

<b>Meeting:</b> Board of Directors		<b>Venue:</b> Virtual via Zoom		<b>Date:</b> Thursday, 23 September 2021		<b>Time:</b> 4.30pm	
<b>Minute Taken By:</b> Jackie Kane		<b>Sederunt:</b> Brian Lister (Chair), Marian Docherty, Lisa Angus, Joyce Clark, Richard Butt, Richard Dockrell, Marlene Gill, Gill Hogg, Gary Husband, Pete Smith, Dorothy Welch, Jan Polley, David Hamer, Stuart Moir, Tommy Angus		<b>Apologies:</b> Neil Hargraves, Andy McGoff, Stuart Capperauld, Duncan Robb		<b>Absences:</b> Angus Donaldson	
<b>FOR DECISION</b>							
No.	Agenda Item	Action	When	By Whom	Status		
1.	Apologies and Welcome	Apologies were received from Neil Hargraves, Andy McGoff, Stuart Capperauld and Duncan Robb.	23.9.21	JK	Complete		
		The Chair welcomed Lisa Angus, Depute Principal to her first Board Meeting.	23.9.21	BL	Complete		
2.	Minute of Meeting held on 17 June 2021 (Paper 1)	The Minute of the Meeting held on 17 June 2021 was approved as an accurate record.	23.9.21	Board	Complete		
3.	Matters Arising:						
	Principal's Report (Paper 2)	<p>The Principal spoke to her report and the following was noted:</p> <p><b>Health &amp; Safety</b> On 10 August 2021, Scottish Government published guidance on health and safety arrangements for colleges and universities for the new academic session. The guidance was considered by the Health &amp; Safety Committee and all staff were consulted on revised arrangements. The Covid Working Group, involving staff and students, will review the implementation of the revised guidelines.</p> <p><b>SFC</b> SFC have confirmed a £200K increase in core funding for Newbattle in AY 2021-2022.</p>	23.9.21	MD	Information		

Arrangements for 2021-2022 Outcome Agreements and 2020-2021 Self-Evaluation Reports have now been issued by SFC. Key priorities for both documents include: fair access and transitions; quality learning and teaching; student participation and engagement; equality and inclusion; meeting future skills needs/upskilling/reskilling; responding to climate emergency. College have been asked to have both documents signed off by Board and submitted to SFC by 30 November 2021. Outcome Agreements are scheduled for publication by 31 January 2022.

The Principal continues to pursue the college's Outcome Agreement Manager, Keith Coyne on setting up a meeting to discuss the above.

**Capital Programme**  
The £1.4m SFC capital grant for 2020-2021 is broadly on schedule.

The digital transformation programme constitutes approximately £300K of 2020-2021 capital funding. Agenor have analysed the current situation across the college, in consultation with staff. Following a meeting with Agenor on 24 September 2021, a revised timetable will be circulated. Thereafter, a Digital Steering Group will be set up.

**Trustees**  
At the Trustees' meeting on 21 August 2021, the Principal updated the Trustees on the college's financial situation and the Wisconsin University partnership. The Trustees were pleased with progress and congratulated the college on the work involved to achieve this.

It was the intention of the Trustees to invest in the Business Park in terms of the roads, overhead cables and the refurbishment of Unit 9. However, having received advice and quotes and under the present circumstances, the Trustees will complete the road refurbishment and delay the work on the overhead cables and Unit 9 until the market recovers from Covid-19 and Brexit.

