

<b>Meeting:</b> Board of Directors	<b>Venue:</b> Edwin Muir Room	<b>Date:</b> 29 November 2018	<b>Time:</b> 5.00pm		
<b>Minute Taken By:</b> Jackie Kane	<p><b>Sederunt:</b> Brian Lister (Chair), Marian Docherty, Jean Urquhart (via video conference until 6.20pm), Leigh Torrance (Student Rep), Terry Brotherstone, Duncan Robb, Tommy Angus, Pauline Sutton, Richard Butt, Richard Dockrell (until 6.00pm), Gill Hogg</p> <p><b>In attendance:</b> Sandra Grieve, Joyce Clark, Jackie Kane, George Currie (for item 3)</p>	<b>Apologies:</b> Dorothy Welch, Alistair Sambell, Marlene Gill, Stuart Capperauld, Angus Donaldson, George Archibald	<b>Absences:</b>		
No.	Agenda Item	When	By Whom	Status	
1.	Apologies	Apologies were received from Dorothy Welch, Alistair Sambell, Marlene Gill, Stuart Capperauld, Angus Donaldson and George Archibald.	29.11.18	JK	Complete
		The Chair welcomed Leigh Torrance (Student Rep) and Jackie Kane (Secretary to the Board) to their first Board meeting.	29.11.18	BOD	Complete
2.	Minute of Meeting held on 1 October 2018 (Paper 1)	The minute of the Board meeting, which took place on 1 October 2018, was approved as an accurate record, subject to amending attendance to reflect that Duncan Robb had attended that meeting.	29.11.18	BOD	Complete
3.	Estates & Facilities Update	<p>The Estate and Facilities Manager updated the Board on major works and refurbishment and the following was noted:</p> <ul style="list-style-type: none"> <li>Capital funding from SFC has enabled the college to refurbish three teaching areas; conversion of third floor rooms to office space for the learning and teaching team; essential repairs to the main house and boiler house; improved heating to the Rural Skills Unit; refurbishment of the dining room and crypt toilets.</li> <li>Money received from the Trustees will contribute towards the cost of upgrading the residency.</li> </ul>	29.11.18	GC	Information
4.	Health & Safety				
	Minute of 9 October 2018 (Paper 2)	The Board noted the Health & Safety Minute of the meeting held on 9 October 2018.	29.11.18	BOD	Complete

5.	Matters Arising	<p>The Principal updated the Board on the recent Trustees meeting and the following was noted:</p> <ul style="list-style-type: none"> <li>• Following a Trustees meeting held on 19 October 2018, the Trustees have agreed £290K towards the upgrade of the residency. An annual grant of £75K has also been agreed. In 2018-19, this will contribute towards the cost of insurance and legal fees.</li> <li>• The meeting included presentations from 3 planning consultants on the development of the Business Park. The Trustees have awarded the contract to GVA Property Agency.</li> </ul>	29.11.18	MD	Information
6.	Principal's Report (Paper 3)	<p>The Principal spoke to her report and the following was noted:</p> <p><b>Curriculum</b>  The Forest and Outdoor Learning Awards (FOLAs) are available at SCQF levels 2-8 and are being piloted across the country. The college is also running a level 8 course for adults wishing to become Forest Leaders.</p> <p>The college is exploring with Queen Margaret University the inclusion of the awards in their Primary Education programme.</p> <p>£10K has been awarded by Forestry Commission Scotland to support assisted places on a residential FOLA 8 course.</p> <p>With £50K funding from Scottish Government, the college has appointed an Adult Achievement Awards Co-ordinator.</p> <p>The college is also exploring a bespoke Music Course at SCQF levels 5/6 in partnership with Edinburgh Napier University and Midlothian Council high schools.</p> <p><b>Adult Learning/Adult Guidance</b>  An action plan for the development of adult guidance at local and national level is now supported by the National Strategic Forum for Adult Learning and will be presented to Jonathan Gray (SG Advanced Learning and Science Directorate) on 10 December 2018.</p>	29.11.18	MD	Information

Planning has commenced for the sixth national conference in spring 2019. Richard Lochhead, Minister for Further Education, Higher Education and Science will be approached to give the keynote address.

**Business Park**

Unit 13E - Two Hearings have been postponed. The next one is scheduled for 10 December 2018. Shepherd and Wedderburn have been authorised by the Trustees and the college to arrange a settlement with Mr Karpov. This would result in both parties dropping the case at no cost to either. The Hearing on 10 December 2018 would not be held if a settlement is reached.

**2019-2020 Outcome Agreement/Strategic Dialogue Meeting with SFC**

- Draft OAs are due by 10 December 2018. Following SFC feedback in January, the final versions should be submitted by 30 April 2019. The draft OA will be circulated to Board for comment.
- A Strategic Dialogue Meeting with SFC and SMT, selected staff, students and Board representatives will take place on 10 May 2019.

