

Meeting: Board of Governors

Date: Wednesday 22 June 2022 at 3.30pm

Location: Wallace Suite, 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	Minutes of the Previous Meeting: 23 March 2022 2.1 Notes of Strategy Day: 18 May 2022	Approve Approve	DCW DCW	
3	Matters Arising / Actions Outstanding	Note	DCW	2-2
4	Principal's Update Report	Note	HH	N/A
5	Fife College Students' Association (FCSA) Update	Note	TF/EW	3-8
6	Business Report	Note	DL/SD	
10 MIN BREAK				
7	Strategy Update	Note	SD/WB	
8	Annual Operating Plan	Endorse	SD/WB	
9	Climate Change Strategy and Net Zero Action Plan	Approve	SD/JW	
10	Draft Budget	Approve	SD	
11	Dunfermline Learning Campus: Call on Decision Point 4	Discuss	HH	N/A
12	Governance Update 12.1 Self-Evaluation	Approve Discuss	MP All	9-10
13	Colleges Scotland Strategy 2022-2026 and Update	Note	DCW	N/A
14	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>			
	14.1 Chair's Updates	Note	DCW	11-12
	14.2 Summary of Committee Business	Note	Chairs	13-14
15	Review of Meeting	Discuss	All	N/A
16	Date of Next Meeting: Thursday 29 September 2022 at 3.30pm	Note	DCW	N/A

For Information


Hold the Date: Graduation Ceremonies – 26 and 27 October 2022


Scholarship Update Magazine

STIR Issue 22 (Arts Magazine made by prisoners for prisoners in Scotland)



Board of Governors

Key:
 Outstanding and deadline passed

 Progressing and on target

 Complete

Actions Outstanding / Progress Made

No	Date of Meeting	Action	Responsible	Deadline	Comment
1	23.03.22	To endorse the decision to appoint Phillip Thomson to the Board for the period 15 February 2022 to 31 July 2025.	M Philp	31.03.22	Complete
2	23.03.22	To endorse the recommendation to seek Ministerial approval to appoint Susan Mitchell to the Board for the period 1 August 2022 – 31 July 2026.	M Philp	31.03.22	Complete
3	23.03.22	To 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.	M Philp	31.07.22	Complete
4	23.03.22	To approve the transfer of Susan Mitchell from Chair of Audit and Risk Committee to Chair of Finance, Commercial and Estates Committee with effect from 1 August 2022.	M Philp	31.07.22	Complete
5	23.03.22	To 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.	M Philp	31.07.22	Complete
6	23.03.22	To endorse the decision taken to appoint Evelyn McPhail to the FCSA Advisory Board, initially for one year.	M Philp	31.03.22	Complete
7	23.03.22	To approve the proposed change to the Chair's Committee remit.	M Philp	31.03.22	Complete
8	23.03.22	To approve the proposed changes to the Governance Document.	M Philp	31.03.22	Complete
9	23.03.22	To approve the change of timescale as outlined within the External Effectiveness Review action plan.	M Philp	31.03.22	Complete
10	23.03.22	To approve the adoption of the revised Model Code and to write to Scottish Ministers for approval.	D C Watt / M Philp	31.03.22	Complete – awaiting approval from Scottish Ministers
11	23.03.22	To approve the land transaction as detailed within the paper.	H Hall	31.03.22	Complete
12	23.03.22	To approve the purchase of Media Space and garages, on the basis outlined within the paper.	H Hall	31.03.22	Complete



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Fife College Students' Association (FCSA) Update Report	
Date of Meeting:	22 June 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
Author Contact Details:	Tali Fisher, nataliefisher@fife.ac.uk Emma Wallace, emmawallace@fife.ac.uk
Date of Production:	13 June 2022

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 to talk to students about their experiences of being back on campus, and what is going well and what could be improved. Issues that have been highlighted have been addressed, and appropriate contacts have been made. Emma is in contact with sabbaticals in other Students' Associations to see what is going well at their college and share best practice.

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

Emma has been working close with Tali Fisher to ensure the issues around accessibility are being resolved. Issues that have come through from class reps have been addressed, and have been signposting students who expressed concerns.

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

Emma has been planning how to make Question Time into a video, including getting questions from students in advance to film the video. This will happen every term for the next academic year and during summer for incoming students. Emma has also contacted BOOM radio to have a segment on the radio station.

