

Meeting: Board of Directors	Venue: Virtual via Zoom	Date: Thursday, 17 June 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, Marlene Gill, Gill Hogg, Gary Husband, Andrew McGoff, Pete Smith, Dorothy Welch, Neil Hargraves, Jan Polley, David Hammer, Stuart Moir and Student Rep Tony Anderson	Apologies: Duncan Robb and Angus Donaldson	Absences: Neil Hargraves

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No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies	Apologies were received from Angus Donaldson and Duncan Robb.	17.6.21	JK	Complete

FOR DECISION

2.	Minute of Previous Meeting (Paper 1)	The Minute of the Meeting held on 25 March 2021 was approved as an accurate record.	17.6.21	Board	Complete
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3. Matters Arising:

An update on the work carried out by external IT Consultants Agenor	Unfortunately, due to other commitments, Agenor were unable to attend the Board Meeting. However, the Business & Resource Manager spoke to the PowerPoint Presentation created by Agenor. The following was noted:	17.6.21	JC	Information
	The discovery stage is now complete and the findings have been presented to SMT. SMT have agreed to move on to the definition stage. This is hoped to be completed by the end of July.	End of July 2021	SMT	Ongoing
	The Board agreed that a Communication Strategy should be discussed with Agenor along with the creation of a Digital Transformation Taskforce before the delivery stage commences. This would be discussed at the next Chairs' Committee Meeting. It was noted that the Chairs' Committee overview the progress on a regular basis and would invite a representative from Agenor to attend their next meeting.	Tbc	Chairs' Committee	Ongoing
	The Board requested that SMT discuss with Agenor the risks going	Tbc	SMT	Ongoing

		<p>forward and how to manage those risks and suggested that the ICT development should have its own Risk Register.</p> <p>Discussion took place about the mechanism in place if the cost went over budget. The Business & Resource Manager assured the Board that Agenor were aware of the budget for the development but would contact the Board, if need be. The Board also requested a one-page summary on a regular basis.</p>	Tbc	JC	Ongoing
	Principal's Report (Paper 2)	<p>The Principal spoke to her Report and the following was noted:</p> <p>SFC Final funding allocations for 2021-22 have now been issued. These include increases across the sector in revenue funding and additional support for digital developments. Funding for Newbattle includes:</p> <ul style="list-style-type: none"> - an increase of £183,469 in core funding - additional funding to support deferred student places, cost pressures, digital, mental health - £90K capital funding <p>The final report of the SFC FE/HE review is scheduled for publication at the end of June 2021. This is likely to present further opportunities for strategic partnerships for Newbattle.</p> <p>SFC Capital Programme The 2020-21 capital programme (£1.4m) is now underway and includes:</p> <ul style="list-style-type: none"> - essential roof repairs - repair of internal/external masonry - upgrade of electrical/mechanical/security systems - decoration of internal/external teaching areas and all social areas/offices/corridors throughout the main building - refurbishment of Unit 1G in the Building Park as an additional teaching/commercial facility - digital development programme: data transformation to Cloud; virtual learning environment; upgrade of all hardware/software/management information systems; staff development; online course development 	17.6.21	MD	Information

		<p>Trustees Update</p> <p>The Trustees requested updated financial forecasts for 2020-21 and 2021-22 for their meeting on 21 May. These forecasts included a ‘worst case scenario’ and a related recovery plan, should commercial business not resume in early 2022. The Trustees confirmed their continuing support for the college throughout these challenging times.</p> <p>The Business Park development programme, supported by the Trustees, is underway and will include the upgrading of roads/electrical facilities and the refurbishment of Unit 9 as commercial units. The Trustees have also covered the costs of an arborist to deal with 3 dangerous trees in the college estate.</p> <p>The Chair of the Trustees continues to attend the Chairs’ Committee to discuss finance.</p>			
	EIS Local Recognition Agreement	A response is still awaited on the proposed changes to the Recognition Agreement.	17.6.21	MD	Information
FOR DISCUSSION					
4.	Finances:		17.6.21	JC	Information
	Cash Flow 202-2021 (Paper 3)	<p>SFC have requested a date on when the £1.4 million will be spent on the capital project. The college is at the tendering stage at present. It is thought that the college will seek a short-term loan from SFC by the end of the year. To date SFC have not replied to the college on how this short-term loan will be repaid.</p> <p>It was highlighted that the Board would need to approve the budget at this meeting to enable the college to spend come the 1 August 2021. The Board agreed that this could be done via email but requested a document covering key issues, flagging up assumptions and uncertainties that the Board would need to be alerted to.</p>	17.6.21	JC	Information
		<p>It was highlighted that the Board would need to approve the budget at this meeting to enable the college to spend come the 1 August 2021. The Board agreed that this could be done via email but requested a document covering key issues, flagging up assumptions and uncertainties that the Board would need to be alerted to.</p>	17.6.21	JC	Ongoing
5.	Commercial Activity	Negotiations are taking place with Wisconsin Stout and Wisconsin River Falls.	17.6.21	JC	Ongoing
		There will be no business this year from International House.	17.6.21	JC	Information