		The Trustees intend to write to all Business Park Tenants and update them on the Business Park plan. The Trustees agreed to produce a draft Letter of Agreement in October outlining the above and the respective roles of the College and the Trustees. It was agreed the Board should be involved with this.			
	EIS Local Recognition Agreement	No formal response from EIS re the suggested Board amendments has been received. The Board asked the Principal to seek a written response from the EIS.	23.9.21	MD	Ongoing
<b>FOR DISCUSSION</b>					
4.	Finances:	The Business & Resource Manager updated the Board and the following was noted:	23.9.21	JC	Information
	July Management Accounts (Paper 3)	The audit, which has been carried out remotely, is almost at an end. They have indicated a small deficit but the Business & Resource Manager will be in a better position by the end of September to report to the Board on the college's position at the end of the financial year.	23.9.21	JC	Ongoing
		The Board requested that the energy crisis be considered in this year's budget.	23.9.21	JC	Ongoing
	Budget	The budget had been circulated to the Board and was approved by correspondence.	23.9.21	JC	Information
5.	Commercial Activity	The contract has now been signed with Wisconsin River Falls for January - April 2022. We are almost at the stage of sending a draft contract to Wisconsin Stout for July 2022. The college is also considering partnerships with Wisconsin White River and a university in Texas.  Communication is still ongoing with International House, UKLC and St Andrew's. It is hoped that they may have bookings to fill the 'gaps' in May/June and August.  The college is now open for commercial business and is following Scottish Government health and safety guidelines. However, future bookings will depend on public confidence in meetings and events whether business or private. Due to staffing implications, it has been agreed not to commit to any future wedding bookings. A long-term	23.9.21	JC	Information

		<p>strategy is required at this point in time to allow the college to work effectively due to the implications from Covid-19.</p> <p>The Board agreed that the above information highlights the need to look strategically for commercial development. The Board gave approval for this to be a priority and be discussed at the next Planning &amp; Resource Committee meeting.</p> <p>Tommy Angus raised the point that there are a number of students looking for accommodation who attend the University of Edinburgh. SMT advised that it was too late to consider this at present. They agreed to consider this request once Wisconsin numbers have been confirmed.</p> <p>The Board agreed to look at commercial activity and long-term assumptions in depth at their November meeting.</p>			
6.	Risk Register (Paper 4)	<p>The Risk Register was noted by the Board and the following was highlighted:</p> <ul style="list-style-type: none"> <li>• With the assistance of Tommy Angus a separate Covid Risk Register has been set up as these risks affect all priorities in the overall Risk Register.</li> <li>• There has been an increase in union activity with EIS and Unison. Good communication with staff continues to be important.</li> <li>• The new appointment of Internal Auditors has been secured. BDO have offered to run a risk workshop. This would be beneficial to the Audit Committee.</li> <li>• The issues around IT continue. Agenor have been appointed and the initial Discovery Phase has been completed. The second phase has now commenced and involves receiving tenders with regard to infrastructure. A Risk Register for the IT project is available and will be circulated to the Board. Any Board Members who would like to take part in the Sub Committee to oversee the project should express their interest to the Business &amp; Resource Manager.</li> <li>• Recruitment of new staff members continues to rise in risk. This is</li> </ul>	23.9.21	Board	Information

		down to the present climate. The Board advised that they are more than willing to assist.			
7.	Agenor	The Business & Resource Manager has a meeting with Agenor on 24 September 2021, where a revised timetable will be requested.	24.9.21	JC	Ongoing
8.	SFC Review: Publication of Phase 3 Report - Implications for the college	Key implications have still to be discussed with the college's Outcome Agreement Manager.	23.9.21	MD	Ongoing
9.	Chairs' Committee Meeting (Paper 5)	The Board acknowledged the Chairs' Committee Minute of the meeting held on 16 September 2021.	23.9.21	Board	Complete
10.	Learning & Teaching Committee Meeting (Paper 6)	The Board acknowledged the Learning & Teaching Committee Minute of the meeting held on 31 August 2021.	23.9.21	Board	Complete
11.	Planning & Resource Committee Meeting (Paper 7)	The Board acknowledged the Planning & Resource Committee Minute of the meeting held on 13 September 2021.	23.9.21	Board	Complete
12.	Audit Committee Meeting	The next Audit Committee Meeting takes place on 16 November 2021.	23.9.21	Board	Complete
	Update on new Internal Auditor	BDO have been appointed as Internal Auditors by using the APUC framework.	23.9.21	Board	Information
13.	Health & Safety Committee Meeting (Paper 8)	The Board acknowledged the Health & Safety Committee Minute of the meeting held on 26 August 2021.	23.9.21	Board Complete	
<b>FOR INFORMATION</b>					
14.	AOCB	<b>Register of Interests</b> Register of Interests will be circulated to the Board to complete and	23.9.21	Board	Ongoing

		return to the Secretary to the Board.			
15.	Date of Next Meeting	Thursday, 25 November 2021 4.30pm - 6.30pm followed by the AGM.	25.11.21	Board	Information