

Meeting: Board of Directors		Venue: Virtual via Zoom	Date: Thursday, 25 March 2021	Time: 4.30pm	
Minute Taken By: Jackie Kane		Sederunt: Brian Lister (Chair), Marian Docherty, Sandra Grieve, Joyce Clark, Terry Brotherstone, Richard Butt, Richard Dockrell, Angus Donaldson, Marlene Gill, Gill Hogg, Gary Husband, Andrew McGoff, Duncan Robb, Pete Smith, Dorothy Welch, Neil Hargraves, Jan Polley, David Hamer, Stuart Moir and Student Rep - Tony Anderson	Apologies: Tommy Angus, Stuart Capperauld		Absences:
FOR DECISION					
No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies and Welcome to new Board Members	Apologies were received from Tommy Angus and Stuart Capperauld	25.3.21	JK	Complete
		The Chair welcomed new Board Members Jan Polley, David Hamer and Stuart Moir.	25.3.21	BL	Complete
2.	Minute of Previous Meeting held on 26 November 2020 (Paper 1)	The Minute of the meeting held on 26 November 2020 was approved as an accurate record, except for the following:	25.3.21	Board	Complete
		Change of date to the Declaration of Arbroath Conference from April 2021 to 21 and 22 May 2021.	25.3.21	JK	Complete
3.	Matters Arising				
	Principal's Report (Paper 2)	<p>The Principal spoke to her report and the following updates were noted:</p> <p>Covid In accordance with Scottish Government advice, all courses were delivered online from January 2021. Minor easing of national restrictions at the end of February allowed a maximum of 5% of students to return to college at any one time, with priority given to students enrolled on practical courses and to vulnerable students. On 8 March, our Rural Skills students returned to college.</p> <p>Further Scottish Government statements on 16 March indicated that</p>	25.3.21	MD	Complete

		<p>more college students could return to direct learning in college in April. On 18 March, an official letter from Minister Richard Lochhead was received specifying that from 26 April 2021 a maximum of 29% of students could return. Staff are now working out the details for priority groups and will confirm arrangements with students as soon as possible. These arrangements will take effect on the college's return after the Easter break on 19 April.</p> <p>SFC SFC have now approved £300k of our £1.4m capital allocation to digital developments for students and staff. SMT are now back in contact with the ICT Consultants, Agenor to commence the process.</p> <p>Trustees The Principal can now report back to the Trustees following confirmation from SFC on funding for 2021-2022. This will be presented at the next Trustees meeting on 21 May 2021.</p>			
	EIS Local Recognition Agreement/Industrial Action	Suggested amendments will be discussed at the next EIS Local Branch Meeting w/c 29 March 2021.	29.3.21	MD	Ongoing
FOR DISCUSSION					
4.	Finances				
	Financial Forecast (Paper 3)	<p>The Business & Resource Manager spoke to the Financial Forecast and the following was noted:</p> <ul style="list-style-type: none"> The college has received from SFC an indicative offer for 2021/2022. This will have an impact on the first draft of the Financial Forecast. Core funding has been increased by 26.1%; student support funding by 1.9%. SFC have also awarded additional funding towards deferred students places, digital poverty and mental health support. The Board suggested that it would be helpful to have a summary of the indicative offer from SFC. SFC has also provided an uplift of £0.2 million for Newbattle Abbey College in recognition of particular funding pressures at 	25.3.21	JC	Ongoing

		<p>the college and the fact that they do not receive capital lifecycle maintenance funding. £90K capital funding has been awarded for 2021-2022.</p> <ul style="list-style-type: none"> • Due to lockdown restrictions, there has been no income from short courses, including Beekeeping and Gaelic. Residential student income has also reduced. • The second lockdown has made it impossible for any international bookings. However, the college is exploring possibilities with the Scottish National Theatre using the college grounds in August. • The AAAs and FOLAs continue to progress positively throughout the pandemic as they are easy to administer online. • Money from furlough and the Business Park has been consistent throughout the year. • Commercial income benefitted from the filming that took place at Christmas. • SFC have advised that they will not clawback £36k from the student overspend from 2019/2020. • College expenses, including utilities and insurance costs, have been reduced as a result of the lockdown. <p>It was noted that the college has been using Capital Funding as cash flow; SFC is aware of this. However, now that the capital works have recommenced, this will put the college finances into overdraft. Assuming that the Capital Funding has been spent, the college will request a short-term loan from SFC. As the short-term will be paid back, the Principal has requested a meeting with SFC to discuss how this will be paid back and the terms and conditions of the short-term loan. The Board agreed that it was in the college's best interest not to incur interest charges from the short-term loan from SFC and to keep in mind the funding available from the Trustees.</p>			
	College Management Accounts (Paper 4)	The Board noted the College Management Accounts.	25.3.21	Board	Information

