

Meeting: Board of Directors	Venue: Edwin Muir Room	Date: 26 September 2019	Time: 4.30pm
Minute Taken By: Jackie Kane	<p>Sederunt: Brian Lister (Chair), Marian Docherty, Richard Dockrell, Dorothy Welch, Jean Urquhart (via video conference), Angus Donaldson (via telephone conference), Alistair Sambell, Duncan Robb, Richard Butt, Pete Smith, Marlene Gill, Gary Husband</p> <p>In attendance: Jackie Kane, Sandra Grieve and Joyce Clark</p> <p>Mark Rendell, Chief Executive and Jamie Simpson, Head of Young Learners from International House London (both for first part of the meeting)</p>	Apologies: Terry Brotherstone, Gill Hogg, Tommy Angus, Stuart Capperauld, Pauline Sutton	Absences: George Archibald

No.	Agenda Item	Action	When	By Whom	Status
		<p>Mark Rendell, Chief Executive and Jamie Simpson, Head of Young Learners from International House London gave background details of the company along with an overview of summer school, which had taken place at Newbattle in 2019. They highlighted the marketing priorities for off season and summer school for 2020 onwards.</p> <p>The Chair thanked International House for their presentation to the Board and for their optimism for 2020.</p> <p>The Board highlighted that they looked forward to receiving a link to International House's website showing their marketing material for Newbattle.</p>	26.9.19	MR/JS	Complete
1.	Apologies and Welcome	<p>Apologies were received from Terry Brotherstone, Gill Hogg, Tommy Angus, Stuart Capperauld and Pauline Sutton.</p> <p>The Chair welcomed Pete Smith and Gary Husband to their first Board meeting.</p>	26.9.19 26.9.19	JK Board	Complete Complete
FOR DECISION					
2.	Minute of Meeting held on	The Minute of the meeting held on 20 June 2019 was approved as an accurate record.	26.9.19	Board	Complete

	20 June 2019 (Paper 1)				
3.	Matters Arising				
	Declaration of Arbroath 2020 Conference (Paper 2)	In Terry Brotherstone's absence, the Board noted his update on the preparation for the Declaration of Arbroath 2020 Conference and agreed it was an interesting programme.	26.9.19	Board	Information
FOR DISCUSSION					
4.	Financial Forecast				
	Projection on Commercial Activity (Paper 3)	<p>The Business and Resource Manager spoke to the projection on commercial activity and the following was noted:</p> <ul style="list-style-type: none"> • The Business and Resource Manager had put together a paper highlighting the income for the past three years from the previous Language School. Summer business has been challenging this year, given that the college had missed the marketing window, as contracts with International House were not signed until the college had ended the OSCARS contract. • The Board indicated their concern with off season sales. However, the college is exploring other language schools options. • The Board highlighted that their January 2020 meeting will focus on commercial activity and curriculum planning. 	26.9.19	JC	Information
	FFR	<p>The Business and Resource Manager presented the proposed Financial Forecast Review for discussion:</p> <p>She explained the information required by SFC and the assumptions made which formed the basis for the completion of the review.</p> <p>The Board acknowledged the challenges in relation to the review.</p>	26.9.19	JC	Information
5.	Principal's Report (Paper 4)	<p>The Principal's Report was noted and the following was highlighted:</p> <p>Major Works and Refurbishment</p> <ul style="list-style-type: none"> • The Riverside Wall Project is on schedule for completion by October 2019. • D2 Architectural Design has been awarded the contract for the 	26.9.19	MD	Information

