



Dumfries and Galloway College

One step ahead

Board of Management

Status: Approved

MINUTE OF MEETING HELD ON 28 OCTOBER 2021 AT 13:00
DIGITAL STEM HUB DUMFRIES CAMPUS AND REMOTELY VIA MS TEAMS (BOM10.21)

Present:		
Hugh Carr (Chair)	Danielle Hughes	
Joanna Campbell	Rob Orr	
Will Dowson	Ian White	
Amy Farley		
Present On-Line:		
Gillian Brydson	Naomi Johnson	Richard Nash
Professor Malcolm McLeod	Susan Livermore	Sue Irving
In attendance:		
Lorraine Grierson	Dorothy McMinn (Note Taker)	
Douglas Dickson	Scott Proctor	
Apologies:		
Eddie Black	Ann Hill	
Andy Glen		

Item 1	Welcome and Apologies for Absence		
Paper No: Verbal	Lead: H. Carr	Action Requested	Note
Discussion/Noted	The Chair welcomed everyone to the meeting, and apologies were received on behalf of Eddie Black, Ann Hill and Andy Glen.		

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

Item 3	Action Log		
Paper No: BOM10-21-A	Lead: L. Grierson	Action Requested	Note
Discussion/Noted	The Secretary to the Board confirmed that all actions contained in the Action Log had been updated and complete from the last Minute.		
Decision	N/A		
Action	N/A		

Board of Management

Item 4	Minute of the last meeting held on 8 June 2021		
Paper No: BOM10-21-B	Lead: H. Carr	Action Requested	Discussion
Discussion/Noted	The Minute of the meeting held on 8 June 2021 was approved, with the spelling of NJ's name to be corrected.		
Decision	Members approved the Minute of the Meeting held on 8 June 2021.		
Action	D M would amend the draft Minute of 8 June 2021 to reflect the required amendment.		

Item 5	Matters Arising		
Paper No: Verbal	Lead: H. Carr	Action Requested	Discussion
Discussion/Noted	No matters arising.		
Decision	N/A		
Action	N/A		

Item 6	Chair's Report		
Paper No: BOM10-21-C	Lead: H. Carr	Action Requested	Discussion
Discussion/Noted	<p>The Board noted the content of the Chair's Report. In addition, the Chair highlighted:</p> <p>It was agreed that Vice Chair self-nominations would be carried forward for discussion at the December 2021 Board meeting. The nomination process would progress prior to the Board meeting, with ratification taking place at the meeting. The Secretary to the Board would add this item to the meeting agenda.</p> <p>It was noted that two successful ministerial visits had taken place.</p> <p>It was noted that the Scottish Govt had reported that interviews had been scheduled for the recruitment of a new Chair to the Board.</p> <p>N J had notified the Chair of her intention to stand down as a Board of Management member from Spring 2022. It was confirmed that a further Board recruitment exercise will commence, to ensure the statutory minimum for Board membership was achieved and Aspen People would assist with this process. Further, N J would cease acting as Chair to the Audit Committee from the December 2021 meeting, therefore a new Chair would be required.</p> <p>It was noted that the formal Government response to the recent SFC Review had been circulated as appropriate.</p> <p>The Chair advised that publication of Colleges Scotland's Statement of Ambition was awaited, and that Colleges Scotland's current focus was a review of its own structure and purpose. It was noted that the Comprehensive Spending Review was being discussed at a meeting today and this would be discussed at the December Board Agenda.</p> <p>It was noted that the Senior Independent Member had conducted the Chair's appraisal in line with the self evaluation process.</p>		
Decision	The content of the Chair's Report was noted.		
Action	<p>The Secretary to the Board would add the following items to the Agenda for the December 2021 meeting:</p> <ul style="list-style-type: none"> • Vice Chair – Self-Nominations • Election of Chair to the Audit Committee • Colleges Scotland Comprehensive Spending Review 		

Board of Management



Item 7	Principal's Report		
Paper No: BOM10-21-D	Lead: J. Campbell	Action Requested	Discussion
Discussion/Noted	The report provided an update on strategy and partnership opportunities, since the last update on 8 June 2021. Redacted – confidential to the board ...		
Decision	The content of the Principal's Report was noted		
Action	...		

Item 8	Performance Report		
Paper No: BOM10-21-E	Lead: J. Campbell	Action Requested	Discussion
Discussion/Noted	The report provided an update on progress towards Ambition 2025 and Strategic Objectives. Redacted – confidential to the board...		
Decision	The content of the Performance Report was noted		
Action	The Secretary to the Board would invite the Business Transformation Manager to the next Board meeting to provide an update to members. ... DGC Values project update to be brought to the next Board meeting.		

Item 9	Strategy Outturn Reports		
Paper No: BOM10-21-F	Lead: D. Dickson/S. Proctor	Action Requested	Discussion
Discussion/Noted	Redacted – Confidential to the board ... N J stepped out of the meeting (16:48 – 16:55).		
Decision	The content of the Strategy Outturn Report was noted.		
Action	It was agreed that the College's direction of travel would be mapped and be presented to the Board of Management.		