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

Collaboration between Emma and Fife Voluntary Action has started, with monthly drop-ins commencing after Freshers to support volunteering experiences in Fife. Emma has also conducted research into extra support offered at Universities for college students, and is planning to collate them into an information document. Emma has also contacted Aberdeen University to collaborate on workshop ideas, videos and information sessions 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 continued to support the Digital Capabilities for Students group and work with Sharon Burns to decide what resources are helpful for students to help with their digital skills. Emma has also researched what tools are available online to help students to complete their work to share with students in need.

Natalie Fisher

Introduce Workshops on BSL and Deaf Awareness

Tali has collaborated with Fife Deaf Communication Services (DCS) to deliver Deaf Awareness training and BSL Taster session to Fife College Students and Staff and plans to provide two more sessions after the summer.

Tali was asked to lead two Deaf Awareness sessions for the BA childhood studies students. This was very successful and there are plans to do this again in the new term. ([read more](#))

Campaigns to raise issues and awareness

Tali continues working on their diversity campaign. Originally aiming to set up diversity training workshops for students and staff. However, after reviewing this Tali has decided to change direction.

Tali has plans to create a range of inclusive artistic, colourful and humours pin badges. These badges would relate to various disabilities, identities and behaviours. They may include things such as “I’m not ignoring you! I’m Deaf” or “My Pronouns are...” etc. Tali has been researching costs of printing and materials for these custom-made badges that will hopefully be given away and promoted to students during FCSA Freshers month. ([read more](#))

Environmentalism President

Tali continues to run the Green Club channel on Teams, posting blogs and other engaging content for students. Tali has started working on the green club survey to find out what students want to see from the green club after summer as we would like to see the green club expanding, especially in relation due to the new campus in 2024. Tali will continue to progress this work with Lucy Jackson, the FCSA’s Sustainable Travel Officer. ([read more](#))

Mental Health and Accessibility Support

Tali and Angela (FCSA Student Engagement Coordinator) are currently in the process of collecting more information following on from the student mental health survey and will create a final report shortly.

Support for Housing and Financial Issues

The ‘Know Your Rights’ campaign commenced on Monday 25th of April and ran until Thursday 28th April. Citizens Advice and Rights Fife (CARF), and Fife Council Housing team attended along with NHS along with other organisations arranged by the guidance team. It was a great success as many people approached to the stalls for general information and guidance.

The ‘Introduction to UK parliament’ workshop went ahead on the 25th of April facilitated by Aimee Dobie (Senior Education and Engagement Outreach Officer). Although there was few in attendance the feedback from the participants there was positive. ([read more](#))

Wellbeing Sessions

Tali and FCSA team ran a six-week block of tai chi for students and colleagues. This tied in with wellbeing Wednesdays and FCSAs Stress Free zones month in May. The six-week block of sessions concluded on the 8th of June. ([read more](#))

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

Work done in Q4 2022

- Fife College and the FCSA hosted the Annual Scottish Student Sport Conference and Awards Night on Wednesday 8th and Thursday 9th June at Carnegie Conference Centre. This was the first time a college hosted the event, marking its return in person. Delegates from Colleges and Universities across Scotland attended the conference. The event was a great success, and we received many complimentary notes about the venue and its facilities.
- Keynote speaker Maree Todd MSP, Minister for Public Health, Women's Health and Sport, announced Fife College/ the FCSA's achievement of the Bronze College Sport Award. Fife College is the first college to achieve this milestone and will continue to work towards the Silver stage of this award framework. ([read more](#))
- Scottish Colleges went head to head at the College National Finals Event hosted by Scottish Student Sport at the Oriam Heriot-Watt. The event included basketball, badminton, volleyball, and 7-a-side football, where our students competed in all four sports. Fife College took the most participants out of all competing Colleges. It was excellent to see Fife College student Cara McHale rewarded with the Sandy King Salver trophy for her sportsmanship and drive to support the team. ([read more](#))

Planned work

- Kirsten is planning summer sessions and arranging facilitators to offer current and future students extra activities.

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

Work done in Q4 2022

- The FCSA were named College Students' Association of the Year at the NUS Scotland Awards in April. The FCSA Book Club was also named Society of the Year and Tali Fisher was named Student of the Year.
- The FCSA were shortlisted for the Herald Higher Education Award for Outstanding Contribution to the Local Community, which we were not upset to lose to Lorraine Wilkinson. Tali Fisher also received a commendation for the Outstanding Contribution from a Student Award

Planned work

- The FCSA and Fife College Awards will take place on Friday the 1st of July. More details on this event are covered later in the report.

