

Minute of the Meeting of the Board of Management, Dumfries & Galloway College held on Tuesday, 7 July 2020 at 14:00, Remote via Microsoft Teams

Present:

Hugh Carr (Chair)	Susan Livermore
Janet Brennan	Rob Orr
Joanna Campbell (Principal)	Robbie Thomas
Delia Holland (Vice Chair)	Ian White
Pat Kirby	

In attendance:

Douglas Dickson Vice Principal Learning, Skills and Student Experience
Penny Davis, Interim Secretary to the Board of Management
Karen Hunter, Head of Finance (for Item 9 only)
Dorothy McMinn, PA to the Principal and Board of Management (Minute Taker)

1 Welcome and Apologies for Absence

The Chair welcomed all members to the meeting.

Apologies were intimated on behalf of Ann Hill, John Henderson, Karen McGahan, Andy Glen and Barry Graham.

The Chair confirmed that the meeting was quorate.

2 Declaration of Interest

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

3 Minute of the Board Meeting of 12 May 2020

The Minute of the meeting held on 12 May 2020 was approved, with the following amendments:

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Item 7 – should read “Members broadly favoured Scenario 2 over Scenarios 1 and 3”, rather than over “Scenarios 1 and 2”.

Item 9 – should state that NJ would act as Interim Chair to the Audit Committee rather than RF.

4 Matters Arising/Actions Log (actions not included on the agenda)

PD agreed to develop a collective list of matters arising and also to revisit Committee dates, to ensure they align with external stakeholder deadlines.

It was further agreed that a July 2020 Audit Committee would be scheduled to review Governance issues.

ACTIONS: PD to develop list of matters arising and schedule a July 2020 Audit Committee.

Matters for discussion

5 Chairs Report

Members were asked to note the content of the report, titled Update on Governance Arrangements, which had been previously distributed. It was confirmed that an external effectiveness review would commence in September, with a full report due during April 2021.

DH asked why Student Representatives were not currently considered part of the Board and it was reported that this was as they were not currently employed by Dumfries & Galloway College, and had therefore not participated in the induction process. The Student Representatives' tenure would

commence in September 2020 and the College were collaborating with NUS on addressing engagement going forward.

At the request of Scottish Government, the Scottish Funding Council (SFC) would undertake a review of the sector on how best to achieve coherence and sustainability in the delivery of further and higher education, both during COVID-19 and beyond. SFC's objectives are to propose appropriate changes to its funding opportunities, accountability frameworks and also to provide advice to Scottish Government on any relevant changes required to drive the sector forward. The review would be carried out in a phased manner, with completion due in early 2021.

Strategic link scenarios had been presented to the Board Meeting on 12 May 2020 and JC advised that discussions were being progressed with UWS, on how the two partners could work more closely. The main areas of discussion:

- Academic offering
- Governance
- Shared services
- Facilities/Estate

JC further reported that discussions were also taking place between Dumfries & Galloway, Ayrshire and West Colleges, looking at the focus of the West of Scotland.

A meeting between SFC and the Chair and Principal has been scheduled for August 2020, to further discussion strategic links. The Chair and Principal, and their counterparts from Borders College are also scheduled to meet the new South of Scotland Enterprise Agency (SoSE)

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With regards to strategic links, DD confirmed the importance of ensuring the maximising of benefits to our students, by seeking opportunities enabling progression within Dumfries and Galloway and by making the learner journey as short as possible.

6 COVID-19 – Business Continuity

It was reported that the College Management team were currently working towards opening in Phase 3, with the majority of staff continuing to work from home. It is expected that the First Minister will announce the move to Phase 3 in her statement on 9 July 2020 and the proposed date to be 23 July 2020.

The College Business Continuity Team are continuing to make plans for the physical building, which would include a one-way system and adhering to the 2metre social distance. A staff rota was being developed, which would allow an increase of management access to the building. Temporary checking equipment had been purchased and would be placed at the entrance of the building. An updated FAQs for students had been prepared for circulation and a staff video was being developed, together with a student animation feature. Additional staff laptops have been ordered, to ensure that all staff have access to appropriate IT equipment. The academic calendar had been adjusted and would commence on 31 August 2020, to enable time for the setup of a virtual help desk and drop in classes would be scheduled to help students engage with online learning.

It was reiterated that the College would rigorously adhere to all health and safety guidance issued by Scottish Government.

NJ asked what steps the College were taking to develop a strategy for students, i.e. digital learning. JC reported that the College were in discussion with SDS, SCDI, SoSE and DYW and that the college sector had put forward investable propositions for access to specific subjects, i.e. apprenticeships and the College had worked with DYW to ensure that these propositions are reflected in the curriculum.

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JC referred to an article recently published by The Herald regarding the importance of the college sector moving forward and would arrange for this article to be circulated to Board members. [Flexile and creative, colleges are key to Scotland's future](#)

7 Remuneration Committee – decisions for confirmation

The Remuneration Committee had been asked to consider and approve:

- Job descriptions relating to the new roles within the College structure
- Salaries relating to those roles

Following discussion approval was given for the titles and salaries of the new roles, aligning with the job evaluations provided and recommended to the Board for endorsement.

HC, with RF as a reserve, was nominated to join the interview panel for the Vice Principal – Finance and Commercial Services post

It was confirmed that Board members would be invited to participate in the recruitment process for new roles.

Matters for approval

8 Transformation Plan/VSS

Confidential to Board members

9 Budget 2020/21

Confidential to Board Members

10 Approval of the Secretary to the Board of Management Appointment

Confidential to Board members

11 Committee Minutes

11.1 Remuneration Committee

A draft Minute had been distributed and it was noted that the Minute had not as yet been approved. It was noted that HC would join the Remuneration Committee (currently Chair of F&GP) and that KM would remain on the Committee at present. Membership of this Committee would be reviewed.

Human Resources Committee

Staff Survey results had been distributed to members.

Finance & General Purpose Committee

No additions required to the draft Minute.

Learning & Teaching Committee

The circulated Minute, from the meeting held in February 2020, had been approved by email. A further meeting had been held in June 2020, but no Minute was available to date. PK had received communication from the L&T Forum giving guidance on how to progress reviews, etc. DD had presented at the June 2020 meeting and the presentation slide deck had been circulated. PK thanked DD for his presentation, which had been well received.

It was agreed that a Board Development Day would be scheduled in the near future and a review of structure, membership and Terms of Reference of Committees would be reviewed at the time.

ACTION: P D and D M to schedule a Board Development Day.

12 **Risk Register**

The College Risk Register, previously circulated, was duly approved.

PD reported that Risk 3.1 had been amended to reflect the COVID-19 Return to Work.

13 **Any Other Business**

JC advised that:

- 9 entries, in a range of categories, for the College Development Network Awards had recently been submitted.
- The College had recently become a Centre of Excellence for Worldskills.
- An article written by BC, Head of Corporate Services, would be published next month in The College of the Future Magazine.
- Stranraer Hospitality Lecturer, CM, is participating in this season's MasterChef the Professionals.

14 **Date and Time of Next Meeting**

The next meeting of the Board of Management was scheduled for Tuesday, 18 August 2020.