Fife College

AGENDA

Polite Reminder
Please take a 10 minute break every hour of meeting

Meeting: Board of Governors
Date: Thursday 26 March 2026 at 3.30pm
Location: Boardroom

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

No	Item	Action	Lead	Pages	Timing
1	Welcome, Apologies and Declarations of Interests	Note	EMcP	N/A	1530 - 1535
2	Minutes of the Previous Meeting: 11 December 2025 2.1 Board Briefing Notes: 19 November 2025 2.2 Board Briefing Notes: 11 February 2026	Approve Note Note	EMcP EMcP EMcP	3-7 8-8 9-9	1535 - 1540
3	Matters Arising / Actions Outstanding	Note	EMcP	10-10	1540 - 1545
4	Strategic Focus Issue: Budget - Overview of the Bid and Opportunities Including update on Indicative Funding *Timing: 20-25 minutes*	Discuss	JM / JT/ SJL	N/A	1545 - 1610
For Approval					
5	Strategic Risk Register	Approve	JT		1610 - 1620
6	Board Scholarship Update	Approve	RW		1620 - 1625
7	Governance Update	Approve	RW	11-15	1625 - 1630
For Noting and Questions as Appropriate					**Break 1630 - 1640**
8	Rosyth Campus Decision 8.1 Comms Plan on Rosyth (*Verbal Update*)	Homologate Discuss	RW JM	 N/A	1640 - 1645 1645 - 1655
9	Strategic Dashboard	Discuss	WB		1655 - 1700
10	Management Accounts	Note	MS		1700 - 1710
11	College Transformation Framework (*Short cover paper with presentation*)	Discuss	KO'L		1710 - 1720
12	Net Zero Action Plan 12.1 Update on Climate Action Group (*Verbal Update*)	Discuss Note	DS DS	 N/A	1720 - 1730
13	Commercial Advisory Group (*Verbal Update*)	Discuss	SJL	N/A	1730 - 1735
14	CEO Update	Discuss	JM		1735 - 1740
					Break 1740 - 1750

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No	Item	Action	Lead	Pages	Timing
15	Fife College Students' Association (FCSA)	Discuss	BMcG/ ES	16-20	1750 - 1800
16	Chair's Updates	Note	EMcP		1800 - 1805
17	Stakeholder Mapping	Note	SJL	21-21	1805 - 1810
18	Summary of Committee Business	Note	Chairs	22-22	1810 - 1820
19	Schedule of Business	Note	All	23-23	1820 - 1825
20	Review of Meeting	Discuss	All	N/A	1825 - 1830
21	Date of Next Meeting: Thursday 18 June 2026 at 3.30pm Board Strategy Day: Tuesday 12 May 2026 at 9.00am (*Members can suggest any topics for the Strategy Day*)	Note	EMcP	N/A	

Fife College

Draft Version

MINUTES

Meeting: Board of Governors
Date: Thursday 11 December 2025 at 3.30pm
Location: Wisdom Room, Carnegie Conference Centre, Dunfermline City Campus

Present: David C Watt (Chair), Mike Boyle, Liam Coakley, Brian Fisher, Elvira Surovtseva, Becka McGeevor, Naomi Graham, Brenda Heenan, Suzanne Hermiston, Jim Metcalfe, John Park, Evelyn McPhail, Phillip Thompson, Jacqui Hepburn, Lorraine Wilkinson, Matt Swann, James Thomson, Wendy Brymer

Apologies: Stacey Fleming, Susan Mitchell, Pamela Dobson, Silvia Baduskova, Sarah Jane Linton

1 Welcome, Apologies and Declarations of Interests

The Chair welcomed those present to the meeting. Apologies were received from Pamela and SJ. Stacey and Susan are stepping back from their board roles and we wish Susan all the best in her new role at the University of Lancaster.

There were no declarations of interest.

2 Minutes of the Previous Meeting: 25 September 2025
2.1 Board Development Day: 28 October 2025

The Board approved the minutes of the previous meeting and Board Development Day as an accurate record.

3 Matters Arising / Actions Outstanding

Appointment of new Board secretary Ruth Wilson has been confirmed.

All outstanding actions are completed.

4 Extended session on key topics

- **Estates and Dunfermline City Campus**

Verbal update from Jim Metcalfe thanking all colleagues and FCSA for their efforts as we are two months ahead of schedule of the original timetable to have students on campus. Currently a VR welding bay is being installed. Academy restaurant has just opened.

Car parking at certain days is at full occupancy and approx 40-50 additional parking spaces are needed. Very good feedback from class reps and students about rooms. Ensuring that there is a match between expectations and delivery.

Regarding FM visit on Monday 15th December, there will be tours on the day, experience zones around the college, as well as speeches.

