

Meeting: Board of Directors	Venue: Virtual Meeting via Zoom	Date: Thursday, 18 June 2020	Time: 10am - 12 noon
Minute Taken By: Jackie Kane	Sederunt: Brian Lister (Chair), Marian Docherty, Richard Dockrell, Dorothy Welch, Angus Donaldson, Duncan Robb, Marlene Gill, Terry Brotherstone, Gill Hogg, Gary Husband, Pete Smith, Alistair Sambell, Jean Urquhart and Richard Butt In Attendance: Sandra Grieve, Joyce Clark, Jackie Kane	Apologies: Tommy Angus, Stuart Capperauld, George Archibald	Absences:

No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies	Apologies were received from Tommy Angus, Stuart Capperauld and George Archibald.	18.6.20	JK	Complete

FOR DECISION

2.	Minute of Meeting held on 11 May 2020 (Paper 1)	Minute of meeting held on 11 May 2020 was approved as an accurate record.	18.6.20	Board	Complete
3.	Matters Arising				
	Overview Update	The Principal with support from the Depute Principal and Business & Resource Manger gave an overview update and the following was noted: Residential Students On 5 June 2020 guidance came out from Scottish Government on student accommodation. The Coronavirus (Scotland) (No.2) Act 2020, which makes provision in relation to tenancies for students in halls of residence and Purpose-Built Student Accommodation (PBSA), has come into force. There is a 7 day notice period for those who have already entered into a student residential tenancy agreement and have occupied the property; and a 28 day notice period for those who have already entered into a student residential tenancy but have not yet occupied the property and agreements entered into while the Act is in force. Students can only terminate tenancies for a reason relating to COVID-29. Considering this information, student tenants and accommodation providers should work together to delay a move out of	18.6.20	SMT	Information

accommodation or returning to collect belongings until a later date, where this can reasonably be agreed. If students and accommodation providers are unable to reach an agreement to delay, advice on physical distancing should be followed to minimise the risk of spreading the virus because of the move. Where a move is unavoidable, students and providers should agree measures to be followed in advance of a student moving out of their accommodation to ensure the health and safety of students and staff. Further guidance will become available when we move into Phase 2 of the Framework for Decision Making.

The Curriculum Manager is in negotiation with the two remaining residential students on their options to move out of the residency. The college sees no major problem in relation to this.

Principals' Meetings

The Principal continues to attend weekly Principals' meetings to discuss priority areas. All colleges have been requested to re-submit their Financial Forecasts by the end of June. Colleges Scotland have presented an overview and have announced a £20 million shortfall throughout the sector this session. The sector awaits an announcement from SFC by the end of the month to address the college shortfall.

As advised by SFC, the college discussed with relevant staff (this involved Catering, Housekeeping and one member of the Administration Team) the furlough process and what is involved in securing employment beyond September and how the college will function on return after the crisis. All staff contacted regarding the issues involved agreed to the furloughing process.

Student Recruitment

Recruitment continues during lockdown. The figures are looking positive and comparable with figures for previous years.

Capital Project

Following meetings with the Facilities Manager. Work will start on the residency and will continue until August 2020 along with work on the

		<p>main building and grounds which will continue until October 2020.</p> <p>Trustees</p> <p>A positive meeting took place on 11 June 2020 with the Chair of the Trustees and the Chairs' Committee. The meeting included an update on the college's financial position and the roles and responsibilities between the Trust and the college. Following a meeting with SFC re finance on 8 July 2020, the college will be in a better position to advise the Trustees on its finances at a meeting to be arranged in early August.</p>			
FOR DISCUSSION					
4.	Finance:	The Business & Resource Manager updated the Board on finance and the following was noted:	18.6.20	Board	Information
	<ul style="list-style-type: none"> Update on Financial Forecast/ Budget (Paper 2) Cashflow issues submitted to SFC 	<p>All colleges were asked to submit financial forecasts to SFC in April 2020 and to detail the impact of the lockdown on cash flow. SFC is aware of the impact across the sector and will discuss with Scottish Government. During discussion with SFC, there was no indication that the college could not use 2019/2020 capital funding to cover operational needs. However, as works on the residency begin to commence the college will have to repay the remaining capital spending. To date no decision has been clarified from SFC on the capital expenditure. This is an issue across the college sector. SFC have requested a meeting with the Chair of Board and the Principal to discuss the wider financial issues facing the college on 8 July 2020. SFC have requested by 8 June 2020 an email from the Principal summarising financial implications discussed with PARC on 4 June 2020.</p> <p>The Board discussed at length the college's budget and cashflow, including the college's sustainability going forward; the difficulties producing a 3-year financial forecast due to the deficit the college has at present. On a positive note the Board highlighted that the college was in a good position by talks taking place with other partners - Midlothian Council, QMU, CDN and other international language schools. All are in alignment with the Government plans in getting the economy back on track. Also, the upgrading of the college's residences and investing in the main building and grounds would offer a unique selling point to other commercial business.</p>			

