



BOARD OF MANAGEMENT 27.06.22

Status: Approved

MINUTE OF MEETING HELD ON 27 June 2022 AT 14:00 – STEM HUB, DUMFRIES CAMPUS

Present:		
Caroline Stuart (Chair) (CS)	Danielle Hughes (DH)	
Eddie Black (EB)	Sharon Hodgson (SH)	
Gillian Brydson (virtual) (GB)	Claire MacLean (CMAC)	
Joanna Campbell (JC)	Richard Nash (virtual) (RN)	
Hugh Carr (HC)	Ian White (IW)	
Ann Hill (AH)	Jamie Ross (JR)	
In attendance:		
Douglas Dickson (DD)	Dorothy McMinn (DM) (Secretariat)	John Laird (JL) (Education Scotland)
Lorraine Grierson (LG)	Steve Uphill (SU)	Margaret Rose Livingstone (MRL) (Education Scotland)
Karen Hunter (KH)	Richie Nicoll (virtual) (RNi)	Jill Galloway (JG)
Marcus Ross		
Apologies:		
Will Dowson (WD)	Sue Irving (SI)	Malcolm MacLeod

Item 1	Welcome and Apologies for Absence		
Verbal	Lead: Chair	Action Requested	Note
Discussion/Noted	The Chair formally welcomed new members to their first in person Board Meeting and confirmed that apologies had been received from WD and SI. A special thanks and good wishes for their service were offered to those who were leaving the Board - Hugh Carr, Ian White and Amy Farley, and a special thanks was given to Hugh Carr for acting as Interim Chair for 2 years.		

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

Item 3	Action Log		
BOM06.22-A	Lead: Secretary to the Board	Action Requested	Note
Discussion/Noted	All actions had been closed or would be included in today's agenda.		
Decision	N/A		
Action	N/A		

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Item 4	Minute of the last meetings held on 21 March 2022 and 23 May 2022		
BOM06.22-B BOM06.22-C	Lead: Chair	Action Requested	Discussion
Discussion/Noted	The Minute of the meetings held on 21 March 2022 and 23 May 2022 were approved.		
Decision	Members approved the Minute of the Meeting held on 21 March 2022 and 23 May 2022.		
Action	N/A		

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

Item 6	Chair's Report		
BOM06.22-D	Lead: Chair	Action Requested	Discussion
Discussion/Noted	<p>The Chair commended the Student Association Vice President on being a winner at the Bridge 2 Business Enterprise Awards 2022 for enterprise activities.</p> <p>Following a successful recruitment campaign, Support and Academic Staff Board members had been appointed to BOM. Further, it was confirmed that SI would be appointed to the position of Vice Chair to BOM for a 1 year term. The schedule of meetings for Board and Committees 2022/23 was approved and diary invitations would be issued by the DG Executive Office. External support had been provided to the Secretary to the Board on a short-term basis.</p> <p>The College recently hosted a visit by the Governor to the Bank of England, and College HNC Business students were given the opportunity to meet with the Governor. Two final DGC60 celebratory events had taken place and staff and external stakeholders were invited to join the events. The Principal awarded a College Fellowship to Dame Barbara Kelly, for the support shown to the College and to the wider local community.</p> <p>Confirmation was given that a Board Strategy Event would be held on 15 and 16 September 2022 at the Dumfries Campus. Further detail to be provided to members in due course. CDN would attend the event to provide a refresh around governance.</p> <p>It was agreed that the Board Link Scheme, suggested in the EER Review, would be progressed by asking Non-Executive Board members to link up with Executive members on a business need basis.</p> <p>It was noted that a new Register of Interests would be circulated during the summer break.</p>		
Decision	<p>Non-Executive Board members would be linked up with Executive members. A Register of Interests would be circulated</p>		
Action	The Secretary to the Board would action the above as appropriate.		

Item 7	Education Scotland		
Paper No: BOM06.22-E	Lead: Education Scotland	Action Requested	Discussion
Discussion/Noted	<p>Doctor Laird led on a recent progress visit to DGC, and it was noted that progress made had produced a satisfactory outcome, with caveats. The team had explored five key themes, linked to the College's enhancement plan and priorities around COVID recovery, the themes being:</p> <ul style="list-style-type: none"> Curriculum, learning, teaching, and assessment 		

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- Services to support learning
- Learner engagement
- Evaluation to facilitate improvement, and
- Learner progress and outcomes

In order to progress further, the College should continue to monitor the impact of support services to ascertain the impact on learners. The move to the use of digital technology had been well considered, implemented, and embedded. There had been significant changes to the services supporting learning and overall, these changes had improved access to services for learners.