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DW asked FCSA student presidents about the building in general. Becka and Elvira highlighted that some classrooms do not yet have not enough. Feedback though has in general been positive from students and colleagues.

James Thomson answered concerns about issues with the lack of gas in the building and some issues were only discovered since arriving in the building. Estates are addressing these as they are appear. There is an upcoming debrief session coming with Balfour Beatty.

Lessons learned will be used for other campuses.

Actions: Ensure comms are issued to colleagues so they know the correct mechanism to report problems/concerns in DCC.
Responsibility: James Thomson/ Wendy Brymer **Deadline:** asap

Wendy Brymer spoke about details on withdrawal analysis of students and no increase since the move to DCC.

Rosyth campus – Balancing relationship with Babcock and looking to negotiate our exit from there. Decision for March 2026. Majority of teaching staff are at DCC, so Rosyth campus is at 20% usage. Customer feedback prefer is that students prefer to be in DCC than the other campus.

Glenrothes campus – Positive report and it is operating well. Further improvements still needed. There is a leadership team presence on campus.

Kirkcaldy campus – Funding coming into the area and anchoring our position in this. Redoing the atrium to develop more commercial opportunities and appeal.

Disposal of Halbeath campus – Planning permission in place and community agreement and going ahead. A community member has asked for Fod House to be a listed property, this is being addressed and managed carefully.

Some issues with vandalism, with advice from insurers being taken. All steps are being taken and police are including it in a patrolling route to prevent further anti-social activity. The car park at the old campus is fully in use. Insurance still see it as an active building.

The timescale for it being unoccupied, is currently March 2026 for insurers. Confirmed that all archived materials have been removed to the Rosyth campus.

Levenmouth campus – [Redacted]
Concerns raised by Levenmouth colleagues about the campus closing, but that decision has to be made at board meeting, and has not happened.

- **Progress update on Academic Achievements**

Verbal update from Jim Metcalfe. Official numbers from achievements over the last year have been published and promoted on linked in and social. Progress is very positive.

The SEAP report will be shared at a later board meeting

Wendy Brymer highlighted points made on the CTF and governance is now being put around this. Leads are being set up for the various groups with a timetable in place.

Ambitious targets have been set and thanks extended to WB and her team from all the board for their efforts in establishing robust monitoring.

- **Finance/Budget**

James Thomson outlined the budget that has been prepared in line with flat cash pending the Scottish Government budget announcement, which will be made in January. This was in line with SFC guidance.

Finance have also prepared for different scenarios, including a 2% uplift and a 4% uplift which assists in the short term up to 28/29.

Modelled on the worst-case scenario, it is important in conversations with Scottish Government that we are telling the story of how Fife College can address the skills shortage and what skills are needed for 5-10 years and beyond.

Given the seriousness, the board has not yet been called upon to make the really difficult decisions yet, in part due to excellent work by College Leadership team. Special commendation by Jim to James for his efforts. However, following budget announcement, there will be a paper prepared for the board in March 2026.

5 Draft Annual Accounts 2024-25

Thanks extended to Matt Swann and finance team for their efforts on this process. Whilst in a positive position and through the A&R and FCE committees. Recommended to the board for approval

There was a revised approval has been shared with members reflecting the changes made. The letter of representations confirms this.

Assurance to all that it has been seen by members of joint committee.

All approved.

Action: Draft Annual Accounts approved **Deadline:** with immediate effect.

5.1 Audit & Risk Committee Annual Report to the board

RC committee – approved and committed – the KPIs are in a really good picture and due to excellent work of the team. Appreciation from board towards the group

Action: Audit & Risk Committee Annual Report approved **Deadline:** with immediate effect.

5.2 Letter of Representations

Action: Letter of Representations Approved **Deadline:** with immediate effect.

6 Annual Procurement Report

Report delivered by James Thomson summarised the key activity through the procurement function and supports the college to achieve its goals.

Action: Annual Procurement Report Approved **Deadline:** with immediate effect.

7 Strategic Register

Report delivered by James Thomson summarised all the risks that have gone through committees. One risk has increased around the achievability that is due to the lack of funds that mean we cannot meet that.

People & Culture 2 – Due to financial pressures
Finance, Commercial & Estates 4 – Job evaluation is yet to be resolved.

Question re: BoG1 climate change risk increases due to disbanding of sustainability team. How will this be addressed? Also ambition 5 on pg 197.

James advised that it remains one of our key ambitions, however with the remit on one team it was not seen as a part of everyone's remit. Moving the responsibility into the sustainability working group under Dennis. The team are revising what this looks like and moving to a collective responsibility.

Actions
Address the change on BOG1 inherent risk score from 16 to 25.
Report back to board on sustainability working group, with Dennis attending to answer questions about the risk element at the next meeting.
Additional focus on cyber as we move through the next board cycle.

