

<b>Meeting:</b> Board of Directors	<b>Venue:</b> Edwin Muir Room	<b>Date:</b> 28 March 2019	<b>Time:</b> 4.30pm
<b>Minute Taken By:</b> Jackie Kane	<p><b>Sederunt:</b> Brian Lister (Chair), Marian Docherty, Terry Brotherstone, Pauline Sutton, Richard Butt, Richard Dockrell, Gill Hogg, Dorothy Welch, Marlene Gill, Jean Urquhart, Stuart Capperauld, Tommy Angus, Angus Donaldson (via telephone conference), George Archibald, Alistair Sambell</p> <p><b>In attendance:</b> Jackie Kane, Sandra Grieve, Joyce Clark, Janet Campbell, Education Scotland for item 1 only</p>	<b>Apologies:</b> Duncan Robb	<b>Absences:</b> Kayleigh Torrance

No.	Agenda Item		When	By Whom	Status
1.	Presentation by Janet Campbell, College HMI	<p>Janet Campbell, Education Scotland gave a presentation to the Board. The objectives were to provide an update on Education Scotland's endorsement process and quality arrangements for 2019-2020. It was noted that the college's Evaluative Report and grades had been endorsed by Education Scotland and SFC. Staff agreed that arrangements for 2018-2019 had been more manageable than in the previous year.</p> <p>Formal progress monitoring visits will be scheduled for 2019-2020.</p>	28.3.19	JC/Board	Complete
2.	Apologies	Apologies were received from Duncan Robb.	28.3.19	JK	Complete
<b>For Decision</b>					
3.	Minute of the Meeting held on 29 January 2019 (Paper 1)	The Minute of the meeting held on 29 January 2019 was approved as an accurate record.	28.3.19	Board	Complete
4.	Matters Arising	<p><b>Start time for future Board Meetings</b> The Board approved a 4.30pm start time for future Board Meetings.</p> <p><b>Declaration of Arbroath 2020 Conference</b> Terry Brotherstone spoke to Paper 2 and the following was noted:</p> <ul style="list-style-type: none"> <li>A conference committee has been set up and their second meeting is</li> </ul>	28.3.19	Board	Complete

		<p>due to take place in April 2019.</p> <ul style="list-style-type: none"> <li>• George Archibald agreed to circulate his business contacts within the Chamber to enable a letter to be sent offering opportunities to sponsor different areas of the event.</li> <li>• Terry Brotherstone agreed to put together a description and covering letter.</li> </ul>	28.3.19	GA/TB	Ongoing
			28.3.19	TB	Ongoing
<b>For Discussion</b>					
5.	Financial Forecast (Paper 3)	<p>The Business and Resource Manager spoke to the March - July 2019 forecast and the following was noted:</p> <ul style="list-style-type: none"> <li>• Almost all income targets had been met but there remained a shortfall in corporate income, largely due to changes with our Summer School partner.</li> <li>• International House have commenced their bookings for summer 2019 and off-season bookings have already started.</li> <li>• Everything is on target in terms of expenditure. A £39K surplus has been forecast. The Board discussed options in relation to the surplus.</li> </ul>	28.3.19	JC	Information
6.	Risk Register (Paper 4)	<p>The Board discussed the Risk Register and the following was noted:</p> <ul style="list-style-type: none"> <li>• The Risk Register is monitored at Audit Committee meetings. SMT discuss regularly any mitigating actions and discuss high scoring risks.</li> <li>• It was agreed that the Audit Committee would examine the risk ratings at their next meeting.</li> </ul>	28.3.19	Board  Audit Committee	Information
7.	Trustees Update	<p><b>Business Park Development</b> The Principal, Chair of Board and Chair of Planning &amp; Resource attended a positive meeting with the Chair of Trustees.</p> <p>Discussion at this meeting included an update on the Trustees' Constitution; clarification on the relationship between the Board and Trustees and the Board's concern of loss of income from the Business Park due to the Trustees' intention to develop the Business Park. It was noted that a report relating to the Business Park development would be available at the next Trustees meeting in May.</p>	14.3.19	MD/BL/DR	Information