**OSCARS**

The off-season contract ceases in December 2018. Due to a breach in contract by OSCARS, the summer contract will also come to an end. SMT have held meetings with another large international language school, who are keen to set up a contract with the college for off-season and Summer School. A transition period between OSCARS and the new international language school was noted along with the time of the refurbishment of the residences. It was agreed that International House be invited to the Planning & Resource Committee Meeting on 18 February 2019.

The Board requested from the Business & Resource Manager a summary of off-season bookings and other aspects of the corporate marketing plan for the next Board meeting.

The Chair also welcomed any ideas from the Board on how to generate other income.

		<p><b>National Pay Bargaining</b>  The college has now implemented the new pay agreement for support staff. The NPB agreement for teaching staff has already been granted. A meeting has been scheduled with John Kemp, SFC Interim Chief Executive and SMT on 14 December 2018 to discuss the college's implementation of National Bargaining.</p>			
7.	Audit Committee Report				
	Minute of 15 November 2018 (Paper 4)	The Board noted the minute of 15 November 2018.	29.11.18	Board	Information
	College Financial Statements for 2017-2018 (Paper 5)	<p>The Board approved the College Financial Statements 2017-2018. The following points were noted:</p> <ul style="list-style-type: none"> <li>• The Business &amp; Resource Manager will produce a financial forecast for the next Board Meeting, along with income produced from curriculum and corporate marketing.</li> <li>• In the absence of no other additional support, the Board also requested that the financial implications of the FOLAs and AAA be raised when SMT meet with SFC.</li> </ul>	29.11.18	Board	Information
	College Annual Report on External Audit 2017-2018 (Paper 6)	The Board approved the College Annual Report on External Audit 2017-2018 and will continue to monitor the corporation tax exemption threshold.	29.11.18	BOD	Information
	Credits Audit Report 2017-2018 (Paper 7)	The Board approved the Credits Audit Report 2017-2018.	29.11.18	BOD	Information
	Education Maintenance Allowance Audit Report 2017-2018 (Paper 8)	The Board approved the Education Maintenance Allowance Audit Report 2017-2018.	29.11.18	BOD	Information

	Student Support Funds Audit 2017-2018 (Paper 9)	The Board approved the Student Support Funds Audit 2017-2018.	29.11.18	BOD	Information
	Internal Audit Annual Report 2017-2018 (Paper 10)	The Board approved the Internal Audit Annual Report 2017-2018.  The Board requested that the Internal Audit Service, Reporting to Board Committees should be an agenda item at the next Board meeting. The Board also requested that the Business and Resource Manager table the updated Risk Register and Annual Audit Report at the January 2019 Board Meeting.	29.11.18	BOD	Information
8.	Chairs' Committee Report				
	Minute of 22 November 2018	The Chair spoke to the minute of 22 November 2018 and the following was noted: <ul style="list-style-type: none"> <li>The terms of appointment of three Directors are due to end in November 2018. The Chairs' Committee agreed that their appointments should be extended to 2019.</li> <li>In 2019 the terms of appointment of the majority of Board members are due to end. The Chairs' Committee agreed that, in advance of 2019 AGM, Board Members be informed of this.</li> </ul>	29.11.18	BL	Information
	Remuneration Committee Update	This item has been itemised in the Principal's Report. Summarised in item 6 above.	29.11.18	BL	Information
9.	Learning and Teaching Committee Report				
	Minute of 7 November 2018 (Paper 11)	The Board noted the minute of 7 November 2018. The following points were noted: <ul style="list-style-type: none"> <li>The Depute Principal will circulate to the Board a post code analysis for 2017/2018 students.</li> </ul>	29.11.18	BOD	Information

		Terry Brotherstone updated the Board on the Declaration of Arbroath April 2020 conference. Terry asked the Board to consider the structure of the Board agenda going forward due to the limited time the Learning & Teaching Committee have if it is near the end of the agenda. He also asked that the 2020 Conference should be a separate item on the January 2019 agenda.			
	Enrolment for 2018/2019 (Paper 12)	The Board noted the enrolment paper for 2018/2019.	29.11.18	BOD	Information
	Update of Enhancement Plan and Evaluative Report	The college submitted the 2018 Evaluative Report with grades and a related 3 year Enhancement Plan on 31 October 2018. Reports will be published in December 2018.	29.11.18	BOD	Information
10.	Planning and Resource Committee Report				
	Minute of 6 November 2018 (Paper 13)	The Board noted the minute of 6 November 2018.	29.11.18	BOD	Information
11.	Date of Next Meeting	Tuesday, 29 January 2019 from 4.30pm - 7.00pm.  The Board requested that the timings of future board meetings be an agenda item and discussed at the next Board meeting.	29.1.19	BOD	Information