Action: Strategic Risk Register Approved **Deadline:** with immediate effect

8 Strategic Dashboard

Wendy Brymer shared the contents of the paper that had been circulated were noted. In particular actions taken to closely monitor the early withdrawals. On track to meet targets.

Questions re: Pg 197 ambition 1 - are departmental action plans for embedding the charter ready? Any key points emerging?

Response is that the departmental deadline is being pulled together along with actions plans to bring them together for the transformation framework, which will be lined to the SEAP.

Ambition 3 - any updates from curriculum planning/SCP college offer?
Sharing SEAP when completed by Friday 12th December with APs taking this further. Ensure that targets are realistic and there will be a deep dive before the holidays and then in January for applications. Further work around metrics on quality assurance.

Ambition 4 - what were the data issues identified which delayed the employer portal and how is this being resolved? What is the new timeline for delivery?
Being tested at this time, data issues ranged from data missing to misinformation around attendance and register marking. Louise MacDonald addressing this before Christmas.

Leisure and evening course provision- how has restructuring and staff consultations delayed this? Down to priorities and what the resource is available. Now that we are nearing the completion of this, those structures will commence fully in the new year.

Thanks to Wendy and her team for her efforts and bringing the stats to life

9 CEO Update

The contents of the paper that had been circulated were noted. With particular mention of events happening in the next quarter such as Mossmorran recovery task force. £5m bid to fife council. Green freeport, government has committed to £25m skills fund allocated to this. Scottish Defence cluster, £30m to defence skills on the Forth.

10 Fife College Students' Association (FCSA) Update

The contents of the paper that had been circulated were noted. Becka highlighted the areas that were of concern relating to lack of cover for affected classes and there is a plan being put in place to address this and will be brought to next meeting. Elvira talked about the areas of positive engagement with students across the campuses.

Members thanked Becka and Elvira for their excellent work on such a concise update.

11 Chair's Update

The contents of the paper that had been circulated were noted. Chair highlighted key points of the report in particular the recent tour with business stakeholders on Monday 8th December.

12 Board Development plan

This will commence in January with the appointment of the new Board secretary and the new board members following recruitment on Friday 12th December.

13 Summary of Committee Business

The contents of the paper that had been circulated were noted.

14 Schedule of Business

15 AOCB
Name change from Academic Standards Committee to Academic Standards and Quality Committee – This was confirmed and agreed

Thanks to both Stacey Fleming and Susan Mitchell for their efforts during their time on the Board of Governors, particularly to Susan for her time in the New Build Project Board group. Congratulations extended from the board to Susan on her new role as Deputy Vice Chancellor of University of Lancaster. Stacey will be looking forward to spending more time with her grandchildren.

16 Review of Meeting

The Chair thanked members for their input into discussions.

17 Date of Next Meeting

Thursday 26 March 2026 at 3.30pm, with location being the board room in the DCC on the 3rd floor.

Draft Version

NOTES

Meeting: Board of Governors Update Briefing
Date: Wednesday 19 November 2025 at 3pm
Location: Microsoft Teams

Present:	David C Watt (Chair), Mike Boyle, Liam Coakley, Pamela Dobson, Brian Fisher, Brenda Heenan, Jacqui Hepburn, Suzanne Hermiston, Becka McGeevor, Evelyn McPhail, Jim Metcalfe, Elvira Surovtseva, Lorraine Wilkinson
Apologies:	Stacey Fleming, Naomi Graham, Susan Mitchell, John Park, Phillip Thompson
In Attendance:	Silvia Baduskova, Sarah Jane Linton, James Thomson

The following updates were provided to Board members:

ExxonMobil
Following the announcement that ExxonMobil is closing Mossmorran plastics plant in Fife early next year, the College started to look into options to provide support to the workers losing their jobs, such as reviewing what our re-skilling offer could be. It was confirmed that none of our current apprentices are affected. Members discussed this in more detail and it was confirmed that further updates will be provided in due course.

Dunfermline City Campus
College Leadership Team updated members on the feedback from staff. Colleagues quickly adjusted to the significant changes in working environment and a lot of positive feedback was received. Student Presidents updated members on student feedback. A lot of students are enjoying the new campus and are excited to be in the new environment. However, some students feel that the space is very open and can be intimidating and need time to get used to it. FCSA is working with them to support them during the transition.
During the visits to the campus, some members noticed that school pupils were on the campus as well and were asking for an update on interactions with the schools. Via School College Partnerships, there are certain days when pupils are on campus and there have been discussions with the schools to possibly hold some of the parents' nights on the campus so parents have an opportunity to see it closely. Once the gym and Café 1899 opens, there will be more community usage.

