

# MINUTES

---

**Meeting:** Board of Governors

**Date:** Wednesday 22 June 2022

**Location:** Carnegie Conference Centre, Dunfermline

**Present:** David C Watt (Chair), Shona Cochrane, Drew Connelly, Lynn Davis, Garry Dickson, Pamela Dobson, Brian Fisher, Hugh Hall, Tony Martin, Susan Mitchell, Gordon Mole, Samantha Mowbray, Phillip Thompson, Zoe Thomson, Jim Trail OBE, Emma Wallace

**Apologies:** Tali Fisher, Evelyn McPhail

**In Attendance:** Susan Dunsmuir, Iain Hawker, Dorothee Leslie, Marianne Philp

## 1 Welcome, Apologies and Declarations of Interests

The Chair welcomed those present to the meeting.

## 2 Minutes of the Previous Meeting: 23 March 2022

### 2.1 Notes of Strategy Day: 18 May 2022

The minutes of the previous meetings were approved as an accurate record.

## 3 Matters Arising / Actions Outstanding

The contents of the paper that been circulated were noted.

## 4 Principal's Update Report

The contents of the paper that had been circulated by email were outlined and noted.

Highlights included updates on:

- Strategic sector-wide issues
- Arrol-Gibb Innovation Centre, Rosyth
- Scottish Prison Service (SPS) Contract
- Overall Performance
- Estates
- Staff and Student Matters
- Graduation Ceremonies

The FCSA was congratulated on winning Students' Association of the Year.

There was discussion about student recruitment and retention. It was noted that the College continues to focus student recruitment in line with economic need, and works with employers, universities and colleges to ensure adequate cover and avoid duplication. Academic teams were closely monitoring reasons for withdrawal. It was confirmed that all Colleges were experiencing slower student recruitment than in previous years.

It was confirmed that the College estate continued to be maintained, but that some accommodation was not of a satisfactory standard. The delay to the Glenrothes project was not desirable but was being managed.

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

The contents of the paper that had been circulated were noted. The Student Board Member outlined the progress made against FCSA aims and commitments, and against the Student Presidents' elected aims. The FCSA was congratulated on making good progress and thanked for the comprehensive report.

## 6 Business Report

The contents of the paper that had been circulated were noted. The strategic highlights within the paper were outlined in turn.

It was noted that if credit targets were not met, the Scottish Funding Council (SFC) was entitled to claw back money. They had not done this in recent years, but no assurances had yet been given for the current year.

It was noted that there had been a slight improvement of around £100k on the financial as at end of May 2022.

Members queried the increase in the staff sickness absence rate. It was confirmed that this was mainly due to Covid, and mental health reasons. Mental health support was being significantly invested in for both staff and students.

**Decision:** To arrange a training session for Board members on the student recruitment process and impact on credits.

**Responsibility:** Director: Governance and Compliance      **Deadline:** December 2022

## 7 Strategy 2023-28 Update

Wendy Brymer joined the meeting. The contents of the paper that had been circulated were outlined and noted. Board members were thanked for the contributions made at the Strategy Day and were advised that further opportunities for input would be made available as the Strategy is developed.

The Chair reminded those present that the Strategy should be owned by the Board, and asked Board members to continue to engagement with the process and to contribute ideas.

## 8 Annual Operating Plan

The contents of the paper that had been circulated were noted. It was noted that the KPIs were rolled forward from the 2021-23 and that work would be undertaken to develop these in line with the Strategy 2023-28.

**Decision:** To approve the Annual Operating Plan 2022-23.

**Responsibility:** Wendy Brymer

**Deadline:** 1 August 2022

## 9 Climate Change Strategy and Net Zero Action Plan

John Wincott joined the meeting. The contents of the paper that had been circulated were noted. The three main aims within the Strategy were highlighted. It was confirmed that the targets within the document had been set by the College, and were in line with the Scottish Government's mandate.

It was highlighted that the Net Zero Action Plan provided more detail, and the Board's endorsement was requested.

To date, Net Zero had been seen as an estates related issue; however the focus would change with all areas of the College requiring to engage. This would include embedding Net Zero within the curriculum. Resourcing would require to be considered to ensure that the actions could be delivered. It was confirmed that the targets were challenging but achievable, with resourcing.

The levels of funding needed per year until 2028 were not yet known. A bid will be submitted for £600k to support a feasibility study to work up plans and costs in more detail.

Members confirmed that they were supportive of the ambition, and suggested that this would be challenging.

