



Dumfries and Galloway College

One step ahead

BOARD OF MANAGEMENT 21.03.22

Status: Approved

MINUTE OF MEETING HELD ON 21 MARCH 2022 AT 15:00 - REMOTELY VIA MS TEAMS (BOM03.22)

Present:		
Caroline Stuart (Chair)	Amy Farley	Richard Nash
Eddie Black (virtual)	Ann Hill	Ian White (virtual)
Hugh Carr	Danielle Hughes	Naomi Johnson
Gillian Brydson (joined at 16.45)	Sue Irving	
Joanna Campbell	Susan Livermore	
Will Dowson	Professor Malcolm MacLeod	
In attendance:		
Douglas Dickson	Dorothy McMinn (Secretariat)	
Lorraine Grierson	Scott Proctor (virtual)	
Apologies:		
N/A		

Item 1	Welcome and Apologies for Absence		
Verbal	Lead: C Stuart	Action Requested	Note
Discussion/Noted	The Chair welcomed everyone to the meeting and confirmed that no apologies had been received.		

Item 2	Declaration of Interest		
Verbal	Lead: C Stuart	Action Requested	Note
Discussion/Noted	Members agreed to indicate declarations of interest as appropriate throughout the meeting.		

Item 3	Action Log		
BOM03.22	Lead: L. Grierson	Action Requested	Note
Discussion/Noted	All actions had been completed or were to be included in today's agenda.		
	Item 2 – Financial Sustainability: A meeting to discuss financial sustainability would be scheduled for BOM.		
	Item 5 – Risk Appetite: The updated documentation was being taken before the appropriate committees and would be re-presented to the Board of Management.		
Decision	N/A		
Action	The Secretary to the Board would explore further dates for a BOM discussion around financial sustainability and the Risk Appetite document for DGC would be re-presented to BOM.		

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Item 4	Minute of the last meeting held on 21 January 2022 (plus confidential minutes)		
BOM03.22-A	Lead: C Stuart	Action Requested	Discussion
Discussion/Noted	The Minute of the meeting held on 21 January 2022 was approved.		
	The confidential Minutes from the previous meeting had not been uploaded and it was agreed that these would be circulated for BOM approval.		
Decision	Members approved the Minute of the Meeting held on 21 January 2022.		
Action	The Secretary to the Board would circulate confidential Minutes for approval.		

Item 5	Matters Arising		
Verbal	Lead: C Stuart	Action Requested	Discussion
Discussion/Noted	No matters arising.		
Decision	N/A		
Action	N/A		

Item 6	Chair's Report		
BOM03.22-B	Lead: C Stuart	Action Requested	Discussion
Discussion/Noted/Vis	The Chair reported on activity from her date of appointment: <ul style="list-style-type: none"> • Visits had taken place to both Dumfries and Stranraer campuses, which had provided the opportunity to meet with staff. • Attended the Convention of the South of Scotland, which had raised the issue of the regional population demographic. The challenges of this would be further discussed at the BOM Strategy Day which was yet to be scheduled. • The Chair was given the opportunity to participate in the recent DGC Education Scotland visit. • Board member recruitment had resulted in a number of candidates being considered for roles with DGC and 3 candidates had been offered appointment, which would bring further skills and expertise to the Board. A further candidate would be offered a co-option to a Committee. Ministerial approval and the necessary Disclosure Scotland clearance was required before official appointment. Members endorsed the progression of the appointments of the candidates. 		
Decision	The content of the Chair's Report was duly noted.		
Action	Regional population would be discussed at the forthcoming BOM Strategy Day, with the Secretary to the Board ensuring this was added to the Agenda for the day. Recruitment of the Board members were approved and would be progressed.		

Item 7	Principal's Report		
Paper No: BOM03.22-C	Lead: J. Campbell	Action Requested	Discussion
Discussion/Noted	Confidential to Members only.		
Decision	The content of the Principal's Report was duly noted.		
Action	The Secretary to the Board to establish a BOM Budget Meeting date. The Principal would provide further updates as appropriate.		

Item 8	Performance Report		
Paper No: BOM03.22-D	Lead: J. Campbell	Action Requested	Discussion
Discussion/Noted	Confidential to members only.		