Completion ceremony is in process of being arranged on 15 December with the First Minister and Cabinet Secretary in attendance

Credit Transformation Framework (CTF)
Sarah Jane Linton provided a presentation on credit transformation framework, which is available on Microsoft Teams. CTF was approved by Scottish Funding Council in October 2025 and SJ updated members on the plans to reshape our curriculum offer in next three years and their alignment with our strategic ambitions. Further update will be provided at the Board of Governors meeting in March 2026.

Draft Version

NOTES

Meeting: Board of Governors Update Briefing
Date: Wednesday 11 February 2026 at 4pm
Location: Microsoft Teams

Present:	David C Watt (Chair), Mike Boyle, Liam Coakley, Brian Fisher, Naomi Graham, Brenda Heenan, Jacqui Hepburn, Suzanne Hermiston, Becka McGeevor, Evelyn McPhail, Jim Metcalfe, John Park, Elvira Surovtseva, Lorraine Wilkinson
In Attendance:	Silvia Baduskova, Sarah Jane Linton, James Thomson, Ruth Wilson

The following updates were provided to Board members:

- Members welcomed Ruth Wilson, Board Secretary, to her first meeting.
- Sarah Jane Linton provided a brief update on credit transformation framework (CFT) and a presentation will be provided at the Board of Governors meeting on 26 March 2026.
- An update was provided on the Rosyth Campus. It was confirmed that a report on this will be presented at the Finance, Commercial and Estates Committee and then at the Board of Governors meeting in March 2026. Members discussed the importance of managing the reputational risk and emphasised the importance of having a clear press communication focusing on the positive impact. College Leadership Team will reach out to John Park for his support with creating the right communication.
- Sarah Jane Linton and Jim Metcalfe provided a brief update on works related to Mossmorran taskforce group and the Defence / Advanced Manufacturing.
- Following the recent announcement of James Thomson leaving Fife College in early spring, Jim Metcalfe expressed his thanks for James' support over the years and his service to the College.
- James Thomson updated members on the budget following the Scottish Government announcement on 15 January 2026 and the process going forward. At the moment we know that all colleges will get an uplift, but it will not be the same for each college. The indicative figures will be released on 26 March 2026 and Scottish Funding Council will confirm these figures on 21 May 2026. Fife College is already preparing for this and is considering different scenarios. Members will receive updates at the upcoming Finance, Commercial and Estates Committee and Board of Governors meeting in March 2026. If required, further discussion can be scheduled for the Board Strategy Day on 12 May 2026. The budget and financial forecast will be presented to the Board of Governors for approval on 18 June 2026. Members suggested to consider reviewing the dates of the Board meetings as they coincide with the budget announcements. Members discussed the budget in more detail and the impact on both students and staff.
- As recently communicated, we have three new Board members appointed and members are looking forward to meeting them at the upcoming meetings.

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Key:

	Outstanding and deadline passed
	Progressing and on target
	Complete

Board of Governors

Actions Outstanding / Progress Made

No	Date of Meeting	Action	Responsible	Deadline	Comment
1	11.12.25	Ensure comms are issued to colleagues so they know the correct mechanism to report problems/concerns in DCC.	James Thomson/ Wendy Brymer	asap	Complete.
2	11.12.25	To be approved: • Draft Annual Accounts • Audit & Risk Committee Annual Report • Letter of Representations • Annual Procurement Report • Strategic Risk Register	Board of Governors	with immediate effect	Complete.
3	11.12.25	To address the change on BOG1 inherent risk score from 16 to 25.	James Thomson / Matt Swann	26.03.2026	Complete.
4	11.12.25	To report on sustainability working group, with Dennis attending to answer questions about the risk element at the next meeting.	Dennis Savage	26.03.2026	Complete. On Agenda.

DRAFT PAPER FOR BOARD OF GOVERNORS		
Title of Paper: **Governance Update and Proposed Board and Committee Schedule of Meetings**	Date of Paper: **12 March 2026**	Author: **Ruth Wilson**
Alignment to Action Plan Ambition:	BoG Risk Register Alignment: All	Sensitivity: **X PUBLIC ☐ PRIVATE**
Required Actions: **X FOR FORMAL DECISION ☐ FOR COMMENTS & DISCUSSION ☐ FOR REVIEW & INFORMATION ☐ FOR AWARENESS**		
Executive Summary **This paper provides an update on governance related matters and sets out a proposed schedule of meetings for the College Board of Governors and Committees for 2026/2027.** **Members are asked to approve the schedule of dates and to note the remainder of the report.**		

A. KEY POINTS

1. Context

This paper provided an update on several governance related matters. It requests approval of the schedule for Board of Governors and Committee meetings for 2026-2027.

2. Board and Committee Membership

Following a successful recruitment campaign, the Board are pleased to welcome three new Members. Kenneth Anderson, Clare McKenzie Bond and Carol Potter joined the Board in February and have begun to attend their respective committee meetings.

