 20 January 2015

Room 1074b

Meeting	10:30
Strategic session	12:00
Lunch	13:00
Further Session	13:30
Close by	16:00

AGENDA

**Presented
by**

1	Apologies for Absence		
2	Declaration of Interest		
3	Minute of Meeting of 16 September 2014	(attached)	
4	Matters Arising		
4.1	D&G Students	(report attached)	JB
5	Chair's Update		BJ
5.1	Student Association President Update	(verbal update)	SG
6	Principal's Update	(attached)	CT
7	Governance Issues		
7.1	Board Recruitment	(report attached)	JB
7.2	Code of Good Governance for Scotland's Colleges	(report attached)	JB
8	2013/14 Regional Outcome Agreement Evaluation	(report attached)	CT
9	Student Funding Support	(verbal update)	CT
10	Potential Redundancies	(report attached)	HP
11	Financial memorandum	(report attached)	JB
12	Key Performance Indicators	(attached)	JB
13	College Self Evaluation Report 2013-14	(attached)	JB
14	Strategic Risk Register	(attached)	JB
15	Hospitality Development	(verbal update)	CT
16	SRUC Memorandum of understanding	(attached)	CT
17	Any Other Business		
18	Date and Time of Next Meeting		
	Tuesday 28th April 2015 @ 2pm		

Board of Management

Minute of Meeting of the Board of Management of Dumfries and Galloway College held on Tuesday 20 January 2015 from 10.30 am in Room 1074b of the Dumfries campus

Members Present:	Brian Johnstone (Chair)	Sam Glendinning
	Delia Holland (Vice chair)	Craig McGill
	Janet Brennan	Janice Goldie
	Hugh Carr (item 10 onwards)	John Henderson
	Kenny Henry	Pat Kirby
	Carol Turnbull	Stuart Martin
	Karen McGahan	

In Attendance: Jannette Brown, Secretary to Board and Vice Principal (Corporate Services & Governance)
Susan Sutherland, Minute Taker and Executive Team Assistant
Helen Pedley, Director of Organisational Development and Facilities
Andy Wright, Vice Principal (Learning and Skills)

1 Welcome and Apologies

The Chair welcomed members to the meeting. Apologies were received from Sandy Burgess, Colin Grant and Andrew Nyondo.

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

2 Declaration of Interest

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

3 Minute of Meeting held on 16 September 2015

The minute of previous meeting of the Board held on 16 September 2015 was approved.

4 Matters Arising

4.1 Item 4.1 D&G students attending college out with Region

Members noted the report on the number of students residing in D&G and studying at neighbouring colleges, ie Ayr, Kilmarnock or City of Glasgow. The statistics reassured the Board that there were no gaps in the curriculum, and that attendance elsewhere appeared to be student personal choice or for a specialist course not offered by the College.

4.2 Item 5 Possible Graduate apprenticeships

The Principal reported that unfortunately Skills Development Scotland had not progressed the possibility of linking with the University of Glasgow Engineering department. However the College was still keen to progress apprenticeships and was discussing a possible route with Lockerbie Academy. The Principal reported that the Chair had arranged a meeting had with the University of Strathclyde to discuss potential links.

5 Chair's Update

5a The Chair reported on work at national level

- Colleges Scotland(CS) had recruited senior officers to support the main focus committees, ie Learning Skills and Quality, Funding and Finance, Employer Relations, Audit/Corporate

- Colleges Development Network had recruited a new CEO and was focussing on development of college staff and board members
- CS Board progressing recommendations of Developing Scotland's Young Workforce
 - Key recommendation was to have employer led boards locally to bring together employers, colleges and schools
 - Chair and Principal had hosted a meeting at the College with Dumfries and Galloway Council and Dumfries and Galloway Chamber of Commerce to begin the process locally of establishing an "Invest in Young People" group for Dumfries and Galloway region
- National pay bargaining discussions were ongoing, with slow or little progress

Locally, the College was involved in the Crichton Campus Leadership Group, and sub-committees. In response to a query from Delia Holland, the Principal agreed to provide a paper advising of which organisations were on the Crichton Campus, and how these were working together.

