

# MINUTES

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**Meeting:** Board of Governors

**Date:** Thursday 29 September 2022 at 3.30pm

**Location:** Carnegie Conference Centre, Dunfermline

**Present:** David C Watt (Chair), Mike Boyle, Garry Dickson, Pamela Dobson, Brian Fisher, Tali Fisher, Stacey Fleming, Hugh Hall, Tony Martin, Evelyn McPhail, Susan Mitchell, Gordon Mole, Samantha Mowbray, Zoe Thomson, Emma Wallace

**Apologies:** Drew Connelly, Lynn Davis, Phillip Thompson

**In Attendance:** Susan Dunsmuir, Sarah Forrester (Interpreter), Iain Hawker, Lesley King (Interpreter), Dorothée 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 Minutes of the Extraordinary Meeting: 6 July 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. The Chair confirmed that it was not the appropriate time to bring the paper regarding College's Scotland to the Board meeting and the deadline set was extended to the next meeting.

## 4 Principal's Report

The Chair noted with regret that the Principal has indicated his intention to step down from his post in Spring 2023. He thanked the Principal for the improvements and changes made in the College during the time he had held the position, noting that he would be a hard act to follow. The Principal stated that he was leaving with a heavy heart and that he would miss students, staff and College life. In the meantime, the Principal would continue to lead on strategic issues until a successor was identified.

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

- Strategic sector-wide issues
- Dunfermline Learning Campus
- Digital Strategy
- Overall Performance
- Staffing Matters
- Awards and Graduation Ceremonies

There was a discussion about the Digital and the Learning and Teaching Strategies, and allowing the relevant Committee to have time to discuss and input to these, rather than just have them submitted for approval. The Principal confirmed that there would be no pressure on the Committees to approve these at the next meeting. It was also noted that there was a need for these Strategies to align to the overall Strategic Plan which would be approved by the Board in 2023.

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

The contents of the paper that had been circulated were noted. The Student Board Members outlined the progress made against FCSA aims and commitments, and against the Student Presidents' elected aims.

It was noted that class representative training would take place in October 2022 and that steps would be taken if there were insufficient volunteers. Class talks on the role have been undertaken and this had helped with participation levels.

It was confirmed that it was too early to know what support students would request due the cost of living challenges but various initiatives were being undertaken in the FCSA and relevant College teams to support them.

It was highlighted that there was anecdotal evidence from students, particularly those undertaking practical courses, that they were delighted to be back in College following on from restrictions in place in previous years.

Members commended the FCSA on the progress made since the last meeting – and more generally over the past several years. The support offered to students had significantly increased and this had been evidenced by the awards won by FCSA.

## 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 the turnaround in Computing was due to the portfolio being updated, and the impact of working more closely with the Schools.

**Decision:** To circulate information on student retention strategies.

**Responsibility:** Dorothee Leslie

**Deadline:** 30 November 2022

## 7 Strategic Risk Register 2022-23

The contents of the paper that had been circulated were outlined and noted. A brief update was given on current risks, and those that were falling outwith tolerance levels. The Audit and Risk Committee had reviewed the register and recommended it to the Board of Governors for approval, and would continue to monitor the risks at quarterly meetings.

**Decision:** To approve the Strategic Risk Register 2022-23.

**Responsibility:** S Dunsmuir

**Deadline:** 7 October 2022

## 8 Five Year Financial Forecast

The contents of the paper that had been circulated were outlined and noted. It was confirmed that the Finance, Commercial and Estates Committee had discussed the paper in detail and had considered the approach taken to be a sensible one, and reassuring to know that options had been considered and could be put in place.

It was confirmed that the scenarios would be shared with Trade Union Representatives so that consistent messages to staff could be given.

It was noted that whilst there was still a place for remote learning, many students preferred the social and supportive elements of in person learning. It was therefore important to balance in person and remote learning based on the types of learners and courses.

The importance of maximizing commercial income was also discussed and it was noted that Industry Advisory Boards were in place to ensure an understanding of what employers need now and in the future. The Chair reminded members that a breakfast was being arranged with the Business Development Team and Board members to support this area of work.

**Decision:** To approve the submission of the five year financial forecast to the Scottish Funding Council as outlined in the paper.

**Responsibility:** S Dunsmuir

**Deadline:** 7 October 2022

### 8.1 Arm's Length Foundation (ALF)

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

## 9 Annual Reports from Committees

### 9.1 Audit and Risk

### 9.2 Academic Quality

### 9.3 Finance, Commercial and Estates

### 9.4 People and Culture

### 9.5 Chair's

The contents of the paper that had been circulated were noted and the Chair of each Committee was invited to give a short update on progress. Members were reminded that whilst authority could be delegated to Committees, the Board overall remained accountable. The purpose of the annual report was to give assurances to the Board that each Committee was operating effectively and in accordance with its remit.

## 10 Governance Update

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

- People and Culture Committee: proposed changes to remit
- Review of Standing Orders and Scheme of Delegation
- Training 2022-23
- External effectiveness review: progress with action plan
- New Build Project Board Governance Structure

**Decisions:**

- To approve the proposed changes to the People and Culture Committee remit
- To agree that no changes are required to the Standing Orders and Scheme of Delegation and that these be reviewed again in two years.

**Responsibility:** Marianne Philp**Deadline:** 30 October 2022**10.1 Self Evaluation**

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

**11 Board Updates****11.1 Chair's Updates**

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

**11.2 Summary of Committee Business**

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

**12 Review of Meeting**

No business was transacted.

**13 Recruitment Process**

The Principal and Executive Team members left the meeting while this item was being discussed.

The Chair provided updates on proposals for the recruitment process for the Principal and Chief Executive. He also updated members on discussions about a potential (interim) Depute Principal post.

**Decisions:**

- To agree that the College would manage the recruitment process, rather than appointing a recruitment agency.
- To delegate authority to the Chair and the Chair's Committee (or subset thereof) to agree the salary and job description for the Principal and Chief Executive post and recruitment process.
- All Board members would be invited to participate in activities (if available) on the day identified for interviews, and a recommendation would be made to members on an appointment once a suitable candidate had been identified.

**Responsibility:** Chair / Marianne Philp**Deadline:** 8 December 2022**14 Date of Next Meeting:** 8 December 2022 at 3.30pm, Carnegie Conference Centre