



## REGIONAL BOARD

Draft Minutes of the meeting of the Regional Board held on Wednesday 6 October 2021 at 1000 hours through the use of Microsoft Teams.

Agenda Item	
	<p><b>Present:</b>            David Anderson            John Henderson – Vice Chair            David Blackhall            Sasha Brydon            Neil Cowie            Abdul Elghedafi            Susan Elston            Hendry Evans            Leona McDermid            Neil McLennan            Ken Milroy - Regional Chair            Andrew Rodden            Sheena Ross            Andrew Russell            Gwen Watt            Jim Gifford</p> <p><b>In attendance:</b>            Robin McGregor, Vice Principal Curriculum &amp; Quality            Susan Lawrance, Secretary to the Board            Lorraine Garden, Minute Secretary</p> <p><b>Trade Union Observers:</b>            Sue Porter, EIS/FELA</p>
01-21	<p><b>Apologies:</b>            An apology was received from Peter Smith, Vice Principal Finance &amp; Resources</p>
02-21	<p><b>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items</b>            Neil McLennan declared a potential conflict of interest in relation to his position with the University of Aberdeen; Leona McDermid declared a potential conflict of interest in relation to her position with Aberdeen Foyer; Ken Milroy declared an interest in relation to his position with the RGU Board.</p>
03-21	<p><b>Minutes of Previous Meeting – 23 June 2021</b>            The minutes were approved as a true and accurate record.</p>
04-21	<p><b>Matters Arising from the Previous Meeting</b>            Members noted the matters arising report, with no further matters raised.</p>
	<p><b>Matters for Decision</b></p>

05-21	<p><b>Report by the Regional Chair:</b> Members noted the report by the Regional Chair, including a verbal update from the recent Governance Steering Group Meeting regarding the appointment of a Vice Chair. Members noted the Vice Chair position will remain vacant until a new Regional Chair is appointed in early 2022 to enable the new Chair to have input into the Vice Chair appointment.</p> <p>Members also noted that following the completion of A Bell's tenure a trustee position has become vacant on the Arms Length Foundation. <b>Action: Board Secretary to circulate summary of the Foundation and the requirements of a Trustee to Board Members and ask that interested members contact the Board Secretary in the first instance.</b></p> <p>J Henderson and S Lawrance gave a summary of the progress made with regard to the appointment of a New Regional Chair. Members noted the November application opening date and the December closing date.</p> <p>K Milroy advised Members the Governance Steering Group, and College Leadership Team are also reviewing the criteria and role of College Fellows, with any changes brought to Members' attention at a future Regional Board Meeting.</p> <p>K Milroy advised that noting the Audit and Risk Membership as small, it was agreed at the recent Governance Steering Group, that Susan Elston will stand down from the Finance and Resource Committee and join the Audit and Risk Committee, to take effect from their next joint meeting scheduled for early December 2021.</p>
06-21	<p><b>Report by the Principal:</b> Members noted the Report summarised by the Principal, who highlighted the ongoing consultations regarding hybrid working and the need to ensure any change(s) have a positive impact on student outcomes and the student experience.</p>
07-21	<p><b>Report by the Committee Chairs:</b> Members noted the Report summarised by the Committee Chairs, and the highlighted changes to the Risk Register as detailed by the Audit and Risk Chair D Anderson. Members also noted the intention to hold an additional HR Committee Meeting in January 2022.</p>
	<p><b>Governance Matters</b></p>
08-21	<p><b>Regional Board Terms of Reference:</b> In line with the Governance Manual the Board noted the requirement for the Terms of Reference to be approved annually. The Board Secretary highlighted to Members the increase in Board Membership. The Board adopted the Terms of Reference as presented.</p>
09-21	<p><b>Programme of Business AY2021-22:</b> Members noted the Programme of Business, which is subject to change. The Board Secretary advised Members the Strategy Event will be held on 10 and 11 November as an "in person" event at Norwood House Hotel, Garthdee Road, Aberdeen.</p>
	<p><b>Matters for Information</b></p>

