

Meeting: Board of Directors		Venue: Edwin Muir Room	Date: 20 June 2019	Time: 4.30pm	
Minute Taken By: Jackie Kane		Sederunt: Brian Lister (Chair), Marian Docherty, Terry Brotherstone, Pauline Sutton, Richard Dockrell, Gill Hogg, Dorothy Welch, Jean Urquhart (via video conference), Tommy Angus, Angus Donaldson (via telephone conference), George Archibald, Alistair Sambell, Duncan Robb In attendance: Jackie Kane, Sandra Grieve and Joyce Clark	Apologies: Richard Butt, Stuart Capperauld, Pete Smith, Marlene Gill	Absences:	
No.	Agenda Item		When	By Whom	Status
1.	Apologies	Apologies were received from Richard Butt, Stuart Capperauld, Pete Smith and Marlene Gill	20.6.19	JK	Complete
FOR DECISION					
2.	Minute of Meeting held on 28 March 2019 (Paper 1)	The Minute of the meeting held on 28 March 2019 was approved as an accurate record.	20.6.19	Board	Complete
3.	Matters Arising:				
	Declaration of Arbroath 2020 Conference	Terry Brotherstone spoke to the Appeal for Sponsorship and Financial Support Paper and the following was noted: <ul style="list-style-type: none"> • A positive response has been received from Mike Russell. • Formal letters have been sent to the speakers. • A donation of £1K has been received from the Strathmartin Trust. • George Archibald has circulated the appeal to his business contacts within the Chamber offering opportunities to sponsor different areas of the event. • The conference committee continue to meet on a regular basis. 	20.6.19	TB	Information
FOR DISCUSSION					
4.	Financial Forecast				

	Projection on commercial activity (Paper 2)	<p>The Business and Resource Manager spoke to the May - July 2019 forecast and the following was noted:</p> <ul style="list-style-type: none"> • Everything is on target in terms of expenditure. • Almost all income targets had been met but there remained a shortfall in corporate income, largely due to changes with the college's Summer School partner and missing the marketing window for summer 2019. The college will receive bookings from International House over July and August. The Board agreed to invite the CEO of International House to the next Board Meeting on 26 September 2019. • The Board agreed that commercial activity be the topic for January 2020 meeting. • The Board discussed the Trustees' annual grant of £75K along with the money being allocated for the refurbishment of the college residency and the impact of external bookings being taken for the period work is being carried out. 	20.6.19	JC	Information
5.	Principal's Report (Paper 3)	<p>The Principal's Report was noted and the following was highlighted:</p> <p>Major Works and Refurbishment The Riverside Wall Project is well underway and is on schedule for completion by October 2019. The refurbishment programme for the residency is continuing.</p> <p>The Trustees have been informed of the condition of the Monkland Wall.</p> <p>Adult Learning Conference A successful sixth national conference took place on 22 May 2019 and was addressed by Richard Lochhead, Minister for Further Education, Higher Education and Science.</p> <p>The minister has asked Newbattle to host a Stakeholders' Dinner to discuss adult learning/guidance. Planning meetings for this dinner has commenced.</p>	20.6.19	MD	Information

Insurance

The revaluation of the building and estate has been completed and Zurich Insurance have confirmed a new premium of £57K. The new policy included an endorsement of the Trustees, as requested.

SFC

A positive Strategic Dialogue Meeting took place on 10 May 2019. There were no significant issues raised in relation to college governance or financial health.

Curriculum

Newbattle has had positive discussions with SRUC and SFC about additional partnerships in relation to Rural Skills at SCQF Levels 4 and 5, Gaelic CPD and Adult Achievement Awards.

The college will host a national conference on 24 September 2019 to launch the Forest and Outdoor Learning Awards.

An eighth funding bid to GLAIF has been successful and the college has been awarded £12K. The college awaits confirmation from SFC on additional funds to support Gaelic developments in college and across the country.

The college's annual Awards Ceremony will take place on Saturday, 7 September 2019.

