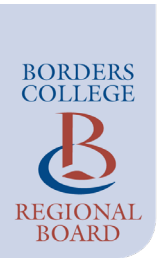


A

BORDERS COLLEGE REGIONAL BOARD



Actions from the meeting of the Regional Board meeting held in the Board Room at 17:30 on Thursday 14 December 2023.

Item	Action	Responsibility and Date	Action Status
85/23	Health & Safety Annual Report - Further information on the increase in accidents would be provided.	H&S Manager	This will be monitored over the next 12 months and information added to next year's Annual Report.
86/23	Copies of presentations to be circulated.	L Sulo	Completed
87/23	Sustainability - Public Bodies Climate Change Duties Report 2023 would be circulated for information.	VP Finance & Corporate Services	Completed
92/23	Annual Report to be electronically signed by Chair and Principal for submission to the SFC for 30 December 2023.	Chair, Principal & VP Finance & Corporate Services	Completed
93/23	Members approved the letter of representation for the Principal to sign and submit to SFC.	Principal VP Finance & Corporate Services	Completed
94/23	Audit & Risk Committee Annual Report - Members approved the report for submission to SFC.	VP Finance & Corporate Services	Completed
96/23	Borders College Annual Student Partnership Agreement 2023/24 to be signed off.	Student President & Principal	Completed
100/23	Strategic Implementation Plan - RAG status to be added to progress table.	Principal	Completed

85/23	<p>Health & Safety Annual Report 22/23 (Paper A)</p> <p>An overview of the Annual Report was provided by the Health & Safety Manager. The paper provided Members with a summary of the main health and safety activities during the last academic year and planned activity for the next year.</p> <p>Key areas highlighted included:</p> <ul style="list-style-type: none"> • A total of 50 accidents had been recorded which is an increase on previous year; • There had been 4 RIDDOR reportable accidents which was a decrease on previous year; • Eleven incidents were reported with one incident being particularly difficult for those staff involved; • Monthly walkarounds with Heriot-Watt University (HWU) to review/action any issues were very worthwhile; • Work to prepare for Martyn's Law is underway and expected to be implemented within two years; • Lothian & Borders Contest Group provides a multi-agency approach to safer and stronger communities with representation from H&S Manager; • Staff Occupational Health Surveillance has been re-evaluated and will be carried out in accordance with job role and risk; • Job specific Display Screen Equipment training is being introduced through move to new provider; • Following a change in legislation Fire & Rescue will only attend a fire alarm activation if a formal telephone call is made. <p>Points raised during discussion:</p> <ul style="list-style-type: none"> • Increase in animal bites may suggest that animals are being handled too often; • There should be caution on "Horse play" which could be bullying; • Mental health incidents and linkages to policies. A joined-up approach between H&S Manager and Student Services/Learning Support is in place. There has been a trend of students fainting at College due to breakfasts being missed. Thrive and Survive is now incorporated within Induction and reminders have been issued to students to ensure they have breakfast before attending classes; • Violence and Aggression Policy is in place; • Further information on the increase in accidents would be of benefit. <p style="text-align: right;">ACTION: H&S Manager</p> <p>The Chair thanked the H&S Manager who then left the meeting.</p>
-------	--

86/23	<p>Marketing and Communications Presentation</p> <p>A presentation was provided by the Marketing Manager who provided an informative overview of the Marketing and Communication Department's objectives and activities. The College has a number of primary and secondary audiences with a variety of communication channels in place. Key annual statistics on website views, social media and the eProspectus were provided. Facebook continues to be highly used.</p> <p>The Chair thanked the Marketing Manager who then left the meeting. A copy of the presentation would be circulated to Members.</p> <p style="text-align: right;">ACTION: LS</p>
87/23	<p>Sustainability in the Curriculum Presentation & Sustainability Strategy Update (Paper B)</p> <p>Assistant Principal for Curriculum & Sustainability presented on the delivery of Sustainability in the Curriculum. Work has evolved following the development and launch of the College's Sustainability Strategy in 2020. Key points from presentation included:</p> <ul style="list-style-type: none"> • Collaboration work with the Verdancy Group through bespoke modules for students and staff; • Development of Climate Action Roadmap and baseline for the curriculum; • Awareness courses and activities for staff to enhance their activities. Sharing of good practice would start to address areas in red; • Hawick Campus with Eco Build and SMART home technologies, EV Charge Point Installation, Air Source and Ground Source Heat Pumps; • Many good examples from across the wider curriculum with business case progressing for pellet maker; • Next steps – Sustainable Development Goals to be revisited and progress reviewed. MS Forms questionnaire pilot will drill deeper into delivery. <p>VP Finance & Corporate Services advised that the Public Bodies Climate Change Duties Report 2023 had been submitted. The report did show a small increase in baseline emissions which was in line with a return to normal operations following the COVID pandemic. A copy of the report which provided KPIs/Matrix would be issued to Members for their information.</p> <p style="text-align: right;">ACTION: VP F&CS</p>
88/23	<p>Apologies for Absence</p> <p>Apologies had been received from Philip Macdonald. Samantha Hamilton-Green was not present.</p>
89/23	<p>Minutes of previous meeting held on 26 October 2023 (Paper C)</p> <p>The minutes from the previous meeting were approved as an accurate record.</p>