8.	SFC Strategic Dialogue Meeting: 10 May 2019 (Paper 5)	<p>The Strategic Dialogue Meeting with SFC will take place on 10 May 2019. The themes will include:</p> <ul style="list-style-type: none"> <li>• Newbattle’s national role in adult learning</li> <li>• Newbattle’s strategic partnerships at local and national level</li> <li>• Governance and financial health</li> </ul> <p>The meeting will involve SMT, Chair of Board, Chair of Learning &amp; Teaching, Chair of Planning &amp; Resource, appropriate staff members and students.</p>	10.5.19	MD	Information
<b>For Information</b>					
9.	Principal’s Report (Paper 6)	<p>The Principal’s Report was noted and the following was highlighted:</p> <p><b>Major Works and Refurbishment</b> The Riverside Wall Project will commence at the end of March. The refurbishment of the residency is underway.</p> <p>SFC Indicative Funding for 2019-2020 includes £762K capital funding towards significant repairs in the main building and to extend curriculum opportunities in the grounds. Tommy Angus offered his support to the Facilities Manager to enable him to complete the project by July 2020.</p> <p><b>Insurance</b> The main building and estate have been revalued by Graham &amp; Sibbald. The new policy will reflect the Riverside Wall claim and the revaluation. The Trustees have vested their interest in the building and estate due to the anticipated rising costs from £41K to £61K.</p> <p><b>Adult Learning Conference</b> The sixth national conference, planned in partnership with the National Adult Learning Forum, will take place on 22 May 2019. Richard Lochhead, Minister for Further Education, Higher Education and Science has agreed to give the keynote address.</p> <p><b>Business Park</b></p>	28.3.19	MD	Information

		<p>Following a hearing on 14 March 2019, the college's legal representative reported the case closed and a written decision would be issued by the Sheriff within a few weeks.</p> <p><b>SFC</b>  Details of SFC Indicative Funding for 2019-2020 were issued in February 2019. The college's teaching funding allocation has increased by 3.6%; credit targets are unchanged for all colleges and student support funds have increased by 5.4%. While the college has not been allocated Strategic Funds for curriculum development, we have been encouraged by SFC to extend our Gaelic/Celtic Studies programme in college and cross the SE Region.</p> <p><b>National Pay Bargaining</b>  The college has now implemented the new pay agreement for support staff. 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>			
10.	Chairs' Committee Report (Paper 7)	<p>The Board noted the draft Chairs' Committee Minute from the meeting held on 14 March 2019 and the following was highlighted:</p> <ul style="list-style-type: none"> <li>• The committee agreed a cost of living increase of 3% from 1 April 2019 for SMT.</li> <li>• Proposal to include Principals and Senior Staff in National Recognition and Procedures Agreement (NRPA).</li> <li>• The committee agreed that Pete Smith, representative on the Audit Committee be approached to join the Board of Directors. His financial and accounting knowledge would help support the Business and Resource Manager.</li> </ul>	28.3.19	BL	Information
11.	Audit Committee Report (Paper 8)	<p>The Board noted the draft Audit Committee Minute from the meeting held on 7 February 2019.</p>	28.3.19	Board	Information

12.	Planning & Resource Committee Report (Paper 9)	The Board noted the draft Planning & Resource Committee Minute from the meeting held on 18 February 2019.	28.3.19	Board	Information
13.	Learning & Teaching Committee Report (Paper 10)	<p>The Board noted the draft Learning &amp; Teaching Committee Minute from the meeting held on 19 March 2019. This also included a report on student recruitment and retention (Paper 11) and curriculum update (Paper 12) and the following was highlighted:</p> <p>The committee considered the paper on curriculum update prepared by the Depute Principal and responded positively to strategic planning for Forest and Outdoor Learning Awards, Gaelic, Adult Achievement Awards, partnerships and Literally@Newbattle.</p> <p>The Depute Principal circulated the 2019-2020 Prospectus along with promotional material for Literally@Newbattle.</p>	28.3.19	Board	Information
14.	Health & Safety Committee Report (Paper 13)	<p>The Board noted the draft Health &amp; Safety Committee Minute from the meeting held on 19 March 2019 and the following was highlighted:</p> <ul style="list-style-type: none"> <li>• Due to recent fires in the sector Tommy Angus agreed to give a presentation at the next Board Meeting on fire regulations received from Scottish Government.</li> </ul>	28.3.19	Board	Information
15.	AOCB	There was no other competent business.	28.3.19	Board	Complete
16.	Date of Next Meeting	Thursday, 20 June 2019 from 4.30pm - 6.30pm.	20.6.19	Board	Information