



REGIONAL BOARD

Minutes of the meeting of the Regional Board held on 20 June 2018 at 1000 hours in the Boardroom, Fraserburgh Campus.

Agenda Item	
	<p>Present: David Anderson Ann Bell Martin Dear Doug Duthie – Vice Chair Josh Gall Ian Gossip John Henderson Robin McGregor Liz McIntyre Abby Miah Ken Milroy - Regional Chair Andrew Russell Anne Simpson Adrian Smith</p> <p>In attendance: Neil Cowie, Vice Principal Access & Partnerships John Davidson, Vice Principal Curriculum & Quality Roddy Scott, Vice Principal Finance Pauline May, Secretary to the Board Zoe Burn, Minute Secretary</p>
35-18	<p>Apologies: John Harper</p>
36-18	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items Mr Duthie, Mr Gossip and Mr Smith declared potential conflicts of interest by virtue of their roles as Directors of ASET.</p>
37-18	<p>Minutes of Previous Meeting – 25 April 2018 The minutes were approved as a true and accurate record.</p>
38-18	<p>Matters Arising from the Previous Meeting Members noted the Matters Arising Report. The Principal highlighted that a response from the SFC to a caveat included in the final draft of the College's Outcome Agreement for 2018-19 relating to the College's additional Childcare Credits target was still awaited. Ms McIntyre added that the Outcome Agreement would not be signed until clarity regarding this matter was received.</p>
39-18	<p>Minutes of Strategy Event – 25 April 2018 The minutes were approved as a true and accurate record.</p>

40-18	<p>Matters Arising from the Strategy Event – 25 April 2018 Members noted the Matters Arising Report and no further matters were raised.</p>
	<p><i>Mr Gossip joined the meeting at this time</i></p>
	<p>Reports to the Board</p>
41-18	<p>Report by the Regional Chair The Board noted the Report.</p> <p>Mr Milroy commented on the recent successful appointments process for new Members, advising that approval for the proposed appointments would shortly be sought from Scottish Ministers.</p>
42-18	<p>Report by the Principal Members noted the Report.</p> <p>The Principal provided additional information on developments relating to the new TWO PLUS Alliance with RGU. Members were advised that a ‘soft launch’, including the issuing of a press release, had been scheduled for 27 June 2018. The Principal added that a formal launch of the Alliance would be held later in the year, with invitations issued to key stakeholders. It was noted that Professor von Prondzynski was in correspondence with the First Minister’s Office regarding her possible attendance at the formal launch.</p> <p>In relation to National Collective Bargaining, the Principal advised that no further developments had arisen since the update was included in the Report.</p> <p>The Chair noted the success of the recent Staff Inspire Awards.</p> <p>In noting his attendance at this year’s show, Mr Duthie encouraged other Members to attend future Learning Opportunities Talent Shows.</p>
43-18	<p>Report by Committee Chairs The Board noted the Report by the Committee Chairs. Ms Simpson, in her role as Chair of the Curriculum and Quality Committee, highlighted the recent signing of the new Partnership Agreement between the College and the Students’ Association.</p>
	<p>Matters for Decision</p>
44-18	<p>Strategic Plan 2018-2021 Members noted a paper providing information on the development of the College’s new Strategic Plan for the period 2018-2021, and considered the latest version of the draft Plan.</p> <p>The Principal advised that the Plan had been prepared to reflect previous discussions at the two most recent Strategy Events, and to reflect consultations held with staff, students and stakeholders.</p> <p>The Principal highlighted that, once approved, the Plan would be ‘designed’ by the College’s Marketing and Communication Team in line with other corporate publications and would include a number of photographs.</p> <p>The Principal informed Members that a proposed new vision statement had been included in the Plan, adding that it was felt a refreshed wording was</p>

