

AGENDA

A meeting of the Board of Governors will be held on Wednesday 23 March 2022 at 3.30pm in the Carnegie Conference Centre, Dunfermline.

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	Feedback on Education Scotland Visit <i>Dr John Bowditch, HM Inspector, to join (via Teams) for this item</i>	Discuss	JB/IH	
3	Minutes of the Previous Meeting: 8 December 2021	Approve	DCW	
4	Matters Arising / Actions Outstanding	Note	DCW	2-2
5	Principal's Update Report	Note	HH	
6	Fife College Students' Association (FCSA) Update	Note	TF/EW	3-7
7	Business Report	Note	SD/DL/IH	
10 MIN BREAK				
8	Scottish Government Funding for Colleges and Universities 2022/23	Note	SD	
9	Governance Update 9.1 Code of Conduct	Approve Approve	MP MP	8-10
10	New Dunfermline Learning Campus 10.1 DP4 and Progress Report 10.2 Land Transaction 10.3 Purchase of Media Space and Garages	Approve Approve Endorse	HH HH HH	
11	Board Updates (Questions only) <i>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.</i> 11.1 Chair's Updates 11.2 Summary of Committee Business	Note Note	DCW Chairs	11-12 13-14
12	Review of Meeting	Discuss	All	N/A
13	Date of Next Meeting: Wednesday 22 June 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	08.12.21	To prepare a paper on the land transaction legal documentation seeking formal approval of the Board.	Principal	23.03.22	Complete – on today's agenda.
2	08.12.21	To approve the Annual Accounts 2020-21, to note the contents of the Audit and Risk Committee Annual Report, and to approve the Letter of Representations. Signatories agreed that electronic signatures could be applied to the accounts and associated documents.	S Dunsmuir	31.12.21	Complete.



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Fife College Students' Association (FCSA) Update Report	
Date of Meeting:	23 March 2022
Purpose:	To update members of the Board of Governors on the progress made by the FCSA since the last meeting.
Intended Outcome:	To note the position.
Paper Submitted by:	Tali Fisher - President Welfare and Equality Emma Wallace - President Education and Representation
Prior Committee Approvals:	N/A
Board Impact from Decision:	To ensure that the FCSA has appropriate resourcing and support from the College to undertake its duties effectively; and that the FCSA is operating effectively in order to meet the needs of our learners.
Financial Health Implications:	N/A
Learner Implications:	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
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
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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 been addressing all issues regarding the learning experience and making sure the right staff and contacts have been made. Emma has been speaking to students to ask how they are finding being back on campus and speaking to class reps during the meetings.

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

Emma has been involved in the new Health, Safety and Wellbeing committee to find student representatives to be involved in the Student Community group to find out what should be improved regarding mental health facilities.

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 started to be published on social media so students can see what progress, tasks and events have taken place during the month. Updates have also been posted on the new FCSA monthly newsletter and discussions have started around having a segment on Boom radio for updates.

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

Emma has been in contact with Ann Playford around giving support for articulating University students and research about support in university has started. Contacts have also been made with Fife Voluntary Action and Student Employability hub around promotion of volunteering for students.

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

Emma has been involved with the Digital Capabilities for Students group and has been promoting the Digital Familiarisation course created for students.

Natalie Fisher -

Introduce Workshops on BSL and Deaf Awareness

Due to unforeseeable circumstances the Deaf Awareness and BSL Taster Sessions have been postponed until further notice.

Tali has created her own Deaf Awareness interactive sessions and PowerPoints. Tali was approached by Linda Anderson (Lecturer) and asked to facilitate a Deaf awareness session to the BA childhood studies course, which was delivered on the 9th of March via teams.

Following the success of the first session, Tali will deliver this session again to a different group of students on the 14th of March. Anne-Marie O'Donnell (Lecturer) has asked Tali to deliver this session as part of the class's "Supporting children and young people who require additional support" unit. ([more](#))

Campaigns to raise issues and awareness

The FCSA Mini Pride campaign took place on 23rd February. This was a collaboration with the FCSA LGBT Officers and was held in the Kirkcaldy and Glenrothes campuses. Students and staff were encouraged to wear rainbow colours, and the students could access promotional items, information, and leaflets as well as rainbow face painting. The event also featured representatives from NHS Fife and the Terence Higgins Trust. ([more](#))

Environmentalism President

Tali continues to run the Green Club channel on Teams, posting blogs and other engaging content for students. ([more](#))

Mental Health and Accessibility Support

Tali and Angela Grindle, the FCSA Student Engagement Coordinator, are currently collecting more feedback from students following on from the student mental health survey and will create a final report soon. This report will highlight student's current perceptions and awareness of the support that is on offer from Fife College. ([more](#))