Item 10	Strategic Risk Register/COVID-19 Risk Register		
Paper No: BOM10-21-G	Lead: L. Grierson	Action Requested	Discussion
Discussion/Noted	It was reported that the Strategic Risk Register detailed ten risks to the College, with three being amber or above. Three risks had been assigned to the Board of Management: Risk 1 Failure of College strategy to meet the needs of the Dumfries and Galloway Region and/or national priorities Risk 5 Business Continuity Incident – e.g., Fire, MIS failure, Failure of Emergency procedures, Threats to Health Risk 6 Failure to meet regulatory obligations Risk 10 – Failure to Achieve an effective student experience: It was noted that a robust curriculum planning process was now in place, ... and this process would form part of the transformation process, with applications moving into the remit of the Director of Student Experience and Academic Planning. ... Further, a member of staff had been seconded to analyse students who leave programmes and to follow up to ensure a positive destination.		

Board of Management

	It was agreed that the Secretary to the Board would add the Business Continuity Risk to the next F&GP Agenda for discussion and further discussion would take place at the December Board meeting.
Decision	The content of the Risk Register report was noted.
Action	The Secretary to the Board to add the Business Continuity Risk to the F&GP Agenda for discussion.

Item 11	Interim Outcome Agreement and Evaluation		
Paper No: BOM10-21-H	Lead: D. Dickson	Action Requested	Discussion
Discussion/Noted	It was reported that the Regional Outcome Agreement for 2021/22 and Self-Evaluation for 2020/21 were to be submitted to the Scottish Funding Council by 30 November 2021. It was agreed that the Self-Evaluation Report would be circulated to Board members and any feedback/comment should be emailed to the VP Learning, Skills and Student Experience. It was noted that as the sector status was “currently in emergency years”, there was no requirement to provide a full return.		
Decision	The content of the report was noted.		
Action	The Self-Evaluation Report would be circulated to Board members for feedback/comment.		

Item 12	Workforce 2025 – CONFIDENTIAL ITEM: NON-EXECUTIVE MEMBERS ONLY		
Paper No: BOM10-21-I	Lead: A. Killick	Action Requested	Noting
Discussion/Noted	Redacted – Confidential to the board ...		
Decision	The content of the Workforce 2025 proposal was duly agreed by Board of Management.		
Action	...		

Item 13	Budget / Financial Forecast Return		
Paper No: BOM10-21-J	Lead: S. Proctor	Action Requested	Noting
Discussion/Noted	It was reported that the Budget and Financial Forecast Return for 2020/21 to 2023/24 had been approved by the F&GP Committee. Redacted – confidential to the board ...		
Decision	N/A		
Action	The content of the Budget / Financial Forecast Return report was noted.		

Board of Management

Item 14.1	Finance and General Purposes Committee (F&GP) Minute		
Paper No: BOM10-21-K	Lead: R. Nash	Action Requested	Noting
Discussion/Noted	The Chair of the F&GP Committee provided a verbal update to Board members. It was agreed that Health and Safety would report directly to the Board of Management in future and that there would be a quarterly update provided to Board members by the VP Finance and Commercial Services. The Head of Corporate Services would also be invited to attend to report on Health and Safety matters. A one-page Health and Safety summary covering near-misses and RIDDOR, would be included in the Performance Report. The Secretary to the Board was progressing a mapping exercise and the Principal would work together with the Secretary to the Board around reporting.		
Decision	The update provided by the Chair of the F&GP Committee was noted.		
Action	A Health and Safety report would be provided within the Performance Report and an update provided on a quarterly and annual basis to members. The Principal and Secretary to the Board would progress the mapping exercise and discuss appropriate reportage.		
Item 14.2	Learning and Teaching Committee (L&T) Minute		
Paper No: BOM10-21-L	Lead: M. McLeod	Action Requested	Noting
Discussion/Noted	The Chair of L&T Committee provided a verbal update to Board members. It was noted that very positive discussions on the direction of travel for the Committee had taken place. Risks assigned to the L&T Committee would be rigorously reviewed to understand the full impact of each risk and provide comfort to the Audit Committee and Board of Management. This was considered good practice and was encouraged across all Board Committees.		
Decision	The update provided by the Chair of the L&T Committee was noted.		
Action	N/A		
Item 14.3	Audit Committee Minute		
Paper No: BOM10-21-M	Lead: N. Johnson	Action Requested	Noting
Discussion/Noted	The Chair of the Audit Committee provided a verbal update to Board members. It was reported that: <ul style="list-style-type: none"> • Positive assurance had been received from the Internal Auditors, which would feed into the external audit report and financial statements. • ... • Code of Good Governance (Internal Audit) had received a reasonable assurance report, which is a positive assurance level, from the internal auditors. • The Internal Audit Plan had been signed off for 2021/22. • The next Audit Committee meeting would move to December 2021 to accommodate the timing of producing the financial statements and external audit report. 		
Decision	The update provided by the Chair of the Audit Committee was noted.		
Action	N/A		
Item 14.4	Remuneration Committee Minute		
Paper No: Verbal	Lead: S. Irving	Action Requested	Noting

Board of Management

Discussion/Noted	It was confirmed that the Minute of the last meeting of the last Remuneration Committee was not available at present, and would come to the next Board.
Decision	N/A
Action	N/A

Item 15	Any Other Business		
Paper No: Verbal	Lead: H. Carr	Action Requested	Noting
Discussion/Noted	It was agreed that the Data Protection Legislation link would be forwarded to the Board of Management.		
Action	The Secretary to the Board would arrange for the Data Protection Legislation link to be circulated to members.		

Date of Next Meeting *The next Board of Management Meeting is scheduled for 16 December 2021 at 15:00hrs*