

Meeting: Board of Directors	Venue: Edwin Muir Room	Date: 27 November 2019	Time: 4.30pm
Minute Taken By: Jackie Kane	<p>Sederunt: Brian Lister (Chair), Marian Docherty, Richard Dockrell, Dorothy Welch, Angus Donaldson (via telephone conference), Duncan Robb, Marlene Gill, Terry Brotherstone, Gill Hogg, Tommy Angus, Stuart Capperauld, George Archibald, Gary Husband</p> <p>In attendance: Jackie Kane, Joyce Clark, Sandra Grieve, Gill Turner, John Bowditch, Managing Inspector and Janet Campbell, College HMI</p>	Apologies: Pete Smith, Alistair Sambell, Jean Urquhart, Richard Butt, Kaden Charley (Student Rep)	Absences:

No.	Agenda Item	Action	When	By Whom	Status
		<p>John Bowditch, Managing Inspector and Janet Campbell, College HMI attended the Board meeting to present the findings of the Progress Visit in October 2019. John Bowditch outlined the main aspects of the visit and the related report, which had been sent to the Board.</p> <p>In 2018, all colleges produced an Evaluative Report and Enhancement Plan which were endorsed by Education Scotland and the Scottish Funding Council. During Progress Visits colleges demonstrate how well they are delivering on the targets and milestones identified in their Enhancement Plans. They allow colleges opportunities to outline any changes to their circumstances resulting in revisions to their original objections. Progress Visits provide reassurance to key stakeholders on the effectiveness of improvement actions undertaken by individual colleges. Whilst undertaking Progress Visits, HM Inspectors of Education take account of the context and individual nature of each college.</p> <p>At the end of the Progress Visit, HM Inspectors of Education, Associate Assessors and Student Team Members review the evidence gathered during their discussions with college managers,</p>	27.11.19	HMI Inspectors of Education	Information

		<p>staff, learners and stakeholders. They assess the progress that colleges have made against their Enhancement Plans, taking account of any changes to local circumstances. Based on this evidence, the team will form a view as to whether the college has made satisfactory progress against its Enhancement Plan or has not made satisfactory progress against its Enhancement Plan.</p> <p>The HM Inspectors of Education spoke to the satisfactory College Progress Visit Report advising there are 37 planned actions identified by the college in its Enhancement Plan for 2018-2019. The college has aligned these actions with the quality indicators in the quality improvement framework for Scotland's colleges.</p> <p>The Progress Visit Report will be shared with SFC, the college Board (and in multi-college regions, the Regional Strategic Body). The outcomes of the Progress Visit will inform a refreshed Evaluation Report and Enhancement Plan (2020-2023) due to be submitted by all colleges in October 2020.</p>			
1.	Apologies	Apologies were received from Pete Smith, Alistair Sambell, Jean Urquhart, Richard Butt and Kaden Charley (Student Rep).	27.11.19	JK	Complete
FOR DECISION					
2.	Minute of Meeting held on 26 September 2019 (Paper 1)	The Minute of the meeting held on 26 September 2019 was approved as an accurate record.	27.11.19	Board	Complete
3.	Matters Arising				
	Declaration of Arbroath 2020 Conference Update	<p>Terry Brotherstone gave an overview and the Board noted his update on the 2020 conference.</p> <p>The Principal has passed on details of the Midlothian Council contact relating to high schools.</p> <p>George Archibald also agreed to pass information on the conference to his contacts at Midlothian Council.</p>	27.11.19	TB	Information
	Board Matrix of Skills (Paper 2)	Sub committees have discussed the draft skills matrix and it was agreed that the following areas of expertise would be added:	27.11.19	Board	Ongoing

		<ul style="list-style-type: none"> Estate development, property management and economic development <p>The skills matrix will be circulated to the Board to complete by January 2020 and return to the Secretary to the Board. Once this exercise is carried out it will highlight the gaps within the Board.</p>	17.1.20	Board/JK	Ongoing
4.	Audit Committee Report				
	Minute of Meeting held on 14 November 2019 (Paper 3)	<p>The Board noted the Audit Minute from the meeting held on 14 November 2019. The following was noted:</p> <ul style="list-style-type: none"> The Chair of the Audit Committee commended Henderson Loggie on the professional and thorough approach to the audit. The Chair of the Audit Committee thanked Pete Smith for his financial expertise which helped the Audit Committee considerably during the audit. 	27.11.19	GH	Information
	College Financial Statements 2018-2019 (Paper 4)	<p>The Board approved the College Financial Statements 2018-2019. The following points were noted:</p> <ul style="list-style-type: none"> The results for the year indicate a net deficit of £375K and reserves of £556K, and a deficit before other gains and losses of £253K. Whilst the impact of the pension costs impacted upon the final outcome, concern was expressed regarding the financial position of the college and the need to replace international income. The external auditors are satisfied that it is appropriate to prepare the financial statements on a going concern basis. The Audit Committee accepted the management responses. 	27.11.19	Board	Complete
	College Annual Report on External Audit 2019-2019 (Paper 5)	The Board approved the College Annual Report on External Audit 2018-2019.	27.11.19	Board	Complete
	Credits Audit Report 2018-2019 (Paper 6)	The Board approved the Credits Audit Report 2018-2019.	27.11.19	Board	Complete

