

<b>Meeting:</b> Board of Directors	<b>Venue:</b> Edwin Muir Room	<b>Date:</b> 23 January 2018	<b>Time:</b> 5pm -7pm
<b>Minute Taken By:</b> Janet Nixon	<b>Sederunt:</b> Brian Lister, Ann Southwood, Alistair Sambell, Richard Dockrell, Dorothy Welch (from item 4), Jean Urquhart (by video-conference), Richard Butt, Gillian Hogg (from item 4), Duncan Robb, Terry Brotherstone, Stacey Gledhill. In attendance: Marian Docherty, Joyce Clark, Janet Nixon. Barbara Nelson and Janet Campbell, Education Scotland (items 1-4)	<b>Apologies:</b> George Archibald, George Currie, Pauline Sutton, Angus Donaldson, Tommy Angus, Marlene Gill	<b>Absences:</b> Kieran Munro

No.	Agenda Item	Action	When	By Whom	Status
	Opening Items				
1.	Apologies	<ul style="list-style-type: none"> <li>Apologies from Tommy Angus, Angus Donaldson, Marlene Gill and Pauline Sutton and George Archibald.</li> <li>Apologies also from George Currie. It was noted that George Currie has resigned as the Support Staff representative to the Board of Directors. George had completed a full three-year term. An election process will take place for the nomination of a new Support Staff representative.</li> </ul>	23.01.18  February 2018	JN  JC	Information  Ongoing
2.	Minutes of Previous Meeting	The minutes of the Board meeting which took place on 28 November 2017 were approved as a true record.	23.01.18	BOD	Complete
3.	Matters Arising	<p><b>Appointment of Depute Principal</b> It was noted that Sandra Grieve has been appointed to the position of Depute Principal. Her start date will be 9 April 2018.</p> <p><b>Business Park Development</b> It was noted that a second meeting had been held with Midlothian Council and Historic Environment Scotland. It was further noted that a meeting was to be set up with the Trustees in February and this meeting will be critical in terms of taking things forward.</p> <p><b>National Adult Education Conference</b> It was noted that, for the fifth consecutive year, the college will be hosting this event. The Conference will be held on 24 April 2018 with</p>	09.04.18  February 2018	MD  MD	Information  Ongoing

		<p>Shirley-Anne Somerville MSP, Minister for Further Education, Higher Education and Science delivering the Keynote Address.</p> <p><b>Outstanding balance</b> It was noted that 50% of the outstanding balance had been received, with a payment plan in place for the remainder.</p> <p><b>Barclay Review</b> It was noted that the college will wish to keep under review to ascertain whether there will be any changes to the college's liability for business rates, particularly in respect of empty units.</p> <p><b>Newbattle Conversations</b> In response to a query from Jean Urquhart regarding Newbattle Conversations, Jean Urquhart agreed to follow up her initial contact with Mhairi Black MP to establish her availability for a sprint event.</p> <p><b>International Conference on The Declaration of Arbroath, 1320-2020</b> The tabled copy of the notice submitted for the April issue of the <i>Scottish Historical Review</i> was noted.</p> <p>The Chair expressed the Board's wholehearted support for this project.</p> <p>There were no other matters arising not otherwise on the agenda.</p>	24.04.18	MD	Ongoing
			March 2018	AS/JC	Ongoing
			2018	GC	Ongoing
			February 2018	JU	Ongoing
			2020	TB	Information
Items for Discussion					
4.	New Quality Framework	<p>The Depute Principal introduced the report, explaining that the Enhancement Plan is, in essence, contained within the report and that it includes very specific tasks.</p> <p>Barbara Nelson, Education Scotland made a presentation to the Board which included the following points:</p> <ul style="list-style-type: none"> <li>Education Scotland would like the college to let them know how the process has supported Newbattle in decision-making and</li> </ul>	30 June 2018	MD	Ongoing
			February 2018	MD	Ongoing

		<p>forward planning</p> <ul style="list-style-type: none"> <li>• In her opinion, the process was challenging and the college is to be congratulated on a very good report: it is open, transparent, robust, honest and reflects the college well</li> <li>• Having undertaken the process across all colleges, this will now allow Education Scotland the opportunity to undertake aspect reports</li> <li>• Scotland's colleges are now considered to fall within seven regions and Newbattle is part of the South East region, along with Edinburgh, Fife and Borders colleges</li> <li>• As a consequence of this, changes were made to HMI roles and Janet Campbell will be newly appointed HMI with effect from 1 February 2018</li> <li>• The report had been partially endorsed with only a few minor suggestions and for this the Depute Principal should be congratulated</li> <li>• It was intended that the reports would be published on the Education Scotland website by mid-February</li> </ul> <p>It was agreed that the New Quality Framework would be considered further by the Learning and Teaching Committee at its next meeting.</p>	February 2018	L&T Committee	Ongoing
5.	Outcome Agreement 2018-2019	<p>The Principal introduced the Outcome Agreement 2018-2019, explaining that the draft had had to be submitted to SFC by 15 December 2017 and the college had therefore commissioned Julie McCrann to assist with the drafting. Formal feedback is expected during the week commencing 29 January. Informal feedback has been very positive.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>• Colleges will be much more accountable for their targets and financial spend</li> <li>• Colleges are not required to prioritise full-time provision for 16-24s, but rather should be responsive to the current needs of learners and the economy. This must include access to opportunities for part-time learners, learners over the age of</li> </ul>	January 2018	AS	Ongoing

		<p>24 and those returning to learning for up-skilling and re-skilling</p> <p>Members' comments included:</p> <ul style="list-style-type: none"> <li>• There should be more emphasis on the distinctive national role of the college</li> <li>• Concern that the targets, in respect of gender breakdown of learners, are not sufficiently challenging.</li> </ul>			
6.	Programme for Board Development Day	<p>The Chair emphasised that this will be an opportunity for members to contribute towards taking NAC forward in a challenging way.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> <li>• The programme and themes would be agreed at the March Board meeting</li> <li>• Proposed dates for the Development Day would be circulated as soon as possible.</li> </ul>	<p>15.3.18</p> <p>January 2018</p>	<p>BOD</p> <p>BL/JN</p>	<p>Ongoing</p> <p>Ongoing</p>
7.	AOCB	<p><b>SRC Report</b> The Board welcomed the SRC Report tabled by Stacey Gledhill, which included progress on equalities, diversities and inclusion, events, residential activities, sports and welcoming Preparation for FE students.</p> <p>It was agreed that the report should be a standing item on Board agendas.</p> <p><b>Retiral of Principal</b> The Chair warmly thanked Ann Southwood for her enormous contribution to the college.</p>	<p>23.01.18</p> <p>2018</p> <p>23.01.18</p>	<p>SG</p> <p>SG/JN</p> <p>BT</p>	<p>Complete</p> <p>Ongoing</p> <p>Complete</p>
8.	Date of Next Meeting	Tuesday 15 March 2018, 5pm - 7pm	15.03.18	BOD	Information