



## REGIONAL BOARD

Minutes of the meeting of the Regional Board held on Wednesday 07 October 2020 at 1000 hours via Microsoft Teams.

Agenda Item	
	<p><b>Present:</b>            David Anderson            Sasha Brydon            Neil Cowie            Martin Dear            Abdul Elghedafi            Susan Elston            John Henderson – Vice Chair            Abha Maheshwari            Neil McLennan            Ken Milroy - Regional Chair            Sheena Ross            Andrew Russell            Gwen Watt</p> <p><b>In attendance:</b>            Robin McGregor, Vice Principal Curriculum &amp; Quality            Peter Smith, Vice Principal Finance &amp; Resources            Duncan Abernethy, Director of Business Development (Agenda Items 53-20 to 55-20)            Colin Beattie, Head of Health, Safety &amp; Security (Agenda Items 53-20 – 59-20)            Susan Betty, Director of Learning (Agenda Items 52-20 to 59-20)            Alesia Du Plessis, Director of Learning (Agenda Items 53-20 to 55-20)            Susan Grant, Director of Learning (Agenda Items 53-20 to 55-20)            Pauline May, Secretary to the Board            Susan Lawrance, Minute Secretary</p> <p><b>Trade Union Nominees:</b>            Elle Watson, UNISON            Sue Porter, EIS/FELA</p>
	<p><b>Microsoft Office Teams Training</b>            Members were provided with a training session on the use and functionality of Microsoft Office Teams from A Wilson, Digital Learning Advisor.</p> <p>Members were advised that as the upcoming Strategy Event required to be held virtually the use of teams by all Members would be key to the effective running of the Event.</p>
	<p>Prior to the commencement of business, the Regional Chair welcomed S Brydon, S Porter, and E Watson to their first Regional Board Meeting. Introductions were provided by all attendees.</p>
39-20	<p><b>Apologies:</b>            Apologies were presented for Ann Bell and Anne Simpson.</p>

40-20	<p><b>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items</b></p> <p>There were no declarations of potential conflicts of interest.</p>
41-20	<p><b>Minutes of Previous Meeting – 24 June 2020</b></p> <p>The minutes were approved as a true and accurate record.</p>
42-20	<p><b>Matters Arising from the Previous Meeting</b></p> <p>Members noted the Matters Arising Report.</p> <p>In relation to the Community Empowerment Act, it was highlighted that reporting to the Board would be by exception following agreement that the required Annual Report would be approved by the Executive Team on behalf of the Board.</p> <p>The convening of the Chairs Committee on two occasions to date was highlighted.</p> <p>No further matters were raised.</p>
	<p><b>Reports to the Board</b></p>
43-20	<p><b>Report by the Regional Chair</b></p> <p>Members noted the report by the Regional Chair.</p>
44-20	<p><b>Report by the Principal</b></p> <p>Members noted the report by the Principal, with N Cowie providing additional information on a number of items.</p> <p>Members were advised that the SFC had advised there was currently no available funding to support college voluntary severance schemes.</p> <p>In relation to Outcome Agreement discussions it was noted that the SFC had requested to be kept apprised of the developments regarding a closer working relationship between the College and RGU.</p> <p>The role of the College in the Aberdeen City Council Socio Economic Rescue Plan was highlighted, with related discussion with ONE regarding the Energy Transition Zone, and regional net zero discussions summarised.</p> <p>Planning arrangements for the upcoming Board Strategy Event were summarised.</p>
45-20	<p><b>Report by Committee Chairs</b></p> <p>Members noted the Report by Committee Chairs.</p> <p>D Anderson in his role as Chair of the Audit &amp; Risk Committee provided context behind the agreed actions from the last meeting of the Committee. Members were advised that MHA Henderson Loggie would provide the Board with a risk management training session as part of the December Board Meeting.</p> <p>In relation to the HR Committee, it was highlighted that an additional meeting had been convened for March 2021.</p>

	<b>Governance Matters</b>
46-20	<p><b>Regional Board Terms of Reference</b> Members considered the Board's Terms of Reference with the Regional Chair highlighted a number of suggested clarifications regarding the Board's role in relation to the recruitment of Members. The Board readopted the Terms of Reference with the inclusion of the proposed amendments as presented.</p>
47-20	<p><b>Programme of Business AY2020-21</b> Members considered the Board's proposed Programme of Business for AY220-21. It was noted that it would be revisited after the upcoming Strategy Event to ensure the Programme reflects the agreed Event outcomes and the direction of travel. Members approved the Programme of Business as presented, noting that flexibility would be required this year with the potential requirement to hold additional meetings.</p>
48-20	<p><b>Governance Steering Group Update</b> The Board considered a paper providing a summary of recent considerations by the Board's Governance Steering Group, including a number of recommendations.</p> <p>Members considered the recommendation made in relation to the Chairs Committee. The Board approved the adoption of the Committee as a permanent aspect of the Board's governance arrangements and approved the Committee's amended Terms of Reference, subject to changing the Principal from in attendance to a member.</p> <p>The Regional Chair advised that there would be an opportunity for Members to discuss in private the Principal's Performance Management Objectives under Agenda Item 60-20.</p> <p>The Board approved the appointment of MHA Henderson Loggie to undertake the Board's next External Effectiveness Review. The scope of the Review was discussed and it was agreed that priority areas would be identified, by the Regional Chair and Principal on behalf of the Board, following reflection after the Strategy Event. It was also agreed that the capturing of Members' views by MHA Henderson Loggie as part of the Review would be undertaken collectively rather than through one to one interviews.</p> <p>It was confirmed that the annual appraisal process for the Regional Chair, facilitated by the Senior Independent Member had been initiated. P May highlighted that an online questionnaire had been issued the previous day to capture Members' views as part of the process.</p> <p>It was reported that the second Student Member for AY2020-21 had been appointed and would be invited to the upcoming Strategy Event.</p>
	<b>Matters for Decision</b>
49-20	<p><b>Modern Slavery Act Statement</b> The Board considered a paper providing an opportunity for the Board to approve publication of the College's Modern Slavery Act Statement 2020.</p> <p>Members approved the Statement, subject to the inclusion of a reference stating the Regional Board's responsibility for approving the document annually.</p>

