

**Minute of Meeting of the Board of Management of Dumfries & Galloway College held on Tuesday, 12 May 2020 at 14:00 (Remote via Microsoft Teams)****Present:**

Hugh Carr (Chair)	Pat Kirby
Delia Holland	Robbie Thomas
Joanna Campbell (Principal)	Ian White
Janet Brennan	Ann Hill
Ros Francis	Naomi Johnson
Robert Orr	Karen McGahan
Susan Livermore	

Apologies: Barry Graham, John Henderson

**In attendance: -**

Bronwyn Brown (SA President)  
Amy Farley (SA Vice President)  
Penny Davis, Interim Secretary to the Board  
Douglas Dickson, VP Learning, Skills & Student Experience  
Andy Glen, VP Corporate Services & External Development  
Alex Elkins, Executive Assistant (Minute taker)

**1 Welcome and Apologies for absence**

The Chair welcomed everyone to the meeting of the Board of Management, in particular the recently elected Student Association Representatives, Bronwyn Brown, President and Amy Farley, Vice President. Both Bronwyn and Amy left the meeting at 14:09pm.

Apologies for absence were received on behalf of Barry Graham and John Henderson.

The Chair informed the committee that J Campbell had recently been nominated for the Regional Leader of the Year award by the institute of Directors.

**2 Declaration of Interest**

Members agreed to indicate declarations of interest as appropriate throughout the meeting. The Chair confirmed that the meeting was quorate.

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**3 Minutes of the last meeting held on 24 March 2020:**

The Minute of the Board of Management meeting held on 24 March 2020 was approved.

**3 Matters Arising not on the Agenda****Actions from previous minutes.**

It was noted that outstanding actions from previous committee meetings had not been included on the agenda due to the COVID-19 situation. It was agreed that a list of actions would be compiled to bring to the next meeting.

**ACTION: - The Board Secretary would formulate a list of actions for the Chair.**

## 6.3 – Recruitment to the Board Secretary

This would be covered in Agenda item 8. The recruitment process had been postponed due to Transformation being paused in light of the COVID-19 pandemic.

### **Matters for Noting**

#### **4 COVID-19 Response and Recovery**

The Principal spoke to the paper previously circulated and informed members that information was being communicated to the College from a variety of sources including the Scottish Government and Westminster and the situation was changing rapidly, especially with regard financial positions.

Remote working for College staff had commenced on Monday, 23 March 2020. There had been expenditure on ICT equipment for both staff and students to facilitate remote working. Support from Drax had been welcomed to help overcome digital poverty which is recognised as a problem in Dumfries and Galloway.

Meetings were taking place regularly, including The Business Continuity Team, Senior Leadership Team, College Management Team, The College Principals Group, The Scottish Funding Council and the Education Minister. The Principal was also publishing a weekly Vlog.

The following points were noted: -

- A letter had been sent to local politicians to highlight the work of the College and positive feedback had been received.
- A ministerial group had been set up and included representatives from Colleges, Universities, Trade Unions and the College Leadership Group. It was noted that Colleges were well placed to support upskilling and re-training activity post COVID-19.
- D D had been part of the SQA advisory group formulating guidance to the sector and this had been published.
- Two Class Representative meetings had taken place remotely and it was reassuring that initial concerns around finishing courses had now reduced and concerns were now more focused on the return to College.
- It was confirmed that AG was leading planning for the return to College and it was commented that the College was ahead of other Colleges in this process.
- Block 1 was expected to begin in late Autumn 2020 with induction and course materials all delivered on-line.
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- ...
- The College had acted quickly implementing the Business Continuity Group and had rolled out 9 online courses, uptake had been high with very positive feedback.
- ...

**ACTION: - J C to instruct the Executive Assistant to circulate a summary of all College's Financial positions to members.**

#### **5 Transformation Program, including VSS update**

Confidential to Board members.

**ACTION: - The Principal would instruct the Board Secretary to add a paper to the agenda.**

**ACTION: - The Board Secretary and Chair would communicate a meeting date in mid-June 2020**

## 6 SI. Risk Register

The Principal advised the committee of the additional COVID-19 Risk Register which had been developed.

Risk 3.1 was discussed, and it was agreed to include a further comment on the risks of legal action relating to Health and safety standards and the return to work post COVID-19.

The Board approved the risk register with the suggested inclusion.

**ACTION: - The Principal would ensure that relevant amendments to the College Risk Register were actioned.**

## 7 Strategic links with Borders College and SoSEA

Confidential to Board members

## 8 Governance Update

### **F&GP Committee**

It was noted that that K M's term is due to end on 31 July 2020 and she would step down from her position as chair of the Finance and General-Purpose Committee on 31 July 2020. Board members were duly invited to self-nominate for the position of chair. Nominations should be received by the end of June.

KM had agreed to remain on the Board temporarily beyond the end of her term of office on 31 July 2020, in line with Scottish Government guidance on interim extensions due to Covid-19. The Board agreed this arrangement.

### Regional Chair Recruitment

There had been no progress with the appointment of a Regional Chair, H Carr would continue as interim regional chair.

### External Review

Planning for the 'external effectiveness review' had been postponed. Planning would be pushed back to Autumn.

### Committee Meetings

Concern was expressed that there was no plan to hold any further committees due to the COVID-19 situation. The Chair agreed to come back to the Board with an update.

The Chair confirmed that a round of meetings would be considered for June 2020

**ACTION: - The Chair would liaise with the Secretary of the Board and Principal to agree a schedule of meetings.**

## Matters for Approval

### 9 Audit Committee Nomination

The Chair welcomed volunteers for the position of Chair of the Audit Committee, the usefulness of a link position was discussed between both Audit and Finance and General-Purpose Committees. The

Chair confirmed that JH had indicated his interest in the vacancy. AH, RF and IW would be interested in joining, if there were an opportunity to do so. Election of the Chair would be brought to the next Audit Committee meeting. R F would act as Interim Chair.

It was agreed that committee Chairs would liaise with appropriate Executive Leadership Team members to formulate achievable and realistic timeframes for committee meetings, with agendas focused on urgent business only.

**ACTION: - The Chair and P D would discuss the eligibility of volunteers and terms of office of Board members and update the committee.**

**ACTION: - The Regional Chair will consider committee meetings in June and liaise with committee chairs and the Executive Leadership Team regarding dates for committee meetings.**

### **10 Any Other Business**

R T commented on the feasibility of the Graduation during the COVID-19 situation. The Principal informed the committee that there was no plan to have a graduation ceremony this year. It was agreed to postpone the Graduation due to social distancing and this would be reviewed with a possible date in January 2021.

I W informed the members of a short student video that had been shared and available via the Board of Management Team.

**ACTION: - The Executive Assistant would circulate the video to members.**

### **10 Date and Time of Next Meeting – to be decided**