

## AGENDA

---

A meeting of the Board of Governors will be held on Wednesday 8 December 2021 at 3.30pm in the Carnegie Conference Centre, Dunfermline. An informal social event will be held directly following the meeting.

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
1	Welcome, Apologies and Declarations of Interests	Note	DCW	N/A
2	Minutes of the			
	2.1 Previous Meeting: 29 September 2021	Approve	DCW	
	2.2 Development Session: 2 November 2021	Approve	DCW	
3	Matters Arising / Actions Outstanding	Note	DCW	3-3
4	Principal's Update Report	Note	HH	
	4.1 Coherence and Sustainability Report Response Update	Note	HH	
5	Fife College Students' Association (FCSA) Update	Note	TF/EW	4-13
6	Business Report	Note	SD/DL/ SR	
7	Annual Accounts 2020-21	Approve	SD	
	7.1 Audit and Risk Committee Annual Report to the Board	Note	SD	
	7.2 Letter of Representations	Note	SD	
8	Strategic Discussion: Climate Emergency Commitment Update <i>John Wincott, Environmental Services Coordinator, will join the meeting at 5pm</i>	Discuss	SR/JW	
9	Board Updates (Questions only)			
	9.1 Chair's Updates	Note	DCW	14-15
	9.2 Governance Update	Note	MP	16-28
	9.3 Dunfermline New Learning Campus: Progress Report	Note	SR	
	9.4 Summary of Committee Business	Note	Chairs	29-30
	9.5 Regional Outcome Agreement	Note	DL	
	9.6 Wellbeing Strategy	Note	HH	

***It will be assumed that these papers have been read in advance and they will not therefore be outlined at the meeting. Members will be invited to move to questions/discussions of any key points. This will free up time for Strategic Discussion.***

<b>No</b>	<b>Item</b>	<b>Action</b>	<b>Lead</b>	<b>Pages</b>
10	Review of Meeting	Discuss	All	N/A
11	Date of Next Meeting: Wednesday 23 March 2022 at 3.30pm	Note	DCW	N/A



## Board of Governors

## Actions Outstanding / Progress Made

Key:	
	Outstanding and deadline passed
	Progressing and on target
	Complete

No	Date of Meeting	Action	Responsible	Deadline	Comment
1	29.09.21	To approve the Strategic Risk Register for 2021-22.	S Dunsmuir	30.09.21	Complete
2	29.09.21	To approve the three-year financial forecast for submission to the Scottish Funding Council.	S Dunsmuir	Oct 2021	Complete
3	29.09.21	To approve the appointment of Evelyn McPhail as Senior Independent Member, Brian Fisher as Depute Chair of Audit and Risk Committee, and Gordon Mole as Depute Chair of Finance, Commercial and Estates Committee.	M Philp	01.10.21	Complete
4	29.09.21	To appoint members to the Committee as detailed in Appendix 1 of the Governance Update report.	M Philp	01.10.21	Complete
5	29.09.21	To endorse the appointments of the two new staff Board Members as detailed in the Governance Update report.	M Philp	01.10.21	Complete
6	29.09.21	To further review the feedback to identify training and development needs and any other action as appropriate.	M Philp / D C Watt	08.12.21	Complete

**COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD**

<b>Fife College Students' Association (FCSA) Update Report</b>	
<b>Date of Meeting:</b>	8 December 2021
<b>Purpose:</b>	To update members on the work of the FCSA against aims and commitments within the FCSA 2025 Strategic Plan and the work of the Student Presidents against their elected aims.
<b>Intended Outcome:</b>	To note the position.
<b>Paper Submitted by:</b>	Tali Fisher - President Welfare and Equality / Emma Wallace - President Education and Representation
<b>Prior Committee Approvals:</b>	N/A
<b>Board Impact from Decision:</b>	To become more aware of FCSA and student related priorities and issues, and to monitor progress and offer support to the FCSA in relation to Strategic Plan progress.
<b>Financial Health Implications:</b>	N/A
<b>Learner Implications:</b>	To ensure learners have relevant opportunities and support in place offered by FCSA and that the learner voice is heard and acted upon and taken into account in Board level decisions
<b>Equality and Diversity Implications:</b>	N/A
<b>Risks Assessed:</b>	N/A
<b>Publicly Available:</b>	Yes
<b>Author Contact Details:</b>	Tali Fisher, <a href="mailto:nataliefisher@fife.ac.uk">nataliefisher@fife.ac.uk</a> Emma Wallace, <a href="mailto:emmawallace@fife.ac.uk">emmawallace@fife.ac.uk</a>
<b>Date of Production:</b>	29 November 2021

## FIFE COLLEGE BOARD OF GOVERNORS

### Fife College Students' Association (FCSA) Update

#### 1 Introduction

This paper reports the work of the FCSA against our aims and commitments within the FCSA 2025 Strategic Plan and the work of the Student Presidents against their elected aims.

This work will be summarised into key messages and fuller detail of all work will be available for further information (deep dives) later in the document. Work which relates specifically to course activities is reported to the college's Academic Quality Committee. This paper is included within your packs.

#### 2 President Updates

##### Emma Wallace –

##### **Ensure the students' learning experience is a top priority when regarding safely returning to in-person learning**

Emma has continued in addressing issues for students who have been returning to campus and ensuring the appropriate staff are aware of the issues. Emma has also been working with Digital Services to ensure students receive their student ID cards and is the central contact for students if they are having issues with their card. Emma is also monitoring updates on Hybrid learning and is in contact with appropriate staff to keep updated on hybrid learning spaces.

##### **Improving the accessibility to facilities at Fife College to help students, especially those that can help students' mental health and wellbeing**

Emma has continued working with Tali Fisher to make sure students have access to appropriate services when needed. Discussions have occurred about the difference in support between FE and HE courses and identify where students feel there is not enough support in particular areas.

##### **Introduce a 'Question Time with the Presidents', where the Presidents showcase their work to help students understand what they are doing to enhance the student experience, and give the opportunity for students to ask questions**

Monthly updates have continued and will be posted on the new FCSA website. Emma has planned other avenues to deliver updates for students.