Support for Housing and Financial Issues

The 'Know Your Rights' campaign commences on Monday 25th of April and will run until Thursday 28th April. Citizens Advice and Rights Fife (CARF), and Fife Council will attend, as well as Aimee Dobie, Senior Education and Engagement Outreach Officer from the UK Government who will facilitate a workshop focusing on encouraging students to think about their rights and how to get involved with campaigning themselves. ([more](#))

Wellbeing Sessions

Tali has secured a grant from NUS Think Positive which will be used to pay for a six-week block of tai chi for students, this will tie into Wellbeing Wednesdays and part of the FCSA De-Stress Zones month, which will start in May and run until June. ([more](#))

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

Work done in Q2/3 2021

- The FCSA and Fife College will host the Scottish Student Sport Conference and Awards night. This is the first time this event has been hosted by a college.
- The FCSA and Fife College have provided 50 free memberships to the Fife Sport and Leisure Trust gyms. ([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 Q2/3 in 2021

- All Presidents and FCSA Staff members are now involved with external volunteering. ([more](#))

- The FCSA has become an official partner with the University of Strathclyde Student Union's Care Experienced and Estranged Students Network.
- In March we worked with Fife College to deliver a Health and Wellbeing festival which included a week of events for students.
- We worked with students from Creative Industries to create a video campaign for National No Smoking Day. ([You can view the video here](#))
- [More on our community work can be found in the deep dives.](#)

Planned work

- In April our 'Know Your Rights' festival will connect our members with support organisations including Citizen's Advice, the UK Government, and Fife Council's Housing Team.

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

Work done in Q1 2021

- The review of the role of FCSA Online Engagement Coordinator has been completed.
- The team have completed a review of current processes to identify where time can be better used to help us adapt to the return to in-person delivery.

Planned work

- We are reviewing the expectations on FCSA Presidents including their capacity to deliver election pledges alongside mandated work, such as supporting the Class Rep system and student engagement with College quality processes.
- A new approach to engaging Apprentices in the quality processes of Fife College is being developed and will be piloted in the Rosyth campus soon.

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 helped to facilitate three projects with the University of Edinburgh's Shared Learning Spaces team looking at Common Areas, STEM Spaces, and Public Art.
- The FCSA are involved with the design of the Sports and Fitness areas of the new campus.

Planned work

- The FCSA are going to gather more student feedback on what sort of space would suit the students and the FCSA in the new campus.

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

Work done in Q2/3 2021

- Recruitment of members has begun with our 'Do you want to be an Oversight Group OG?' campaign, and four potential members have been identified. ([more](#))
- Initial contact with the interested parties has been made by Craig Walker with an introductory meeting scheduled for April 2022.
- Evelyn McPhail has agreed to join the group as a member.

Planned work

- After the introductory meeting the new members will be invited to attend day 1 of the FCSA Strategy Event on the 27th of June 2022.

8 Commitment work not captured elsewhere

Learner Engagement and Participation

Nominations for the FCSA and Fife College Awards will open soon. As part of the event we are working with the College's Prison team to collect creative works from our prison-based members which can be showcased on the night.

Health

Tali Fisher, Emma Wallace, Lauren Rosenbaum and Angela Grindle recently joined Fife College Staff members in completing their training in Scottish Mental Health First Aid. All paid members of the FCSA now hold this certificate. The sessions were delivered by John Blakey who completed the train the trainer programme through funding given by the FCSA in 2015/2016.

The FCSA worked alongside the College's Health and Well-Being Team to host the Well-Being festival for students, with 442 students attending on campus. (more)

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.

The FCSA website, www.fc-sa.net, has begun to grow its audience following its soft launch. (more)

9 Other Notable Items

The FCSA's 'Get On Our eBikes' eBike hire scheme has proved very popular with students and staff, with the whole fleet of ebikes being regularly hired out. So far £275 has been raised through hires, which cost students and staff £2.50 per week. The funds that we have raised from this scheme will be donated to the Disasters Emergency Committee's Ukraine Humanitarian Appeal.

Emma Wallace
FCSA President
Education and Representation
14th March 2022

Tali Fisher
FCSA President
Welfare and Equality
14th March 2022

Deep Dives for March 2022 can be accessed [here](#).



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Update on Governance Matters	
Date of Meeting:	23 March 2022
Purpose:	To update Board members on membership and governance related matters.
Intended Outcome:	To note the updates and to approve the recommendations as outlined in the paper.
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Board Impact from Decision:	To ensure good governance arrangements are in place in relation to all Board and Committee activity.
Learner Impact:	N/A
Financial Health Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
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Date of Production:	10 March 2022

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 Membership

Since the last Board meeting, Scottish Ministers have approved the appointment of Phillip Thompson as a Board member. He will also remain a member of the Finance, Commercial and Estates Committee.

