

Minute of Meeting of the Board of Management of Dumfries & Galloway College held on Tuesday, 21 January 2020 at 14:00 in Room 2089, Dumfries Campus

Present:

Brian Johnstone (Chair)
Joanna Campbell (Principal)
Janet Brennan
Ian White
Susan Livermore
Pat Kirby
Ann Hill

Delia Holland (Vice Chair)
John Henderson
Nikki Vjatschlav
Barry Graham
Rob Orr
Robbie Thomas

In attendance:

Alex Elkins, Executive Assistant (minute taker)

Welcome and Apologies for Absence

The Chair welcomed all members to the meeting and introduced Alex Elkins, Executive Assistant and minute taker.

Apologies were intimated on behalf of Naomi Johnson, Ros Francis, Karen McGahan and Hugh Carr.

1 Declaration of Interest

The Chair confirmed that the meeting was quorate.

2 Minute of the Board Meeting of 10 December 2019

The Minute of the meeting held on 10 December 2019 was approved.

It was noted that members were experiencing issues with connectivity to IT equipment and the need for improvements was recognised.

It was suggested that the BoM Agenda be provided to members in hard copy format.

ACTION – A Elkins to provide a hard copy agenda to attendees.

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

The Chair advised that matters arising, and the actions log from the previous meeting on the 10 December 2019 would be brought to the meeting on 17 March 2020.

Secretary to the Board Vacancy

The Chair requested an update on the recruitment of a Secretary to the Board. The Principal advised members that no applications had been received to date the decision had been taken to extend the closing date to the end of February 2020, with the vacancy being advertised on a specialist website. Penny Davis, who is the Secretary to Glasgow Colleges' Regional Board, had agreed to provide support for one day a week on an interim basis.

It was agreed that members would circulate the advertisement to anyone they thought may be interested in the vacancy. A Elkins would ascertain whether the vacancy had been posted College social media pages.

ACTION – A Elkins will ensure that the advertisement was posted to College social media, and circulate the link/details of the vacancy to members.

Marketing Strategy

The Chair requested a verbal update on the Marketing Strategy.

The Principal advised that the current Marketing Strategy had been produced following an audit, which took place approximately two years ago. Board members had been provided with a copy of the existing strategy.

The Principal believed appropriate monitoring of the current strategy had not been undertaken.

Members agreed that a new strategy was required. A draft strategy would be developed and brought before the Board of Management for discussion.

ACTION – The Principal will update members on progress of the new Marketing Strategy at the meeting on 24 March 2020.

Completion certificates for the Stranraer STEM Centre and the Digital Health Care Centre and Digital Hub Centre (Dumfries Campus) are now in place and the buildings are being utilised.

Mr Richard Lochhead, MSP, Minister for Further Education, Higher Education and Science had recently visited the college and very positive feedback had been received.

The Chair thanked RO and the College team for making the event such a success.

ACTION -

Funding Council Meeting

It was reported that the Chair and the Principal had recently attended a meeting with the Scottish Funding Council and discussion had centred around tertiary models.

J C informed the board that Alan Macgregor Professor of Economic Development at Glasgow University has been appointed by SDS. He is working on a project to achieve better alignment of education, skills and training provision to meet more effectively the skills needs of employers. Some of his work and conclusions may assist and feed into the review of a new tertiary model and the outcome of that work will be available later in the year.

A Skills Utilisation Project has been piloted, DD, Vice Principal, Learning, Skills and Student Experience will drive the project forward.

Matters for decision

4 SIM – Ratification of Appointment of the SIM (Senior Independent Member)

The Vice Chair informed members on the background to the post. The Board agreed in December 2019 to split the roles of Vice Chair and SIM into two posts. The Board agreed to ratify PK as Senior Independent Member.

The Chair gave thanks to DH and PK.

5 Climate Change

The Principal provided a verbal update on the College's actions on Climate Change.