5.	Commercial Activity	The Business & Resource Manager advised the University of Wisconsin would like to open negotiations with the college and are looking at early Spring 2022. The college continues to receive wedding enquiries and filming requests.	25.3.21	JC	Ongoing
6.	Risk Register (Paper 5)	The Board noted the Risk Register as of 17 March 2021. They advised that it was useful having the narrative to accompany the Risk Register which highlights any concerns.	25.3.21	JC	Ongoing
		David Hamer requested a copy of the Risk Model that the college uses. As the Risk Register is discussed regularly at Audit Committee Meetings, the Audit Chair agreed that this would be forwarded to him.	25.3.21	Audit	Ongoing
7.	Board Planning Day Outcomes (Paper 6)	A successful Board Planning Day took place on 21 January 2021. The aims of the day were to review the college recovery plan; agree priorities for 2021-2022 capital programme and to discuss the main college priorities of the 2020-2021 Outcome Agreement.	21.1.21	MD	Information
FOR INFORMATION					
8.	Chairs' Committee Meeting				
	Draft Minute from the Meeting held on 11 March 2021 (Paper 7)	The Board noted the draft Minute from the Chairs' Meeting held on 11 March 2021 and the following was highlighted: <ul style="list-style-type: none"> The Chair of the Trustees attends the Chairs' Committee Meeting when discussing finance. This is progressing well and the college continues to work closely with the Trustees. The Chair of the committee agreed that it was necessary to review Board membership as a few terms of office are due to terminate. He will take this up with the Secretary to the Board. The Business & Resource Manager is meeting with the college insurers at the beginning of April. She will discuss if it is possible to register a claim for loss of income and additional expenditure due to the pandemic. 	25.3.21	Board	Information
9.	Learning & Teaching				

	Committee Meeting				
	Draft Minute from the Meeting held on 17 February 2021 (Paper 8)	<p>The Board noted the draft Minute from the Learning & Teaching Meeting held on 17 February 2021 and the following was highlighted:</p> <ul style="list-style-type: none"> • The increase in AAAs and funding for FOLAs. • The collaborative activities with new partners. • Retention is still positive considering the current position. There are plans in place to focus on this year's learners to complete with additional funding coming from SFC. • Recruitment is down compared to last year. It was noted that this is common across the college sector. • It was agreed that the Principal will follow up with Jim Metcalfe, CDN on using Newbattle as a staff college. 	25.3.21	Board	Information
	Declaration of Arbroath Conference	<p>Terry Brotherstone advised the Board that the Declaration of Arbroath Conference would be moved from April to 20-21 May 2021, as CDN had received objections about the proximity of the conference to the election.</p> <p>CDN, who are handling the online conference, have confirmed a good response to registration.</p> <p>Additional input from the college would be discussed at the regular conference planning meetings.</p>	25.3.21	TB	Information
10.	Planning & Resource Committee Meeting				
	Draft Minute from the Meeting held on 15 February 2021 (Paper 9)	<p>The draft Minute from the Planning & Resource Committee Meeting held on 15 February 2021 was noted and the following highlighted:</p> <ul style="list-style-type: none"> • The continued positive relationship with the Trustees. • Re-negotiations with Wisconsin University. • Look back on the Board Planning Day and summarise the areas that have been implemented. • Staff and students were adequately supported whilst working from home. 	25.3.21	Board	Information

		<ul style="list-style-type: none"> The Chair of PARC had visited the Business Park and noted the potential with funds from the Trustees. A pay award has been agreed for Support Staff of 2% or £750 whichever is greater and backdated to September 2020 along with one day's extra leave. 			
	<p>Recommendation of the following policies:</p> <ul style="list-style-type: none"> Data Protection Policy CCTV Policy Breach of Data Policy Data Retention Schedule <p>(Papers 10 a, b, c, d)</p>	<p>The Board approved the recommendation of the following policies: Data Protection Policy; CCTV Policy; Breach of Data Policy and the Data Retention Schedule. However, the Board requested that any changes to policies be summarised in a paper so that changes could be tracked.</p> <p>It was noted that the college does have a GDPR Officer who attends regular GDPR Working Group Meetings.</p>	25.3.21	Board	Complete
11.	Audit Committee Meeting				
	<p>Draft Minute from the Meeting held on 4 February 2021 (Paper 11)</p>	<p>The Board noted the draft Audit Minute from the Meeting held on 4 February 2021 and the following was highlighted:</p> <ul style="list-style-type: none"> The External Auditor advised that SFC had provided a Letter of Comfort and this enabled the Financial Statements for 2019/2020 to be signed off. The Internal Auditor agreed to circulate to the committee a proposal and timescale for the 2020/2021 internal audit on financial controls. This will address the request from SFC for reassurance and the points raised earlier. It was agreed that the draft audit proposal was required as soon as possible and the audit report should be presented to the May meeting. The Business & Resource Manager is meeting with Internal Auditor w/c 29 March 2021 to address this item. The internal audit provision will be discussed at the next Chairs' Committee Meeting on 10 June 2021. As the college insurance is due to be renewed on 1 May 2021 it 	25.3.21	Board	Information

		was agreed to include cyber insurance which the college does not have at present.			
12.	Health & Safety Meeting				
	Draft Minute from the Meeting held on 11 March 2021 (Paper 12)	<p>The Board noted the Health & Safety Minute from the Meeting held on 11 March 2021 and the following was highlighted:</p> <ul style="list-style-type: none"> • The college continues to follow the Scottish Government Guidelines in relation to the pandemic. • The college's external consultant, Viridos attends every Health & Safety Meeting and continues to advise on procedures and any updates. 	25.3.21	Board	Information
	Update from the Covid Working Group	<p>The college has set up a Covid Working Group who meet fortnightly. To date there have been no significant issues raised as staff and students adhere to the procedures that have been put in place.</p> <p>The Student Representative asked if lateral flow tests would be available once the college starts to re-open. The Principal advised that plans would be in place once face to face teaching resumes.</p>			
13.	AOCB	<p>The Chair thanked the new Board Members on being proactive during their first meeting.</p> <p>The Chair and Board thanked all staff during these challenging times.</p> <p>It was assumed that any future meetings would be via Zoom unless any changes arise from Scottish Government.</p>	<p>25.3.21</p> <p>25.3.21</p> <p>25.3.21</p>	<p>BL</p> <p>Board</p> <p>Board</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
14.	Date of Next Meeting	Thursday, 17 June 2021	17.6.21	Board	Information