

Board of Management

Status: Approved

MINUTE OF MEETING HELD ON 26 January 2021 AT 13:00 REMOTELY VIA MS TEAMS (BOM26.01)

Present		
Hugh Carr (Chair)	Ros Francis	Susan Livermore
Bronwyn Brown	John Henderson	Rob Orr
Janet Brennan	Ann Hill	Robbie Thomas
Joanna Campbell	Delia Holland	Ian White
Amy Farley	Naomi Johnson	
In Attendance		
Douglas Dickson	Dorothy McMinn (Note Taker)	
Lorraine Grierson	Scott Proctor	
Professor Ron Hill	Steve Uphill	
Margaret Rose Livingstone		
Apologies		
	Andy Glen and Karen McGahan	

Item BOM26.01-1	Welcome and Apologies for Absence		
Paper No: Verbal	Lead: H. Carr	Action Requested	Note
Discussion/Noted	<p>The Chair welcomed everyone to the meeting and introduced Professor RH, as external evaluator and MRL, HMI Inspector.</p> <p>MRL provided a brief introduction to her role within HMI and her remit as HMI Inspector for Dumfries and Galloway College.</p> <p>Apologies were received on behalf of KM.</p>		

Item BOM26.01-2	Declaration of Interest		
Paper No: Verbal	Lead: H. Carr	Action Requested	Note
Discussion/Noted	<p>Members agreed to indicate declarations of interest as appropriate throughout the meeting.</p>		

Board of Management

Item BOM26.01-3	Minute of the last meeting held on 8 December 2020		
Paper No: BOM26-01-A	Lead: H. Carr	Action Requested	Note
Decision/ Noted	<p>The Minute of the meeting held on 8 December 2020 was approved. Page 6 – RF pointed out last sentence Learning & Teaching Committee and the number of apologies. The Chair noted that strengthening the Committee was a priority following the Board recruitment process.</p> <p>JB pointed out that this was a discussion members had with KR outwith the meeting and therefore the following sentence should be removed: It was agreed that the sentence contained in Item 14 relating to the HR Committee would be removed ...</p> <p>IW asked whether suggested amendments to the financial statements had been actioned. SU responded that there had been discussion around the wording of the governance statement and suggested alternative wording from the Audit Committee had been incorporated and authorised by the Chair of the Committee.</p>		
Action	<p>The committee approved the Minute of the Meeting held on 8 December 2020, with the caveat that suggested amendments were made.</p>		

Item BOM26.01-3.1	Action Log		
Paper No: BOM26-01-B	Lead: H. Carr	Action Requested	Discussion
Decision/ Noted	<p>The action log tabled was considered an accurate recording of actions.</p> <p>It was confirmed that a meeting between JCI and RT had been scheduled during February 2021.</p> <p>A full review of Admincontrol access for Board members had been completed.</p> <p>It was agreed that consideration would be given to holding Board/Committee meetings in the evening. This action would be carried out on the commencement of new Board members, when a doodle poll would be circulated in order to ascertain availability of members.</p> <p>It was agreed that an up to date organisational chart would be circulated to members.</p> <p>DH suggested that AB, newly appointed Director of Marketing and Commercial Services be invited to attend a future meeting in order to provide members with a marketing update. The Board Secretary would invite AB to the next Board Meeting.</p>		
Action	<p>The Board Secretary would:</p> <ol style="list-style-type: none"> 1. Circulate a doodle poll to members to determine availability for future meetings – members suggested that this should happen once new Board members started. 2. Distribute an up to date College organisational chart. 3. Extend an invitation to the Director of Marketing and Commercial Services to attend the next Board meeting and give an update on strategy. 		

Board of Management

Item BOM26.01-4	Matters Arising		
Paper No: Verbal	Lead: H. Carr	Action Requested	Discussion
Decision/ Noted	No matters arising.		
Action	The committee noted the report.		

