

<b>Meeting:</b> Board of Directors	<b>Venue:</b> Edwin Muir Room	<b>Date:</b> 20 June 2018	<b>Time:</b> 5pm -7pm
<b>Minute Taken By:</b> Janet Nixon	<b>Sederunt:</b> Brian Lister, Marian Docherty, Richard Dockrell, Marlene Gill, Dorothy Welch, Jean Urquhart (by video-conference) (items 1-10), Richard Butt, Gill Hogg, Terry Brotherstone, Tommy Angus, Stuart Capperauld, Alistair Sambell In attendance: Sandra Grieve, Joyce Clark, Janet Nixon.	<b>Apologies:</b> George Archibald, Angus Donaldson, Stacey Gledhill, Pauline Sutton	<b>Absences:</b> Kieran Munro

No.	Agenda Item	Action	When	By Whom	Status
	Opening Items				
1.	Apologies	Apologies from George Archibald, Angus Donaldson, Stacey Gledhill and Pauline Sutton.	20.06.18	JN	Information
2.	Board Discussion with Mike O'Donnell, Data Protection Officer	Mike O'Donnell, Data Protection Officer, briefly outlined the requirements of the General Data Protection Regulation (GDPR), the actions already taken by the college to comply and further planned actions. It was noted that all actions required by the deadline of 25 May 2018 had been completed by that date.	20.06.18	MO'D	Information
3.	Minutes of Previous Meeting	The minutes of the Board meeting which took place on 15 March 2018 were approved as a true record.	20.06.18	BOD	Complete
4.	Matters Arising	<b>OSCARS</b> It was noted that the full the outstanding balance had been received. Students on the first summer school would be arriving at Newbattle on 24 June and 10% of fees for all bookings had been paid in advance, with a further 20% due on 1 July.  <b>International Conference on The Declaration of Arbroath, 1320-2020</b> Terry Brotherstone updated the Board about the Conference and advised that it was anticipated that a call for papers would be issued	20.06.18	JC	Information

		<p>in advance of the start of the forthcoming University academic year and that funding options are being considered. It was noted that the Conference is due to be held 23 - 26 April 2020 and agreed that the Board should be kept apprised of timings, including of any keynote events.</p> <p>There were no other matters arising not otherwise on the agenda</p>	20.06.18	TB/JN	Information
Items for Discussion					
4.	Principal's Report	<p>The Principal presented her report.</p> <p><b>Outcome Agreement/SFC Funding Update</b> The revised Outcome Agreement has been submitted to SFC and no further amendments have been requested. SFC funding for 2018-19 has now been confirmed.</p> <p><b>Major Works and Refurbishment</b> SFC capital and maintenance funding for 2018-19 relates to the main building and Rural Skills areas, but not the Residency.</p> <p>The Riverside Wall project is now underway but, because of the scale and complexity of the task, including the need to gain permissions from a range of agencies, will not be completed until March 2019.</p> <p><b>Sale of Assyrian Reliefs</b> The sale was noted.</p> <p><b>Business Park</b> The case concerning the Business Park tenant had been extended by the Sheriff until 26 June.</p> <p><b>Adult Learning Conference</b> The Conference was held on 24 April and had been a very successful event, with Shirley-Ann Somerville, Minister for Further Education,</p>	20.06.18	MD	Information
			20.06.18	MD	Information
			March 2019	SM/Facilities	Ongoing
			20.06.18	MD	Information
			26.06.18	MD/JC	Ongoing

		<p>Higher Education and Science, giving the keynote address to 110 delegates. The conference report and adult guidance action plan are being produced for discussion with Education Scotland.</p> <p><b>Forest College Programme</b> It was noted that the collage has been successful in its bid to Green Infrastructure Community Engagement Fund and that the college will continue to seek further funding opportunities.</p> <p>Noting that full responsibility for the management of Lord Ancrum's Wood will, from 2020, lie with Newbattle and following discussion about the relationship between the Board and the Trustees and the respective responsibilities of each it was agreed that the relationship requires to be clarified. The Chair advised that the Trustees had recently revised their constitution and, as he has not already received a copy, would request one. The Chair further advised that the relationship between the Board and the Trustees would be an item on the Board's agenda for its 1 October meeting.</p>	<p>Summer 2018</p> <p>01.10.18</p>	<p>MD/SG</p> <p>BL/JN</p>	<p>Ongoing</p> <p>Ongoing</p>
6.	Board Strategy Day: next steps	<p>The Board considered a paper summarising the recommendations arising from the Strategy Day held on 10 May.</p> <p>Following detailed discussion about the recommendations, including their prioritisation, it was agreed that:</p> <ul style="list-style-type: none"> <li>• The Senior Management Team would consider prioritisation and implementation in light of the discussion at the Strategy Day and subsequent Board discussion</li> <li>• The college will seek to extend funding from the Scottish Funding Council</li> </ul> <p>To provide fuller information on which to base decisions, it was also agreed that, from September, information about where students come from prior to Newbattle and proceed to at the conclusion of their courses will be provided for all courses.</p>	<p>Summer 2018</p> <p>2018</p> <p>September 2018</p>	<p>SMT</p> <p>SMT</p> <p>SG</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
7.	Board	The Board considered a paper which provider an update on progress			