		<p>refurbishment of the residency. The team has stated that the work is scheduled for completion by June 2020.</p> <ul style="list-style-type: none"> • Our insurance claim for work on 5 areas for repair on Monkland Wall has been successful and will commence in early October 2019. • The tendering process is underway for the capital programme funded by SFC. The Quantity Survey's report will be issued to the Board on completion. This will enable us to agree which priorities are feasible by March 2020. <p>SFC</p> <ul style="list-style-type: none"> • Newbattle's Outcome Agreement for 2019-2022 has been endorsed by SFC. • No change to the confirmed funding allocation for 2019-2020. <p>Stakeholders' Dinner</p> <ul style="list-style-type: none"> • Following the national adult learning conference held in May, Richard Lochhead, Minister for Further Education, Higher Education and Science has asked the college to host a Stakeholders' Dinner to discuss the role of adult learning in civil society in Scotland. The event will be held on 8 October 2019. <p>Curriculum</p> <ul style="list-style-type: none"> • Enrolment on all college courses for 2019-2020 has been very positive. • Newbattle continues to explore additional partnerships with SRUC and Forest and Outdoor Learning Awards (FOLAs). • The college held a successful national conference to launch the FOLAs on 24 September 2019. • The college awaits confirmation from SFC and Scottish Government re additional funds to support Gaelic. • Scottish Government have awarded the college an additional £15K to support the Adult Achievement Awards until March 2020. <p>Quality Framework:</p> <ul style="list-style-type: none"> • A progress visit by Education Scotland will take place on 28-29 October 2019 to test the evidence produced in relation to our 			
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		<p>Evaluative Reports and Enhancement Plans.</p> <ul style="list-style-type: none"> HMI Janet Campbell has asked to attend the November 2019 Board meeting to present the report. She has also asked to attend the Learning & Teaching Committee meeting in February 2020. <p>Business Park</p> <ul style="list-style-type: none"> A re-scheduled trial for a previous tenant has been carried forward to 26 November 2019. <p>Trustees</p> <ul style="list-style-type: none"> Proposals from Avison Young and the Trustees will be considered at the October 2019 meeting of the Trustees. The Chair agreed to contact the Trustees to discuss the respective roles of both parties in November 2019. 			
6.	Risk Register (Paper 5)	<p>The Business and Resource Manger spoke to the Risk Register, highlighting significant changes.</p> <p>The Board acknowledged the challenges with regard to ICT. These challenges would be discussed at Planning & Resource meetings.</p>	26.9.19	Board	Information
FOR INFORMATION					
7.	Draft Chairs' Minute from Meeting held on 12 September 2019 (Paper 6)	<p>The Board noted the draft Chairs' Minute from the meeting held on 12 September 2019. The following was noted:</p> <ul style="list-style-type: none"> The urgency to co-opt additional Board members with business, legal, HR and corporate marketing experience. A matrix of skills will be drawn up by the Chair and Principal and circulated to the Chairs. The Chair agreed to invite the Chair, Secretary and another member of the Trustees to attend the next Chairs' Committee Meeting in November 2019. Due to re-organisation of the Admin Support Team, the Marketing Co-ordinator will be taking on the additional role of alumni. 	12.9.19	Board	Information
8.	Draft Planning & Resource Minute from Meeting held on	<p>The Board noted the draft Planning & Resource Minute from the meeting held on 16 September 2019. The following was noted:</p> <ul style="list-style-type: none"> The committee agreed that it would be worth exploring Board 	16.9.19	Board	Information

	16 September 2019 (Paper 7)	membership and skillsets that are missing from the Board. The ideal time to carry this out would be in November 2019 as a few Board members' terms are coming to an end. It was agreed that this would be pursued through the Chairs' Committee.			
9.	Draft Learning & Teaching Minute from the Meeting held on 4 September 2019 (Paper 8)	<p>The Board noted the draft Learning & Teaching Minute from the meeting held on 4 September 2019. The following was noted:</p> <ul style="list-style-type: none"> • Concern regarding board membership was raised. • A curriculum development day to take place on 21 January 2020. Board member to be asked to attend from 2.00pm. 	4.9.19	Board	Information
	Course Recruitment and Student Issues (Paper 9)	<p>The Depute Principal spoke to her paper and the following was noted:</p> <ul style="list-style-type: none"> • Enrolment on all college courses for 2019-2020 has been very positive. • A more in-depth analysis on SIMD 10/20 and gender balance will be presented at the November Board meeting, once the college has received its full cohort of students. • The initial design for the 2019-2020 prospectus has commenced. The prospectus will be launched during Christmas at Newbattle on Saturday, 23 November 2019. 	26.9.19	SG	Information
10.	AOCB	There was no other competent business.	26.9.19	Board	Complete
11.	Date of Next Meeting	Wednesday, 27 November 2019 from 4.30pm - 6.30pm.	27.11.19	Board	Information