

<b>Meeting:</b> Board of Directors	<b>Venue:</b> Edwin Muir Room	<b>Date:</b> 23 March 2017	<b>Time:</b> 5pm - 7.00pm
<b>Minute Taken By:</b> Joanna Paterson	<b>Sederunt:</b> Brian Lister, Ann Southwood, George Archibald, Duncan Robb, Alistair Sambell, Richard Dockrell, Richard Butt, Terry Brotherstone, Bob Constable, Marlene Gill, George Currie, James Laidlaw, Pauline Sutton, Dorothy Welch, Jean Urquhart In attendance: Marian Docherty, Joanna Paterson, Jackie Robertson, Barbara Nelson (Education Scotland, item 2), Rupert Balfry, Helen Pearson (Viridis Safety, item 3)	<b>Apologies:</b> Gillian Hogg	<b>Absences:</b>

No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies	<ul style="list-style-type: none"> <li>Apologies from Gillian Hogg</li> <li>The Board welcomed Jean Urquhart to her first meeting as Director</li> <li>The Board noted this was Bob Constable's last meeting as Director and thanked him for his contribution to the work of the Board.</li> </ul>	23.03.17 23.03.17 23.03.17	JP BL BL	Information Information Information
2.	Quality Framework	Barbara Nelson (Education Scotland) presented a briefing on the new Quality Framework and how this was being taken forward. It was noted that grades would not be published in this first year of the new framework. The Board noted how the various parts of the process were being taken forward in Newbattle and the participative meetings and events that had already taken place. It was noted that there was an ongoing challenge to fully reflect the national remit of the college within this and other national frameworks.	23.03.17	BOD	Ongoing
3.	Health and Safety Training	Rupert Balfry (Viridis Safety) presented a briefing on the roles and responsibilities of Board members in relation to Health and Safety. It was agreed that a briefing note detailing the responsibilities would be circulated after the meeting.  It was agreed that quarterly reports from the Health and Safety Committee should be included on future Board agendas.	23.03.17 23.03.17 23.03.17	BOD RB/JP GC/JP	Information Action Action
4.	Minutes of Previous Meetings	The minutes of the Board meetings which took place on (a) 29 November 2016 and (b) 24 January 2017 were approved as a true record.	23.03.17	BOD	Complete

5.	Matters Arising	There were no matters arising not otherwise on the agenda.	23.03.17	BOD	Complete
6.	Principal's Report	The Principal presented her quarterly report to March 2017.	23.03.17	BOD	Information
		In relation to the College Energy Efficient Pathfinder (CEEP) Project, it was noted that the college had been allocated up to £360,000 for a range of energy saving projects including an oil to gas upgrade and replacement of the boilers. The project was being taken forward within a tight timescale with works to be completed by 31 August 2017.	23.03.17	AS/GC	Ongoing
		It was noted that a highly participative International Strategy Workshop would take place on 27 March 2017. The outcomes of the day would be fed back to the June Board meeting.	23.03.17	BOD	Information
		Future events were noted including the National Adult Learning Conference on 29 March 2017 and the Local Elections Question Time event on 26 April 2017. It was noted that a date for the autumn Parliamentary reception was still to be confirmed.	23.03.17	BOD	Information
	Outcome Agreement 2017-20	The Board noted the final Outcome Agreement for 2017-20. It was noted that the SFC funding for 2017/18 was still to be confirmed. It was agreed that although the wording in this version was an improvement on the previous version the template still did not properly take into account the national remit of the college. In the longer term the aim should be to develop a model that reflected the vision, role and objectives of the college.	23.03.17	BOD	Discussion
		The Board agreed to endorse the Outcome Agreement for 2017-20.	23.03.17	BOD	Complete
7.	Chairs Committee Report				
	Meeting of 7 February 2017	The Chair briefed the Board from the minutes of the meeting of 7 February 2017.	23.03.17	BOD	Information
	Effectiveness Review	The draft report had now been submitted and a copy circulated to the Board ahead of the meeting.	23.03.17	BOD	Ongoing

		<p>It was agreed that overall this was a positive report and reflected strengths which had been identified in other review processes. It was noted that a final version would be brought back to the June Board meeting, along with a draft action plan.</p> <p>The following points were made in discussion:</p> <ul style="list-style-type: none"> <li>• Action plan should be deliverable and take into account any known constraints such as the constitutional framework</li> <li>• Aim to structure Board meetings to allow more time for strategic discussion</li> <li>• Continue to develop ways to ensure the student voice is heard</li> <li>• Explore ways to capitalise on board members' networks</li> </ul> <p>It was agreed that additional comments could be submitted to the Board Secretary following the meeting.</p>	23.03.17	BOD	Ongoing
8.	Audit Committee Report	<p>The Principal briefed the Board from the minutes of the meeting of 9 February 2017. The Board was pleased to note that Gillian Hogg had agreed to take on the role of committee chair. It was noted the committee was actively seeking an accountant to join, possibly as a co-opted member.</p> <p>It was noted that the internal audit report (on health and safety) had now been received. The theme for this year's internal audit would be internal and financial controls. Proposals for the next internal audit theme would be considered at the next meeting.</p>	23.03.17	BOD	Information
			23.03.17	BOD	Information
9.	Planning and Resources Committee Report	<p>Duncan Robb briefed the Board from the minutes of 15 February 2017.</p> <p>In relation to the Business Planning and Development Workstream, it was noted that the Trustees had agreed to move towards company status and that this should bring a number of benefits in the longer term. It was noted that there had been a number of very constructive stakeholder meetings around estate development.</p> <p>It was noted that national bargaining issues remained complex. A Colleges Scotland briefing note for MSPs was circulated to members for information.</p>	23.03.17	BOD	Information
			23.03.17	BOD	Information
			23.03.17	BOD	Information

10.	Learning and Teaching Committee Report	Richard Dockrell briefed the Board from the minutes of 7 February 2017. It was noted that there had been some discussion around how to capture data on destinations which would in turn support the narrative around the impact of the college, and that an outline approach would come back to the next meeting.	23.03.17	BOD	Information
		It was noted that recruitment for 2017-18 was currently looking very positive with good quality applications. Arts and Humanities applications were up on previous years which was very positive, though further analysis was needed to identify possible reasons behind this trend. It was noted that more detailed information including comparisons with previous years would be brought back to the next meeting.	23.03.17	BOD	Information
		The Board noted the heightened profile of the college through the Adult Achievement Awards and that the PR arrangements were also having a positive impact.	23.03.17	BOD	Information
		It was noted that the quality framework update had been covered in agenda item 2.	23.03.17	BOD	Information
		Terry Brotherstone provided an update on elements of the 80 <sup>th</sup> Anniversary Programme and plans associated with the anniversary of the signing of the Declaration of Arbroath.	23.03.17	BOD	Information
11.	Health and Safety Committee	The Board noted the Annual Health and Safety Committee Report for 2016-17 and agreed to approve the report.	23.03.17	BOD	Complete
12.	Items for Information	The minutes of the Chairs Committee meeting of 12 December 2016 were noted for information.	23.03.17	BOD	Complete
13.	AOCB	It was noted that although Jackie Robertson would be present at Committee meetings in May, this was her last full Board meeting. There were no other items of business.	23.03.17	BOD	Complete
14.	Date of Next Meeting	The next Board meeting was 21 June 2017 at 5pm. The Board Development day would take place that same day, starting at 2pm.	21.06.17	BOD	Information