

Meeting: Board of Directors	Venue: Edwin Muir Room	Date: 15 March 2018	Time: 5pm -7pm
Minute Taken By: Janet Nixon	Sederunt: Brian Lister, Marian Docherty, Kieran Munro (items 1-6), Richard Dockrell, Marlene Gill, Dorothy Welch, Jean Urquhart (by video-conference), Richard Butt, Gill Hogg (from item 3), Terry Brotherstone, Tommy Angus, Stuart Capperauld, Pauline Sutton In attendance: Joyce Clark, Janet Nixon.	Apologies: George Archibald, Alistair Sambell, Angus Donaldson, Duncan Robb, Stacey Gledhill	Absences:

No.	Agenda Item	Action	When	By Whom	Status
	Opening Items				
1.	Apologies	<ul style="list-style-type: none"> Apologies from George Archibald, Alistair Sambell, Angus Donaldson, Duncan Robb and Stacey Gledhill <p>The Chair welcomed Marian Docherty to her first Board Meeting as Principal and Kieran Munro and Stuart Capperauld who were each attending their first Board meeting.</p>	15.03.18	JN	Information
			15.03.18	BL	Information
2.	Minutes of Previous Meeting	The minutes of the Board meeting which took place on 23 January 2018 were approved as a true record.	15.03.18	BOD	Complete
3.	Matters Arising	<p>Business Park Development It was noted that the Chair of the Board of Trustees had contacted Midlothian Council to arrange a telephone conversation to discuss the development.</p> <p>OSCARS It was noted that a further 25% of the outstanding balance had been received, with the remaining 25% due on 1 April 2018.</p> <p>Newbattle Conversations Jean Urquhart agreed to follow up her initial contact with Mhairi Black MP to establish her availability for the event.</p> <p>International Conference on The Declaration of Arbroath, 1320-</p>	March 2018	MD	Information
			01/04/18	MD/JC	Ongoing
			March 2108	JU	Ongoing

		<p>2020 Terry Brotherstone updated the Board about the Conference and advised that the structure is being established and funding sought.</p> <p>Outcome Agreement The revised Outcome Agreement had been submitted by Ann Southwood and feedback was due 3 days following the Board meeting. A further meeting is due to be held with the Funding Council, following which a report will be submitted to the Board.</p> <p>There were no other matters arising not otherwise on the agenda</p>	2020	TB	Ongoing
			20.06.18	MD	Ongoing
			15.03.18	BOD	Information
Items for Discussion					
4.	Principal's Report	<p>The Principal presented her report.</p> <p>It was noted that the Indicative Offer of Funding is very positive, with an overall increase of 24% on the 2017-18 allocation. The college has also been allocated over £97K for 'very high priority backlog maintenance'.</p> <p>Advice relating to the 2018 Quality Framework has been delayed and is now expected at the end of March. It is anticipated that arrangements for 2018 will be clearer and more streamlined and, in the interim, colleges have been asked to continue with the implementation of their 2017 Enhancement Plan. It is also anticipated that the criteria for grades will change and will reflect the intensification programme.</p> <p>The Trustees will receive approximately £34K from the recent sale of the archived materials which they have agreed to allocate to the Forest College Programme.</p> <p>Following the announcement that Queen Margaret University will offer from August 2019 an Initial Teacher Training Course in Primary Education, the college is planning progression from the Access to HE Arts & Social Sciences course to this new programme.</p>	15.03.18	MD	Information
			March 2018 onwards	MD	Ongoing
			2018/19	MD/SG	Ongoing

		The programme for the Adult Learning Conference on 24 April 2018 is being finalised, with eight workshops planned and two former students presenting papers at the event. The college has been allocated £8K towards the costs of this event.	24.04.18	MD	Ongoing
5.	SFC's Indicative Grant Offer	This item was considered at part of item 4 above.			
6.	Programme for Board Development Day	It was agreed that the programme would consist of three sessions: learning and teaching and opportunities; commercial environment; risk	10.05.18	BL/MD	Ongoing
7.	Chairs' Committee Report	The Board noted the minute of the meeting of 23 January 2018.	15.03.18	BOD	Information
		Noting that the SFC Innovation Fund had not been considered relevant to the college, the Chair advised that he would undertake some research on the Fund.	20.06.18	BL	Ongoing
8.	Audit Committee Report	The Board noted the minute of the meeting of 8 February 2018.	15.03.18	BOD	Information
		The Chair of the Audit Committee advised that the main focus of this meeting had been risk management and suggested that it was for the Board to determine its appetite to risk.	2018	BOD	Ongoing
		Noting the Committee Chair's concern regarding the delay in agreeing the internal audit theme for the current year, Marian Docherty advised that she had met recently with Noel Lawlor and the proposed theme is around how the college is implementing the Enhancement Plan.	2018	MD/NL	Ongoing
		The Committee Chair advised that it will be crucial for the Board to know whether the 24% increase in funding is sufficient.	2018	BOD	Ongoing
9.	Policy and Resource Committee Report	The Board noted the minute of the meeting of 21 February 2018. It was noted that the tenant who has been in dispute with college has not formally vacated the Business Park unit and legal action is being			

		pursued by the college through legal advisers. It was also noted that the accounts show a deficit and agreed that the Board should be kept informed about this issue.	June 2018 20.06.18	MD/JC MD/JC	Ongoing Ongoing
10.	Learning and Teaching Committee Report	The Board noted the minute of the meeting of 27 February 2018. It was noted that some courses are experiencing retention issues and that a major contributing factor has been mental health issues. Terry Brotherstone advised that, following the recent seminar given by Neil Hargreaves, several ex Newbattle students were interested in setting up a group to assist and considering setting up a Twitter group.	15.03.18 15.03.18	BOD TB	Information Information
11.	Health & Safety				
11a.	Health & Safety Report	The Board noted the minute of the meeting of 5 February 2018. It was noted that it had been agreed to install a telephone line in the rural skills unit. It was also noted that, although the college had coped well during the adverse weather conditions, in light of the residential status of the college, training for staff and students will be extended.	15.03.18 2018	BOD SMT/Facilities	Information Ongoing
11b.	Annual Health & Safety Committee Report	The Board noted the Annual Health & Safety Committee Report.	15.03.18	BOD	Information
12.	Student Representative Committee Report	In the absence of the Student Representative this item was not considered.			
13.	AOCB	Jean Urquhart expressed concern about the ability to continue using the current video conferencing arrangements when she is no longer a student at Shetland College and it was agreed that this would be	20.06.18	JN	Ongoing

		investigated.			
14.	Date of Next Meeting	Wednesday 20 June 2018, 5pm - 7pm	20.06.18	BOD	Information