##### **Reduce the gap between College and University/Employment by creating opportunities for workshops and work experience**

Emma is starting to research support for articulation students at University to combat myths and worries students have when applying to University. Emma has discussed with Sparqs about project and will receive resources for them. Emma has also emailed Ann Playford and Carol Hunter about the project if they are wanting any further involvement with the project.

### **Introduce workshops to help students within the College, including essay writing, project planning and time management to help assist with learning**

Emma has joined the Digital Capabilities for Students working group to help with promoting and approving resources for students to use to help with online studies. Emma has been coming up with ideas on how to work with Digital Capabilities and Sharon Burns to introduce quick workshops/videos for How-To-Do guides.

### **Natalie Fisher -**

#### **Introduce Workshops on BSL and Deaf Awareness**

Tali has collaborated with Deaf Communication Services (DCS), and they offered four dates for four sessions: two BSL tasters and two Deaf Awareness sessions in 2022. They have arranged one BSL taster session and one Deaf Awareness session on each of the Kirkcaldy and Dunfermline campuses. As Tali has been volunteering with the BSL Local Plan DCS have agreed to waive their standard fees, saving a considerable amount of money. ([more](#))

#### **Campaigns to raise issues and awareness**

Tali is setting up a diversity workshop with Elric from Fife Centre for Equalities in April 2022. Tali has also supported our new Equality Officers to begin planning their own campaigns. ([more](#))

#### **Environmentalism President**

Tali is continuing to keep in touch with 'Greener Kirkcaldy' and planning to set up a climate café chat on Teams for students who are anxious about the future or want to talk about climate issues in 2022. Tali also contributed a guest blog to help promote climate action.

#### **Mental Health and Accessibility Support**

Tali is keeping in touch with John Blakey (Lead Adviser – Wellbeing & Guidance) and Jennifer Ritchie (Student Guidance Advisor) regarding student mental health issues and collaborating together on some things. Tali also launched her Student Mental Health Survey to help inform ongoing campaigns. ([more](#))

#### **Support for Housing and Financial Issues**

Tali met a disability employability advisor from DWP, at the BSL local plan meeting and asked if they could collaborate to provide 'Access to Work and benefits' workshops for students towards the end of the academic year. ([more](#))

#### **Wellbeing Sessions**

Tali is keeping in touch with John Blakely and Kirsten Mullen. They are keeping each other updated regarding wellbeing sessions and 'Healthy Body Healthy Mind' (HBHM) latest activity.

### **3 Aim: By 2025 FCSA Sports will an association in its own right.**

#### **Work done in Q1 2021**

- An interim constitution for FCSA Sports has been created and will be submitted to the FCSA Student Council for approval in January 2022. If approved this will be sent to the Fife College Board.

- We have four new Sports Ambassadors. This voluntary position is held by students who work to promote their chosen sports in Fife College. ([more](#))
- We continue to develop our programme of events offered under the FCSA Well-being Wednesdays. ([more](#))

#### Planned work

- The team are currently working on a range of external funding opportunities to help increase our offer. ([more](#))

#### **4 Aim: By 2025, the FCSA will be recognised as a constructive force in all of its communities.**

##### Work done in Q1 2021

- The FCSA and Fife College Awards took place on Friday the 8<sup>th</sup> of October. These awards recognise the students and staff who have excelled across the previous academic year. In total 185 guests were in attendance and we are pleased to note that the event was delivered safely with no COVID related issues and that attendee feedback has been very positive. The next Awards night is due to take place on Friday the 1<sup>st</sup> of July 2022.
- Our Charity of the Year campaign saw 53 nominated Charities from students, staff, and the general public. Following a vote by our members the FCSA four charities this year are: Autism Rocks Fife, Edinburgh Children's Charity Hospital, Young Minds, and Andy's Man Club. Funds raised by the FCSA will be donated among them across this year.



Our annual Halloween event, the FCSA Phantasmagoria took place on Thursday 28<sup>th</sup> of October. This was a public event that we created and delivered with students from Creative Industries, providing real world experience for the students and highlighting our students to the public. For many students this was the first time they have been able to perform in front of a live audience. ([more](#))

This poster was designed by Katie Bryant, who is a current HN1 Student on Acting and performance.

- Members of the FCSA now volunteer as members and advisors for a range of organisations including Scottish Student Sport, NUS, Dunfermline Advocacy, and the Intandem Project.

#### Planned work

- Winter Wonderland returns in December to provide some festive based activities for our students to take part in.
- In January our annual 'Ask The Council' event will take place providing students with a friendly space to access Fife Council's Housing and Tenancy department.

- In February, Re-Freshers will take place to welcome our January starts to College and have events for all of our members.

**5 Aim: By 2025, the FCSA will have reviewed all of its processes, practices and structures.**

Work done in Q1 2021

- We have started a pilot on the full-time working hours of the FCSA Presidents. From the beginning of November until the end of May 2022 the Presidents' full-time week is now classed as 30 hours rather than 35. The Presidents' remuneration is not affected by this change. The pilot was approved by vote of the FCSA Student Council in November 2021. ([more](#))
- We have begun to review the job descriptions of the FCSA Staff to ensure these remain relevant and accurate.

Planned work

- We are holding a mid-year review session on the 16<sup>th</sup> and 17<sup>th</sup> of December. This will include input from SPARQS and NUS Scotland on the new Quality Arrangements and the revised Students' Association framework.

**6 Aim: New Campus – We will work closely with Fife College and our membership to deliver an FCSA presence which caters for the needs of our members as well as providing a platform for future development and success.**

Work done in Q1 2021

- The FCSA have worked with the design team to include storage for eBikes of both our fleet and of visitors in the new campus.

Planned work

- The FCSA will help to facilitate two new projects with the Shared Learning Spaces of the University of Edinburgh. These projects will look at STEM areas and Public Art.

**7 Aim: Overseen by a Trustee Board, the FCSA will move towards being fully autonomous**

Work done in Q1 2021

- Role profiles for the introductory Board and initial members will be submitted to the FCSA Student Council for approval in January. ([more](#))

Planned work

- Following approval, we will act to recruit our initial members.

**8 Commitment work not captured elsewhere  
Representation**

As of date we have 402 Class Reps registered and 157 of them have now completed all five levels of our online Class Rep Training programme. Meetings have taken place in November and are scheduled for December.