	Development Plan	<p>on the implementation of the Board Development Plan.</p> <p>Following discussion it was agreed that:</p> <ul style="list-style-type: none"> <li>• A further update would be provided to the Board at its October meeting</li> <li>• Each Committee would reflect on its own remit</li> </ul>	01.10.18 2018	JN Committees/JN	Ongoing Ongoing
8.	Chairs' Committee Report	<p>The Board noted the verbal update provided by the Chair of the Board.</p> <p>In particular it was noted that:</p> <ul style="list-style-type: none"> <li>• In terms of Board membership, attendance and gender balance would continue to be monitored</li> <li>• The next meeting of the Board of Trustees is due to be held in July</li> </ul>	20.06.18	BOD	Information
9.	<b>Audit Committee</b>				
9.1	Audit Committee Report	<p>The Board noted the report introduced by Gill Hogg, the Chair of Audit Committee in which she highlighted key issues.</p> <p>In particular it was noted that:</p> <ul style="list-style-type: none"> <li>• A tendering exercise will be undertaken in respect of the external audit from 1 August 2018</li> <li>• The theme of the internal audit has now been agreed</li> <li>• The risk register does require to be reviewed as a matter of urgency</li> <li>• As part of this exercise, the Board should consider its appetite for risk</li> </ul> <p><b>National Bargaining</b> The Board considered the tabled paper regarding National Bargaining. It was noted that the second tranche of payments would be payable from 1 April 2018 and that the Scottish Funding Council have provided funds to cover these additional costs, but have made no commitment to continue to do so for future years.</p>	20.06.18	BOD  SM/BOD BOD	Information  Ongoing Ongoing

		Following discussion, it was agreed that the college would accept and implement the agreement for 2018-19.	July 2018	JC	Complete
9.2	Audit Committee Meeting 16 May 2018	The Board noted the minute of the meeting of 16 May 2018.			
10.	<b>Policy and Resource Committee</b>				
10.1	Policy and Resource Committee Report	The Board noted the report introduced by Duncan Robb, the Chair of the Policy and Resource Committee in which he highlighted key issues.  In particular it was noted that: <ul style="list-style-type: none"> <li>The management accounts are showing a potential deficit</li> </ul>	20.06.18	BOD	Information
10.2	Policy and Resource Committee Meeting 10 May 2018	The Board noted the minute of the meeting of 10 May 2018.			
10.3	Management accounts	It was noted that the college's income is healthy, but a deficit is likely because of some previously unquantified outgoings including long term sickness, National Bargaining and recruitment costs.  It was noted also that future management accounts papers would include expected income and expenditure which will allow more accurate projections.	September 2018	JC	Ongoing
10.4	Business Park development	To be considered further when the position of the Board of Trustees is known.			
11.	<b>Learning and</b>				

	<b>Teaching Committee</b>				
11.1	Learning and Teaching Committee Report	<p>The Board noted the report introduced by Richard Dockrell, the Chair of the Learning and Teaching Committee in which he highlighted key issues.</p> <p>In particular it was noted that:</p> <ul style="list-style-type: none"> <li>• The Adult Learning Conference had been a productive event</li> <li>• The £50k grant to extend the Adult Achievement Awards should be viewed as an expression of support</li> <li>• A new approach to monitoring colleges' student retention is being piloted in five colleges and Richard Dockrell had encouraged officials to speak to Newbattle's Principal</li> </ul>	20.06.18	BOD	Information
11.2	Learning and Teaching Committee Meeting 16 May 2018	The Board noted the minute of the meeting of 16 May 2018.	20.06.18	BOD	Information
11.3	New Quality Framework	The Board considered the arrangements for the 2018-19 New Quality Framework.	20.06.18	BOD	Information
11.4	Course Recruitment update	<p>The Board noted the tabled paper which showed recruitment numbers for 2018-19 courses.</p> <p>It was agreed that updated figures, including the gender balance for all courses and context, would be available for the next Chairs' meeting.</p>	August 2018	SG	Ongoing
12.	<b>Health &amp; Safety</b>				
12.1	Health & Safety Meeting 12 March 2018	The Board noted the minute of the meeting of 12 March 2018.	20.06.18	BOD	Information
12.2	Health & Safety Meeting 28 May 2018	To be noted at the Board meeting on 1 October 2018.	01.10.18	JN	Ongoing

13.	AOCB	It was noted that, particularly in light of the recent fire at the Glasgow School of Art, a review would be undertaken to ensure that the college has in place adequate measures, particularly when the college is empty.	2018	MD/Facilities	Ongoing
14.	Calendar of meetings 2018-19	The Board noted the calendar of meetings 2018-19.	20.06.18	BOD	Information
15.	Date of Next Meeting	Monday 1 October 2018, 5pm - 7pm	20.06.18	BOD	Information