Action: The Principal to prepare paper on Crichton Campus organisations

5b Executive Team Capacity

The Chair reported on concerns raised by the Principal with regard to the Executive Team capacity. One option that could help with capacity would be to remove the Secretary to the Board role from the Executive and employ an external Secretary to the Board. The Chair sought views from the Board as to their preference for an internal or external Secretary to the Board. Following discussion the Board expressed their preference for an internal Secretary, but accepted that an external Secretary would help provide some capacity within the Executive Team. They therefore agreed to recruit externally. This was remitted to the Selection and Appointments Committee to progress.

Action: Secretary to the Board to arrange meeting of Selection and Appointments Committee

5c Board Development Event

The Chair reported on the excellent board development event held in November 2014, facilitated by Jan Polley. One area that was discussed at the event was the importance of team work and the need to build a strong team. The Chair suggested a way to achieve this was to increase the frequency of board meetings for a period of time, reducing the frequency of some committees and including the business of these committees at Board meetings. In particular, this would benefit new Board Members who could quickly gain experience of the work of most Board committees. The more frequent board meetings would include a focus on the College's stakeholder groups. It was agreed that the Audit committee should not form part of this pilot. The Board agreed to trial these new arrangements for the remainder of the academic session.

Action: Secretary to the Board to prepare revised calendar of meetings reflecting this change for the remainder of the academic session

5.1 Student Association President Update

Sam Glendinning reported on recent and proposed Student Association activities. Student Association Executive members had attended the National Union of Students conference in November which had been a positive experience for all. The Student Association Development Officer had commenced in post and a joint development day for Dumfries and Stranraer executive members was held in Kirkcudbright.

6 Principal's Update

The Board noted the Principal's update on key activities since the previous meeting which had been distributed.

7 Governance Issues

7.1 Board Recruitment

The Secretary to the Board spoke to the report which had been circulated, indicating that the Selection and Appointments Committee recruitment panel had interviewed seven applicants on 7 January 2015 and was recommending five applicants for full membership of the Board. A further applicant would be interviewed at a later date. The Board approved the Committee's recommendation and the Chair would seek approval to appoint from the Cabinet Secretary for Education.

7.2 Code of Good Governance for Scotland's Colleges

The Secretary to the Board spoke to the report as developed by the College Sector, which had been circulated. The code established standards of good practice for college boards and provided essential information for compliance within the legislative framework set out by the Further and Higher Education acts. The Board discussed the report and agreed to adopt the code.

8 Regional Outcome Agreement 2013/14 Evaluation

The Principal spoke to the report, explaining that the College was required to evaluate its performance against targets in the Regional Outcome Agreement 2013/14. The College had made good progress towards all priority impacts, and had achieved its WSUMs target. The Board noted and approved the report.

9 Student Funding Support

The Principal gave a verbal update on the situation regarding student support funding. Historically colleges had been allocated student funding at the start of the year, with the opportunity to apply for in-year redistribution to meet any shortfall. Where this redistribution could not be met, colleges met any shortfall from its reserves. Following the ONS reclassification, colleges did not have the reserves to do this, which had resulted in a £14M shortfall across the sector. Colleges Scotland had raised this major strategic issue with the Scottish Funding Council (SFC) who had alerted the Scottish Government. The new Cabinet Secretary for Education had called for an explanation and thorough review of the process. In the meantime, the Scottish Funding Council had recently contacted colleges advising of a possible solution.

Hugh Carr joined the meeting at this point

10 Curriculum Review and Potential Redundancies

The Director of Organisational Development and Facilities spoke to the report, giving details of a change in business needs following the Curriculum Review for 2015-16, resulting in a reduction in staff hours in Hair and Beauty and Construction. Following discussion the Board approved the compulsory redundancies and the necessary statutory redundancy payments would apply.

11 Financial Memorandum with Fundable Bodies in the College Sector

A copy of the recently published Financial Memorandum had been distributed to Members. The Vice Principal (Corporate Services and Governance) advised that the Financial Memorandum sets out the formal relationship between the Scottish Funding Council (SFC) and the college sector, and the requirements with which colleges must comply as a term and condition of grant from the Scottish Funding Council. Compliance with this Financial Memorandum rests with the Board and was effective from 1 December 2014.

12 Key Performance Indicators

The Vice Principal (Corporate Services and Governance) spoke to the report which had been distributed. She advised that in respect of WSUMs the College was where it expected to be at this time of the year and was confident of reaching its target by July. The retention and outcome figures were as at 12 January 2015, compared to full years previously and again it was expected that the targets would be reached. In terms of Finance, the College was on target to achieve a very small surplus by the end of March. The position was

being closely monitored to enable any surplus to be transferred to the Scottish Colleges Foundation prior to 31 March 2015. Members noted the report.