Liam Coakley, who represents the EIS Trade Union will join the People and Culture Committee with effect from its May 2026 meeting. This is an addition to his current role on the Finance Commercial and Estates Committee.

3. Board Secretary

Following the recruitment campaign in December 2025, Ruth Wilson joined the College as Board Secretary in late January 2026.

4. Board Calendar 2026 to 2027

A calendar has been drafted on basis of the Board's planning and approvals requirements and is included in section C of this report appendix to this report. Days of the week and times have been aligned to current arrangements.

Members will note that:

- Three additional dates have been proposed for Remunerations Committee Meetings. These are to add additional contingency into the meeting cycle, should it be needed, for matters that require consideration but fall outwith the usual quarterly meeting arrangements. These meetings will be set up, but cancelled if there are no matters for discussion. Dates have been noted by the Remunerations Committee.

- The New Build Project Board has closed, with any remaining actions and activities transferring to the Finance, Commercial and Estates Committee. As a result, the draft calendar no longer contains meeting dates for the New Build Project Board.

- The Board of Governors meetings are noted as in person, with the campus venue to be confirmed. Liam Coakley has offered to provide Members with a tour of each campus and once meeting dates are agreed the Board Secretary will work with Liam to confirm each venue.

5. External Effectiveness Review

Members will be aware that the College has run a procurement process, with the aim of selecting a provider to undertake a planned external effectiveness review in Spring 2026. Unfortunately, we have been unable to confirm a provider for the review. Members intend to rerun the procurement process, with a view to the external effectiveness review taking place in the Autumn Board cycle. A progress update will be provided to the June 2026 Board of Governors meeting.

6. Board Development Plan

Given the recent appointment of the Board Secretary, Members are asked to note that the Board Development plan will be updated and brought to the June meeting of the Board of Governors.

B. CONCLUSION AND RECOMMENDATION

7. Members are asked to approve the proposed schedule of Board of Governors and Committee Meetings for 2026/2027 and to note the remaining content of the paper.

C. ADDITIONAL INFORMATION

The tables below set out the proposed Board and Committee schedule for 2026/2027.

Nominations Committee

Date	Time	Venue
Monday 7 September 2026	3.30pm – 4.30pm	Microsoft Teams
Thursday 12 November 2026	3.30pm – 4.30pm	Microsoft Teams
Tuesday 9 March 2027	3.30pm – 4.30pm	Microsoft Teams
Tuesday 1 June 2027	3.30pm – 4.30pm	Microsoft Teams

Remuneration Committee

Date	Time	Venue
Monday 7 September 2026	4.30pm – 5.30pm	Microsoft Teams
Thursday 8 October 2026*	4.30pm – 5.30pm	Microsoft Teams
Thursday 12 November 2026	4.30pm – 5.30pm	Microsoft Teams
Tuesday 15 December 2026*	4.30pm – 5.30pm	Microsoft Teams
Tuesday 9 March 2027	4.30pm – 5.30pm	Microsoft Teams
Tuesday 1 June 2027	4.30pm – 5.30pm	Microsoft Teams
Tuesday 22 June 2027*	4.30pm – 5.30pm	Microsoft Teams

*Additional meetings if required

People and Culture Committee

Date	Time	Venue
Thursday 3 September 2026*	3.30pm – 5.30pm	Microsoft Teams
Tuesday 10 November 2026	3.30pm – 5.30pm	Microsoft Teams
Thursday 25 February 2027	3.30pm – 5.30pm	Microsoft Teams
Thursday 13 May 2027	3.30pm – 5.30pm	Microsoft Teams

*Joint People and Culture Committee with Academic Standards and Quality Committee

Audit and Risk Committee

Date	Time	Venue
Thursday 10 September 2026	3.30pm – 5.30pm	Microsoft Teams
Thursday 26 November 2026*	2pm – 3.15pm	Microsoft Teams
Tuesday 16 March 2027	3.30pm – 5.30pm	Microsoft Teams
Tuesday 8 June 2027	3.30pm – 5.30pm	Microsoft Teams

* Annual private pre-meeting with external and internal auditors at 1.30pm

Joint Audit and Risk and Finance, Commercial and Estates Committees

Date	Time	Venue
Thursday 26 November 2026	3.15pm – 4.00pm	Microsoft Teams

Finance, Commercial and Estates Committee

Date	Time	Venue
Tuesday 8 September 2026	3.30pm – 5.30pm	Microsoft Teams
Thursday 26 November 2026	4.00pm – 5.30pm	Microsoft Teams
Tuesday 2 March 2027	3.30pm – 5.30pm	Microsoft Teams
Wednesday 26 May 2027	3.30pm – 5.30pm	Microsoft Teams