We are looking at developing a new model to help to engage Apprentices in the work and life in the College. Nationally this is an under-realised area of engagement. We



have engaged SPARQS and the NSoA to discuss this however their approach does tend towards a standard Class Rep model which we do not feel works. We hope to create a model that provides meaningful engagement, which previous modified iterations of our current approach have not been able to do.

### **Learner Engagement**

We have launched our Thank You Forms, which offer students a chance to show their appreciation to College Staff for supporting them. After launching on Thursday the 25<sup>th</sup> of November, we received 80 responses in the first 24 hours and as of writing have now received 133 responses. Each of these responses are passed onto the relevant member of staff and their line manager to highlight the praise they have received.

This initiative, and the ways in which it is helping to feed into the wider quality processes of Fife College was recently discussed as an exemplar of good practice internationally at the Students as Partners Roundtable event in Australia (unfortunately attendance was by zoom). <https://www.saproundtable21.com/>

### **Health**

The FCSA continue to work with Fife College to introduce Well-being Wednesdays, which will provide dedicated time for students and staff to take part in extra-curricular and CPD Activities. We appreciate that the Board has signalled its commitment to this concept by moving the days for meetings in future years.

Outdoor gym facilities have been installed at Dunfermline Campus, these are for use by staff, students, and the wider community. Outdoor games tables have also been installed at the Glenrothes campus.

### **Development**

The FCSA secured external funding from Paths for All, matched by Fife College, to employ a Sustainable Travel Officer who will work to promote healthier and environmentally sustainable methods of travel. Recruitment for this post is underway.

## **9 Other Notable Items**

Angela Grindle joined the FCSA as our Student Engagement Coordinator as secondment cover for Gloria Laurini. Angela has a varied experience of education settings both in Scotland and internationally and is scheduled to be with the team until October 2022.

We launched our pilot scheme for our electric bike fleet, and this has involved staff from across all departments, campuses, and the prisons trialling the electric bikes. The feedback from staff members has been very positive, within two hours of launching the scheme we already had a waiting list. It is encouraging to see staff switching their commute for an active commute. We have secured additional funding to introduce three new accessible eBikes to our fleet of 16 and hope to secure more grants soon.

Congratulations go to Buddy, who was crowned FCSA Pet of the Year for 2021/22. Buddy stood out amongst a strong field of 67 submissions after a total of 219 votes were cast.

**Emma Wallace**  
**FCSA President**  
**Education and Representation**  
**29<sup>th</sup> November 2021**

**Tali Fisher**  
**FCSA President**  
**Welfare and Equality**  
**29<sup>th</sup> November 2021**

### **Deep Dives for November 2021**

#### Tali's BSL Pledge

The Deaf awareness sessions and BSL taster sessions (four sessions in total) will be offered in the new year. We have arranged sessions at both Kirkcaldy and Dunfermline Campuses, to ensure that they are available to the greatest number of staff and students possible.

Deaf Awareness sessions:

Dunfermline campus Monday 7th February 2 pm-4.30 pm

Kirkcaldy campus Monday 7th March 2 pm-4.30 pm

BSL taster sessions:

Dunfermline campus Monday 21st February 2 pm-4.30 pm

Kirkcaldy campus Monday 21st March 2 pm-4.30 pm

We promoted these for the first time on 15th November and plan to promote them more.

Please sign up or pass the link on to anyone who might be interested.

<https://forms.office.com/r/r8YrL2Zd7L>

The sign-up sheet also includes a third option for anyone that would be interested but are not able to attend on either of the dates and/or campuses. We are hoping that if there is high demand, we can arrange more sessions!

The number of places at each session has been partly dictated by room capacity. Rooms have been acquired for the sessions with as high a capacity of people as possible within Covid restrictions. Therefore, two rooms have been booked H2.24 – with a capacity of 18 on Dunfermline Campus and BF06 – with a capacity of 21 on Kirkcaldy Campus. So, if you are interested make sure you sign up before all places are gone!

Already, the Dunfermline BSL taster session is at capacity and the BSL taster session at Kirkcaldy has 7 people signed up. The Deaf Awareness session at Dunfermline has 1 person signed up so far and the Kirkcaldy session has 2 people signed up. However, 5 people cannot attend but would be interested.

Tali attended the second BSL local plan meeting on 9th November. Young Deaf people who have work/ college commitments would struggle to attend these meetings as they are always during the day. After a discussion with Karen from DCS we have decided to set up an evening event in January aimed at young deaf people to discuss the BSL local plan in Fife.

This event will take place before the next BSL local plan meeting so that information gathered can be fed back.

Tali and Lauren Rosenbaum, the FCSA Online Engagement Assistant, have filmed a couple of TikTok videos to show some basic BSL across social media platforms. We have decided to keep these short and sweet rather than one lengthy video. This has been successful so far with high numbers of views. It's an excellent way to encourage students and staff to learn basic BSL and may encourage them to sign up for the BSL taster in 2022. Plans are to continue creating content to share on social media. Viewer interest in these videos has been very good and the posts are currently outperforming most others of the FCSA Social Media Channels.

#### Tali's Diversity Workshop

Tali has teamed up with the Fife Centre for Equalities and discussions are underway to set up a diversity workshop for students. The workshop will hopefully take place in April 2022 to promote and celebrate diversity month. The purpose of this campaign is for students to gain a better understanding of how to work with a range of people, in the workplace or classroom. Elric will provide demographic information relating to various diverse groups. This information will be used to produce infographics for social media to raise awareness of each group, (e.g. second language learners, blind people, deaf people, people with learning difficulties, different cultures) once or twice a month.

#### Tali's Environmental Pledge

Tali provided a guest blog from FCSA about sustainability for Greener Kirkcaldy to promote on their climate action and Greener Kirkcaldy pages, which will be published soon. We had hoped that a student would get involved by writing the second guest blog. The opportunity was posted on the Green club channel, but unfortunately no one has come forward. Therefore, the FCSA is planning to do this second blog by December.

