

<b>Meeting:</b> Board of Directors' Meeting	<b>Venue:</b> Edwin Muir Room	<b>Date:</b> 29 January 2019	<b>Time:</b> 4.30pm
<b>Minute Taken By:</b> Jackie Kane	<p><b>Sederunt:</b> Brian Lister (Chair), Marian Docherty, Terry Brotherstone, Duncan Robb, Pauline Sutton, Richard Butt, Richard Dockrell, Gill Hogg, Dorothy Welch, Alistair Sambell, Marlene Gill, Angus Donaldson (via telephone conference), Jean Urquhart (via video conference)</p> <p><b>In attendance:</b> Sandra Grieve, Joyce Clark, Ken Rutherford (SFC), Keith Coyne (SFC) (for item 4 of the agenda), Kayleigh Torrance (Student Rep), Jackie Kane</p>	<b>Apologies:</b> Tommy Angus, George Archibald, Stuart Capperauld,	<b>Absences:</b>

No.	Agenda Item		When	By Whom	Status
1.	Apologies	Apologies were received from Tommy Angus, Stuart Capperauld and George Archibald.	29.1.19	JK	Information
2.	Minute of Meeting held on 29 November 2018 (Paper 1)	<p>Approved as an accurate record with the following exception:</p> <p>Item 7 - College Annual Report on External Audit 2017-2018: Clarification from the Business and Resource Manager on the monitoring of the corporation tax exemption.</p>	29.1.19 29.1.19	Board JC	Information Ongoing
3.	Matters Arising	<p><b>Evaluative Report</b> The college has submitted the 2018 Evaluative Report with SFC accepting adjustments and gradings.</p> <p><b>Risk Register</b> Due to a timing issue the Risk Register will be tabled at the next Audit Committee meeting on 7 February 2019 before being presented to the Board at their next meeting.</p> <p><b>Future Board Dates and Times for 2019/2020</b> This was not discussed and will be an agenda item at the next Board meeting.</p>	Dec 2018  7.2.19 28.3.19 28.3.19	SG  Audit Cmte Board Board	Information  Ongoing Ongoing Ongoing
4.	Update from SFC	Ken Rutherford, Outcome Agreement Manager SFC updated the Board on SFC and Scottish Government national priorities and the unique role of Newbattle Abbey College. In particular he indicated that both he and Keith Coyne supported in principle the recent requests for funding	29.1.19	SFC/Board	Information

		to further develop new curriculum opportunities carried out in partnership with both universities and local schools.  It was also noted the successful curriculum development meeting took place on 28 January 2019 between SFC, Newbattle Abbey College and the Chair of Board. SMT will submit costed curriculum proposals to SFC and expect a response by April 2019.	28.1.19  April 2019	SFC/NAC  SFC/SMT	Information  Information
5.	Learning & Teaching				
	Student Update (Paper 2)	The Curriculum Manager updated the Board on the following:  <b>Retention</b> <ul style="list-style-type: none"> <li>Retention for 2018/2019 session is looking very positive in all courses.</li> <li>Only 3 students fall within SIMD 10 which is 7% of the student population. This figure only includes SFC funded provision. However 20% of Adult Achievement Awards students fall within SIMD.</li> </ul> <b>Recruitment</b> <ul style="list-style-type: none"> <li>15 students have enrolled on the Prep for FE Course commencing 29 January 2019.</li> <li>QMU have indicated they have 21 applications for the HNC course commencing September 2019.</li> <li>12 applications for the SWAP courses have been received for 2019/2020.</li> <li>A new prospectus and website has been developed and are planned to be launched in early February 2019.</li> </ul>	29.1.19	PS	Information
	Curriculum Update (Paper 3)	The Depute Principal updated the Board on the following:  <b>Course update</b> All full-time courses which commenced in September 2018 are progressing well.  <b>Forest College</b> Details of Forest and Outdoor Learning Award levels and pilots were	29.1.19	SG	Information

discussed including levels being delivered. The Board were updated on organisations currently involved in piloting the awards along with a Community Engagement Plan put together by the Community Woodland Ranger of activities and events for the local community and Midlothian Primary Schools. Newbattle has made an application for the FOLAs to be included on the Insight Scottish Government Tool for tracking and comparing attainment in schools. An update on funding applications was highlighted. The Board were reminded that a national conference is planned for May 2019.

**Gaelic**

The college has been successful in its bid to Scottish Government for funding for a residential family learning event.

**Adult Achievement Awards**

The Adult Achievement Awards Co-ordinator is pursuing new partnerships in the public and private sector. A new welcome pack for new organisations has been developed. Level 2 is being piloted across the country. The development of Level 5 has commenced.

**Adult Guidance**

A conference report and action plan for the development of adult guidance has been produced following Newbattle's fifth successful adult learning conference in April 2018. Planning meetings to discuss the next stage with the action plan are ongoing. A spring 2019 Adult Learning Conference has been scheduled. The investigating of developing and delivering a CPD programme in adult guidance at SCQF levels 5 and 6 including PDA options has commenced.

**Partnerships**

**Napier University**

Continuing to explore the possibility of delivering a bespoke SCQF level 5/6 music related qualification with Napier University.

