

Meeting: Board of Directors		Venue: Edwin Muir Room		Date: 5 October 2017		Time: 5pm - 7.00pm	
Minute Taken By: Joanna Paterson		Sederunt: Brian Lister, Ann Southwood, Alistair Sambell (from item 3) Richard Dockrell, Marlene Gill, Dorothy Welch, Jean Urquhart, Tommy Angus (from item 2) Richard Butt, Gillian Hogg, Duncan Robb, Angus Donaldson (by tele-conference), Pauline Sutton, George Currie In attendance: Marian Docherty, Joanna Paterson, Joyce Clark		Apologies: George Archibald, Terry Brotherstone		Absences: Kieran Munro	
No.	Agenda Item	Action	When	By Whom	Status		
1.	Opening Items						
1.1	Apologies and Welcome	<ul style="list-style-type: none"> Apologies from George Archibald and Terry Brotherstone The Board welcomed Angus Donaldson to his first meeting as Director, which he was joining by tele-conference 	05.10.17	JP	Information		
			05.10.17	BL	Information		
1.2	Minutes of Previous Meetings	The minutes of the Board meeting which took place on 21 June 2017 were approved as a true record, subject to one amendment to remove Richard Butt's name from the Sederunt.	05.10.17	BOD	Complete		
1.3	Matters Arising	<p>Membership update: Angus Donaldson had now joined the Board. Midlothian Council had nominated Councillor Kieran Munro to be their representative on the Board.</p> <p>Pete Smith from Borders College had expressed an interest in the co-opted member vacancy on the Audit Committee for someone with accountancy or audit expertise, and this was being followed up by Ann Southwood and Gill Hogg.</p> <p>International Strategy: this would be taken forward over the winter.</p> <p>There were no matters arising not otherwise on the agenda.</p>	05.10.17	BOD	Information		
			05.10.17	AS	Ongoing		
			31.12.17	AS	Ongoing		
			05.10.17	BOD	Complete		
2. Items for Discussion							
2.1	Alumni Network	<p>The Principal presented a discussion paper (tabled) on options for developing an alumni network.</p> <p>Members noted that a member of staff would be developing a</p>	05.10.17	BoD	Information		

		<p>database of former students from various data sources, and this would aid future development work.</p> <p>The following points were made in discussion:</p> <ul style="list-style-type: none"> • Social media would make it easier to connect and communicate with alumni • There would be merit in exploring different approaches over the next three years, to see ‘what works’, building up to a major event in 2020 • A wider network of ‘Friends of Newbattle’ could also be developed, however, there should not diminish the special role and status of alumni • Care would need to be taken with data permissions if the network was also be used for fundraising purposes • There was a wealth of knowledge within other colleges and universities that could be tapped into • The initiative should be college-led to develop and build momentum, but would require the participation and engagement of enthusiastic volunteers to be successful <p>It was agreed that progress in developing the network should be reported to the Board on a regular basis.</p>	05.10.17	AS/MD	Ongoing
3. Items for Approval					
3.1	Draft budget for 2017-18	<p>The Board noted the draft budget for 2017-18 which had been considered and recommended for approval by PARC. Members noted that the assumptions included:</p> <ul style="list-style-type: none"> • Savings in heating and light as a result of the CEEP project investment • Rates reductions in line with current negotiations with Midlothian Council • Income estimates that were conservative and deliverable • Zero inflation increases in some areas <p>It was agreed that the budget should continue to be monitored closely through PARC</p>	05.10.17	BOD	Information
			05.10.17	PARC	Action

		The Board agreed to approve the budget for 2017-18.	05.10.17	BOD	Complete
3.2	National Bargaining	The Board noted a confidential paper on pay and other issues associated with national bargaining, reflecting discussion and recommendations from the PARC and Remuneration Committees. The Board agreed the recommendations as detailed in the paper namely:	05.10.17	BOD	Information
		<ul style="list-style-type: none"> • The terms of a pay award for support staff • Budget assumptions in respect of any cost of living increase for lecturing staff and members of the senior management team • Not to make any changes in terms and conditions for any staff at this stage 	05.10.17	BOD	Action
		In relation to terms and conditions, it was noted that this decision put the college out of synch with the terms and conditions of colleges within the national pay bargaining framework particularly with relation to annual leave allowances. However, the potential impact of any changes were so significant that further analysis was required in addition to ongoing dialogue with other colleges outwith the pay bargaining framework and the SFC.	05.10.17	BOD	Ongoing
3.3	Committee Remits	The Board noted the recommended revised draft remits for the Remuneration and Chairs Committees.	05.10.17	BOD	Information
		In relation to the membership of the Remuneration Committee, there was some discussion of the potential merits of opening up the membership more widely than the proposal for chair, committee chairs and one non-executive member, and agreed that this should be reviewed in 12 months' time.	05.10.17	Board Secretary	Action
		The two committee remits were approved.	05.10.17	BOD	Complete
4. Items for Information					
4.1	Principal's Report	The Principal presented her quarterly report to September 2017.	05.10.17	BOD	Information