		<p>The Board discussed the college's outdoor learning areas which again would offer a unique selling point to local and national partners. The college is exploring various options with partners who do not have available outdoor space.</p> <p>Having reviewed recruitment over several years, the Board confirmed at their Board Planning Day, held on 11 March 2020, that the Celtic Studies Course would not run for 2020/2021. Elements of the Celtic Studies Course have been incorporated into the Arts & Social Science Courses. Gaelic language and culture will also be maintained in externally funded Gaelic programmes.</p> <p>The Board offered their full support to the college in all the difficult financial scenarios that were happening during the crisis.</p>			
5.	SFC Indicative Funding for 2020-2021	<p>SFC has confirmed that Indicative Funding details, issued to colleges in April, have now been confirmed for next session. These include additional capital funding for Newbattle. The capital programmes for the residency and the main building/estate have been delayed because of the lockdown. Once these are completed, we can plan the 2020/21 capital programme, which will support further curriculum development. Subject to SFC criteria and the agreement of the Trustees, we plan to include ICT and developments in the college estate as part of the new capital programme.</p>	18.6.20	Board	Information
6.	Plans for September 2020	<p>The Depute Principal updated the Board on the college's plans to start next session from September 2020. The college sector awaits guidance from Scottish Government which will be signed off by public health. However, individual colleges are putting together their own plans for a return to college.</p> <p>This guidance will be reflected in Newbattle's plans. Our courses will be a combination of online learning, blended and face to face one day a week for all students apart from Rural Skills students, who will attend college twice weekly.</p> <p>Plans continue to evolve as phases change daily. An Applicants'</p>	18.6.20	Board	Information

Week programme will take place w/c 17 August 2020 thereafter induction will commence 7 September 2020.

FOR INFORMATION

7.	Draft Planning & Resource Committee Minute from the Meeting held on 4 June 2020 (Paper 3)	<p>The draft Planning & Resource Committee Minute from the Meeting held on 4 June was noted. The Chair highlighted the following:</p> <ul style="list-style-type: none"> The skills matrix presented to Board members during Planning Day highlighted that estates, business and accountancy were the areas where there were gaps in Board membership. <p>The Chair and committee agreed to recruit for Board members prior to the November 2020 AGM. This would provide a full complement of members before the end of the year. Any suggestions to be emailed to the Principal and Chair of Board. Advertising for the posts would commence in August.</p> <ul style="list-style-type: none"> The letter received on 28 May 2020 from Karen Watts, CEO of SFC. The Risk Register. The positive meeting with the Chair of the Trustees held on 11 June 2020. 	4.6.20	PARC	Information
8.	Draft Audit Committee Minute from the Meeting held on 14 May 2020 (Paper 4)	<p>The draft Audit Committee Minute from the Meeting held on 14 May 2020 was noted. The Chair highlighted the following:</p> <p>The purpose of the meeting was to advise the External Auditors on activities throughout the year and the procedures the college is following during COVID-19.</p>	14.5.20	Audit	Information
9.	Draft Chairs' Committee Minute from the Meeting held on 11 June 2020 (Paper 5)	<p>The draft Chairs' Committee Minute from the Meeting held on 11 June 2020 was noted. The Chair highlighted the following:</p> <ul style="list-style-type: none"> The positive meeting with the Chair of the Trustees held on 11 June 2020. 	11.6.20	Chairs	Information
10.	Draft Learning & Teaching	<p>The draft Learning & Teaching Committee Minute from the Meeting held on 12 June 2020 was noted. The Chair highlighted the following:</p>	12.6.20	L & T	Information

	Committee Minute from the Meeting held on 12 June 2020 (Paper 6)	<ul style="list-style-type: none"> Recruitment Curriculum Planning Plans for September 2020 Forming a partnership with the WEA out with the AAA. The committee commended staff on developments in curriculum, recruitment and AAA and recognised and supported the hard work and achievements of SMT and college staff during this difficult period. Discussions around the Review of Career Pathways for Community Learning and Development by the CLD Standards Council. A Learning & Teaching Committee member agreed to forward this paper on to the Principal for consideration. He is also keen to explore the development of an HNC Community Learning, as a potential joint programme with Newbattle and Edinburgh University. He will contact the college about a follow-up meeting as soon as possible. All members welcomed this proposal. 			
11.	AOCB				
	<ul style="list-style-type: none"> Proposed EIS Recognition Agreement (Paper 7) 	<p>The Principal explained the background to the proposed EIS Local Recognition Agreement before the next EIS meeting. The Board agreed to consider the paper and email responses to the Principal before the next local group meeting.</p> <p>This will be discussed at the next Chairs' Committee Meeting.</p>	18.6.20	Board	Ongoing
			Tbc	Chairs	Ongoing
12.	Dates of Board and Sub Committee Meetings for 2020/2021 (Paper 8)	<p>The Board agreed the dates of Board and Sub Committee Meetings for 2020/2021.</p> <p>Date of next Board Meeting will take place on Thursday, 24 September 2020 from 4.30pm - 6.30pm.</p>	18.6.20	Board	Complete
			24.9.20	Board	Information