13 College Self Evaluation Report

The Vice Principal (Corporate Services and Governance) spoke to the report which had been distributed, explaining that the Scottish Funding Council require each college to provide an annual report, endorsed by the governing body, describing the impact, nature and outcomes of college led quality review activities as well as reviews by professional, statutory and regulatory bodies which had take place in the previous academic year, including commentary on actions to be taken to address any issues identified. The timing of meetings this year due to the reclassification of colleges by the Office for National Statistics (ONS) had meant that the report was considered and approved by the Learning and Teaching Committee on 16 December 2014 and signed on behalf of the Board by the Chair for submission to SFC by the due date. The Board noted and approved the report.

14 Strategic Risk Register

The Vice Principal (Corporate Services and Governance) spoke to the report which had been distributed. She advised of one additional risk, Item 14, regarding the inability of the College to increase its Broadband width, which was of vital importance within a rural setting to enable the College to continue offering a wide range of online courses and increasing demands to use of mobile devices. The Vice Principal (Corporate Services and Governance) would take the opportunity to raise this with appropriate colleagues at the Scottish Funding Council. The Principal advised that she would be discussing the situation with Crichton partners with a view to encouraging broadband providers into the Region. The Board agreed the additional risk, and approved the Strategic Risk Register.

15 Hospitality Development

The Principal reported that the project was nearing practical completion on internal works, with work on the roof to be completed over the following two weeks. The final account would be received at the end of January but would not be settled until the snagging list was completed. All indications were that the project would come in under budget, and this would be monitored closely so that any surplus funds could be transferred to Scottish Colleges Foundation before the end of March. Members noted the position.

16 SRUC Memorandum of Understanding

The Principal spoke to the report which had been circulated, confirming the memorandum of understanding between the College and Scotland's Rural College as means of promoting academic collaboration and organisation co-operation. Members noted the Memorandum of Understanding.

17 Any Other Business

None

18 Date and Time of Next Meeting

Due to the agreed changes to frequency of meetings the date of the next meeting would be advised shortly.

Action: Secretary to the Board to circulate revised calendar of meetings.

Board of Management

D&G Residents attending Colleges outwith Region**1 Purpose**

The purpose of the attached report is to provide members with information on full-time students attending neighbouring colleges.

2 Report

At the Board meeting on 16 September members requested information of students who reside in Dumfries and Galloway and study at neighbouring colleges. The attached table shows the number of full-time students enrolled at Ayr, Kilmarnock or City of Glasgow Colleges in session 2013/13.

3 Recommendation

Members are requested to note the contents of the attached report.