		<p>The Trustees had given permission for the college to sell the archives, with the proceeds to go towards the Forest College initiative, and the books were currently being catalogued for auction.</p> <p>Progress on implementation of the CEEP project was noted, including a last minute delay as a result of uncovering some asbestos in the boiler room. The project had otherwise been delivered successfully within a very tight timetable, with final levels of investment of around £500k. The Board thanked George Currie and members of the estates team for their hard work over the summer to deliver this project.</p> <p>Three key dates in November were noted: 8 November for the Parliamentary Reception; 17 November for Newbattle Conversations; 25 November for Christmas at Newbattle.</p>	05.10.17	BOD	Information
			05.10.17	BOD	Information
			05.10.17	BOD	Information
4.2	Business Park Development	The Board noted the update on the business park development, with the Trustees having received a very constructive response from Midlothian Council to the Pre-Application Enquiry. The next step was a meeting with the Council, with the Board to be represented by Brian Lister, Duncan Robb and Tommy Angus.	05.10.17	BOD	Information
4.3	Course Recruitment	<p>Recruitment figures for 2017-18 were noted and it was agreed that these were very positive. The numbers reflected the efforts made in marketing and also the progression route from the Prep for HE course.</p> <p>It was agreed that the report should in future include information on a) numbers of students in residence b) geographical breakdown eg by council area c) gender breakdown by course and d) age breakdown.</p>	05.10.17	BOD	Information
			05.10.17	MD	Action
5. Items to Note					
5.1	PARC	The Board noted the minutes of the meeting of 12 September 2017. The main items of discussion had been those already covered elsewhere on the agenda (draft budget, the CEEP Project, the business park development, and national bargaining).	05.10.17	BOD	Information

5.2	Learning and Teaching	The Board noted the minutes of the meeting of 13 September 2017.	05.10.17	BOD	Information
		One of the main items for discussion had been the Evaluative Report and a further draft of the report had been circulated to the Board ahead of the meeting. Members noted the restrictive nature of the guidance and criteria against which evaluations needed to be made.	05.10.17	BOD	Information
		Board members expressed support for the narrative in the report, the suggested action points, and the proposed grading statements. It was noted that a further draft would be circulated to Board members following the next meeting with Education Scotland and the SFC, with a request for any final comments and to endorse the report before it was finally sent off by the end of October.	05.10.17	BOD	Ongoing
		The Board expressed their appreciation of the work of the team and Marian in particular in preparing the report.	05.10.17	BOD	Complete
5.3	Chairs Committee	The Board noted the minutes of the meetings of 18 September, 30 August, 31 July, 4 July and 21 June 2017.	05.10.17	BOD	Information
5.4	Remuneration Committee	The Board noted the minutes of the meetings of 18 September, 30 August and 31 July 2017.	05.10.17	BOD	Information
5.5	Board Development Plan	The Board noted the first quarterly update of progress against delivery of the Board Development Plan.	05.10.17	BOD	Information
6.	AOCB	Shortlisting for the Principal vacancy had taken place earlier that day. Interviews would take place in early November.	05.10.17	BOD	Information
		Board members would need to give quick consideration to recommendations from the appointment panel, which would be circulated in correspondence.	05.10.17	BOD	Ongoing
		There would be an evening event 'Encrypted Newbattle' on 25 October as a pre-cursor to the literary festival in 2018.	25.10.17	BOD	Information

		The Board noted that this was the last meeting that would be supported by the Board Secretary, Joanna Paterson, who was leaving the college due to relocation to the Isle of Lewis. Joanna was thanked for the contribution she had made in particular in taking forward the recommendations from the Effectiveness Review and Board Development Plan.	05.10.17	BOD	Complete
		There were no other items of business.	05.10.17	BOD	Complete
7.	Date of Next Meeting	Tuesday 28 November 2017 at 5pm with the Company AGM being held at 6.30pm	28.11.17	BOD	Information