		<p>International House will start to advertise for next year and include the college FOLAs in their promotional material.</p> <p>The Board discussed contracts and deposits in relation to the negotiations with Wisconsin. It was noted that a member of the Trustees offered to advise the college on their contractual arrangements with the university.</p> <p>The Board agreed maximising the residences following the upgrade.</p>	17.6.21	JC	Information
6.	Risk Register (Paper 4)	The main risks continue to be finance and ICT. The Risk Register continues to be monitored by Audit, PARC and Chairs' Committees.	17.6.21	Board	Ongoing
7.	Chairs' Committee Meeting (Paper 5)	<p>The Board noted the Chairs' Committee Minute from the meeting held on 11 March 2021 and the update from the meeting held on 10 June 2021.</p> <p>The Business Park development programme, supported by the Trustees, is underway and will include the upgrading of roads, electrical facilities and the refurbishment of Unit 9 as commercial units.</p> <p>It was noted at the meeting on the 21 May 2021, the workload falling on the Estates & Facilities Manager in relation to the Business Park development had increased. The Trustees agreed that they would employ an Agent/Project Manager to oversee the development of the Business Park and that the Trustees would take over the management of the Business Park overall. It was agreed that the Estates & Facilities Manager would continue to oversee the day-to-day management of the Business Park and that the Bookkeeper would also continue to support regarding invoices etc. The Trustees would commit to an annual allocation from Business Park income and that the college would be recompensed for the work carried out by the Estates & Facilities Manager and Bookkeeper.</p> <p>The Trustees agreed to draft a letter of agreement specifying the respective roles of the Trustees and the college.</p> <p>The Board also suggested that a Project Board be created in relation to</p>	17.6.21	Board	Information

		<p>the Business Park Development and would be discussed at the next Chairs' Committee Meeting.</p> <p>The Trustees have also covered the costs of an arborist to deal with three dangerous trees in the college estate.</p>			
8.	Learning & Teaching Committee Meeting (Paper 6)	<p>The Board noted the draft Minute from the Meeting held on 12 May 2021 and the following was noted:</p> <ul style="list-style-type: none"> • Despite the challenges of restricted learning, students have worked well throughout the session. Retention and attainment have been broadly similar to last year. Additional student support from Scottish Government enabled staff to offer extra classes and guidance support and to extend counselling services. This has proved particularly valuable for students experiencing mental health issues. • Terry Brotherstone spoke to his report circulated to the Board in relation to the Declaration of Arbroath Conference and the possible future followings of Newbattle Conversations. It was noted that this was Terry's last Board Meeting and he would like to keep in touch with the college. This would be discussed at the next Chairs' Committee Meeting. The Board thanked Terry on his involvement with the conference. A link to the conference can be found on the CDN website for anyone who was unable to attend. 	17.6.21	Board	Information
9.	Planning & Resource Committee Meeting (Paper 7)	The Board noted the Planning & Resource Committee draft Minute from the Meeting held on 10 May 2021.	17.6.21	Board	Information
10.	Audit Committee Meeting (Paper 8)	<p>The Board noted the Audit Committee draft Minute from the Meeting held on 13 May 2021 and the following was highlighted:</p> <ul style="list-style-type: none"> • The Board agreed to go with the APUC Framework for a new Internal Auditor. The committee thanked Ben Woods, University of Edinburgh for his work carried out in previous years on the internal audit. 	17.6.21	Board	Information
11.	Health & Safety Committee	The Board noted the Health & Safety Committee draft Minute from the Meeting held on 11 May 2021 and the following was noted:	17.6.21	Board	Information

	Meeting (Paper 9)	<ul style="list-style-type: none"> Following the easing of Covid restrictions in late April 2021, blended learning was resumed for all courses. Staff in all teams continue to work within the building on a rota basis but a few Catering staff are still on furlough at present. 			
	Update from Covid Working Group	The Covid Working Group continues to meet fortnightly and has reported no significant issues for staff or students. Plans for the start of next session are now underway but will be dependent upon further Scottish Government advice in relation to social distancing. It is assumed that some form of blended learning may continue in 2021-22 but staff and students are keen to resume face to face delivery as soon as possible.	17.6.21	Board	Information
FOR INFORMATION					
12.	Calendar of Meetings for 2021-2022	The Calendar of Meetings for 2021-2022 were noted.	17.6.21	Board	Information
13.	AOCB	Newbattlers' Day The Board were invited to attend the Newbattlers' Day on Thursday, 24 June 2021 from 11am - 3.00pm. This will be a social event held outside for staff and students.	24.6.21	Board	Information
		Thank You The Board thanked the following members who are stepping down from the Board or retiring for their support and commitment to the college: <ul style="list-style-type: none"> Sandra Grieve, Depute Principal Terry Brotherstone, Board of Director Dave Jack, Facilities Assistant Tony Anderson, Student Representative 	17.6.21	Board	Information
14.	Date of Next Meeting	Thursday, 23 September 2021, 4.30pm - 6.30pm.	23.9.21	Board	Information