



**REGIONAL BOARD**

Minute of the Meeting of the Regional Board of North East Scotland College held on Wednesday 12 October 2022 at 1000 hours in G10 of NESCol City Campus.

<b>Agenda Item</b>	
	<p><b>Present:</b>            David Anderson            Carrie Beaton            Neil Cowie            Susan Elston (virtual attendance via Microsoft Teams)            Jim Gifford            John Henderson – Interim Regional Chair            Bryan Hutcheson            Nicole Matthews            Leona McDermid            Andy Rodden            Sheena Ross            Drew Russell            Gwen Watt (virtual attendance via Microsoft Teams)</p> <p><b>In attendance:</b>            Jim Kirkwood, Acting Vice Principal, Finance &amp; Risk            Scott Matthew, Acting Vice Principal, Resources &amp; Estates            Robin McGregor, Vice Principal, Curriculum &amp; Quality            Susan Lawrance, Secretary to the Board            Karen Fraser, Minute Secretary</p> <p><b>Trade Union Observer:</b>            Sue Porter, EIS/FELA</p> <p><b>Guest attendees:</b>            Colin Beattie, Head of Health, Safety and Security            Kimra Donnelly, Director of People Services            Alesia Du Plessis, Associate Vice Principal            Kirsty Pettitt, Student Engagement and Wellbeing Manager</p>
	<p>The Interim Regional Chair welcomed all Members both in-person and virtually to the first Regional Board meeting of AY22/23 and greeted new non-executive Member B Hutcheson.</p>
01-22	<p><b>Apologies for Absence</b>            Apologies were received from D Blackhall and N McLennan.</p>
02-22	<p><b>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items</b>            L McDermid declared a potential conflict of interest by virtue of her position with Aberdeen Foyer. A Rodden declared a potential conflict of interest by virtue of his position with ETZ Ltd, (Agenda item 19-22)</p>

03-22	<p><b>Minutes of Previous Meeting – 22 June 2022</b> The Minute of the previous meeting was approved as a true and accurate record.</p>
04-22	<p><b>Matters Arising from the Previous Meeting</b> Members noted that all matters arising had been addressed.</p>
	<p><b>Reports to the Board</b></p>
05-22	<p><b>Report by the Regional Chair (verbal update)</b> J Henderson placed on record his congratulations to all involved in the delivery of the recent graduation ceremonies, and thanked everyone for their hard work. Members noted the highlighted potential to rejuvenate the involvement of NESCol Fellows.</p> <p>The Interim Regional Chair thanked members for their participation in the annual Board engagement and evaluation 1:1 meetings.</p>
06-22	<p><b>Report by the Principal</b> Members noted the Report. N Cowie highlighted his recent evidence session for the Scottish Parliament's Education, Children and Young People Committee (21.09.22), and urged Members to review the link to the session circulated earlier by the Board Secretary.</p>
07-22	<p><b>Report by Committee Chairs</b> Members noted the report by the Committee Chairs.</p> <p><b>Audit and Risk Committee:</b> D Anderson, as Chair of the Audit and Risk Committee, summarised the key points from the meeting held on 21.09.22, noting the proposed amendments to the Internal Audit Annual Plan which are being taken forward by J Kirkwood and the Internal Auditors.</p> <p><b>Governance and Nominations Committee:</b> The Board Secretary outlined the key business, noting the launch (11.10.22) for the recruitment of new non-executive Board Members. Recognition of the challenges underpinning Board recruitment was expressed with all Members encouraged to publicise the opportunity to join the Board with their respective networks.</p> <p><b>Action: Skills Matrix to be shared on RB Microsoft Team Space.</b></p> <p>Members noted no update is available at the time on the appointment of a new Regional Chair. Members agreed that, once appointed, the new Chair will be asked to join the ALF.</p> <p><b>Human Resources Committee:</b> J Henderson highlighted the priority actions concerning equality, diversity and inclusion for AY22/23. Members also noted the updates provided on job evaluation and staff absence due to Covid-19 at the meeting, and the discussions held regarding the College sector trialling of a 4-day working week.</p>
	<p><b>Governance Matters</b></p>
08-22	<p><b>Regional Board Terms of Reference</b></p>

	Members noted the information provided in order to review the Terms of Reference and agreed to re-adoption of these.
09-22	<p><b>Programme of Business AY2022-23</b></p> <p>Members considered the information provided, recognising the content is subject to change as required. The recommendation to present the ASET and BCD update to the March meeting of the Board was agreed. It was also agreed that the Appraisal of the Regional Chair should be removed from the December meeting.</p> <p><b>Action: Board Secretary to make amendments to Programme of Business as discussed.</b></p>
	<b>Matters for Decision</b>
	<i>A Du Plessis and K Pettitt joined the meeting.</i>
10-22	<p><b>SA Partnership Agreement</b></p> <p>Members considered the agreement as presented and updates provided to the ongoing work of the SA. The Board commended the ongoing collaborative project response to the cost of living crisis and thanked the SA for their commitment.</p> <p>A discussion took place regarding the potential to consider wider engagement and potential partnerships out with College with employees and other institutions to create a wider reach, with greater SA involvement in projects to support students uppermost. The SA were encouraged to highlight resource requirements to aid project delivery.</p> <p>The Board approved the Partnership Agreement, noting progress updates will be provided to the Board throughout the year.</p>
	<i>A Du Plessis and K Pettitt left the meeting. C Beattie joined the meeting.</i>
	<b>Matters for Discussion</b>
11-22	<p><b>Health &amp; Safety Annual Report</b></p> <p>The Board acknowledged the work undertaken by the whole of the H&amp;S Team and in particular, the work undertaken by the late J Murray.</p> <p>The positive annual report was summarised by C Beattie, who highlighted the Covid-29 measures still in place; the changes to the fire department call-outs (which the College have already implemented), and the H&amp;S training (including wellbeing and mental health). The positive lower than Scottish Sector accident statistics were also noted by Board Members.</p> <p>A discussion took place with regard to the reporting of Dangerous Occurrences and Near Misses with C Beattie providing clarity on the type of incidents classes as Dangerous Occurrences by the College (very much different to those reported within the Oil and Gas Industry).</p> <p><b>Action: C Beattie to include clarification of Dangerous Occurrences in the next H&amp;S Annual Report.</b></p> <p>C Beattie gave the Board reassurance of the multi-layered approach to Health and Safety throughout the College, including enhanced</p>