Academic Standards and Quality Committee

Date	Time	Venue
Thursday 3 September 2026*	3.30pm – 5.30pm	Microsoft Teams
Tuesday 17 November 2026	3.30pm – 5.30pm	Microsoft Teams
Tuesday 23 February 2027	3.30pm – 5.30pm	Microsoft Teams
Tuesday 18 May 2027	3.30pm – 5.30pm	Microsoft Teams

*Joint People and Culture Committee meeting with Academic Quality Committee

Board of Governors

Date	Time	Venue
Thursday 24 September 2026	3.30pm – 6.30pm	In Person Campus Venue TBC
Thursday 10 December 2026	3.30pm – 6.30pm	In Person Campus Venue TBC
Thursday 25 March 2027	3.30pm - 6.30pm	In Person Campus Venue TBC
Thursday 17 June 2027	3.30pm - 6.30pm	In Person Campus Venue TBC

Board of Governors: Development Day

Date	Time	Venue
Tuesday 27 October 2026	9am – 5pm	TBC

Board of Governors: Strategy Day

Date	Time	Venue
Tuesday 11 May 2027	9am – 5pm	TBC

Fife College

PAPER FOR BOARD OF GOVERNORS		
Title of Paper: **FCSA Board Update March 2026**	Date of Paper: **13 March 2026**	Author: **FCSA**
Alignment to Action Plan Ambition: **N/A – FCSA has own Strategic Plan. However, FCSA work may cross all Fife College Action Plan Ambitions**	BoG Risk Register Alignment:	Sensitivity: ☒ **PUBLIC**
Required Actions: ☐ **FOR FORMAL DECISION** ☒ **FOR COMMENTS & DISCUSSION** ☐ **FOR REVIEW & INFORMATION** ☐ **FOR AWARENESS**		
Executive Summary **The quarterly update from the FCSA contains updates on key student issues, the status FCSA President's progress on their manifesto pledges, and information on the FCSA's work against their Strategic Plan and MoU commitments to Fife College.**		

A. KEY POINTS

1. Key Student Issues

During the past quarter, the following issues have been prevalent to our members:

- ***Staff Absences and lack of cover***
  Missed classes due to absence and lack of class cover continues to be the biggest barrier that students feel will prevent them from succeeding; and this is understandably affecting their mental health and wellbeing. The FCSA are working to support students as much as possible, including helping to cover classes where possible and appropriate. As noted previous discussions had focused on establishing a 'staff bank', however we have been advised that this is not in place.

  Students feel it is unfair that there are repercussions if they miss classes, and do not believe the College is holds itself to the same standards of attendance. Affected students have noted that they are now feeling less inclined to continue their studies.

- ***Behavioural Issues amongst students***
  Students have been very frustrated at the apparent lack of addressing poor conduct and inappropriate behaviour from other students and visiting School pupils.

  Students note feeling a lack of confidence and feeling of safety on campus when they witness poor behaviour in social areas and classrooms. Losing time in classes due to disruptive behaviour from others is noted as being very demotivating and unsettling.

The FCSA works to address all concerns raised with us however students do feel there is a lack of consequence for those that do not adhere to the College Charter.

Whilst this is not confined to the DCC, a lack of feeling safe has been raised by a number of female students in the Dunfermline City Campus. This is particularly focused on the toilet areas and student lift, both of which female students have advised that they will not use alone.

The FCSA have passed on suggestions to the College Estates management to help alleviate these issues, including rebadging a block of toilets as discussed with Jim M.

We are also increasing our visible presence in social areas to help as a deterrent and an identifiable person to help with any issues.

- ***Record number of Student 'Thank Yous'***
  Since opening in November 25, we have received 645 responses from students to the FCSA Thank You form. This form is provided to students to allow them to pass on their thanks to College staff that have made a difference to the student's experience. This number is much larger than at the same point in previous years and staff have responded positively to receiving these messages from our members.

2. President Progress against manifesto aims

2.1 Becka McGeevor

- Aim - Reduce homelessness in the college
  - Becka has worked with volunteers to investigate ways we can sustainably fund this project.
  - Becka has been in contact with charities and shelters to strengthen the project.
  - Becka is discussing with other Sabbatical Officers from other institutions to see where we can work together on this
- Aim – Making the food in all cafeterias more inclusive
  - Becka continues to gather and disseminate data about how people feel about the food they are being served and the prices they are being sold at.
  - Becka has raised concerns about inconsistent pricing with Baxter Storey.
  - Becka is waiting on a document from Baxter storey to share with the students about what is gluten-free and meat-free on each campus
- Aim – Make timetables more permanent
  - Becka has been collecting feedback from students to find out what the main thing is that is making it hard for them to get to class.