Despite having been an environmentalist for years, in an effort to do more, Tali has signed up to 'Big Five for Fife'. An initiative, linked to COP26, that encourages people to make pledges that will lower their carbon footprint and support climate action Fife. She has promoted this on her social media to encourage students to sign up for one or more pledges to reduce their carbon impact. Here's the link for details - Big Five For Fife – Climate Action Fife.

Tali continues to attend the Catering Update, Marketing & Promotion meetings with Sharon and Aramark to ensure more options for students (e.g. vegan and gluten-free) while being eco-friendly. FCSA is trying to encourage Aramark to accept reusable cups again so students can bring their own cups and get a discount. This would be better for the environment than throwing cups into the landfill. This would allow Tali to set up a stall and give away reusable cups in refreshers week in February.

#### Tali's Mental Health Pledge

Tali plans to launch a short mental health survey of 10 questions in November for students to fill in. To encourage students to complete the survey, there will be a prize draw of £100 Amazon voucher available to win. The purpose of the survey is to find out how aware the students are of the mental health services and support at Fife College. Once this information

is gathered, we can assess if/how we might make the students more aware of the services and support offered and how best to signpost them to this. Also, the survey will hopefully encourage more students to ask for help with their mental health. Tali has spoken to Jennifer about this survey, and they have agreed to promote it after some questions have been tweaked.

Tali collaborated with John Blakey on 'Tea and Talk' via Teams as part of October world mental health day, which worked well. We agreed to do it again in the future and are planning to make offer another 'Tea and Talk' as part of the 'Get Ready for Xmas' week in December.

#### Tali's Support for Housing Pledge

Tali is planning to set up a 'Preparing for the workplace' workshop for students with support from the student funding team. This will hopefully take place near the end of the academic year and support students that might be entering the world of work soon. Having met a disability employment advisor from DWP, Tali feels this could be a good opportunity to offer a workshop tailored to people who might be entitled to 'access to work' funding, explaining this process and what they are entitled to. This is still in the discussion stage and will be discussed with the student funding team before going forward and contacting DWP advisors.

#### **Sports Ambassadors**

We have recruited four FCSA Sports Ambassadors; these are volunteer roles, in which students work to promote physical activity and sport to other students, and help run the FCSA Sports Clubs.

The volunteers, and their chosen sports to represent, are:

Heather Pollock – Badminton

Kayleigh Hamill – Netball

Stephanie Barclay – Basketball

Lisa McDonald – Inclusive Sports including Boccia.

The FCSA will support these individuals in their role as sports ambassadors. We also want to thank all four ambassadors who have already had a big impact on the clubs they are leading.

#### **FCSA involvement with Sport at a National Level**

Kirsten Mullen, in her position as Chair of Scottish Student Athletics, played a key role in organising the Scottish Student Athletics Opening Match at Emirates Arena on Wednesday 20<sup>th</sup> October. Over 200 students from colleges and universities across Scotland competed, and we hope that there will be some Fife College Entries at the following competitions.

Kirsten also featured on Scottish Student Sports' first podcast of the new academic year alongside Scottish Cricketer Abtaha Maqsood, where she talked about her role at Fife College Students' Association and as SSS athletics chair. ([link](#))

#### FCSA Phantasmagoria

The FCSA, HNC/D Acting and Performance, and level five and six Tech Theatre collaborated to create a live performance event for Halloween. On October 28<sup>th</sup>, the students performed ten-minute shows between the Conference Centre and the Media space, telling the tale of 'The Wicked Widow of Fod Woods' between 6 pm and 8.30 pm. Free tickets were

available to staff, students and the general public as the show asked for donations for the FCSA Charities of the year. Altogether, we raised just over £165 from this event.

The students who took part can add the event to their portfolios and has given them some face to face audience time after a long period of online learning.

### **30 Hrs per week Project**

Based on a growing evidence base that working 30 hours rather than 35 does not impact output and improves accessibility to work we will trial this with the Presidents. The President's remunerations will remain the same. Following Semester Two we will review the President's experiences of the new pattern and what adjustments we should make for long term.

### **Well-Being Wednesdays**

FCSA Sports are back up and running! We are now offering a variety of clubs to students at Kirkcaldy campus from 2 pm on Wednesdays. This includes boccia, badminton, netball, and basketball, with an average of 20 students attending every week. We hosted our first football competition of the semester at Michael Woods Sports Centre, Glenrothes, with the help of Alan Haldane, lecturer in Engineering, Science, Technology, and Built Environment. This saw engagement from our Modern Apprentices who won the tournament, a group of students who we usually struggle to engage with extra-curricular activities.

**COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD**

<b>Chair's Updates to the Board</b>	
<b>Date of Meeting:</b>	8 December 2021
<b>Purpose:</b>	To update Board members on issues since the last meeting
<b>Intended Outcome:</b>	To note the update
<b>Paper Submitted by:</b>	David C Watt, Chair
<b>Prior Committee Approvals:</b>	None
<b>Board Impact from Decision:</b>	To be briefed on local, national and sector-wide activity that the Chair has been involved in
<b>Financial Health Implications:</b>	N/A
<b>Learner Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Risk Assessed:</b>	N/A
<b>Publicly Available:</b>	No
<b>Author Contact Details:</b>	David C Watt; <a href="mailto:davidwatt@fife.ac.uk">davidwatt@fife.ac.uk</a>
<b>Date of Production :</b>	30 November 2021

## **BOARD OF GOVERNORS OF FIFE COLLEGE**

### **Chair's Update**

#### **1 Introduction**

This paper provides a note of the Chair's updates for members since the last meeting.

#### **2 Updates**

- We said goodbye to Bob Black after 8 years on the Board with a small lunch attended by the Chair, Vice Chair and Principal.
- Regular meetings and calls with Principal and Director: Governance and Compliance - some now face-to-face.
- Continued meetings and discussions around the future of Colleges Scotland and a new strategy is being developed and will be finalised by March 2022.
- Attended virtually a useful session on the Art of Strategic Questioning from CDN.
- A great face-to-face development day with some interesting input - just good to be together!
- Monthly New Build Project Board meetings - now with funding in place but with work to do to tie down detail by March 2022.

#### **3 Recommendation**

Board members are invited to note the paper.



### COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

<b>Update on Governance Matters</b>	
<b>Date of Meeting:</b>	8 December 2021
<b>Purpose:</b>	To update Board members on membership and governance related matters.
<b>Intended Outcome:</b>	To note the updates and to approve the recommendations as outlined in the paper.
<b>Paper Submitted by:</b>	Marianne Philp, Director: Governance and Compliance
<b>Prior Committee Approvals:</b>	N/A
<b>Board Impact from Decision:</b>	To ensure good governance arrangements are in place in relation to all Board and Committee activity.
<b>Learner Impact:</b>	N/A
<b>Financial Health Implications:</b>	N/A
<b>Equality and Diversity Implications:</b>	N/A
<b>Risks Assessed:</b>	N/A
<b>Publicly Available:</b>	Yes
<b>Author Contact Details:</b>	Marianne Philp; <a href="mailto:mariannephilp@fife.ac.uk">mariannephilp@fife.ac.uk</a> ; 01383 845009
<b>Date of Production:</b>	14 November 2021



## **BOARD OF GOVERNORS OF FIFE COLLEGE**

### **Update on Membership and Governance Related Matters**

#### **1 Introduction**

This paper is to bring Board members up-to-date on Board membership and governance related matters since the last meeting.

#### **2 Board Briefings**

A schedule of Board Briefings has been prepared and is attached as Appendix 1.

#### **3 External Effectiveness Review: Progress with Action Plan**

Please see Appendix 2 which shows the progress made to date with the action plan. The Learner Voice Framework was reviewed at the Academic Quality Committee meeting in November 2021 and is also attached for the Board's information.

#### **4 Board and Committee Meeting Calendars 2022-23 and 2023-24**

The Board and Committee meeting calendars for 2022-23 and 2023-24 have been drafted and are attached as Appendix 3. Meetings have moved away from Wednesday afternoons in support of Welfare Wednesdays as previously intimated in FCSA Update reports. As was agreed at a previous Board meeting, it is intended that all Board meetings, Development Days and Strategy Day meetings will take place on campus (Scottish Government guidance permitting) and that Committee meetings will normally take place via Microsoft Teams. Members are reminded that a 10 minute break should be taken every hour during all on campus and Teams meetings.

#### **5 Recommendations**

Members of the Board are invited to note the contents of the paper.

**BOARD OF GOVERNORS OF FIFE COLLEGE**

**Annual Indicative Plan: Board Briefing Sessions 2021-22**

**Board Briefing Sessions**

These will be for 20-30 minutes at the start of a scheduled Committee meeting. Committee members expected to attend, other Board members invited to join if interested in topic.

**People and Culture Committee (3.30pm)**

Nov	Wellbeing Festival and SFC Wellbeing Actions
Feb	(Trade Unions attend)
May	Equality and Inclusion Work

**Academic Quality Committee (3.30pm)**

Oct	None
Feb	Digital portfolio update: College offer and key partnerships
June	Wellbeing: Supporting student success

**Finance Commercial and Estates Committee (9.30am)**

Nov	(Joint Meetings/Annual Accounts)
March	Business Engagement
June	CyberSecurity/Resilience

**Board Development Day**

Nov	ICN space and feedback from students Fife Economic Picture and Plan for Future Research Deaf Awareness Colleges Scotland update
-----	---

**Board Strategy Day**

May	Jim Metcalfe: CDN Update/Sector Context Commercial Update Alumni
-----	--

**Other Suggestions from Board Members**

- CSR / Community Wealth Building / Benefits
- Risk Scoring / Scenario Planning – annually by full Board
- Strategy – post COVID
- KPIs – Board and Committee level / Risk Register – Committee level?
- Understanding Exec Team roles and building relationships

**Training**

- Health and Safety for Non Executives (Alastair exploring options)
- Charity Trustee duties
- Unconscious Bias / Changing the Chemistry (Chair's)
- FE and Funding

## FIFE COLLEGE BOARD OF GOVERORS

### Independently Facilitated External Effectiveness Review: December 2020

#### [External Effectiveness Review Report](#) Action Plan: as at 19 September 2021

No	Actions	Date	Responsible	Progress
1	To review the format of the business report to include progress to date, target & variance, risk rating, management intervention (if required), outcome, timescale (rec 1, 4 and 8).	<del>December 2021</del> March 2022	Wendy Brymer / Executive Team	Good progress is being made and the new format will soon be circulated for comments. It is anticipated that the new format will be in place for the Board meeting
2	To update the Board paper template to include sections on Board impact from decision; financial health implications; and learner implications (rec 2 and 3).	December 2021	Marianne Philp / Executive Team	Complete – September 2021
3	To document the existing arrangements in place to gather learner feedback and views (learner voice framework) and present this to the Academic Quality Committee (rec 6).	November 2021	Iain Hawker / Craig Walker / Lisa Calderwood / Sarah Kerr / Marianne Philp	Complete. This was agreed at the Academic Quality Committee meeting in November 2021 and is attached for information
4	To consider if further information on safeguarding would be useful to the Board or a Committee following on from the presentation on Safeguarding / Corporate Parenting in June 2021 (rec 7).	June 2021	Board	People and Culture Committee was satisfied that good arrangements are in place.

No	Actions	Date	Responsible	Progress
5	To pilot extending the Board's self-evaluation process to include the preparation of an annual reporting system back to the Chair's Committee and/or Board. This would demonstrate the value added by each Committee and its achievements over the year and may also incorporate areas for improvement (rec 10).	May/June 2021 for reviews Sept 2021 for Committee review	Marianne Philp / Committee Chairs	Complete – September 2021
6	To pilot the addition of an additional agenda item at all meetings reviewing how the meeting went and any improvements that could be made (rec 11).	September 2021	Marianne Philp / Committee Chairs	Complete. This item has appeared on all agendas for 2021-22
7	To undertake a review of our compliance with the (updated) Code of Good Governance and thereafter identify stretch targets to enhance Board oversight of key areas (rec 12, 5, 6, 7).	2021-22 (after updated Code is issued)	Marianne Philp / David C Watt / Executive Team	Updated code has not yet been issued
8	To periodically review the stakeholder map and stakeholder engagement and make recommendations as appropriate (rec 13).	December 2021	Hugh Hall / Sue Reekie / Executive Team	

## **BOARD OF GOVERNORS OF FIFE COLLEGE**

### **Learner Voice Framework – Your Voice**

The External Effectiveness Review (EER) recommended that the Learner Voice Framework was drafted and is regularly reviewed by the Board. The Learner Voice Framework is a project that aims to highlight the different opportunities and methods by which students can give feedback throughout the year. Both Fife College and Fife College Students' Association (FCSA) use various strategies to gather input from the students.