The Student Association had designed and implemented their own website with dedicated resources to support learner wellbeing and mental health. A significant number of learners consider that their experience of being part of class group or college community had been diminished by remote learning. Although the college had taken steps to promote a sense of community, there was a need to reflect on any further steps that could be taken to enhance the sense of belonging.

Education Scotland considered that the learner success and withdrawal PIs had provided a number of strengths and recognised substantial progress, however, the College remains below sector average, so further work would be advantageous.

It was reported that a calendar of summer activities, aimed at enhancing learner engagement had been established.

Decision

The content of the report was duly noted.

Action

N/A

Item 8	Principal's Report		
Paper No: BOM06.22-F	Lead: Principal & CEO	Action Requested	Discussion
Discussion/Noted	Confidential to members		
	It was noted that the EIS FELA dispute had now been settled. UNISON members had been offered the same settlement and members were being balloted.		
	Members gave approval for the three Honorary Fellowships, which would be presented at the 2022 Graduation event. These are selected from people who act as ambassadors for the College, work close with the sector or length of service.		
Decision	The content of the Principal's Report was duly noted.		
Action	N/A		

Item 9	Performance Report		
Paper No: BOM06.22-G	Lead: VP Learning, Skills and Student Experience, VP Finance, Strategy and Sustainability, VP People and Transformation	Action Requested	Discussion
Discussion/Noted	<u>VP Learning, Skills, and Student Experience</u>		
	Stranraer Campus had engaged in collaborative work with a local school resulting in a Hair and Beauty Pathway being created. Also, in conjunction with Better Lives Partnership, an employability course had been established. An SCQF Level 5 course in Water sports, in partnership with Stranraer Water Sports Association, had been developed and would allow learners to gain practical experience in kayaking, rowing, paddle boarding, sailing and coastal rowing. It was noted that Ships' Cook and Hospitality courses at Stranraer were highly successful		

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VP Partnerships and Sustainability

SU provided highlights on the key priorities for the next quarter. The Finance Team were working through the forecast to arrive at a potential year end position and proposals were being collated should there be any surplus funds in 2021/22.

VP People and Transformation

It was noted that Workforce 2025 would be a key focus for the HR Team over the new few months, this would involve ensuring that staff were in the right jobs and that role activity linked to PRDs.

Extensive work had been conducted on staff wellbeing and an Employee Assistance Programme was in place, which could be accessed by all staff members.

The Values Project continued, with work being conducted internally. It was intended to roll out the DGC Culture and Values during the summer months.

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Fair Work had been discussed at a recent Strategic Network, i.e., exploring options for a four-day week and any outcomes would be reported at future meetings.

Decision

The content of the Performance Report was duly noted.

Action

N/A

Item 10

Student Association Report

Paper No:
BOM06.22-H

Lead: Student Association
President

Action Requested

Discussion

Discussion/Noted

It was reported that circa 130 nominations for staff and student awards had been received and the winners would be announced at the SA End of Year Awards Event on 17 June 2022.

Following a successful election process, DH had been appointed to the position of SA President, with Vice President of Welfare (Dumfries) and Vice President of Student Life (Stranraer) also being elected.

A Bridge 2 Business Enterprise Competition was underway, which allowed DGC students to compete for a share in a £3,000 funding pot. Students had been asked to register their business idea by 23 June 2022 and successful candidates would take part in virtual pitches.

Decision

N/A

Action

N/A.

Item 11

UWS Business Case

Paper No:
BOM06.22-M

Lead: VP Finance, Strategy
and Sustainability

Action Requested

Discussion

Approval

VP Planning and Recruitment (UWS) joined for Item 11 only.

Confidential to members only

Decision

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Action

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Item 12

Budget

Paper No:
BOM.06.22-I

Lead: VP Finance, Strategy
and Sustainability and Director
of Finance

Action Requested

Discussion

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Approval	Members approved the 2022/23 Budget, which had previously been discussed and approved by the Finance and General-Purpose Committee.
Decision	The 2022/23 Budget was duly approved.
Action	N/A

Item 13	Audit Plan		
Paper No: BOM06.22-J	Lead: VP Finance, Strategy and Sustainability	Action Requested	Discussion
Approval	Members approved the External Audit Plan for 2021/22. It was confirmed that AZETS would continue to work with DGC for a further year.		
Decision	The External Audit Plan was duly approved.		
Action	N/A		