50-20	<p><b>Facilities Management Contract</b> Members considered a paper recommending the approval of the award of the College's Facilities Contract to Mitie Technical Facilities Management Ltd from 01 April 2021 to 31 March 2026.</p> <p>P Smith gave a summary of the background and context to the Facilities Contract, including the awarding of a previous extension. A discussion followed with P Smith responding to a number of queries in relation to the scoring and quality of bids. A discussion was held regarding contract costs, with P Smith advising that an automatic inflationary uplift had been included but that the potential for the College to re-negotiate had been retained on an 'as required' basis.</p> <p>Members approved the appointment of Mitie Technical Facilities Management Ltd.</p>
51-20	<p><b>Closure of Bank Account</b> The Board considered a paper recommending closure of the College's Lloyds Bank Corporate Current Account, a former Banff and Buchan College account which is no longer used.</p> <p>Members approved the closure of the legacy account, noting that savings would be made with the removal of back-office administration of the account.</p>
Additional Item	<p><b>SDS Data Request</b> In response to a query, N Cowie shared information on a request for a significant amount of data that had been sent to all colleges by SDS. It was noted that the request had been discussed by the College Principals Group and with the SFC, and that it was hoped that a sector position on responding would be reached.</p>
	<p><i>S Betty joined the meeting at this time.</i></p>
52-20	<p><b>NESCol Students' Association Constitution</b> Members considered a paper providing information on the revision of the NESCol Students' Association Constitution.</p> <p>S Betty advised that the revised document was in the process of being reviewed with the College's solicitors and, following finalisation, would be designed by the College's Marketing &amp; Communications Team.</p> <p>S Betty summarised the key information contained in the document and changes made in comparison to the previous Constitution. It was agreed that a number of proposed further consideration raised by Members would be addressed out with the meeting.</p> <p>Given the current status of the document, it was agreed that a final revised version of the Constitution would be brought back to the December Board Meeting for approval.</p>
	<p><i>M Dear left the meeting at this time.</i></p> <p><i>A short break was taken.</i></p> <p><i>D Abernethy, C Beattie, S Betty, A Du Plessis and S Grant joined the meeting at this time.</i></p>

	<b>Matters for Discussion</b>
53-20	<p><b>NESCol KPIs AY2019-20</b> The Board noted a paper providing information on the College's Key Performance Indicators for AY2019-20.</p> <p>R McGregor provided Members with additional information regarding the completion of deferred AY2019-20 activity, noting the expected positive impact this will have on final KPIs for AY2019-20. Information was also shared on the College's SQA resulting and appeals process for AY2019-20.</p> <p>The impact of the ongoing processing of deferred courses currently still being completed was highlighted, with Members noting the caveat that the figures provided were not yet final. It was agreed that further interrogation of the data and information on review systems and processes would be undertaken by the Curriculum &amp; Quality Committee in due course.</p> <p>It was confirmed that updated KPI data would be made available to the Board and Committees in due course, and that this would also be considered as part of a session on Curriculum Business Priorities at the upcoming Strategy Event.</p> <p>R McGregor provided information on quality improvement work that will be undertaken to address areas of poor performance.</p> <p>An issue around life insurance for NESCol nursing students on work placements was raised by S Brydon. N Cowie advised that this issue had very recently been drawn to his attention at a Colleges Scotland meeting, and confirmed that any related developments would be shared with SA President.</p>
54-20	<p><b>Health &amp; Safety Annual Report</b> Members considered the College's Health &amp; Safety Annual Report, with C Beattie highlighting key information and noting impacts of and costs relating to the COVID-19 pandemic.</p> <p>Members were advised that 12 positive cases and 65 self-isolating individuals had been recorded across all College locations to date. The Board was provided with reassurance from C Beattie relating to the College's reporting system and related positive feedback received from Public Health Scotland.</p> <p>A discussion was held around pandemic related costs to the College with C Beattie advising that to date approximately £86K had been spent on key items such as signage, screens and sanitisers. D Russell queried how much of this expenditure was 'one off' with C Beattie clarifying approximately £33K had been spent on signage and that costs relating to sanitisers and cleaning products would continue to rise, especially once larger numbers of staff and staff return to campus.</p> <p>The Board recorded its thanks to the College's Health &amp; Safety Team for the work undertaken to reopen the College safely.</p> <p>Following a query from D Anderson, a short discussion was held regarding the reporting, recorded and 'lessons learned' from 'near misses'. It was agreed that it would be beneficial for future Annual Reports to include 'near miss' information.</p> <p>N Cowie provided additional information from recent meetings of the College Principals Group, noting that Scottish Government officials had asked to</p>