Feedback, both positive and negative is an essential source of information to inform current practice and seek improvement.

Through Fife College, students can complete the Learner Survey twice yearly to give feedback on their experience within the college, the services they have possibly utilised, and comment on what went well and what could be improved within the college. The second Learner Survey includes the Scottish Funding Council Student Satisfaction and Engagement Survey (SSES). The SSES includes set questions issued by all of Scotland's Colleges. The data is then returned to the SFC for a sector-level analysis and report.

Throughout the year, there are other survey opportunities, including the School College Partnership Survey (Pupils and staff) and Modern Apprenticeship Survey. The Your Voice focus groups are another way students can get involved in giving feedback. For quality arrangements, class representatives can also participate in Course Review meetings, which occur bi-annually.

All quality surveys are analysed and comprehensively reported at various levels to support faculties and professional services areas to seek enhancement as part of their self-evaluation and operational planning processes.

With the FCSA, one way that students can be involved in giving feedback is by becoming a Class Representative. Representatives are selected at the beginning of the academic year, in September and October, and are expected to attend monthly meetings to discuss what is going well for their class as a whole and address any concerns they may have.

The FCSA Hack groups are another way students can be involved. These meetings happen every month and usually have a specific theme. Students may be asked to vote on specific things the college requires feedback on. Students can give feedback and be involved through the FCSA Award nominations and voting in the Student President Elections, which occur bi-annually.

To showcase the different ways students can be involved, we have been designing graphics to showcase on the 'Your Voice' section on the Fife College website.

A sunburst design and calendar (Appendix A) have been created to show what happens each month of the academic year. It has been colour coded to correspond with each feedback method's area (FCSA, Faculties and Quality).

It is also important to note that other formal processes are in place for students to submit feedback:

Quality:

Complaints <https://www.fife.ac.uk/about-us/policies-procedures-plans-and-reports/complaints-your-voice/>

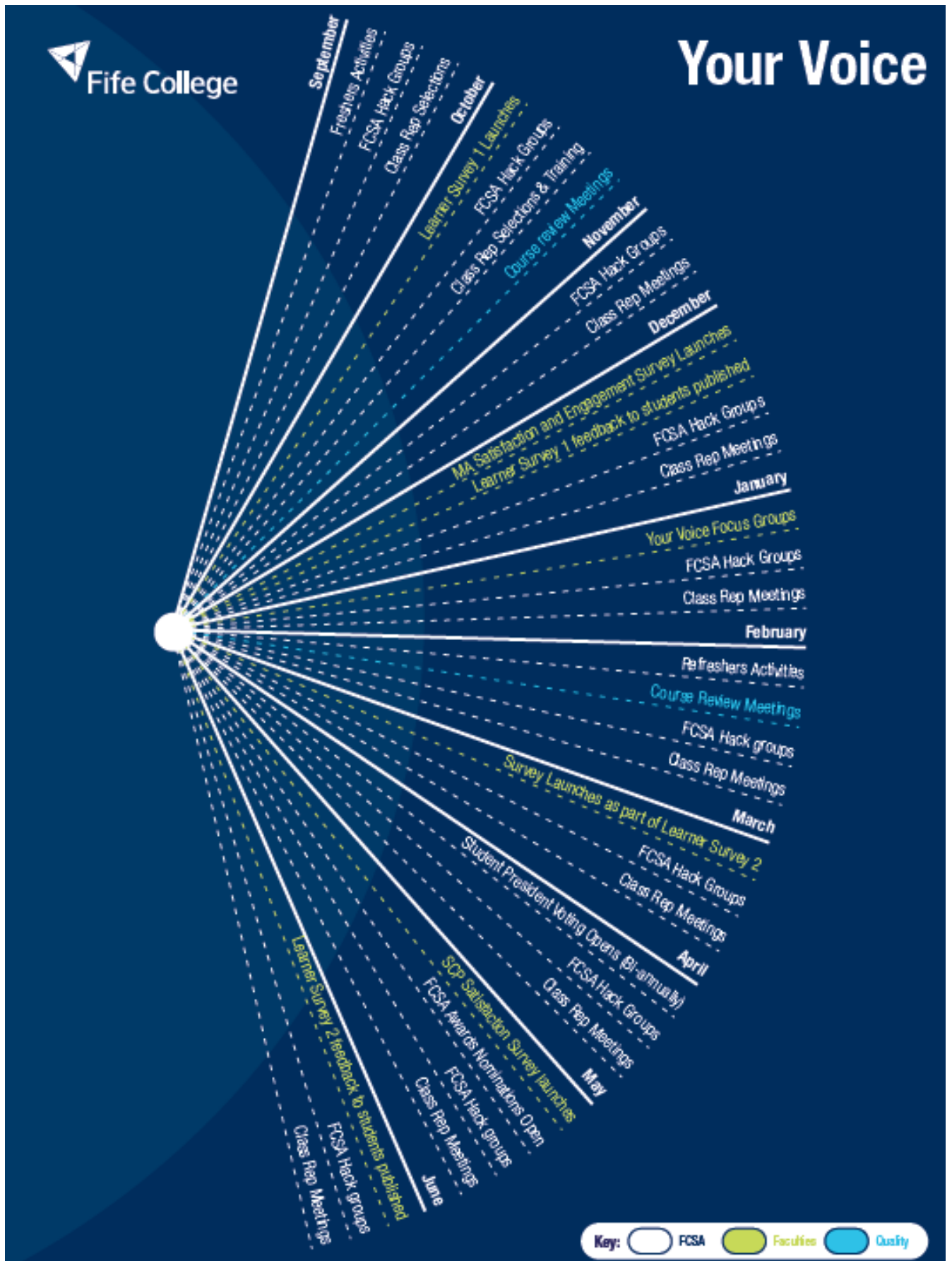
What's working well? <https://www.fife.ac.uk/about-us/policies-procedures-plans-and-reports/what-s-working-well-your-voice/>