Course Title	Ayr College	City of Glasgow	Kilmarnock College	Grand Total
ACCESS TO HN SOCIAL SCIENCE			1	1
DIPLOMA OF HIGHER EDUCATION (SOCIAL SCIENCES)		1		1
HIGHER SOCIAL SCIENCES (LEVEL 6)	1			1
HNC ACCOUNTING	1			1
HNC ACTING AND PERFORMANCE	1	1		2
HNC ADMIN & INFO TECHNOLOGY	1			1
HNC ADMINISTRATION AND INFORMATION TECHNOLOGY		1		1
HNC AIRCRAFT ENGINEERING	1			1
HNC APPLIED SCIENCE	1			1
HNC BEAUTY THERAPY	1			1
HNC BUSINESS		1	1	2
HNC BUSINESS MANAGEMENT	1			1
HNC CARE & ADMINISTRATIVE PRACTICE (CARE ROUTE)			1	1
HNC COMPUTING (SOFTWARE DEVELOPMENT)			1	1
HNC CREATIVE INDUSTRIES: MEDIA AND COMMUNICATION		1		1
HNC DIGITAL MEDIA FOR DESIGN AND PRINT		1		1
HNC EARLY EDUCATION & CHILDCARE	1	1	1	3
HNC ENGINEERING: FABRICATION AND WELDING			1	1
HNC FASHION MAKE-UP		1		1
HNC FITNESS HEALTH AND EXERCISE		1		1
HNC HAIRDRESSING		1	1	2
HNC HEALTH CARE	1			1
HNC HOSPITALITY MANAGEMENT	1			1
HNC MARINE ENGINEERING 3/5A		2		2
HNC MARKETING		1		1
HNC MECHANICAL ENGINEERING (ECM)		1		1
HNC MEDIA ANALYSIS & PRODUCTION	1			1
HNC MUSIC	1			1
HNC PHOTOGRAPHY		1		1
HNC RETAIL MANAGEMENT		1		1
HNC SOCIAL CARE		1		1
HNC SOCIAL SCIENCES	1			1
HNC SOUND PRODUCTION	1			1
HNC SPORTS COACHING WITH DEVELOPMENT OF SPORT			1	1
HNC VISUAL COMMUNICATION	1			1
HND 3D COMPUTER ANIMATION		1		1
HND 3D DESIGN / HND 3D DESIGN: PRODUCT DESIGN		1		1
HND ACTING AND PERFORMANCE		1		1
HND AIRCRAFT ENGINEERING	1			1
HND ARCHITECTURAL CONSERVATION		1		1
HND BEAUTY THERAPY		1	1	2
HND BUSINESS		1		1
HND BUSINESS MANAGEMENT	1			1
HND COMPUTER ARTS AND DESIGN		1		1
HND COMPUTER NETWORKING AND INTERNET TECHNOLOGY		1		1
HND COMPUTING (SOFTWARE DEVELOPMENT)		1	1	2
HND COMPUTING: TECHNICAL SUPPORT		1		1
HND CONTEMPORARY ART PRACTICE / HND FINE ART		1		1
HND CREATIVE INDUSTRIES: RADIO		1		1
HND CREATIVE INDUSTRIES: TELEVISION		1		1
HND ELECTRICAL ENGINEERING		1		1
HND EVENTS MANAGEMENT		1		1
HND FURNITURE / HND FURNITURE CRAFTSMANSHIP WITH DESIGN		1		1
HND HOSPITALITY MANAGEMENT	1	1		2
HND INTERACTIVE MEDIA		1		1
HND LEGAL SERVICES		1		1
HND MARINE ENGINEERING 1/5PB		2		2
HND PHOTOGRAPHY		1		1
HND PRACTICAL JOURNALISM		1		1
HND PROFESSIONAL COOKERY		1		1
HND SOCIAL SCIENCES		1		1

Course Title	Ayr College	City of Glasgow	Kilmarnock College	Grand Total
HND SPORT AND HOSPITALITY MANAGEMENT		1		1
HND SPORTS COACHING WITH DEVELOPMENT OF SPORT		1		1
HND SPORTS THERAPY		1		1
HND TOURISM		1		1
HND TRAVEL AND TOURISM / HND HIGHER TRAVEL AND TOURISM		1		1
HND VISUAL COMMUNICATION	1			1
HND VISUAL COMMUNICATION / HND GRAPHIC DESIGN		1		1
HND VISUAL COMMUNICATION / HND ILLUSTRATION		1		1
NATIONAL PROGRESSION AWARD IN CARPENTRY & JOINERY	1			1
NATIONAL PROGRESSION AWARD IN PLUMBING	1			1
NC ACTING & THEATRE PERFORMANCE	1			1
NC ART AND DESIGN: APPLIED ARTS		1		1
NC ART AND DESIGN: PRODUCT DESIGN		1		1
NC BEAUTY AND MAKE UP LEVEL 5			1	1
NC BEAUTY CARE LEVEL 5	1			1
NC BUSINESS (HIGHER)	1			1
NC BUSINESS INTERMEDIATE LEVEL 2	1			1
NC BUSINESS WITH ACCOUNTS			1	1
NC COMPUTER ARTS AND ANIMATION LEVEL 5		1		1
NC DIGITAL MEDIA COMPUTING (HIGHER)			1	1
NC EARLY EDUCATION AND CHILD CARE			1	1
NC ENGINEERING: ELECTRICAL			1	1
NC ENGINEERING: FABRICATION AND WELDING			1	1
NC HEALTH CARE (HIGHER)			1	1
NC HIGHER GROUP AWARD IN EARLY EDUCATION & CHILDCARE	1			1
NC HIGHER HEALTH CARE	1			1
NC HOSPITALITY			1	1
NC IN AERONAUTICAL ENGINEERING	1			1
NC INTRODUCTION TO PROFESSIONAL COOKERY	1			1
NC MUSIC	1			1
NC PROFESSIONAL COOKERY	1			1
NC SHIPPING AND MARINE OPERATIONS		2		2
NC SOCIAL SCIENCES LEVEL 5		1		1
NC SOUND PRODUCTION	1			1
NC SPORT AND FITNESS (SPORT BASED AWARD)			1	1
NCGA HAIRDRESSING LEVEL 5			1	1
NQ ARTS AND CRAFTS	1			1
NQ BIOMEDICAL SCIENCES - LEVEL 6 HIGHER	1			1
NQ CONSERVATION AND RESTORATION		1		1
NQ FASHION - LEVEL 5	1			1
NQ FASHION MERCHANDISING SFC/ESF		1		1
NQ FILM AND BROADCASTING	1			1
NQ GARDEN & LANDSCAPING ENGINEERING			1	1
NQ VEHICLE BODY REPAIR			1	1
NQ VISUAL COMMUNICATION	1			1
PDA MARINE MANAGEMENT		2		2
PLAYWORK & CHILDCARE (INT2)			1	1
PORTFOLIO PREPARATION	1			1
PREPARE FOR A CAREER IN UNIFORMED SERVICES			1	1
PROF DIP MARINE ENGINEERING 3/5 PJ		1		1
ROUTES INTO CARE	1			1
SKILLS FOR WORK CREATIVE INDUSTRIES	1			1
SPD NAUTICAL SCIENCE HND PHASE 3		1		1
SVQ 2 HAIRDRESSING	1			1
SVQ 2 ENGINEERING (PRE-APPRENTICESHIP)			2	2
SVQ 3 CARP & JOINERY	1			1