	<p>attend a meeting to share public health updates and guidance and to discuss the impact of the pandemic on the college sector,</p> <p>N Cowie also provided information on the process followed by the College when positive and potential COVID-19 cases are reported by a staff member of student. R McGregor also provided information on the various support mechanisms available for affected students.</p> <p>In relation to a query from K Milroy, C Beattie confirmed that throughout the pandemic the College has continued to consult with trade union representatives, staff members and students, and that the Leadership Team is committed to ensuring there is clear and comprehensive communication with all key stakeholders.</p>
55-20	<p><b>AY2020-21 so far (Presentation)</b></p> <p>The Board received a presentation from R McGregor on enrolments to date and related information on credits, withdrawals and areas of risk. Members were also advised that the College was currently forecasting a shortfall against its credits target for AY2020-21. Plans for additional credit-generating activity were shared.</p> <p>A Curriculum Update presentation was also provided by the Directors of Learning and Director of Business Development covering the following:</p> <ul style="list-style-type: none"> <li>• AY2020-21 Key Changes</li> <li>• Positives to Date</li> <li>• Key Challenges</li> <li>• Risks</li> <li>• Approaches to Redesign and Recovery</li> </ul> <p>K Milroy commented that the information provided was helpful in providing context for the Board's upcoming Strategy Event.</p> <p>N Cowie highlighted a significant project currently being undertaken in relation to Curriculum Business Priorities, advising that information on this would be shared with Members at the Strategy Event.</p>
	<p><i>R McGregor, D Abernethy, A Du Plessis, and S Grant left the meeting at this time.</i></p>
	<p><b>Matters for Information</b></p>
56-20	<p><b>Internal Audit Annual Plan, Year to 31 July 2021</b></p> <p>The Board noted a paper providing information on the programme of internal audit work to be undertaken by MHA Henderson Loggie in AY2020-21.</p> <p>P Smith provided background information on the preparation of the Plan, highlighting that changes request at the most recent meeting of the Audit &amp; Risk Committee were to be incorporated to provided clarity as to why some high risk areas were not included in the Plan for the current academic year. Input into the Plan from the College's Leadership Team.</p>
57-20	<p><b>Strategic Risk Register</b></p> <p>Members noted a paper providing information on the latest version of the College's Strategic Risk Register and further planned work regarding its development.</p> <p>Members noted the presented timeline for for review and development.</p>

	The risk management training session for Board Members and the Leadership Team as part of the December Board Meeting was highlighted.
58-20	<b>Any Other Business</b> No other business was raised.
59-20	<b>Summation of Business and Date of Next Meeting</b> The Secretary gave a summation of the business conducted. The next meeting of the Regional Board is scheduled to take place at 1000 hours on Wednesday 16 December 2020 via Microsoft Teams.
	<i>C Beattie, S Betty, N Cowie, P Smith, S Porter, E Watson, P May, S Lawrance let the meeting at this time.</i>
	<b>Reserved Item of Business – Matter for Information</b>
60-20	<b>Principal's Performance Management Objectives</b>
61-20	<b>Summation of Reserved Items of Business</b> The Secretary gave a summation of the reserved business conducted
	Meeting ended 1330 hours

<b>Agenda Item</b>	<b>Actions from Regional Board Meeting 07/10/20</b>	<b>Responsibility</b>	<b>Deadline</b>
48-20	Confirm appointment of MHA Henderson Loggie to undertake the Board's Externally Facilitated Effectiveness Review, advising views of Members to be gathered collectively rather than by one-to-ones.	P May	As soon as possible
48-20	Identify additional areas of focus for Externally Facilitated Effectiveness Review after Strategy Event scheduled for November 2020.	K Milroy with N Cowie	13 November 2020
49-20	Add reference to approved Modern Slavery Statement regarding the Board's responsibility for its annual approval.	P Smith	Prior to publication
51-20	Close former Banff & Buchan College bank account.	P Smith	As soon as possible
52-20	Finalise Students' Association Constitution following review by Burness Paull, further proof read and consider Members' suggested amendments.	R McGregor with S Betty	04 December 2020
53-20	Provide Curriculum & Quality Committee with AY2019-20 KPI data once finalised for further interrogation.	R McGregor	18 November 2020
53-20	Update Regional Students' Association President on developments relating to life insurance for NESCol nursing students on work placement.	N Cowie	As required

54-20	Ensure next Health & Safety Annual Report includes 'near miss' information.	P Smith with C Beattie	October 2021
60-20			

**Signed:**.....

**Date:** .....