2.2 Elvira Surovtseva

- Aim – Supporting everyone when they need it
    - Elvira has helped students to complete their application forms for further Fife College courses
    - Elvira has engaged with students during the ReFreshers events to help build awareness of the FCSA and answer their queries.
- Aim – Find a solution when you are 'stuck'
    - Elvira has proactively approached students to gather their feedback as well as building student relationships through engagement with the FCSA 'Give It A Go' sessions and the FCSA Sports, Clubs, and Societies.
- Aim – Build the bridge between all people
    - Elvira hosts the weekly 'FCSA I Can Speak Club' giving ESOL students the chance to practice their spoken English in an informal setting.
    - Elvira provided Prayer mats and compasses to support our students during Ramadan.
    - Elvira helped with the organisation, promotion, and delivery of the ESOL Diversity Festival.

3. FCSA Updates on Strategic Plan

3.1 Commitments

3.1.1 Engagement

Our weekly *Frankie's Gaff* sessions have provided an effective first step to engagement with the FCSA. Interacting with students in a social activity helps to reduce barriers and grow a positive relationship between us and our members. These students then feel comfortable interacting with us in more formal settings or requesting help. Conversations during these sessions have resulted in substantial changes being made, such as one curriculum area review all of their assessment needs, which would not necessarily have resulted in the more formal Class Rep meetings.

On average, 194 students take part in these weekly sessions.

3.1.2 Representation

The FCSA worked with the College on LGBT History Month and International Women's Day. The success of these events has lead to us looking at regular monthly cross promotion events.

3.1.3 Health

As of 10th March, in semester 2, 341 participants attended 38 sessions, compared to 397 in 64 sessions in the same period in AY 24/25. This proportional increase was possible due to new facilities at Dunfermline City Campus, creating opportunities for learner groups whose access may have been different at their previous campus. Provision on our other campuses has been very limited, due to barriers such as staff capacity, supervision and PVG requirements and facility availability.

3.1.4 *Sustainability*

The FCSA Climate Impact Society are holding a Car Boot Sale at the DCC on Saturday the 25th of April. All funds raised by the FCSA will go towards our Clubs and Societies, creating a funding pot that will be available for their use.

3.1.5 *Development*

The FCSA have automated the Thank You Form process so it now only needs intervention when an incorrect name is entered.

3.1.6 *Participation*

22 Organisations were present across the FCSA ReFreshers events in February.

3.2 Aims

3.2.1 *Offer a transcript service*

The FCSA continue to research the best approach for this.

3.2.2 *Be a business-critical partner in the College's Student Engagement Work*

The FCSA have been a key party in the redesign and promotion of the College's Learner Survey 2.

The FCSA have also provided support in the College Transformation Project, engaging with students, and non-students, to create personas that will inform this ongoing project.

3.2.3 *Provide members with life-long wellbeing and resilience skills*

Our 'Give It A Go' sessions offer wellbeing and team-building are popular and students and staff have been very positive whilst taking part. We need to develop an impact assessment approach to evidence if there are long-term benefits.

3.2.4 *Be Climate Positive*

We continue to work towards Carbon Literacy and idenfity ways in which we can become more Climate Positive.

B. CONCLUSION AND RECOMMENDATION

4. The FCSA ask the Board to consider appropriate responses to the key Student Issues. Other items are for information and updating the Board as agreed.

C. ADDITIONAL INFORMATION

5. Frankie's Gaff takes place on the Dunfermline, Kirkcaldy, and Glenrothes campuses from Tuesday – Thursday from 130-5pm. The offer is varied and includes Video Game Challenges, painting, crafting, board games, and sports challenges. Over 2000 students have interacted in the first month of this programme.

6. FCSA 'Give it a Go' sessions aim to help students deal with social anxiety and increase their feeling of belonging at college. These fun, social sessions aimed at Course Tutor guidance hours have included yoga, lego building, sport skill challenges, memory and teamwork games and mystery/escape room activities.

   The FCSA have recommended that Course Tutors book these sessions when issues have been raised by students relating to interpersonal relationships, communication and self-management

7. You can find the unabridged FCSA reports here.

Fife College Stakeholders

Public Bodies
- Fife Council (Education)
- Fife Council (Economic Development)
- Scottish Enterprise
- Scottish Funding Council
- Skills Development Scotland
- Qualifications Scotland
  (and other awarding bodies)
- Department of Work and Pensions (DWP)
- Developing Young Workforce
- NHS

Partners
- Universities
- Schools
- Colleges Scotland
- College Development Network
- Sector Partnerships (eg – ESP and Jisc)
- College Employers Scotland
- Business Partnerships (eg - AGIC, SGN and Shell)
- Regional Partnerships
  (eg - Opportunities Fife, Fife HSCP)
- Scholarship donors
- MOA FVC and Babcock
- Forth Green Freeport

Internal
- Staff
- Students (existing)
- FCSA
- Trade Unions

Political
- Scottish Government ministers
- Constituency MPs/MSPs
- Regional/List MSPs
- Local Councillors
- Party education spokespeople