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Decision	The content of the Performance Report was duly noted.
Action	N/A

Item 9	Student Association Report		
Paper No: BOM03.22-E	Lead: A Farley	Action Requested	Discussion
Discussion/Noted	<p>The SA President reported that the first set of lead Rep meetings had been conducted and that a "Meet the Principal" event for the block was being scheduled.</p> <p>The SA had collaborated with the college's Equality and Diversity Forum to hold a month promoting Allyship. A welcome event for Dumfries and Galloway LGBT+ will be held when they move to their new Crichton Campus premises during Allyship month.</p> <p>SA Officers, Lead Reps and Class Reps, representing different curriculum areas, had contributed to the recent Education Scotland visit.</p> <p>Members of the SA had assisted with college Open Evenings to showcase what support they could offer to students.</p>		
Decision	N/A		
Action	N/A.		

Item 10	Strategic Risk Register		
Paper No: BOM03.22-F	Lead: L Grierson	Action Requested	Discussion
Discussion/Noted	<p>It was reported that the Executive Team had recently reviewed the risks, mitigations and monitoring. The narrative had been expanded and risk appetite had been included.</p> <p>Risk 2: Legal actions, serious accident, incident or civil/criminal breach. It was felt that the risk appetite should be amended to 'cautious', rather than 'moderate'.</p> <p>Risk 3: Failure to achieve institutional sustainability. Mitigation had been expanded.</p> <p>It was agreed that Cyber Security would be taken out of Risk 5 to become a risk in its own right. It was agreed that the risk appetite for cyber Security would be 'averse'.</p> <p>Risk 6: Meeting the needs of our stakeholders. The VP Finance and Commercial Services stated that there must be an acceptance that if the college tries to be innovative, the teams must be given the chance to fail. Risk appetite, therefore, would be changed to 'open'.</p>		
Decision	It was agreed that appropriate amendments be made.		
Action	The Secretary to the Board would amend the Risk Register as appropriate.		

Item 11	Values Project Update		
Paper No: BOM.03.22-G	Lead: A Davies	Action Requested	Discussion
Discussion/Noted	<p>BOM were asked to endorse the Values and associated organisational behaviours which had been developed by staff, led by DGC Values Ambassadors. At a previous meeting BOM members had put forward suggestions, which were in turn discussed with Values Ambassadors.</p> <p>BOM further discussed the values and the following points were noted:</p> <ul style="list-style-type: none"> • The work carried out to date was very positive and had engaged staff. • Work continued around individual behaviours. • All values should be measurable and align with staff development processes. 		

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	<ul style="list-style-type: none"> Diversity and Inclusion should be made clearer. Final order of the values to be adjusted and Unite should be changed to United.
	Action Provocateurs would take points raised before the forthcoming Ambassadors Workshops.
Decision	DGC Values and Behaviours were endorsed by BOM members.
Action	N/A
Item 12	Health and Safety Report
Paper No: BOM03.22-H	Lead: W Currie Action Requested Discussion
Discussion/Noted	The Director of Estates and Sustainability joined the meeting to update BOM on Health and Safety issues. It was noted that COVID continued to have some impact on activity at the College campuses. Further, the Director reported that there had been no RIDDOR reportable incidents.
Decision	N/A
Action	N/A
Item 13	Committee Minutes
Paper No:	Lead: 13.1 H Carr Action Requested Approval 13.2 R Nash 13.3 M Macleod
Discussion/Noted	13.1 <u>Audit Committee (BOM03.22-I)</u> – It was noted that Audit Scotland had been appointed as auditors for DGC and no conflict of interest arose from this. RSM had been given a one-year extension as Internal Auditors for DGC. 13.2 <u>F&GP Committee Minute –</u> It was agreed that enhanced information relating to transformation was required. A newly developed contribution report had much improved available information. 13.3 <u>Learning and Teaching Committee Minute (BOM03.22-K)</u> – It was noted that the L&T Committee was nearing completion of its first-year cycle of reports. At the meeting, the Committee had spent time discussing the curriculum planning process and how demand in growth was established. The Committee recognised the importance of local employer engagement. A current Student Satisfaction Survey had an 89% completion rate.
Decision	The Minutes for Audit and L&T Committees were noted. F&GP Minutes will be presented at the next Board meeting.
Action	N/A
Item 14	Any Other Business
Paper No: N/A	Lead: C Stuart Action Requested Discussion
Discussion/Noted	BOM members thanked both NJ and SL for their contribution to DGC BOM and wished them well for the future. It was noted that the Lecturing staff member would retire at the end of this academic year.
Decision	N/A
Action	N/A

Date of Next Meeting

The next Board of Management Meeting is scheduled for 7 July 2022 at 15:00.