The College aims to become 'carbon negative', which ties in with the 'Regional Ambition'. An internal College Climate Emergency Group had been formed during 2019 and a mixture of staff and students, who had been keen to participate in the group, would explore avenues the College could take in order to tackle climate change. Mr Richard Lochhead, had attended the group's second meeting, where the College's Carbon Declaration had been signed.

The College is currently one year ahead of the target to reduce carbon emissions, but it was felt that the College had been too modest in promoting its activities around climate change.

The Principal informed members that discussion had taken place with RO in parallel with the College's activities on climate change. A Skills Strategy Group had been launched and met for the first time in December 2019. The Skills Strategy Group aims to bring together employers from within the Region to develop a framework and 6 key sectors in Dumfries and Galloway had been identified. A series of awareness events within schools, community groups and employers are being planned.

RO commented that Scottish Government are developing a schools climate action plan and he felt that Dumfries and Galloway College were in a good position to lead, with a focus on 'Skills'.

Members agreed that a Climate Change document would be brought to the next meeting.

ACTION – A Elkins will instruct the Secretary to the board to add 'Climate Change' to the Board of Management Agenda for the next meeting.

6 Ambition 2025 – Update paper

A report was circulated updating the Board on the conclusion of Vision 2020.

The Chair clarified that work undertaken in Vision 2020 would conclude at the end of academic session 2020.

A draft Ambition 2025 document was tabled for discussion. Discussion took place regarding the five strategies, objectives and key performance Indicators (KPIs) which were included in the document.

The members also discussed the content, layout and wording of the Ambition 2025 and put forward suggested amendments, which were noted.

The undernoted actions were agreed:

- A further draft is to be produced and would include suggested amendments.
- The document would include the strategies, but inclusion of the KPI's would be reviewed.
- Student retention should be included in the KPIs.
- A timeframe for reviewing the KPI's should be included.
- The KPI's will be attributed to a strategy but removed from the document.

It was agreed that further discussion was required, and this Agenda Item would return to the next meeting.

ACTION – The Principal is to present a revised document, including rational behind the KPIs for the next meeting.

7 **Confidential to Board Members Only:**
Transformational Plan – Verbal Update

KR joined the meeting at 15:45.

JH left the meeting 16:10pm

8 **Board input ROA**

The Regional Outcome Agreement was circulated. The Principal informed members that the College had received the Ministerial letter of guidance regarding policy in October 2019. Henri Veys, Head of Academic Planning & Quality, together with Andy Glen, Vice Principal, Business Development & Corporate Services, had worked collaboratively to formulate the draft Regional Outcome Agreement. This had been submitted to the Scottish Funding Council in December 2019. The College is currently awaiting further amendments from the Scottish Funding Council, which are expected to be minor, with the document due to be finalised in April 2020.

SL, Equality & Diversity Officer commented that revised target figures on 'ethnicity' are still not available and the College has included the Scottish Government target figure at this time.

Andy Glen acknowledged and thanked Henri Veys for the considerable work that had been undertaken.

Any Other Business

Student Association President Nikki Vjatschlav, informed members that there would be a 'Media Launch' for a new student platform app called 'Vocaleyes' in the Student Association on Monday 27 January 2020 and invited all members who wished to attend.

The Principal informed the Board that a bid for 'Advanced Manufacturing' from the Challenge Fund, had been successful. This information was press embargoed until further notice.

The Chair informed the Board that Hugh Carr had verbally intimated his intention to step down from the Board.

9 **Date and Time of Next Meeting:**

The Vice Chair informed the Board that she would be unavailable for the meeting on 17 March 2020. It was agreed that, as there was a possibility of no Chair or Vice Chair being available, members were asked to hold 24 March 2020 as an alternative Board date.

ACTION – D Holland to liaise with A Elkins regarding communication for an additional date.

ACTION – D Holland to speak with the Vice Chair at Borders College and feedback detail of their arrangements to the members.

The next full Board of Management Meeting is scheduled for 17 March 2020 (1-5pm) or 24 March 2020 (1 – 5pm)