**Access to HE (SWAP)**

Continuing to explore and build on Access to HE (SWAP) pathways and new associate degree options.

		<p><b>SRUC</b> Exploring options with SRUC of a Rural Skills NC.</p> <p><b>OU</b> Exploring options of delivering an online course (Celtic Studies/Gaelic language) on the OpenLearn Create platform with OU.</p> <p><b>Book Festival</b> Funding and sponsorship confirmed; participation of 3 local primary schools, programme finalised and a brand identity developed.</p> <p><b>Visitors' Day</b> Will take place on 13 March 2019.</p>			
6.	Declaration of Arbroath 2020 Conference	<p>Terry Brotherstone updated the Board and the following was noted:</p> <ul style="list-style-type: none"> <li>• A conference organising committee has been set up. A meeting took place on 1 February 2019 to discuss administration, finance, formal invitations and reviewing the composition of the committee.</li> <li>• The Board were asked to forward any ideas on enhancing funding to be emailed directly to Terry Brotherstone.</li> </ul>	29.1.19	TB	Information
7.	Principal's Report (Paper 4)	<p>The Principal's Report was noted and the following was highlighted:</p> <p><b>Major Works and Refurbishment</b> A new contractor has been appointed for the Riverside Wall Project, which is scheduled to run from March - September 2019. The refurbishment for the residency is now underway.</p> <p><b>Insurance</b> Insurance re-valuation of the main building is now underway by Zurich Insurance.</p> <p><b>Adult Learning Conference</b> Waiting for a response from Richard Lochhead, Minister for Further Education, Higher Education and Science on his availability to give the keynote address.</p>	29.1.19	MD	Information

**Business Park**

Unit 13E - due to illness of the college's legal representative an adjournment has been put in place and the date has been set for 14 March 2019.

**Trustees**

Following a meeting held on 18 January 2019, the Trustees have agreed to pay legal fees incurred by the college since 1 August 2018.

The meeting also included an interim report present by GVA Property Agency, who are preparing the Business Park development plan.

The Trustees are aware that the Board wishes to clarify our respective roles in relation to several areas. This has been highlighted in the Internal Auditor's Report and the Chairs' Committee.

**Strategic Dialogue Meeting with SFC**

The Strategic Dialogue Meeting with SFC will take place on 10 May 2019.

The Board agreed the following themes:

- The college's national role in a regional community
- The importance of strategic partnerships

**Quality Reporting**

The college has submitted its 2018 Evaluative Report with agreed grades and final amendments.

**International Language School**

Off-season and summer school contracts have been agreed with International House. Their marketing team is actively selling Newbattle.

The CEO will attend the Planning & Resource Meeting in February 2019.

**National Pay Bargaining**

The college has implemented the new pay agreement for support staff.

		<p>This constitutes a 2 year deal with improved terms and conditions.</p> <p>The NPB agreement for teaching staff has already been implemented. The third tranche of NPB arrangements for teaching staff will be implemented from 1 April 2019.</p>			
8.	Draft 2019-2022 Outcome Agreement (Paper 5)	The draft 2019-2022 Outcome Agreement was noted. The Principal asked for any comments to be emailed to her.	29.1.19	Board	Information
9.	Finance: Financial Forecast (Paper 6)	<p>The Business &amp; Resource Manager spoke to the January - July 2019 forecast and the following was noted:</p> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>• Adult Achievement Awards - expecting to achieve target of £15K by July 2019.</li> <li>• Business Park - on target to achieve budget.</li> <li>• Catering - over budget due to a change in systems</li> <li>• Commercial - behind target due to the transition from OSCARS to International House; weddings are behind due to the work on Riverside Wall</li> <li>• Forest College - over budget.</li> <li>• Project income - including Trustees grant and a grant from Scottish government for a Gaelic family weekend.</li> </ul> <p><b>Expenditure</b></p> <ul style="list-style-type: none"> <li>• Most categories are on target.</li> </ul> <p>The Board raised their concern over the college's sustainability given the issues related to National Pay Bargaining, the timescale for commencement of International House activity and Business Park developments they requested that an updated forecast be tabled at PARC and the next Board meeting to monitor financial implications.</p>	29.1.19	Board	Information
10.	Internal Audit Report (Paper 7)	<p>The Board noted the Internal Audit Report carried out by the The University of Edinburgh and the following risks were highlighted:</p> <ul style="list-style-type: none"> <li>• Need for clarity on the respective roles of Trustees and Board</li> </ul>	29.1.19	Board	Information

		<p>(significant risk)</p> <ul style="list-style-type: none"> <li>• Reporting of key performance indicators and strategic aims (moderate risk)</li> <li>• Reporting and tracking of agreed actions (moderate risk)</li> <li>• Committee terms of reference (moderate risk)</li> <li>• Format of committee papers (moderate risk)</li> <li>• Submission of committee papers (moderate risk)</li> <li>• Scheduling of committee meetings (moderate risk)</li> </ul>			
11.	AOCB	<p><b>Chairs' Committee Dates</b> The Chair to organise a meeting with the Trustees with regard to the Business Park development plan.</p>	Tbc	BL	Ongoing
12.	Date of Next Meeting	Thursday, 28 March 2019 from 4.30pm - 6.30pm.	28.3.19	Board	Information