Governance
- Board of Governors

Customers
- School pupils
- Adult learners
- Private, Public and Third Sector Employers and Employees
- Fife Third Sector Bodies
  (eg – Fife Voluntary Action etc)
- Parents/Guardians/Influencers
- CCEC and Cafe 1899 clients

Other
- Fife Chamber of Commerce
- Media
- Community Groups
- Alumni
- Industry Advisory Boards
- Regulatory Bodies

BOARD OF GOVERNORS OF FIFE COLLEGE

Key Points to Report to Board

People and Culture Committee: 26 February 2026

- There has been positive work towards targets and baselines to underpin the People Strategy. The Committee approved the draft KPI suite;
- The Committee received an update on the good progress being made to implement and embed the JISC Discovery tool to support understanding and strengthening of staff digital capabilities;
- The College is recruiting for roles which will support people made affected by the closure of the Mossmorran plant to retrain into new roles.

Academic Standards Committee: 24 February 2026

- Members have reviewed a comprehensive suite of KPIs which cover the remit of ASQC. Review of these will be embedded into the ASQC forward plan of work;
- Members received an informative, helpful presentation about the CTF, which is a wide ranging and ambitious plan. It will require governance from a number of committees. Members were pleased that it will be discussed by the Board of Governors;
- Members received a clear and helpful paper about the outcomes of the Learner Survey.

Audit and Risk Committee: 17 March 2026 (minutes to follow)

- Members have agreed a one year extension to the College contract with Wbg as its internal auditor.
- The inclusion of the emerging risks/themes (that have been noted at each Committee) in the ARC meeting papers was helpful to ARC members.
- The areas that have been reviewed in the last round of internal audits were well chosen and have demonstrated areas in which we can improve as well as showing good practice. The auditor welcomed the clear and prompt actions that are taken by the College Management Team.
- Members have suggested that when creating the internal audit plan, the scope for audit reviews is approved by the relevant Committee, then noted by Audit and Risk Committee before the plan is finalised.
- The Committee have suggested that risks in the strategic risk log that are assigned to the Board of Governors are added to the agenda of the Board meetings so that they are discussed.
- Committee Members would welcome a discussion about the challenges and opportunities of Artificial Intelligence at the Board Strategy Day in May 2026.

Finance Commercial and Estates Committee: 3 March 2026

- The Committee agreed to recommend serving notice on the lease for the Rosyth campus;
- The College financial situation remains challenging;
- The digital team have been nominated for a UCISA award for transformation in respect of their work on DCC;

New Build Project Board

- 5 November 2025
- 4 December 2025
- 12 February 2026

BOARD OF GOVERNORS
BUSINESS PLANNING SCHEDULE 2025-26

Committee Business	Lead Director/Officer	25/09/2025	11/12/2025	26/03/2026	18/06/2026	Action
GOVERNANCE & OVERSIGHT						
Declarations of Interest	Chair					Note
Minutes of the Previous Meeting	Chair					Approve
Matters Arising / Actions Outstanding	Chair					Note
Annual Schedule of Business	All Members					Note
Self-Evaluation	All Members					Discuss
Self-Evaluation Feedback	All Members					Discuss
Chair's Update	Chair					Note
Governance Update	Board Secretary					Approve
Board Development Plan	Chair / Board Secretary					Note
Summary of Committee Business	All Members					Note
Review of Meeting	All Members					Discuss
Review of Standing Orders / Scheme of Delegation	Chair / Board Secretary					Approve

PERFORMANCE, QUALITY ASSURANCE

Principal / CEO's Update	Principal					Discuss
Dunfermline City Campus Update	J Thomson					Discuss
Annual Health and Safety Update	V Anton					Note
Strategic Risk Register	J Thomson					Approve
Annual Accounts and Letter of Representation	J Thomson					Approve
Audit and Risk Committee Annual Report	J Thomson					Note
Annual Procurement Report	J Thomson					Approve
Indicative Funding	J Thomson					Note
Annual Budget and Financial Forecast Return	J Thomson					Approve
Net Zero Action Plan	V Anton					Approve

STUDENT EXPERIENCE & ENGAGEMENT

FCSA Update	Student Presidents					Discuss

STRATEGIC PLANNING & HORIZON SCANNING

Strategic Focus Issue	College Leadership					Discuss
Strategic Dashboard	W Brymer					Discuss
Stakeholder Mapping	I Hawker					Note
College Transformation Framework	SJ Linton					Discuss
Impact of Voluntary Severance (it will be the paper that was approved at RemCo on 10 March 2025)	M Swann					Note

Key:

	Items to be presented at the future meetings
	Items that had been completed

Non annual items:

FCSA Constitution	by March 2029
Standing Orders / Scheme of Delegation	by September 2027
Equality Mainstreaming Report	by March 2027