Susan Mitchell's term of office is due to end on 31 July 2022. The Chair's Committee at its meeting on 9 March 2022 recommended that Ministerial approval be sought to re-appoint Susan as a Board member for the period 1 August 2022 to 31 July 2026.

On 31 July 2022, Shona Cochrane and Jim Trail OBE will have served their maximum term of office and will step down from the Board. We are extremely grateful to Shona and Jim for their valuable contributions over so many years and will find an appropriate way to mark their departure. The Chair's Committee reviewed the skills matrix and agreed to take steps to arrange for the two forthcoming vacancies to be advertised and interviews held.

Shona Cochrane is Chair of Academic Quality Committee and Jim Trail is Chair of Finance, Commercial and Estates Committee. The Chair's Committee recommend the appointment of Zoe Thomson as Chair of Academic Quality Committee with effect from 1 August 2022, which will also mean Zoe becomes a member of Chair's Committee. It was also recommended that Susan Mitchell (currently Chair of Audit and Risk Committee) transfers to the role of Chair of Finance, Commercial and Estates Committee, and that Brian Fisher assumes the role of Chair of Audit and Risk Committee and becomes a Chair's Committee member with effect from 1 August 2022.

The Chair's Committee discussed options for Chair of Finance, Commercial and Estates Committee and members will be asked to approve an appointment to the position of Chair once a recommendation is available.

As members will be aware from previous Fife College Students' Association (FCSA) update reports, an FCSA Advisory Board is to be established. Initially a small number of members will be recruited, with a view to extending this as the remit of the Board becomes more established. In order to ensure that good relationships are maintained with the Fife College Board of Governors, a request was made for a Board member to be one of the first Advisory Board members. Evelyn McPhail has agreed to undertake this role, initially for a one year period.

3 Amendment to Chair's Committee Remit

At its meeting on 9 March 2022, the Chair's Committee recommended that its remit be changed – please see amendment proposed in Appendix 1.

4 Amendment to Governance Document: Dunfermline New Learning Campus

The New Build Project Board requested that the governance document previously approved be updated to reflect changes within the College and Project Team structure.

The document included as Appendix 2 was discussed at the New Build Project Board meeting on 16 March 2022 and is recommended to the Board of Governors for approval.

5 External Effectiveness Review: Progress with Action Plan

Please see Appendix 3 which shows the progress made to date with the action plan.

6 Recommendations

Members of the Board are invited to note the contents of the paper and to:

- Endorse the decision to appoint Phillip Thomson to the Board for the period 15 February 2022 to 31 July 2025.
- Endorse the recommendation to seek Ministerial approval to appoint Susan Mitchell to the Board for the period 1 August 2022 – 31 July 2026.
- Approve the appointment of Zoe Thomson as Chair of Academic Quality Committee and as a Chair's Committee member with effect from 1 August 2022.
- Approve the transfer of Susan Mitchell to Chair of Audit and Risk Committee with effect from 1 August 2022.
- Approve the appointment of Brian Fisher as Chair of Audit and Risk Committee and as a Chair's Committee member with effect from 1 August 2022.
- Endorse the decision taken to appoint Evelyn McPhail to the FCSA Advisory Board, initially for one year.
- Approve the proposed change to the Chair's Committee remit (Appendix 1).
- Approve the proposed changes to the Governance Document (Appendix 2).

COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Chair's Updates to the Board	
Date of Meeting:	23 March 2022
Purpose:	To update Board members on activity since the last meeting
Intended Outcome:	To note the update
Paper Submitted by:	David C Watt, Chair
Prior Committee Approvals:	N/A
Board Impact from Decision:	To be briefed on local, national and sector-wide activity that the Chair has been involved in
Financial Health Implications:	N/A
Learner Implications:	N/A
Equality and Diversity Implications:	N/A
Risk Assessed:	N/A
Publicly Available:	No
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Date of Production :	14 March 2022

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

- Normal fortnightly meetings with Principal and Director of Governance and Compliance, as well as intermittent calls.
- Attended the College Development Network (CDN) National Awards Ceremony in Glasgow - two awards for College, plus several honourable mentions.
- Attended virtually CDN courses on Prevent work and Funding sources - with others to come.
- Met with Andrea Nolan - Principal of Edinburgh Napier University.
- Met remotely with Frank Hughes of Lincoln College International in Saudi Arabia to discuss international work.
- Attended Chair's Committee and New Build Project Board meetings.
- Met twice with Vice-Chair and Senior Independent Director.
- Met with Jim Metcalfe CEO of CDN to brief him re our Strategy Day in May.
- Involved in many meetings of the Employers Association (EA) - both with Unions, but also in restructure of EA.
- Heavily involved with Colleges Scotland Strategic Completion Group in developing a draft to go to members after Easter. (Lots and lots of meetings!!)
- Met twice with Minister - Jamie Hepburn MSP - to discuss Tertiary education in general and FE funding in particular.