Item 14	Strategic Risk Register		
Paper No: BOM06.22-K	Lead: Secretary to the Board	Action Requested	Approval
Discussion/Noted	<p>It was confirmed that four risks were assigned to the Board of Management and changes since the last meeting were as follows:</p> <p>Risk 1: Failure of College strategy to meet the needs of Dumfries and Galloway Region and/or national priorities. The residual risk had been increased to 9 to reflect the recent spending review.</p> <p>Risk 2: Legal actions, serious accident, incident, or civil/criminal breach. No change recorded.</p> <p>Risk 5: Business Continuity Incident – Fire, Systems, Emergency procedures, Health. The narrative has been amended to reflect the removal of Cyber.</p> <p>Risk 6: Failure to meet regulatory obligations. No change to rating but figures have been reversed.</p> <p>Cyber and Health & Safety have been added as additional risks, being 11 and 12, respectively.</p>		
Decision	N/A		
Action	N/A		

Item 15	Risk Appetite		
Paper No: BOM06.22-L	Lead: Principal and CEO	Action Requested	Discussion
Discussion/Noted	<p>It was noted that WD and the Principal had reviewed the Risk Appetite and the documentation tabled provided a starting point, which would develop as it progressed. Feedback received from the Audit Committee had been incorporated into the document. The two new risks (Cyber and Health and Safety) would be added to the Risk Appetite report. It was envisaged that Risk Appetite would return annually to the Board of Management for review. The Principal flagged Risk 10: Failure to achieve an effective student experience and confirmed that this would be raised at the next Learning & Teaching Committee for discussion and the appetite changed to 'Cautious'.</p>		
Decision	N/A		
Action	Risk 10 to be discussed at Learning and Teaching Committee		

FOR NOTING:

Item 16	Health and Safety Report		
Paper No: BOM06.22-O	Lead: Director of Estates and Sustainability	Action Requested	Discussion

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Noted	The Director of Estates and Sustainability joined the meeting for Item 16 only. It was reported that there had been a slight increase in reported accidents, as on campus activity increased, although there had been no RIDDOR reportable incidents. A Health & Safety Audit had been completed in December 2021, with a substantial assurance being received. It was noted that there had been an increase in incidents year on year and the Director of Estates and Sustainability confirmed that discussion with curriculum to raise awareness was ongoing, as was the provision of additional training at the start of the new academic year. It was agreed that near misses would be included in future H&S reports and the Chair requested that this information be included in the Principal's Report. It was also agreed that the 'absence reporting' would be reported in the People and Transformation Performance update.
Decision	It was agreed that near misses would be included in future Principal's Reports.
Action	JC to add near misses to the Principal's Report.

Item 17	Interim Update – External Development and Marketing		
Paper No: BOM06.22-P	Lead: VP Learning, Skills, and Student Experience	Action Requested	Discussion
Noted	The report provided an update on commercial activity and DD commended the team on their efforts during a particularly challenging time. As well as an increase in non-credit income, the team had generated 6,000 credits. It was stressed that it was important to understand the profitability of all commercial income courses before increasing the offering.		
Decision	N/A		
Action	DD would provide an update on the structural review at the September Board meeting.		

Item 18	Committee Minutes		
Paper No: BOM06.22-Q to V	Lead: Committee Chairs	Action Requested	Discussion
Noted	<p>18.1 Audit Committee Minute 5 May. It was noted that GB had been appointed as Chair.</p> <p>18.2 Audit Committee Minute 15 June – duly noted</p> <p>18.3 Finance and General-Purpose Committee Minute 18 May: A Contribution Report was now being tabled and the data contained within generated interesting discussion particularly around course contribution and sustainability.</p> <p>18.4 Finance and General-Purpose Committee Minute 16 June – duly noted</p> <p>18.5 Learning and Teaching Committee Minute 26 May: The Minute should be amended to show AH as an attendee.</p> <p>18.6 Board Development Committee 4 May – All recommendations from the governance review have been addressed. A Board Strategy Day would take place in Dumfries in September, rather than Stranraer, which would focus on partnership in action. The Board Meeting in June would be held in Stranraer on graduation day.</p>		
Decision	The content of the Minute was noted.		

Item 19	Any Other Business		
Paper No: N/A	Lead: Chair	Action Requested	Discussion
Noted	No other business was raised.		
Decision	N/A		

Item 16	Date of Next Meeting		
Paper No: N/A	Lead: Chair	Action Requested	Discussion

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Noted

The Board of Management Meeting is scheduled for 16 September 2022.

Decision

N/A

ADDENDUM TO
THE MINUTE

Confidential to members