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

Work done in Q2 2022

- The FCSA are looking at a new approach to supporting the Class Rep Model and our Student Voluntary Officers. This new model was discussed within our update to the Academic Quality Report.

Planned work

- The FCSA's annual strategy event is scheduled for the 27th and 28th of June and will be a time where we reflect on changes that we have introduced and measure their efficacy.

- 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 Q2 2022

- The FCSA have been involved with multiple projects and workstreams to help shape the new campus, including helping to facilitate the recent STEM project with the University of Edinburgh's Shared Learning Spaces team.
- The FCSA have agreed to take a leading role in the project on Public Art within the DLC.

Planned work

- We will progress with public consultation around the art after the summer break.
- We will continue to work to influence the new campus, including the development of the Sports and Wellbeing spaces.

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

Work done in Q2 2022

- We received seven notes of interest in becoming part of the initial Oversight Group. From this, three initial members have been invited to start the process. These individuals are Evelyn MacPhail, who currently serves of the Fife College Board, Georgia Dennison, and Eliza Waye. Both Georgia and Eliza have worked with the FCSA and Fife College in their capacity as Development Consultants with NUS Scotland, and have strong knowledge of the SA Framework, and experience across governance in third sector organisations. Emma and Tali will also sit on the group, in their positions as FCSA Presidents.

Planned work

- The initial meeting will take place on the 16th of June and will serve as an introduction to the project and our long-term aims.

- 8 Commitments**

Representation

We are reviewing how we support our students and are considering switching from the standard Officer role to a Society model. This would move the onus of organising events off of volunteers onto the FCSA staff and instead ensure there is a constant peer-to-peer support network for these students. This approach is in place in other HE institutions and the members there noted their appreciation.

Development

The FCSA has been successful at securing a fully funded intern from the Scottish Cycling Internship programme. This is the 5th time we have been successful in achieving a fully funded intern. This programme has led to a significant amount of external funding being secured for the college and to the introduction of the College's E-Bike Fleet.

Learner Engagement

In the FCSA Student Recognition Awards we received a total of 659 nominations across the six categories. This figure is a slight increase on the 655 we received in 2021. This total also includes 138 nominations that were made by our prison-based members to recognise the teaching staff based in the prisons.

Health

Lucy Jackson joined the FCSA as our Sustainable Travel Officer in April. Part of Lucy's role is to educate and encourage more people to take up sustainable and active travel. This role is part funded by Paths For All and Fife College. Lucy will also be offering travel plans to new students through the FCSA's new 'Ask Lucy' project. (read more)

9 Other Notable Items

The FCSA and Fife College Awards will take place on Friday the 1st of July 2022. As part of the event we will be showcasing artwork which has been submitted by our prison-based learners. We requested creative works from these members and each one that submitted a work received a signed certificate of thanks from the FCSA. This project was created and led by Jade Burnett, our Community Development Coordinator, as part of her remit to ensure all of our communities feel included and recognised by the FCSA.

[You can view the Award shortlists here.](#)

The FCSA want to note our thanks to Kirsten Mullen and Jade Burnett for their excellent work over the past twelve months. That the FCSA has become more prominent and respected in our sector and communities is in no small part a direct result of both of their efforts.

Emma Wallace
FCSA President
Education and Representation
13 June 2022

Tali Fisher
FCSA President
Welfare and Equality
13 June 2022

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



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Self-Evaluation	
Date of Meeting:	22 June 2022
Purpose:	To undertake a self-evaluation of the work of the Board for academic year 2021-22
Intended Outcome:	To approve the templates, complete and return them to the Director: Governance and Compliance
Paper Submitted by:	Marianne Philp, Director: Governance and Compliance
Prior Committee Approvals:	N/A
Board Impact from Decision:	To be assured that the Board is fulfilling its governance role and is efficient and effective
Financial Implications:	N/A
Learner Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Marianne Philp; mariannephilp@fife.ac.uk ; 01383 845009
Date of Production:	12 May 2022

BOARD OF GOVERNORS OF FIFE COLLEGE

Self-Evaluation

1 Introduction

The Board of Governors should review its effectiveness on an annual basis. The attached checklist is based on the Code of Good Governance for Scotland's Colleges. It is recommended that this is used for the 2021-22 review.

2 Feedback

Feedback is requested on all aspects of the Committee structure and the work of the Board of Governors in particular. Members may wish to consider some or all of the following points:

- Timing of meetings
- Frequency of meetings
- Information contained within papers – is it easy to understand or is more/less information needed?
- Are papers issued sufficiently in advance of meetings to allow adequate preparation?
- Do Board members have sufficient skills / knowledge to contribute to meetings or are there any gaps?