Item BOM26.01-5	Chair's update		
Paper No: BOM26-01-C	Lead: H. Carr	Action Requested	Discussion
Decision/ Noted	<p>The Chair provided an update on key areas:</p> <p><u>Regional Chair Recruitment</u> The Scottish Funding Council (SFC) had confirmed that recruitment to the position of Regional Chair for Dumfries and Galloway College would commence in April 2021 and a recruitment microsite was currently being developed. DH expressed disappointment at the length of time it had taken to commence the recruitment process, and the Board's desire for a positive outcome, and felt this should be communicated to Scottish Government. The Chair would draft correspondence to the Scottish Government on behalf of the Board of Management and Board Development Committee to that effect.</p> <p><u>Board Membership</u> The Chair provided an update on the recruitment of new Board members and advised that 6 candidates had been recommended for recruitment to the Board. Discussion centred around the proposed candidates and the recruitment process, with the following points being noted:</p> <ul style="list-style-type: none"> ➤ Two candidates had been interviewed from the same organisation ➤ Candidates were mainly from the East of the region ➤ One candidate would be considered for an ambassadorial role ➤ The use of Admincontrol for uploading CVs was questioned ➤ Recruitment could not be based on the gender of candidates, members must be recruited on skills and qualifications <p>Members voted on recruiting two members from the same organisation and it was decided to proceed with only one person from an organisation being appointed (Votes: 4 Yes; 5 No). The Board Secretary agreed to garner the opinions from others in the sector regarding the use of co-option.</p> <p>EA, Interim Regional Chair, Borders College, was thanked for her support during the recruitment process.</p> <p>The recruitment panel recommended appointment of WD, RN, SI and MM to the Board now; of GB from 1 August 2021; and co-option of EB. Approval was given by the Board, dependent on JB's retirement. JB confirmed that she would stand down from July 2021, at the end of her term.</p> <p>NJ, RT and RO declared an interest in the re-appointment item which would be now be discussed and left the meeting at this point.</p>		

Board of Management

The tenure of Board members NJ and RO would end in February 2021, however, they were eligible for re-appointment. The Chair suggested that a panel consisting of the Chair, the Vice Chair and one other be set up to discuss continuance. Criteria would be developed in order to assist with assessment and candidates would be asked to supply achievements over their first term. JB asked that the use of an appraisal form be considered. Any Board member who wished to be considered for the panel should contact the Board Secretary. It was confirmed that RT's appointment runs until August 2021 and consideration for reappointment will be considered at this time.

NJ, RT and RO re-joined the meeting.

Board Appraisal Process

It was confirmed that all appraisal documentation had been completed and the appraisal process would be included as an agenda item for the Board Development Meeting scheduled for March 2021. Professor H would provide feedback before the next Board Meeting on 23 March 2021. JB suggested that the Committee meeting scheduled for 9 March 2021 could become a Development meeting, to include the full Board.

Professor H stated that feedback would be given in the form of a written report in the first instance and a group review of feedback would take place, with a progression plan being developed on how to progress key actions.

Board Appraisals

All appraisals have been completed except for one. Information will be collated at the next Board Development Committee alongside the CDN Effectiveness Review Report. Induction process for new Board members will be reviewed and a re-shape of Committees will also be considered.

Terms of Reference

PD and LG are currently carrying out a full review of Committee Terms of Reference.

Colleges Scotland

A meeting had taken place between Colleges Scotland and Scottish Government at which the financial ask for the college sector was put forward, in advance of the Scottish Government budget being published to Parliament on 28 January 2021.

A review of effectiveness was being carried out by Colleges Scotland and DH would represent the College at a forthcoming meeting to review the scope.

Action

The Chair would:

- Progress the recruitment of successful candidates to Board positions.
- Set up a panel to progress the re-appointment process for Board members whose tenure would end in February 2021.
- Schedule a Board Development meeting which would include discussion around feedback to be provided by Professor H.

Item BOM26.01-6	Principal's update		
Paper No: BOM26-01-D	Lead: J. Campbell	Action Requested	Discussion
Decision/ Noted	In addition to the Principal's written report, JC provided an update on key areas. Redacted – confidential to the board ...		

Board of Management

RT left the meeting at 15.24 and JH left the meeting at 15.30.

Action

The committee noted the content of the report.