It was noted that once figures for commuting and procurement were added, the KPI figures would be adversely affected. Offsetting was considered to be a last resort option.

It was highlighted that Carbon Literacy Training would be made available to Board members towards the end of 2022-23.

A suggestion was made that Net Zero could feed into Alumni/Fundraising, especially from younger people who were keen on the Net Zero agenda.

**Decision:** To approve the Climate Change Strategy and Net Zero Action Plan.

**Responsibility:** John Wincott

**Deadline:** 1 August 2022

Wendy Brymer and John Wincott withdrew from the meeting.

## 10 Draft Budget

The contents of the paper that had been circulated were noted. It was confirmed that the Finance, Commercial and Estates Committee had reviewed the draft budget in detail. A modest underlying surplus was forecasted for 2022-23. The scenario plans for future years were based on assumptions. It was noted that the period ahead was going to be extremely challenging for the sector overall.

There was a discussion about the need to focus on increasing commercial income, and some of the challenges currently faced with that.

**Decision:** To approve the budget for 2022-23.

**Responsibility:** Chief Financial Officer

**Deadline:** 1 August 2022

## 11 Dunfermline Learning Campus: Call on Decision Point 4 (DP4)

The contents of the paper that had been circulated were noted. Members were briefed on the challenges of securing a price to finalise the DP4 submission due to the volatile external environment.

A two stage approach was being suggested whereby 70% of the price could be fixed now and 30% could be deferred to a later date. This was considered a more cost effective strategy as to fix cost now would incur a higher premium to offset risk.

Increased costs to the project were noted, and significant work was ongoing to reduce these without compromising the standard of the building. The Scottish Funding Council and Scottish Government were being kept updated in order to inform their planning.

It was noted that the schools were taking a different approach due to the funding model that applied to them.

**Decision:** To convene an additional meeting in 3-4 weeks in order to sign off the DP4 submission once more detailed pricing and further information from Scottish Government was available.

**Responsibility:** Principal

**Deadline:** 31 July 2022

Susan Mitchell left the meeting.

## 12 Governance Update

The contents of the paper that had been circulated were noted. Updates were given on:

- Board membership
- Proposed changes to Committees
- Committee self-evaluation and changes to remits
- Model code of conduct
- External effectiveness review: progress with action plan
- Carnegie Enterprise Ltd wind-up process
- Annual review meetings

### Decisions:

- To endorse the decision to appoint the two people named in the paper as Board members with effect from 1 August 2022 for a period of 4 years.
- To endorse the decision to appoint the person named in the paper as a co-opted member of the Finance, Commercial and Estates Committee with effect from 1 August 2022 for a period of 1 year.
- To approve the nominations to Committee membership as detailed within Appendix 1 of the paper.
- To approve the changes to the external effectiveness review action plan, to be published on our website.

**Responsibility:** Director: Governance and Compliance

**Deadline:** 1 August 2022

### 12.1 Self Evaluation

The contents of the paper that had been circulated were noted. Members confirmed current arrangements were working well, and agreed that the template remained relevant.

**Decision:** To issue the questionnaire by email for completion during July 2022.

**Responsibility:** Director: Governance and Compliance      **Deadline:** 30 June 2022

### 13      **Colleges Scotland Strategy 2022-26 and Update**

A link to the Colleges Scotland Strategy 2022-26 was provided. There was a discussion about the service provided by Colleges Scotland and what options were available to the College regarding membership moving forward.

**Decision:** To bring a paper to the September 2022 meeting giving more detail on options available regarding membership.

**Responsibility:** Chair/Principal

**Deadline:** 29 September 2022

### 14      **Board Updates**

#### 14.1      **Chair's Updates**

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

#### 14.2      **Summary of Committee Business**

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

### 15      **Review of Meeting**

Feedback was taken from those members joining the meeting via Teams.

### 16      **Date of Next Meeting:** 29 September 2022 at 3.30pm, Carnegie Conference Centre

It was noted that Board meetings would be in person, with attendance encouraged and virtual being used as a back-up option. Committee meetings would continue to be held via Teams unless there was a reason that made attendance preferable.

The Chair thanked Shona Cochrane and Jim Trail for their contribution over the 8 years they had served on the Board and advised that an opportunity to see them again would be arranged after the summer holidays.

Jim Trail and Shona Cochrane in turn thanked Board members and the Executive Team for tremendous support over their terms of office. They congratulated everyone involved in the significant change achieved over the period and wished everyone well for the future.

The Chair thanked everyone for attending the meeting.