Grand Total

43

61

26

130

Board of Management

Principal's Update

1 Purpose of the Report

To update Members on key College activities.

2 The Report

2.1. *Enrolments 2014-15*

Student numbers remain high and, overall, retention rates appear to have improved on last year.

2.2. *Awards*

November was the month for awards – Dumfries and Galloway College was shortlisted in the EAUC (Green Gown); Scottish Qualifications Authority Star and College Development Network's Annual Awards for projects and work with students. The College Marketing Team won silver at the FE First Marketing Awards for Event Management and the College was part of the Scottish Power Energy Network Submission at the recent National Utility Achievement Awards ceremony held in London.

2.3 *CREST*

The CREST project finishes at the end of January 2015 and the College has achieved its output and financial targets. We await the final report on the overall project. It is expected that the Business Development Team will take responsibility for the building going forward as we aim to offer commercial and upskilling opportunities to businesses.

2.4 *Hospitality & Catering Development*

A Practical Completion Certificate has been issued for the Internal Works in respect of the Hospitality Development. Outstanding items currently being addressed are:

- Snagging works
- Collation of Health and Safety file and Operations and Maintenance Manuals
- External Roof Plant and associated Commissioning

We expect to receive the final account at the end of January but indications are that we will be within budget.

2.5 *Employer Advisory Boards*

The first meeting of the Employer Advisory Boards was held in November 2014 and there was an excellent turnout. The enthusiasm of the businesses to become involved was extremely encouraging and the next event is scheduled to take place on 27 January 2015. A database of businesses in the West of the Region is currently being compiled with the aim of holding a similar event in our Stranraer campus in February/March 2015.

2.6 *Developing Scotland's Young Workforce*

Individual visits have been held with secondary schools across the region to explore opportunities to work together on delivering some of the key recommendations in Developing Scotland's Young Workforce report. These visits have been encouraging and further development meetings will take place. A key challenge will be the affordability of delivering programmes for the schools as the preferred solutions are different depending on geography and catchment. It is unlikely that economies of scale in terms of student numbers can be achieved and innovative approaches will be developed but dedicated funding will be required in order to ensure the different needs can be met.

Board of Management

2.7 Growth

Scottish Funding Council have offered 1% growth in activity targets for 2015-16 and an allocation of ESF funding (Youth Employment Initiative) which, together, equates to the equivalent of 130 additional full-time FE places, although there is flexibility in how we use this. We have accepted the additional activity but pointed out that our Dumfries Campus is now operating at full capacity and it will be difficult to accommodate any further growth without enhancements to our estates.

Recommendation: Members are asked to note the update on key College activities.

Carol Turnbull
Principal – January 2015