Item BOM26.01-7	Strategic Risk Register/COVID-19 Risk Register		
Paper No: BOM26-01-E	Lead: L. Grierson	Action Requested	Discussion
Decision/ Noted	<p>The content of the Strategic and COVID Risk Registers was noted and it was confirmed that the registers had been reviewed by individual Committees.</p> <p>LG gave key points from the Risk Registers:</p> <ul style="list-style-type: none"> ➤ Three risks had been reported as increased but should have remained neutral. LG has amended documentation and would re-load to AdminControl. ➤ It was agreed that additional narrative around risk contained in the Register would be beneficial. ➤ A full review of the content and format of the Risk Registers was being carried out with assistance from Internal Auditors ➤ 3.5 is an increased risk to cyber security which had been reassessed in the light of current circumstances resulting in an increased grading. <p>JB asked why 3.1 was graded so high and SU advised that this would be reviewed.</p> <p>AH asked why Payroll had such a high grading and SU responded that this had been added to the Risk Register at the beginning of COVID restrictions, i.e. being unable to process a payroll remotely. However, Payroll had continued to run smoothly throughout the pandemic. GK, HR Officer was currently working on linkage between the Payroll and HR I Trent system.</p>		
Action	The committee noted the Risk Register.		

Item BOM26.01-8	Student Association report		
Paper No: BOM26-01-F	Lead: B. Brown /P. Storrier	Action Requested	Noting
Decision/ Noted	<p>PS Director of Student Experience and SL had worked extremely well with Student Association (SA) to drive the association forward.</p> <p>PS gave background to the SA and the desire to build a community across the student population.</p> <p>BB, Student Association provided members with an update on key developments within the SA:</p> <ul style="list-style-type: none"> ➤ There had been an Increase in SA effectiveness. ➤ Both SA and Class Representative membership had increased. There were currently 122 Class Representatives and this was considered a positive achievement. ➤ Project Indigo had been introduced. ELT had agreed to sponsor the four strands within the project and monthly meetings will be held to monitor 		

Board of Management

progress. It was noted that COVID had impacted on the project. This would result in the projects continuing in to the new academic year.

- BB felt that Project Me, looking at mental health, should be ongoing because mental health is important at all times, not only during COVID.
- Four main priorities had been identified via NUS as outlined in the paper.
- To evaluate student's thoughts on their college experience, a variety of tools were being utilised to gather feedback. Class Representatives are trained and supported and regular meetings allow for full discussion around any concerns students have. A SPARQS tool kit will be used for further evaluation. Personal Tutor feedback is also taken into account.

DD reported that feedback from both students and staff had been sought and the curriculum was aware of the problems around online learning and student engagement. Successful engagement was dependent on subject areas, with practical being difficult to deliver online as access to the campus was required.

The College had tried to be as innovative as possible when delivering online. Staff training had been provided, initially focussing on the technical but now providing pedagogy training. It was reported that good practice was being translated across the curriculum. AH stated that an analysis of issues arising would be useful.

BB advised that some students do find online learning more challenging and the SA had set up an online workroom, where students could check in and discuss any issues they had.

RH left the meeting at 15.53, NJ and SU left the meeting at 16.00.

Action

The committee thanked the Student Association for its work and BB for her comprehensive report and noted the content.

Item BOM26.01-9	Audit Committee Minute from Meeting 08.12.20		
Paper No: BOM26-01-G	Lead: H. Carr	Action Requested	Noting
Decision/ Noted	Members noted the content of the Audit Committee Minute held on 8 December 2020.		
	JB mentioned that Point 6, Secretary to Board will speak to HR Chair – JB confirmed that she has been invited, as Chair of the HR Committee, to attend Audit Committee to hear the update from Head of HR.		
	...		
Action	The Chair would discuss the wording of the minute with the Chair of the Audit Committee.		

Board of Management

Item BOM26.01-10	Any Other Business		
Paper No: Verbal	Lead: H. Carr	Action Requested	Noting
Decision/ Noted	<p>An appraisal and objectives meeting for the Principal had taken place and objectives for the year had been agreed. The objectives would be presented to the Remuneration Committee at the beginning of March 2021 and re-presented to the March 2021 Board Meeting for approval.</p> <p>Congratulations were offered to SL, the Colleges Equality and Diversity Officer, who had been shortlisted for a WorldSkills Equality and Diversity Heroes 2020 Award.</p>		
Action	<p>The Chair would re-present the appraisal and objectives document for the Principal to the March 2021 Board Meeting.</p>		

Date of Next Meeting

The next Board of Management Meeting is scheduled for Tuesday 23 March 2021 at 13:00