FCSA:

Thank you forms

This information is fed back to the Board in a variety of ways:

- Through FCSA update reports presented at each Academic Quality Committee and Board of Governors meeting. These reports are tailored to fit with the remit of the relevant group, and Student Board members can raise any issues they see as appropriate with the Board or Committee members
- Views and feedback is regularly requested from Student Board members by the Board and Committee chairs on various papers being discussed at meetings
- Reports presented at Academic Quality Committee and Board meetings (as appropriate) on Learner surveys, complaints and within the Principal's report





# Fife College

# Your Voice

**September**

- Freshers Activities
- FCSA Hack Groups
- Class Rep Selections

**October**

- Learner Survey 1 Launches
- FCSA Hack Groups
- Class Rep Selections & Training
- Course review Meetings

**November**

- FCSA Hack Groups
- Class Rep Meetings

**December**

- Modern Apprentice Satisfaction and Engagement Survey Launches
- Learner Survey 1 feedback to students published
- FCSA Hack Groups
- Class Rep Meetings

**January**

- Your Voice Focus Groups
- FCSA Hack Groups
- Class Rep Meetings

**February**

- Refreshers Activities
- Course Review Meetings
- FCSA Hack groups
- Class Rep Meetings

**March**

- Student Satisfaction and Engagement Survey Launches as part of Learner Survey 2
- FCSA Hack Groups
- Class Rep Meetings

**April**

- Student President Voting Opens (Bi-annually)
- FCSA Hack Groups
- Class Rep Meetings

**May**

- School College Partnership Satisfaction Survey launches
- FCSA Awards Nominations Open
- FCSA Hack groups
- Class Rep Meetings

**June**

- Student Satisfaction and Engagement Survey & Learner Survey 2 feedback to students published
- FCSA Hack groups
- Class Rep Meetings





## Board of Governors

### Committee Calendar 2022-23

#### Chair's Committee (including Governance, Nominations and Remuneration)

Date	Time	Venue
Thursday 15 September 2022	3.30pm – 5.30pm	Boardroom, Dunfermline
Thursday 9 March 2023	3.30pm – 5.30pm	Boardroom, Dunfermline
Thursday 27 April 2023	3.30pm – 5.30pm	Boardroom, Dunfermline

#### People and Culture Committee

Date	Time	Venue
Monday 31 October 2022	3.30pm – 5.30pm	Microsoft Teams
Monday 20 February 2023	3.30pm – 5.30pm	Microsoft Teams
Monday 29 May 2023	3.30pm – 5.30pm	Microsoft Teams

#### Audit and Risk Committee

Date	Time	Venue
Thursday 8 September 2022	3.30pm – 5.30pm	Microsoft Teams
Thursday 17 November 2022*	2pm – 3.15pm	Microsoft Teams
Tuesday 7 March 2023	3.30pm – 5.30pm	Microsoft Teams
Thursday 1 June 2023	3.30pm – 5.30pm	Microsoft Teams

\* Private pre meeting at 1.30pm

#### Joint Audit and Risk and Finance, Commercial and Estates Committees

Date	Time	Venue
Thursday 17 November 2022	3.15pm – 4.00pm	Microsoft Teams

#### Finance, Commercial and Estates Committee

Date	Time	Venue
Tuesday 13 September 2022	9.30am – 11.30am	Microsoft Teams
Thursday 17 November 2022	4.00pm – 5.30pm	Microsoft Teams
Wednesday 8 March 2023	9.30am – 11.30am	Microsoft Teams
Tuesday 6 June 2023	9.30am – 11.30am	Microsoft Teams

#### Academic Quality Committee

Date	Time	Venue
Monday 7 November 2022	3.30pm – 5.30pm	Microsoft Teams
Monday 13 February 2023	3.30pm – 5.30pm	Microsoft Teams
Monday 5 June 2023	3.30pm – 5.30pm	Microsoft Teams

#### Board of Governors

Date	Time	Venue
Thursday 29 September 2022	3.30pm – 6.30pm	Carnegie Conference Centre
Thursday 8 December 2022	3.30pm – 6.30pm	Carnegie Conference Centre
Thursday 23 March 2023	3.30pm - 6.30pm	Carnegie Conference Centre
Thursday 22 June 2023	3.30pm - 6.30pm	Carnegie Conference Centre

#### Board of Governors: Development Day

Date	Time	Venue
Tuesday 1 November 2022	9am – 5pm	Carnegie Conference Centre

**Board of Governors: Strategy Day**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Thursday 25 May 2023	9am – 5pm	Carnegie Conference Centre

**New Build Project Board**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Thursday 1 September 2022	4pm – 5.30pm	Microsoft Teams
Thursday 6 October 2022	4pm – 5.30pm	Microsoft Teams
Thursday 3 November 2022	4pm – 5.30pm	Microsoft Teams
Thursday 1 December 2022	4pm – 5.30pm	Microsoft Teams
Thursday 2 February 2023	4pm – 5.30pm	Microsoft Teams
Thursday 2 March 2023	4pm – 5.30pm	Microsoft Teams
Thursday 6 April 2023	4pm – 5.30pm	Microsoft Teams
Thursday 4 May 2023	4pm – 5.30pm	Microsoft Teams
Thursday 8 June 2023	4pm – 5.30pm	Microsoft Teams
Thursday 6 July 2023	4pm – 5.30pm	Microsoft Teams



## Board of Governors

### Committee Calendar 2023-24

#### Chair's Committee (including Governance, Nominations and Remuneration)

Date	Time	Venue
Thursday 14 September 2023	3.30pm – 5.30pm	Boardroom, Dunfermline
Thursday 7 March 2024	3.30pm – 5.30pm	Boardroom, Dunfermline
Thursday 25 April 2024	3.30pm – 5.30pm	Boardroom, Dunfermline

#### People and Culture Committee

Date	Time	Venue
Monday 30 October 2023	3.30pm – 5.30pm	Microsoft Teams
Monday 19 February 2024	3.30pm – 5.30pm	Microsoft Teams
Monday 27 May 2024	3.30pm – 5.30pm	Microsoft Teams