<p>90/23</p> <p>Matters Arising</p> <p>The following updates from the previous actions were provided:</p> <p>35/23</p> <p>V Key suggested the Honorary Fellowship role could also engage with the College through activities such as a Dragons' Den.</p> <p>59/23</p> <p>J McBeath confirmed that the new details for the Register of Interests update had been sent to the Board Secretary.</p>	
<p>91/23</p>	<p>Declaration of any Conflicts of Interest/Register of Interests Update</p> <p>No items were raised.</p>
<p>92/23</p>	<p>Annual Report & Financial Statements 22/23 (Paper D)</p> <p>The Chair thanked Members of the Audit and Risk and Finance and Resources Committees for their robust discussions and scrutiny of the annual report at their recent meetings.</p> <p>The VP for Finance and Corporate Services advised that the report had been updated following feedback and accepted by the Sub-committees and external auditors. The report had been simplified to be more concise and transparent.</p> <p>The audit had been held over six weeks and included the areas of sustainability and IT. A total of 12 recommendations from previous years had been completed. The College has prepared its financial statements on a going concern basis which is sector wide.</p> <p>Members approved the Annual Report and Financial Statements of 2022/23 for signing and submission to the Scottish Funding Council. The Chair and Principal would receive the documentation for electronic signature which would require to be submitted to the SFC for 30 December 2023.</p> <p style="text-align: right;">ACTION: VP F&CS</p> <p>The Chair acknowledged the work of the VP Finance & Corporate Services and Director of Finance and Procurement, and team, through the audit period.</p>
<p>93/23</p>	<p>Audit Letter of Representation (Paper E)</p> <p>The VP for Finance & Corporate Services requested approval for the issue of the Letter of Representation to the College's external auditors.</p> <p>Members approved the letter for signing.</p> <p style="text-align: right;">ACTION: Principal</p>
<p>94/23</p>	<p>Audit & Risk Committee Annual Report (Paper F)</p> <p>The VP for Finance & Corporate Services advised that the Annual Audit & Risk Committee report is a requirement to provide the Regional Board with assurance that the Committee has fully complied with its Terms of Reference. The Audit & Risk Committee had approved the final version at its meeting on 30 November 2023.</p> <p>Members approved the report which would be submitted to the SFC.</p> <p style="text-align: right;">ACTION: VP F&CS</p>

<p>95/23</p>	<p>Extension of Voluntary Severance Scheme (Paper G)</p> <p>The Principal outlined the request for approval to extend the timescale of the College’s voluntary severance scheme to 31 July 2026. Current approval for the scheme would conclude on 31 July 2024, but given that financial projections are indicating that further efficiencies will be required, this would allow management to continue to offer voluntary severance as an option when appropriate.</p> <p>The Chair believed that this was a pragmatic request to avoid recurring approvals which must be approved by SFC. Members discussed and appreciated the wish to streamline approvals, however, given that situations could significantly change over the two-year period it was agreed that an annual review take place. Members were satisfied with this approach with approval to extend the voluntary scheme to 31 July 2026 confirmed.</p>
<p>96/23</p>	<p>Borders College Annual Student Partnership Agreement 2023/24 (Paper H)</p> <p>C Alder outlined the Student Partnership Agreement between BCSA and the College for 23/24.</p> <p>The Principal and AP for Student Experience confirmed their full support and commended BCSA on the content of the agreement.</p> <p>Members approved the agreement which would be signed by C Alder and the Principal.</p> <p style="text-align: right;">ACTION: CA & Principal</p>
<p>97/23</p>	<p>Audit & Risk Committee Report (Paper I)</p> <p>C Gillie advised on the main business items from the recent meeting held on 30 November 2024, which included the Annual Report and Financial Statements. The Committee were pleased to see that a number of recommendations from previous years had been completed.</p> <p>The meeting had not been quorate, but was able to proceed with input from absent members sought at a later date.</p> <p>Members noted the contents of the report.</p>
<p>98/23</p>	<p>Finance & Resources Committee Report (Paper J)</p> <p>Members noted the contents of the report from the meeting on 30 November 2023 which had been chaired by B Quinn on behalf of L Mirley.</p>

