

MINUTES

Minutes of the Board of Governors meeting held on Wednesday 23 June 2021 from 3.30pm via Microsoft Teams.

Present: David C Watt (Chair), Bob Black, Jade Burnett, Patrick Carnie, Shona Cochrane, Garry Dickson, Pamela Dobson, Sarah Ferguson, Brian Fisher, Hugh Hall, Joseph Harney, Tony Martin, Evelyn McPhail, Susan Mitchell, Gordon Mole, Samantha Mowbray, Zoe Thomson, Jim Trail OBE

Apologies: Jen Anderson

In Attendance: Wendy Brymer, Susan Dunsmuir, Tali Fisher, Dorothee Leslie, Sue Reekie, Emma Wallace, Marianne Philp

1 **Welcome, Apologies and Declarations of Interests**

The Chair welcomed those present to the meeting. Tali Fisher and Emma Wallace were congratulated their recent election as Student Presidents for 2021-22 and were welcomed to their first meeting, as were the recently appointed new Board members.

It was noted that the agenda format had been changed in light of recent feedback from members and from the recent External Effectiveness Review exercise. It was anticipated that this would free up more time for input and strategic discussion by Board members at the meeting. Papers in the noting section would be assumed to have been read in advance of the meeting.

Presenters were asked to assume papers had been read and to highlight only key points or changes in their papers. They were also reminded to speak slowly to help the two British Sign Language interpreters.

2 **Minutes of the**

2.1 Previous Meeting: 17 March 2021

2.2 Strategy Session: 19 May 2021

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
- Covid update
- Overall performance
- Staffing matters
- Recent awards

Members congratulated the senior team and all staff involved in the overall performance, given the major challenges faced over the past year.

Decision: To circulate information on the developing approach for the Fife Partnership's "place based strategy" approaches.

Responsibility: G Mole/Director: Governance

Deadline: 23 July 2021

5 Business Report

The contents of the report that had been circulated were noted. The bullet points in the Executive Summary were outlined in turn, with highlights as follows:

- The College had now achieved the SFC credit target for 2020-21. Only a very small number (less than 6%) of students would be deferred to next academic year as a result of Covid. Student recruitment for 2021-22 was also progressing well.
- An underlying surplus of £995k was projected for the financial year-end. The main variances as detailed within the report were explained and noted.
- Good progress was being made with the roll-out of MyFife Project with four updates launched in May 2021.
- Several estates projects were ongoing which would be completed by the start of the new academic year.
- A two-device strategy had been agreed and was being rolled out to staff. This would also be offered to Board members. Multi-factor authentication had been implemented for all staff and would also be implemented for students in the new academic year.

Members once again congratulated those involved for the progress made.

6 Draft Operating Plan 2021-22: Strategic Discussion

The contents of the paper that had been circulated were noted. It was highlighted that the draft Operating Plan 2021-22 was aligned to the overall Strategic Plan. The Strategic Plan was in its fourth year of a five year plan. The response to the Covid-19 pandemic situation had accelerated progress in some key areas. It was also noted that Faculty/Departmental Plans sit beneath this Operating Plan and individual CLPL objectives are then given to individual team members to ensure alignment and progress.

There was a discussion about hybrid working and learning. It was confirmed that for students, a blended approach would be in place and a small percentage of learning would be online, but this varied between the levels and types of course. For staff, it was likely that most staff would be expected to be on campus two/three days per week, and could work from home other days.



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However this would be dependent on business need and managed by individual teams. It was noted that the focus moving forward would be more about attitude and resilience rather than digital capability as a result of the lessons learned in the past year. It was suggested that maintaining a flexible approach was important as staff and students may change their views of what they want as restrictions ease.

It was noted that the Academic Quality Committee had had a useful discussion on progress made with regard to new types of delivery and digital learning support available which had been extremely useful and was in line with the draft Operating Plan.

It was suggested that more explicit reference could be made to the opportunity of hybrid and remote working and carbon reduction commitments could be made within the plan.

Decision: To approve the Draft Operating Plan 2021-22.

Responsibility: Director: Planning and Performance

Deadline: 31 July 2021

7 Draft Budget 2021-22

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 and recommended its approval to the Board of Governors. The main variances as detailed within the paper were outlined and noted. It was noted that a £490k surplus was projected. The financial position would be closely monitored as more is known about restrictions easing and the impact of this.

Decision: To approve the draft budget for 2021-22.

Responsibility: Chief Financial Officer

Deadline: 31 July 2021

8 Glenrothes Campus: Outline Business Case

The contents of the paper that had been circulated were noted. It was highlighted that the Outline Business Case was in line with the overall Estates Strategy and that the Glenrothes Campus had been highlighted as being a priority for investment as part of the last SFC Estates Condition Survey.

A few minor changes were suggested:

- To more explicitly state that the redevelopment would extend the College's reach to North East Fife.
- To bring out more of the positive benefits later in the report in the Executive Summary, eg on impact and in the benefits appraisal.

Decision: To approve the Outline Business Case for submission to SFC by 30 June 2021.

Responsibility: Chief Operating Officer

Deadline: 30 June 2021

9 Update on Membership and Governance-Related Matters

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

- Board Membership
- Student President Elections 2021-23
- Committee Membership
- Results of recent survey on virtual v face to face meetings
- Review of Committee remits

Decisions:

- To endorse the decision taken by the Chair's Committee to appoint new members and elect them to the Committees as detailed within the paper.
Responsibility: Director: Governance and Compliance **Deadline:** 1 August 2021
- To contact the Director: Governance and Compliance to express an interest in or to seek further information about any of the roles that are due to become available.
Responsibility: All Board Members **Deadline:** 15 July 2021
- To agree to the proposed format of meetings once social distancing restrictions ease.
Responsibility: Director: Governance and Compliance **Deadline:** As relevant
- To approve the changes to the remits as detailed within the paper, and to the change of title of Health and Safety and Human Resources Committee to People and Culture Committee.
Responsibility: Director: Governance and Compliance **Deadline:** 1 August 2021

9.1 Self Evaluation

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

Decision: To issue the link to the self-evaluation form for completion by members over the summer period.

Responsibility: Director: Governance / All Members **Deadline:** 1 August 2021

10 Fife College Students' Association Update

The contents of the paper that had been circulated were noted. Highlights included updates on:

- Future FCSA reports
- Student President elections
- SPARQs awards
- FCSA and Fife College awards
- FCSA sports
- Supporting social prescribing
- FCSA strategy event

Jade Burnett was congratulated on being the first Student President to complete two terms of office within the FCSA. Both Student Presidents were thanked for the time they had spent supporting students, and for the tremendous progress made in taking forward the work of the FCSA. Sarah Ferguson was also thanked for continuing to be the Student Board Member after securing her role within the Student Finance Team. Both students were wished every success in their new roles and for the future.



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- 11 Board Updates**
 - 11.1 Chair's Updates**
 - 11.2 Board Ambassadorial Role: Key Messages**
 - 11.3 Dunfermline New Campus: Progress Report**
 - 11.4 CEIAG Update on Developments**
 - 11.5 Summary of Committee Business**

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

- 12 Date of Next Meeting**

Wednesday 29 September 2021 at 3.30pm
Extraordinary Meeting: Thursday 5 August 2021 at 4pm

It was noted that Bob Black's term of office would end on 31 July 2021 after serving a maximum of two terms of office. On behalf of the Board, the Chair thanked Bob Black for his contribution as a Board member and for his valuable expertise and advice over the years.