These points are indicative and you should feel free to add any other points that you think are relevant.

3 Effectiveness of the Board

A checklist to assess the performance and effectiveness of the Board of Governors is also attached. This is based on compliance with the Code of Good Governance for Scotland's Colleges. Members are invited to comment on the appropriateness of the checklist. The checklist has been converted into a Microsoft Form and will be emailed to all Board members for completion over the summer, with collated results presented at the next meeting for discussion.

4 Recommendation

Members are invited to discuss the format of meetings and agree any changes that may be required.

Members are invited to agree to the use of the form for evaluating the effectiveness of the Board, and complete the Microsoft Form once circulated.

COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Chair's Updates to the Board	
Date of Meeting:	22 June 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
Author Contact Details:	David C Watt; davidwatt@fife.ac.uk
Date of Production :	9 June 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

- Attended Colleges Scotland (CS) AGM and conference at Dunblane Hydro
- Attended National Economic Forum in Edinburgh
- Participated in two of the College Graduation ceremonies
- Met three times with the new chair of CS – Dr Waiyin Hatton
- Met twice – once at Dunfermline campus - with Gavin Donohue the new director of college Employers Scotland
- Attend Fife Chamber Awards and public policy lunch, as well as a visit to Harland and Wolff at Methil
- Was involved as a negotiator in the national pay bargaining – many meetings and forceful discussions
- Met with the Minister to emphasise funding situation and staff relations
- Met every two weeks with the Principal and the Director: Governance and Compliance, in addition to many other calls and e-mails
- Attended the extremely useful College strategy day – thanks to all who did
- Met with other college chairs and Helen Webster – the civil service leading the government's move towards a statement of intent for tertiary education
- Welcomed Scottish Student Sport conference to the college.

3 Recommendation

Board members are invited to note the paper.

BOARD OF GOVERNORS OF FIFE COLLEGE

Summary of Committee Business

All Committees undertook their annual self-evaluation exercise and Annual Reports from each will be presented at the Board of Governors meeting on 29 September 2022.

Chairs Committee: 26 May 2022

- Applications received for Board vacancies were shortlisted with three shortlisted for interview. Douglas Mundie acted as the independent observer. An update on Board vacancies is included within the governance update paper on today's agenda.
- Roles within Committees were reviewed and an update is provided within the governance update on today's agenda.
- It was noted that a paper on succession planning is being prepared and this will come to a future meeting. It will include all roles within the Leadership Team.

People and Culture Committee: 31 May 2022

- A briefing session on Equality, Diversity and Inclusion was facilitated by Mark Goodall at the start of the meeting.
- The Human Resource Strategy and Workforce Plan 2018-23 was discussed, with progress made during 2021-22 discussed and priorities for 2022-23 outlined.
- Updates were given on Health and Safety activity and on National Bargaining.

Audit and Risk Committee: 2 June 2022

- An update was provided on Strategic Risk with two risks highlighted as being outwith tolerance levels.
- The internal audit plan for 2022-23, the external audit plan for 2021-22 and external audit fees were approved.
- Good progress continues to be made with the closing off of internal audit recommendations by the agreed timescales.

Finance, Commercial and Estates Committee: 7 June 2022

- John Lewthwaite updated members on Estates priorities and issues covering the whole Fife estate.
- Updates were given on Estates, Digital, Finance and Commercial progress made since the last meeting.
- The draft budget for 2022-23 was reviewed in detailed and is recommended to the Board for approval on today's agenda.
- There was a discussion around the increasing importance of commercial work and the need to look at strategies in key growth areas within Scotland and the UK moving forward.

Academic Quality Committee: 8 June 2022

- A briefing session on Wellbeing: Supporting Student Success was facilitated by John Blakey at the start of the meeting.
- An update was given on current student numbers – summarised within the business report to the Board.
- The FCSA gave an update on progress and agreed to discuss with the Principal how to encourage class representative engagement.
- A performance update was given, and the results of learner survey 2 shared. Performance indicators for Fife College had declined when compared with the sector average, and the Principal would write to SFC to confirm consistency.

- A new report was prepared giving an overview of Scholarships and Alumni activity. Members were pleased to see a wide range of Scholarships, covering several curriculum areas.

New Build Project Board

- [16 March 2022](#)
- [4 May 2022](#)
- 14 June 2022 (*minutes to follow*)