	<p>needed to demonstrate the significant progress achieved since merger and to ensure that the College's vision remained aspirational.</p> <p>It was noted that the Plan had been structured in line with the proposed format that was presented to the Board at its mid-year Strategy Event. The Principal reported that the Strategic Goals and Objectives remained mainly the same as previously presented, and highlighted the use of cross-referencing of the College's Strategic Objectives against Scottish Government and regional priorities.</p> <p>The Principal stated that the theme of responsiveness would be key to the delivery of the Plan.</p> <p>Mr Milroy commented that the Plan contained no surprises and that it clearly articulated the Board's aspirations and previous discussions held throughout the academic year. Mr Milroy added that the Plan was accessible in terms of its length and the language used.</p> <p>Ms McIntyre commented that the Plan was perhaps more detailed than strategic documents usually tend to be but advised that she felt this was appropriate for NESCol at this time in the College's development.</p> <p>Members confirmed that the draft Plan reflected previous Board discussions and agreed aspirations, and that the format was appropriate.</p> <p>The Board approved the draft Strategic Plan for 2018-2021, noting that it would be published for the commencement of AY2018-19.</p> <p>Staff who were involved in the development of the Plan were congratulated.</p>
45-18	<p>Strategic Risk Register</p> <p>The Board considered a tabled copy of the new Strategic Risk Register, with Ms May summarising work undertaken to date to develop the document.</p> <p>Members confirmed that they were content with the approach taken to its development, with the Chair noting that the document reflected discussions previously held.</p> <p>It was noted that the Audit and Risk Committee would be asked to consider risk appetites for each section on the Register and an overall risk appetite statement for the College at its meeting scheduled for July 2018.</p>
46-18	<p>Annual Priorities AY2018-19</p> <p>Members considered a paper providing information on the proposed Annual Priorities for AY2018-19, with the Principal summarising the rationale for a number of the proposed Priorities.</p> <p>The Principal advised Members of three proposed themes to be focused on throughout AY2018-19: consolidate, collaborate and innovate.</p> <p>It was agreed that Priorities in relation to the achievement of the College's Credits target, and the College's partnership working as part of the Community Planning Partnership (CPP) frameworks would be added.</p>
47-18	<p>Programme of Meeting AY2018-19</p> <p>The Board noted an updated tabled paper providing information on the proposed Programme of Board and Committee Meetings for AY2018-19.</p>

	<p>Members were advised that an additional meeting of the Regional Board had been scheduled for September due to the need for the Board to consider matters relating to the submission of the College's FFR at the end of September 2018, and possible decisions relating to the sale of the site of the former Balgownie Centre.</p> <p>The Programme was adopted, with the exception of timings for the meetings of the HR Committee and the Remuneration Committee. It was agreed that Ms Bell and Ms May would revisit the scheduling of these meetings out with the Board Meeting.</p>
48-18	<p>Board Policies Members noted a paper providing information on proposed amendments to two policies which relate directly to Board Members.</p> <p>Mr Duthie advised that the Policies had been reviewed by the Board's Governance Steering Group, adding that the proposed amendments brought the Policies in line with the practice adopted for the recent selection and appointments process and reiterated the Board's commitment to encouraging diversity.</p> <p>Members approved the updated versions of the Recruitment and Selection Policy for Board Members, and the Induction Policy for Board Members as presented.</p>
49-18	<p>Aberdeen Skills and Enterprise Training Ltd – Memorandum of Understanding The Board noted a paper providing information on the operation of the Memorandum of Understanding (MOU) established between the Board and Board of Directors of Aberdeen Skills and Enterprise Training Limited (ASET).</p> <p>Mr Scott advised that the document was reviewed on an annual basis and that the highlighted amendments had been proposed by the Directors at their most recent meeting.</p> <p>Members adopted the updated Memorandum of Understanding as presented.</p>
	<p>Matters for Discussion</p>
50-18	<p>Annual Priorities 2017-18 – Progress Report Members considered a paper providing an update on progress against each of the College's Annual Priorities for AY2017-18.</p> <p>The Principal provided additional information on work to be undertaken to introduce improved reporting statistics at Campus level in line with the new curriculum management structure, and the new Campus Futures Strategies.</p> <p>It was noted that it would be beneficial for the Board to be provided with information on differentials and commonalities between the Campuses, and action plans for the Campus Futures Strategies at the Strategy Event scheduled for November 2018.</p> <p>It was agreed that the progress report would be amended to incorporate a RAG status and be recirculated to Members.</p>