3 Recommendation

Board members are invited to note the paper.

BOARD OF GOVERNORS OF FIFE COLLEGE

Summary of Committee Business

Academic Quality Committee: 16 February 2022

- A briefing session on Digital Portfolio Update: College Offer and Key Partnerships was held, presented by Stewart McDonald. A copy of the slides are available on [Microsoft Teams](#). This demonstrated an innovative approach, linked in to industry and competitors, to ensure a modern curriculum which would meet needs of employers and students.
- An update was given on student enrolments and withdrawals, and the update the pandemic was having on this. An update on statistics will be provided at the Board meeting as part of the Business Report. An update will also be given on Learner Survey 1 which once again showed a better response rate than in previous years.
- Excellent progress continued to be made by the Fife College Students' Association (FCSA). It was agreed that the Committee would receive more detailed information on class representatives, including areas not represented, general balance, opportunities and challenges for discussion at the next meeting.
- An update on the recent Education Scotland Visit showed good progress with 43 positive progress notes made and 7 points suggesting further progress. The full report is available on [Microsoft Teams](#) and the Committee will monitor progress towards achieving the action plan that has been drafted to take forward to the further progress noted.

People and Culture Committee: 22 February 2022

- Local Trade Union representatives were invited to attend to discuss how working relationships were between TUs and management. It was confirmed that dialogue was open and constructive, and partnership working was seen as key moving forward
- An update was given on Health and Safety. There were no RIDDOR reportable incidents during the period. There was a discussion about the number of staff and students testing positive for Covid, and the changes to social distancing arrangements. An internal audit on health and safety had identified one action in relation to staff training. Training had commenced and a plan was in place to roll this out.
- Significant progress was reported with regard to Delivering the Human Resource Strategy and Workforce Plan 2018-23. Work had focused on agile / hybrid working, health and wellbeing, workforce planning and transformation of the OD and HR function

Audit and Risk Committee: 3 March 2022

- The [Strategic Risk Register](#) was discussed, with the impact of the current external environment being highlighted, with a helpful discussion on the New Learning Campus and on the Scottish Government's draft budget, which will be raised at the next Board of Governors meeting.
- It was noted that the external auditors had been appointed by Audit Scotland for a further year and it was agreed that the internal auditors would be appointed for a further year. As this will be the end of the contract for internal auditors, a timeline for the tender process to secure new internal auditors will be presented to the Committee at the start of next academic year.
- The assurance framework was presented to members with no concerns being identified.
- Good progress continues to be made by management in implementing internal audit recommendations.
- The Committee agreed that the [Planning for skills | Audit Scotland \(audit-scotland.gov.uk\)](#) report should be made available to all Board members.
- It was noted that sessions offered as part of the [Wellbeing Festival](#) were open to Board members. The next Wellbeing Festival is scheduled for 30 May – 17 June.

Finance, Commercial and Estates Committee: 8 March 2022

- There was a briefing session on Commercial Activity and Business Engagement at the start of the meeting. A copy of the presentation is available on [Microsoft Teams](#). Iain Hawker, Miles Lagan and John Elliot outlined the current position and priorities moving forward with regard to commercial activity and how we engage with employers and businesses.
- The Committee reviewed progress towards Digital and Estates objectives with good progress being made overall. Members were advised of pricing issues the contractor had with regard to the Dunfermline Learning Centre. Board members will receive an update on this at the next Board meeting.
- The financial position was £33k ahead of the year to date F1 position, and commercial activity was noted as being on track with several bookings in the pipeline. Members were pleased to hear that employers were starting to prioritise staff development again.
- An update was given on the draft budget issued by the Scottish Government. An update will be provided on this at the next Board meeting.

Chairs Committee: 9 March 2022

- There was a discussion about the forthcoming Board vacancies and it was agreed to proceed to advertise these. Options for filling discussed and recommendations will be made to the Board of Governors.
- A change was recommended to the remit of the Committee and will be submitted to the Board for approval.
- Members were updated on recent changes to remits of Executive Team members and the impact of these. It was noted that arrangements were working well.

New Build Project Board

- [7 December 2021](#)
- [2 February 2022](#)