	<p>engagement with the SA, trade unions, curriculum and support colleagues.</p> <p>The Board placed on record their thanks for the excellent report and figures contained within it.</p>
	<i>C Beattie left the meeting.</i>
	<b>Presentation</b>
12-22	<p><b>New Academic Year Update including enrolments</b></p> <p>Members received a presentation from R McGregor giving details of the current activity levels and the ongoing work to meet the planned full-time enrolments, the future predicted demand for ESOL courses in early 2023, and the close working relationship between the College, stakeholders and partners. Members also noted the continuation, where business and student needs exist, for hybrid working/delivery.</p> <p>R McGregor also highlighted the key strategic ongoing initiatives, the wrap-around support being offered and the demand for the offer; the national and regional sector challenges and opportunities, plus the Education Scotland review planned for March 2023. The wish to focus on KPIs was also highlighted by R McGregor; noting the requirement to grow national engagement, whilst ensuring the College continues to make a positive local response without overwhelming staff. A Rodden encouraged the Executive Team to ensure Leadership Team colleagues look after their own mental health and wellbeing. The Board also highlighted the need for successful outcomes.</p> <p>Members noted the challenge to flex the curriculum to meet emerging trends; the College's aspiration to continue to offer as broad a curriculum as possible, including core areas of activity and renewable energy opportunities and the trials of ensuring everyone is aware of the existing opportunities within new industries.</p> <p>The suggestion to include a discussion on the future curriculum offer and challenges faced at the next Strategy Event was noted.</p>
	<b>Matter for Information</b>
13-22	<p><b>Strategic Risk Register</b></p> <p>J Kirkwood provided a summary of the Strategic Risk Register and the changes made. Members noted the Register is reviewed regularly by the Leadership Team.</p>
14-22	<p><b>Interim NESCol KPI Report AY21-22</b></p> <p>R McGregor gave a summary of the data contained within the draft report which Members noted is still subject to change and only includes full time delivery and not any BCD activity.</p> <p>R McGregor highlighted that many subjects remained online throughout last year, with only students in practical spaces taken onto campus. Teams are now reflecting on last year and lessons learnt to re-implement structure, lesson observations and robust quality processes, including the Curriculum Spotlight Review process. Members also noted students have been in College over the summer period to complete their courses.</p>

	An observation by S Porter that students' achievements of "soft skills" such as confidence and resilience should be recognised was noted.
15-22	<b>Priority Enhancement Initiatives</b> Members noted the paper outlining the progress against each Priority Enhancement, and the taking forward of these as part of NESCol Fundamentals.
16-22	<b>Any Other Business</b>
17-22	<b>Summation of Actions and Date of next meeting</b> A summation of the actions was provided by the Board Secretary.
	<b>Reserved Item of Business</b>
	<b>Matters for Decision</b>
18-22	<b>Approval of Financial Forecast Return</b>
19-22	<b>ETZ Advanced Manufacturing Proposal:</b>
20-22	<b>Nomination for non-executive Director of ASET</b>
21-22	<b>Principal's Performance Management Objectives</b>
	<i>J Kirkwood and S Matthew left the meeting.</i>
	<i>K Donnelly joined the meeting.</i>
	<b>Matters for Information</b>
22-22	<b>VP Recruitment</b>
23-22	<b>Summation of Reserved Items of Business Actions</b> The Board Secretary provided a summary of the actions from the reserved items of business.
	D Anderson, as Vice Chair, acknowledged the meeting as J Henderson's last as Interim Regional Chair and commended his conduct and commitment to the Regional Board. J Henderson, in response, expressed his gratitude to all Members for the time spent working together.

<b>Agenda Item</b>	<b>Actions from Regional Board Meeting 12.10.22</b>	<b>Responsibility</b>	<b>Deadline</b>
07-22	Skills Matrix to be shared on RB Team space.	Board Secretary	October 2022
09-22	Amendments to PoB as discussed to be made.	Board Secretary	October 2022
11-22	Clarification of Dangerous Occurrences to be included in next H&S Annual Report.	C Beattie/ S Matthew	October 2023
	<b>Reserved Items of Business Actions</b>		

19-22			
21-22			

Signed ..... S Elston

Date .... 14.12.22