#### Audit and Risk Committee

Date	Time	Venue
Thursday 7 September 2023	3.30pm – 5.30pm	Microsoft Teams
Thursday 16 November 2023*	2pm – 3.15pm	Microsoft Teams
Tuesday 27 February 2024	3.30pm – 5.30pm	Microsoft Teams
Thursday 30 May 2024	3.30pm – 5.30pm	Microsoft Teams

\* Private pre meeting at 1.30pm

#### Joint Audit and Risk and Finance, Commercial and Estates Committees

Date	Time	Venue
Thursday 16 November 2023	3.15pm – 4.00pm	Microsoft Teams

#### Finance, Commercial and Estates Committee

Date	Time	Venue
Tuesday 12 September 2023	9.30am – 11.30am	Microsoft Teams
Thursday 16 November 2023	4.00pm – 5.30pm	Microsoft Teams
Wednesday 28 February 2024	9.30am – 11.30am	Microsoft Teams
Tuesday 4 June 2024	9.30am – 11.30am	Microsoft Teams

#### Academic Quality Committee

Date	Time	Venue
Monday 6 November 2023	3.30pm – 5.30pm	Microsoft Teams
Monday 12 February 2024	3.30pm – 5.30pm	Microsoft Teams
Monday 3 June 2024	3.30pm – 5.30pm	Microsoft Teams

#### Board of Governors

Date	Time	Venue
Thursday 28 September 2023	3.30pm – 6.30pm	Carnegie Conference Centre
Thursday 7 December 2023	3.30pm – 6.30pm	Carnegie Conference Centre
Thursday 14 March 2024	3.30pm - 6.30pm	Carnegie Conference Centre
Thursday 20 June 2024	3.30pm - 6.30pm	Carnegie Conference Centre

#### Board of Governors: Development Day

Date	Time	Venue
Tuesday 31 October 2023	9am – 5pm	Carnegie Conference Centre

**Board of Governors: Strategy Day**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Thursday 23 May 2024	9am – 5pm	Carnegie Conference Centre

**New Build Project Board**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Tuesday 5 September 2023	4pm – 5.30pm	Microsoft Teams
Thursday 5 October 2023	4pm – 5.30pm	Microsoft Teams
Thursday 2 November 2023	4pm – 5.30pm	Microsoft Teams
Tuesday 5 December 2023	4pm – 5.30pm	Microsoft Teams
Thursday 1 February 2024	4pm – 5.30pm	Microsoft Teams
Thursday 29 February 2024	4pm – 5.30pm	Microsoft Teams
Thursday 4 April 2024	4pm – 5.30pm	Microsoft Teams
Thursday 2 May 2024	4pm – 5.30pm	Microsoft Teams
Thursday 6 June 2024	4pm – 5.30pm	Microsoft Teams
Thursday 4 July 2024	4pm – 5.30pm	Microsoft Teams

## **BOARD OF GOVERNORS OF FIFE COLLEGE**

### **Summary of Committee Business**

#### **People and Culture Committee: 9 November 2021**

- A briefing session was held on Wellbeing Strategy and Wellbeing Festivals. The direction of travel of the Wellbeing Strategy was endorsed, and the final version will be circulated to Board members for noting in December 2021.
- Good progress was being made with the delivery of the HR Strategy and Workforce Plan.
- A full update was given on health and safety and in particular Covid-19 measures, numbers and communications.
- Reports would benefit from being made more strategic and an offline meeting will be held to discuss how these might look and what KPIs/measures could be put in place to support the remit of the Committee.

#### **Academic Quality Committee: 10 November 2021**

- Business report information was reviewed in detail and will be available at today's Board meeting.
- FCSA Update, complaints and initial learner feedback was all discussed and showed a positive position.
- Learner Voice Framework was reviewed and is included on today's agenda. This was a recommendation given within the External Effectiveness Review undertaken by CDN. The Framework shows lots of feedback is gathered throughout the learner journey.
- Performance indicators showed a decline due to the Covid situation, but also showed the steps being taken with regard to curriculum design and monitoring attendance had been working previously. These types of initiatives will continue and it was anticipated PIs would improve in future years.
- The Education Scotland progress visit was scheduled for 16-18 November 2021 and Janet Campbell will provide an update to the Board in due course.

#### **Audit and Risk Committee: 18 November 2021**

- The annual private pre-meeting with non executive Committee members and internal and external auditors took place. Feedback was extremely positive from both the external and internal auditors on levels of engagement, proactive approach and detail provided throughout the year and during the external audit. This was reflected in the reports provided.
- The top risks within the strategic risk register were reviewed and action taken since the last meeting was confirmed as appropriate.
- The annual internal audits on credits return and student support funds were considered and these confirmed that robust processes were in place with no issues or concerns identified.
- The annual report to the Board was considered and approved for submission to the Board

#### **Joint Audit and Risk Committee and Finance, Commercial and Estates Committee: 18 November 2021**

- The draft accounts 2020-21 were reviewed in detail and were recommended for approval to the Board of Governors at the December meeting, subject to a few amendments being made.

- The external audit annual report was presented and confirmed an unqualified opinion and no issues were raised in relation to the College being a going concern. This will be presented to the Board of Governors at the December meeting.
- An annual update was given on Arm's Length Foundation activity.

#### **Finance, Commercial and Estates Committee: 18 November 2021**

- Digital and Estates updates were given with good progress demonstrated. The newly appointed Director of Estates has been invited to give an update at the next meeting reviewing where the College currently is and main areas of priority
- Financial and commercial updates were given and variances were reviewed in detail. Where gaps in income have been identified, these are being closely monitored and actioned by staff.
- The F1 budget was reviewed with a move from an underlying surplus to a breakeven year-end position projected. This was primarily due to student recruitment levels. There was a discussion about withdrawals mainly being due to students gaining jobs as a result of local employment and wage increases. It was noted that further wage increases may mean staff may also be lost due to new opportunities and this may be something the People and Culture Committee or Board of Governors wish to discuss. The F1 budget will be presented to the Board at the December meeting.
- Academic fees for the year ahead were approved and remain unchanged from this year.

#### **New Build Project Board**

- [6 October 2021](#)
- [3 November 2021](#)