	Student Support Funds Audit 2018-2019 and Education Maintenance Allowance Audit Report (Paper 7)	The Board approved the Student Support Funds Audit 2018-2019 and Education Maintenance Allowance Audit Report.	27.11.19	Board	Complete
	Internal Audit Annual Report 2018-2019 (Paper 8)	The Board approved the Internal Audit Annual Report 2018-2019. It was noted that this report was both timely and helpful and the college would be happy to continue with Edinburgh University as Internal Auditors for 2019-2020. This will be reviewed for 2020-2021.	27.11.19	Board	Complete
FOR DISCUSSION					
5.	Principal's Report (Paper 9)	The Principal's Report was noted and the following was highlighted: Major Works and Refurbishment <ul style="list-style-type: none"> • The Riverside Wall Project was completed at the end of October 2019. • D2 Architectural Design has been awarded the contract for the refurbishment of the residency. A programme of works has been agreed and tenders will be issued by 1 December 2019. • CLWG Architects and Thomson Gray Quantity Surveyors have been appointed as the design team for the SFC capital programme. The Quantity Surveyor's programme of works will be available by 7 December 2019, after which the tendering process will begin. It is anticipated that a contractor will be appointed in February 2020. SFC <ul style="list-style-type: none"> • The college received a satisfactory progress visit by HM Inspectors of Education. • The draft Outcome Agreement 2020-2021 to 2022-2023 is due for submission by 12 December 2019. 	27.11.19	Board	Information

Stakeholders' Dinner

- Following a successful Stakeholders' Dinner held on 8 October 2019, Newbattle is now preparing a joint bid with Midlothian Council to SFC's Tacking Child Poverty programme. The college is also planning a partnership with Venture Trust re Adult Achievement Awards and Forest and Outdoor Learning Awards and exploring curriculum partnerships with STUC.

Curriculum

- Enrolment on all college courses has been very positive and, to date, we have exceeded our credit targets for 2019-2020.
- Following a successful national conference held on 24 September 2019. QMU will include the FOLAs in their 2019-2020 Primary Education Course.
- Midlothian and East Lothian Councils have requested a Gaelic CPD programme, including outdoor learning.
- Newbattle is exploring with QMU the development of a new HNC Childhood Practice/Outdoor Learning, as part of an Early Years Degree.

Funding Bids

The college has submitted 2 Gaelic funding bids to develop our role as a hub for Gaelic language/culture in south-east Scotland; a 2-year project to SFC to offer CLPL in FE/HE/local authorities and develop curriculum pathways. The college has submitted a bid to Scottish Government to develop the Forest College programme.

Business Park

A re-scheduled trial for a former tenant for 26 November 2019 has again been arranged for 2 March 2019.

Trustees

- No decision has been made on the Business Park development. The Trustees are reconsidering refurbishing the Business Park and have requested a 4/5 year plan from SMT, detailing how the curriculum could be expanded in the college estate.

		<ul style="list-style-type: none"> The Trustees have acknowledged their responsibility for the wild woodland area and have asked the Principal to provide a report on the main concerns in relation to tree management before their next meeting in January 2020. The Trustees have also requested a map showing the areas that are high priorities. 			
6.	Risk Register (Paper 10)	<p>The Business & Resource Manager spoke to the Risk Register and the following was noted:</p> <ul style="list-style-type: none"> Concern was expressed that some of the mitigating factors for loss of income were themselves red/amber risks and that all mitigations referred to income growth/replacement with no action related to cost reduction. The Board discussed rationalising the 30 risks highlighted in the Risk Register and requested that risks causing concern should be discussed at Audit and then brought to the Board. 	27.11.19	Board	Information
7.	January 2020 Planning Day on Corporate/Curriculum Marketing	<p>The January 2020 Board Planning Day will take place on Tuesday, 21 January 2020 from 3.00pm. The theme will be corporate/ curriculum marketing, looking at income beyond a 6 month period sustaining and developing the college, especially International House income. The programme will also include preparing a development strategy and analysing curriculum delivery costs. The Board also requested a paper on how the college has grown over the past 10 years.</p> <p>The college will have received by January 2020 the outcome of their submitted bids to SFC, Scottish Government and Bòrd na Gàidhlig.</p>	21.1.20	Board	Information
FOR INFORMATION					
8.	Chairs' Committee Report (Paper 11)	The Board noted the Chairs' Committee Minute from the meeting held on 21 November 2019.	21.11.19	Board	Information
9.	Learning & Teaching Committee Report (Paper 12)	The Board noted the Learning & Teaching Committee Minute from the meeting held on 13 November 2019.	13.11.19	Board	Information
10.	Planning & Resource	The Board noted the Planning & Resource Committee Minute from	11.11.19	Board	Information

	Committee Report (Paper 13)	the meeting held on 11 November 2019.			
11.	Health & Safety Committee Report (Paper 14)	The Board noted the Health & Safety Committee Minute from the meeting held on 10 October 2019.	10.10.19	Board	Information
12.	AOCB	<p>Funding Bids The Board requested a breakdown on how many successful bids the college has had over the year and the cost and time in making bids. George Archibald advised that he has details on companies who help with preparing bids and asked if this would be something the college would like to explore.</p> <p>Cladding Assessment SFC have called for information seeking assurances from Scotland's colleges and universities regarding fire safety in their estate. Deadline for this is 12 December 2019. Tommy Angus offered his assistance to help the college complete this.</p>			
13.	Date of Next Meeting	Planning Day on corporate/curriculum marketing, Tuesday, 21 January 2020 from 3.00pm - 6.30pm.	21.1.20	Board	Information