<p>99/23</p>	<p>Principal's Report (Paper K)</p> <p>The Principal advised that there had been no significant changes since the last previous report which was provided in October. The following main points were highlighted:</p> <ul style="list-style-type: none"> • Director of Digital & IT will be leaving the College early next year; • The College had not been successful at the recent Green Gown Awards; • KPIs were overall showing a positive position; • Details from HWU on plans for Scottish Borders Campus were yet to be received with more discussions due to take place in the New Year with a firm proposal due by July 2024; • National Pay Bargaining – Unison's strike ballot had concluded with around 55% of members voting with 80% voting for strike action; • Little progress had been made with national job evaluation. Management remained committed to finding a positive resolution. <p>It was noted that the average staff sickness absence days which were reported as 17 days/FTE/year were inflated by long term absences. A breakdown report had been provided to the Finance & Resources Committee.</p> <p>Board commended the Global Citizenship Awards and asked about awareness raising amongst employers for this initiative. The VP Student Experience agreed that more could be done externally to promote this and close the loop with the sustainability work.</p> <p>The College had been a finalist in the recent Green Gown awards and a Member suggested that the College might consider applying for the Queen's Award which runs every two years.</p> <p>In relation to the Director of Digital and IT leaving the College Board were assured that a replacement would be appointed on a like for like basis.</p>
<p>100/23</p>	<p>Strategic Implementation Plan 23/24 Update (Paper L)</p> <p>The paper provided an update on actions and initiatives undertaken as part of the Annual Priorities for 2023-24. Further progress would be provided in March 2024.</p> <p>Following a discussion, it was agreed that a RAG status would be helpful and would be added.</p> <p style="text-align: right;">ACTION: Principal</p>

<p>101/23</p>	<p>Strategic Risk Register (Paper M)</p> <p>The paper presented the risks which had been assigned to the Regional Board along with an update on the agreed actions. The VP Finance & Corporate Services advised that the risk would be reviewed at the next SLT meeting in January 2024. Following scrutiny by the Audit & Risk Committee action deadlines had been suggested in order to monitor against treatments.</p> <p>It was highlighted that there was an open appetite to sustainability targets with the College open to taking slightly more risk and trying new areas.</p> <p>The Chair thanked everyone for their contributions at the Board Development Day and to the VP Finance & Corporate Services for facilitation on the day.</p>
<p>102/23</p>	<p>BCSA Update (Paper N)</p> <p>The Student President provided the main points from the paper which provided an update on the activities of the Student's Association which included:</p> <ul style="list-style-type: none"> • New Strategic and Operational Plans are in place; • Cash for Kids Christmas Jumper Campaign had raised £130; • Quiet Introduction and Supported Enrolment had been very well received by students; • Big Student Survey received higher engagement levels; • Positive recruitment of Class Reps with 42 in place and 21 having completed training; • LGBTQ+ quiz held during August; • Arts Hub links with Galashiels Town Team; • Good collaborate sessions through the Student Support Forum. Links between poverty and mental health wellbeing had been raised; • A number of student led clubs are underway; • Sponsorship tattoo money had raised funds for the provision of small Christmas gifts for students; • Discussions are underway to ensure students most at risk of changes to their benefits are provided with the correct information; • Volunteering work is in place with horticulture groups visiting botanical gardens and litter picking at Milestone to improve the local area. Links with HWU Students' Union on sustainable areas of work such as bird tables are also underway. <p>The Chair thanked the Student President for the update on activities.</p>
<p>103/23</p>	<p>Board Self-Evaluation & Development Plan Update (Paper O)</p> <p>Item for information.</p>
<p>104/23</p>	<p>Board Secretary's Update (Paper P)</p> <p>Item for information.</p>
<p>105/23</p>	<p>Chair's Development Plan Update (Paper Q)</p> <p>Item for information.</p>

<p>106/23</p>	<p>Standing Items</p> <p><u>Health & Safety</u></p> <p>No items were raised.</p> <p><u>Equality & Diversity</u></p> <p>No items were raised.</p> <p><u>Environmental & Sustainability</u></p> <p>No items were raised.</p>
<p>107/23</p>	<p>Board Papers for Publication</p> <p>No draft or confidential papers would be published.</p>
<p>108/23</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • Resignation <p>The Chair and Members thanked Lynn Mirley for her valuable contributions to the College over the past years and wished her every success for the future.</p>
<p>109/23</p>	<p>Date of Next Meeting</p> <p>The next Board Meeting taking place on Thursday 28 March 2024 at 17:30.</p>

Signed:.....
Chair

Signed:.....
Board Secretary