Capital Funding

The Board discussed the priorities for the £762K capital budget for 2019-2020. They thanked Tommy Angus and his colleagues from University of Edinburgh who have assisted with the process.

The Board agreed that it would be helpful if the college's Facilities Manager attend the next Board Meeting in September 2019 to update the Board on progress. However, due to the timescale on this project it was suggested that Board members be kept informed of priorities for

		<p>capital spend throughout the process.</p> <p>Business Park Following a hearing on 14 March 2019, the Sheriff has confirmed the court is in favour of the Trust in relation to expenses. A re-scheduled trial was held on 29 May 2019. It has been carried forward until 18 September 2019.</p> <p>Trustees At their meeting on 17 May 2019, the Trustees considered a report from Avison Young on the proposed development of the Business Park. Further meetings are scheduled with Avison Young over the summer and the proposals will be considered thereafter at the October meeting of the Trustees.</p>			
FOR INFORMATION					
6.	Calendar of Meetings for 2019/2020 (Paper 4)	The Board noted the Calendar of Meetings for 2019/2020.	20.6.19	Board	Information
7.	Chairs' Committee Report				
	Draft Minute from Meeting held on 12 June 2019 (Paper 5)	<p>The Board noted the draft Chairs' Committee Minute from the meeting held on 12 June 2019 and the following was highlighted:</p> <ul style="list-style-type: none"> Richard Dockrell will retire from the University of Stirling on 31 July 2019. He will be co-opted on to the Board for future activities. Due to non-response from Midlothian Council on their representation on the Board, the Chair agreed to write direct on behalf of the Board. To date the Board has not received a copy of the Trustees' Constitution. It was agreed that a joint meeting between the Board and Trustees takes place once they are clearer in relation to the Business Park. It was suggested 27 November 2019 AGM would be a suitable date for this to happen. 	20.6.19	BL	Information

8.	Audit Committee Report				
	Draft Minute from Meeting held on 16 May 2019 (Paper 6)	The Board noted the draft Audit Committee Minute from the meeting held on 16 May 2019. The Board requested that the Risk Register be an agenda item to highlight any significant changes.	20.6.19	Board	Information
	Development of an ICT Strategy	The Business & Resource Manager updated the Board on the development of an ICT Strategy. Alistair Sambell offered assistance from Napier University to help implement the ICT Strategy at this initial stage.			
	Draft Internal Audit Report - Procurement (Paper 7)	The Board noted the draft Internal Audit Report on Procurement.	20.6.19	Board	Information
9.	Planning & Resource Committee Report				
	Draft Minute from Meeting held on 13 May 2019 (Paper 8)	The Board noted the draft Minute from the Meeting held on 13 May 2019.	20.6.19	Board	Information
	Approved Policies: <ul style="list-style-type: none"> • Volunteer Policy • Travel Expenses Policy • Probationary Policy (Paper 9) 	After discussion, the Board approved the policies.	20.6.19	Board	Information
10.	Learning & Teaching				

	Committee Report				
	Draft Minute from Meeting held on 15 May 2019 (Paper 10)	The Board noted the draft Learning & Teaching Minute from the meeting held on 15 May 2019 and commended the Learning & Teaching Team on the retention statistics and the 2019/2020 recruitment figures.	20.6.19	Board	Information
	Student Issues (Paper 11)	The Board noted the Curriculum Manager's Student Support Report 2018-2019 and the comprehensive update on student issues.	20.6.19	Board	Information
11.	Health & Safety Committee Report				
	Draft Minute from Meeting held on 11 June 2019 (Paper 12)	The Board noted the draft Health & Safety Minute from the meeting held on 11 June 2019. The Board agreed that the focus on keys aspects of fire safety would be highlighted at the September 2019 meeting.	20.6.19	Board	Information
12.	AOCB	There was no other competent business.	20.6.19	Board	Complete
13.	Date of Next Meeting	Thursday, 26 September 2019 from 4.30pm - 6.30pm.	26.9.19	Board	Information