10-21	<p><b>Priority Enhancement Initiatives:</b> Members noted the comprehensive list of in-year Priority Enhancement Initiatives proposed to replace the Annual Priorities. Discussions followed on the breadth and ambition of the initiatives with some Board members voicing cautious comments on workload/resources and the measuring of the Initiatives. S Brydon asked the Students' Association be included in discussions on strengthening the NESCol/RGU partnership. N Cowie re-assured Members that the College and RGU will remain autonomous institutions and of the College's ambition to enhance engagement with the Students' Association. The ongoing "business as usual" contained within Teams' Enhancement Plans were highlighted to Members by R McGregor.</p> <p><b>Action: Executive and Leadership Team to reflect and review the initiatives in light of the cautious comments from Board members on workload and resources. Initiative updates/progress to be supplied to future Board Meetings throughout the Academic Year.</b></p>
	<p><b>Matters for Decision</b></p>
11-21	<p><b>Approval of Risk Management Policy:</b> Members considered the Policy. A Rodden asked for clarity regarding HSE Risk Inclusion. <b>Action: P Smith to give due consideration to this point. Risk Management Policy will be re-presented to next Audit and Risk Committee.</b></p>
	<p><b>Matters for Discussion</b></p>
	<p><i>C Beattie joined the meeting.</i></p>
12-21	<p><b>Health and Safety Annual Report:</b> Board members congratulated C Beattie on his recent appointment to Chair of the national Community in Practise group. The Board also thanked C Beattie and his team for their efforts over the last year and during the Covid-19 pandemic. C Beattie highlighted the salient points within the Report and gave the Board re-assurance that Covid remains one of the highest priorities within the College. Members noted the low accident statistics, with Fire risk assessments continuing to be refreshed across all campuses. C Beattie highlighted the increased consultation with staff and students on H&amp;S, through the SA and the LJNC who meet regularly. The Committee Chair thanked C Beattie for the inclusion of the Covid mitigation measures implemented by the College in the Report. C Beattie gave the Board re-assurance that all Dangerous Occurrences have been 'closed out'.</p>
	<p><i>C Beattie left the meeting.</i></p>
13-21	<p><b>Presentation</b> <b>New Academic Year Update (including enrolment update):</b> The Board received a presentation from R McGregor including details on the management of Covid mitigations; the student experience/point of view; and an update on the curriculum management re-structure. R McGregor advised, in response to a question from A Elghedafi, that the re-structure has allowed for an increase in lower management posts, whilst achieving some savings to the College.</p> <p>R McGregor highlighted to Members the positive start to the new Academic Year, the new and updated support materials available and the blended approach to student information.</p>

	<p>The high impact challenges on enrolments were summarised by R McGregor, with Members noting other Colleges are also facing similar challenges. Members also received a summary of the short and longer-term mitigations being put in place to close the current gap between planned and actual enrolments. S Porter advised that some students are leaving College to fill retail jobs due to the more buoyant jobs market.</p> <p>In response to a query raised by J Gifford, N Cowie advised SFC are aware of the competitions Colleges face, chasing a decreasing amount of learners - a response from SFC is awaited. Members agreed flexible funding from SFC would be helpful. N Cowie re-assured the Board that the he and his Leadership Team colleagues continues to seek to do what is best for the College. The Board thanked the Leadership Team and others for the work undertaken to date.</p>
	<b>Matters for Information</b>
	<i>M Wilson joined the meeting</i>
14-21	<p><b>Strategic Risk Register:</b> Members noted the Register, which is routinely reviewed by Leadership Team, Audit and Risk Committee, and internal and external auditors. A Russell advised it would be helpful to include comments on Risks that have surpassed their completion dates.</p> <p><b>Action: M Wilson to ensure items that have passed their completion date are updated where relevant.</b></p>
	<i>M Wilson left the meeting</i>
15-21	<p><b>Interim NESCol KPI Report AY2020-21:</b> R McGregor summarised the paper as presented and the detailed breakdown of the draft KPIs for each Sector. R McGregor re-assured the Board that every single team are working on their enhancement plans and are striving to improve the KPIs. Members noted the final results will be published in January 2022.</p> <p>J Henderson re-iterated the Board's thanks to staff on achieving the outcomes during challenging times, and noted it is encouraging to hear that staff are reviewing what went well and as well as what went less well. It was agreed this will continue to be discussed by the Curriculum and Quality Committee.</p> <p>R McGregor gave Members a summary of the ever evolving and enhanced Academic and Personal Skills Development Unit and its design, which ensures a consistent approach across College to spend time and provide 'added value' academic support to students. G Watt shared with Members the positive feedback from curriculum colleagues on the bank of resources created by the Student Advice and Support team to support Academic Tutors.</p>
16-21	<p><b>Any Other Business</b> No other business was noted.</p>
17-21	<p><b>Summation of Actions and Date of next Meeting:</b> S Lawrance gave a summary of actions. Members noted the next Regional Board Meeting are due to meet on 15<sup>th</sup> December and noted the Board Strategy Event which will take place on 10<sup>th</sup>/11<sup>th</sup> November 2021.</p>
	<b>Reserved Items of Business</b>

	<i>M Wilson joined the meeting</i>
18-21	<b>Approval of Financial Forecast Return:</b>
19-21	<b>Sale of Land at Clintery Campus:</b>
21-21	<b>NQ Grade Distribution – Lessons Learnt Report:</b>
	<i>Staff Members and Trade Union Observers Left the Meeting</i>
20-21	<b>Principal’s Performance Management Objectives:</b>

<b>Agenda Item</b>	<b>Actions from Regional Board Meeting 06;.10.21</b>	<b>Responsibility</b>	<b>Deadline</b>
05-21	<b>Foundation:</b> Circulate summary of the Foundation and Trustee to Board Members to ask for interest from members.	Board Secretary	15.12.21
10-21	<b>Priority Enhancement Initiatives:</b> Executive and Leadership Team to reflect and review Priority Enhancements Initiatives and supply progress update for next meeting.	Executive Team	15.12.21
11-21	<b>Risk Management Policy:</b> Give due consideration to HSE Risk inclusion within Risk Management Policy and re-present to A&R Committee.	P Smith	01.12.21
14-21	<b>Strategic Risk Register:</b> Ensure risks that have passed their completion date be updated with narrative.	P Smith	01.12.21

18-21	<b>Financial Forecast Return:</b>		
19-21	<b>Sale of Land at Clinterty:</b>		

Signed:.....

Date: ..... **15.12.21** .....