	Matter for Information
51-18	<p>Information Technology Transition</p> <p>The Board noted a paper providing information on progress of the project to replace the College's current IT managed service with a hybrid model.</p> <p>Mr Scott advised Members that the project remained on track and those involved in its implementation were confident that it would be fully delivered for the beginning of AY2018-19 as planned.</p> <p>In response to a query from Mr Russell, Mr Scott summarised the College's current back-up data centre arrangements.</p> <p>In response to a query from Mr Duthie, Mr Scott confirmed that the College had appropriate cyber security and IT disaster recovery plans in place. Following a short discussion, it was agreed that the Director of IT would be asked to give a presentation on cyber security at a future meeting of the Audit and Risk Committee.</p> <p>The Principal and the Board commended the staff involved in the successful progression of this significant project.</p>
52-18	<p>Any Other Business</p> <p>Members were advised that the cancelled Board visit to The Grateful would be rescheduled.</p> <p>Ms Simpson noted recent press coverage regarding a windfarm development at Fraserburgh Harbour. In response to a query, Mr Cowie provided information on the College's involvement with the project.</p> <p>Mr Milroy asked Members to ensure that they continue to check their NESCol email addresses over the Summer period as updates and requests for information would continue to be issued. It was also noted, that as of the beginning of AY2018-19, only NESCol email addresses would be used to communicate electronically with Members.</p> <p>In acknowledging that it was Mr Gall's and Mr Scott's last attendance at a Board Meeting, Mr Milroy, on behalf of the Board, recorded Members' appreciation for their contributions to the Board and its Committees. Mr Gall's involvement in significantly raising the profile of the Students' Association and increasing its impact on the learner experience was acknowledged. Mr Scott's service of over 30 years was noted, with Mr Milroy advising that arrangements were in hand for a formal farewell to which all Board Members would be invited to attend. Members wished both Mr Gall and Mr Scott well for the future.</p>
53-18	<p>Summation of Business and Date of Next Meeting</p> <p>The Secretary gave a summation of the business conducted. The next meeting of the Regional Board is scheduled to take place on Wednesday 26 September 2018 at 1300 hours at the Aberdeen City Campus.</p>

	Reserved Items of Business – Matter for Decision
54-18	College Budget
	Matters for Discussion
	<i>Mr McGregor left the meeting at this time</i>
55-18	Estates Development
56-18	Fellowship 2018
	Matters for Information
57-18	Restructure Proposals Update
58-18	Principal's Performance Management Objectives
59-18	Summation of Reserved Items of Business The Secretary gave a summation of the reserved business conducted
	Meeting ended 1205hours

Agenda Item	Actions from Regional Board Meeting 20/06/2018	Responsibility	Deadline
45-18	Identify risk appetites for each section of new Strategic Risk Register and overall risk appetite statement for the College at July meeting	Audit & Risk Committee	11 July 2018
46-48	Add two additional Annual Priorities for AY2018-19	L. McIntyre	As soon as possible
47-18	Confirm dates for meetings of HR Committee and Remuneration Committee in AY2018-19	P. May with A. Bell	As soon as possible
50-18	Amend Annual Priorities AY207-18 – Progress Report to include RAG status and recirculate to Members	P. May	As soon as possible
51-18	Provide presentation on Cyber Security to Audit & Risk Committee	S. Matthew	26 September 2018
52-18	Rearrange Board visit to The Grateful	P. May with A. Bell	As soon as possible
55-18			
56-18			