

Meeting: Board of Directors	Venue: Virtual meeting via Zoom	Date: Monday, 11 May 2020	Time: 11am
Minute Taken By: Jackie Kane	Sederunt: Brian Lister (Chair), Marian Docherty, Richard Dockrell, Dorothy Welch, Angus Donaldson, Duncan Robb, Marlene Gill, Terry Brotherstone, Gill Hogg, Tommy Angus, Stuart Capperauld, Gary Husband, Pete Smith, Alistair Sambell, Jean Urquhart, Richard Butt In Attendance: Sandra Grieve, Joyce Clark, Jackie Kane	Apologies: George Archibald	Absences: Kaden Charley (student Rep)

No.	Agenda Item	Action	When	By Whom	Status
1.	Apologies	Apologies were received from George Archibald.	11.5.20	JK	Complete
FOR DECISION					
2.	Minute of Previous Meeting held on 27 November 2019 (Paper 1)	The Minute of the Meeting held on 27 November 2019 was approved as an accurate record.	11.5.20	Board	Complete
3.	Matters Arising				
	2020 Conference	A rescheduled date for 2020 Conference: Declaration of Arbroath has been agreed for 23-24 April 2021. The funding will carry over to 2021. Discussion will resume in September 2020.	23-24 April 2021	TB	Information
	Overview	An overview was presented by the Principal with support from the Depute Principal and the Business & Resource Manager. The following was highlighted: SQA Under SQA Guidelines for this session, teachers and lecturers should continue to exercise their professional judgement and estimate a learner's grade and band based on their demonstrated and inferred attainment of the required skills, knowledge and understanding for each National Course. There are no significant SQA changes to report to date.	11.5.20	SMT	Information

Students

College residency has remained open for two students and two Sub Wardens. All four residents are coping well, are following the agreed guidelines and are in regular contact with the Curriculum Manager and Depute Principal.

Principals' Meetings

The Principal attends weekly Principals' meetings and meetings with the Minister to discuss priority areas.

All colleges have submitted their Financial Forecasts. Colleges Scotland have presented an overview and have announced a £20 million shortfall throughout the sector this session. Initially colleges had not considered furloughing. However, SFC have strongly advised the sector to explore options of placing staff on furlough. The Principal advised the Board that the Senior Management Team had discussed this as a way to mitigate loss of income due to the ongoing effects of COVID-19 crisis. The Board agreed to ensure all staff were paid 100% of their salary and not 80% on their furloughing award. The Business & Resource Manager agreed to discuss with relevant staff the furlough process and what is involved in securing employment beyond September and how the college will function on return after the crisis.

The Board agreed that the college should explore costs and options on a small business loan.

Student Recruitment

Recruitment continues via telephone interviews. The figures are significantly down. This is a concern throughout the sector. The Rural Skills Course has received the most applications. Applications are trickling through for courses. Figures from QMU for the HNC Course notes 19 applications received to date. Recruiting for the HNC Course will continue through the clearing process.

		<p>CDN are also promoting a student recruitment drive and the college will tap into this. The college is exploring options with SWAP on oversubscribed courses.</p> <p>SFC have encouraged colleges to work collaboratively with community partners. SMT have been exploring options with Midlothian Council on the use of credit allocation in response to local needs.</p> <p>Capital Programme</p> <ul style="list-style-type: none"> • The Estate & Facilities Manager has created a summary of work still to be completed. This was presented to the Trustees during a virtual meeting on 8 May 2020. • There is 6 weeks work to be completed in the residency, primarily on the 2nd floor. • In terms of the funding from SFC, the work still to be carried out will take approximately 3 months. <p>Trustees The Trustees are updated on a regular basis on the college situation.</p>			
FOR DISCUSSION					
4.	Finance				
	<ul style="list-style-type: none"> • Update on Financial Forecasts • Cashflow issues submitted to SFC 	<p>The Business & Resource Manager updated the Board and the following was noted:</p> <ul style="list-style-type: none"> • All colleges were asked to submit financial forecasts to SFC in April 2020 and to detail the impact of the lockdown on cash flow. SFC is aware of the impact across the sector and will discuss with Scottish Government. A revised mid-year financial forecast will be submitted to SFC. This has been based on the worst-case scenario, including no commercial income and furloughing of support staff. The Board requested a copy of the revised mid-year financial forecast and assumptions. • SFC is aware that the college is using the capital funding on hold as cashflow during the COVID-19 crisis. 	11.5.20	JC	Information

		<ul style="list-style-type: none"> Invoices for rent and insurance have been sent to Business Park tenants. There are only two tenants who have deferred their rent payment and are now on a payment plan. The Estate & Facilities Manager has been advising tenants on grants that small businesses can tap into during the pandemic. Business Park tenants have not been asked to increase their insurance by 3%. 			
5.	SFC Indicative Funding for 2020-2021	SFC has confirmed that Indicative Funding details, issued to colleges in April, have now been confirmed for next session. These include additional capital funding for Newbattle. The capital programmes for the residency and the main building/estate have been delayed because of the lockdown. Once these are completed, we can plan the 2020/21 capital programme, which will support further curriculum development. Subject to SFC criteria and the agreement of the Trustees, we plan to include ICT and developments in the college estate as part of the new capital programme.	11.5.20	MD	Information
6.	Board Planning Day Report with update in view of current context (Paper 2)	<p>The Principal spoke to the Board Planning Day Report. Main comments and plans for the future are captured in the Report. The report also highlights the following aims and impact of college lockdown. The aims of the Planning Day were to:</p> <ul style="list-style-type: none"> Present an overview of the current college curriculum with plans for expansion over the next 3 years Provide an overview of college income and expenditure within the current financial context, including corporate marketing plans Discuss the risks and responsibilities in proposed curriculum and commercial developments Discuss future opportunities for all aspects of college operations <p>The report noted that the lockdown of all colleges in Scotland has had a major impact on the curriculum and on our commercial income:</p> <ul style="list-style-type: none"> We have focused our efforts on enabling current students to complete their courses, wherever possible, by online delivery. Guidance and counselling support has continued remotely. 	11.5.20	MD	Information

		<ul style="list-style-type: none"> Marketing of 2020-2021 courses continues but recruitment has been adversely affected by the Coronavirus and the impact of college lockdown. We are now considering options for alternative course delivery from September 2020, as well as options for induction. In common with several colleges, Newbattle would find it difficult to sustain remote learning next session without additional ICT resources, CPD for staff and additional support for learners. All commercial business was suspended from 16 March. There will be no summer bookings from International House and there may be no off-season bookings in 2020. Income from the Business Park since March has also reduced. 			
7.	Plans for September 2020	<p>SFC has encouraged colleges to review curriculum plans for 2020-2021 in view of the impact of the virus and college lockdown on recruitment and the likelihood of increased unemployment. SFC has recognised the need for flexibility and for a collaborative response to local priorities. Part-time provision has been highlighted in this context. We will continue to plan the restructuring of current courses to allow for blended learning delivery. We propose the following:</p> <ul style="list-style-type: none"> We plan to include within our discussions in May with CDN partnership options for CPD programmes for colleges, CLD and the voluntary sector. We will explore with Midlothian Council priorities for part-time learning programmes, particularly for unemployed adults, in areas including pre access to Care and employability. We will review our Preparation for FE Course (Jan - June) to enhance core skills and employability We are exploring a staggered induction programme and an Applicants' Day. We will continue to plan when courses could start and the basis on which they could be delivered. Restructuring the timetable and changing reading weeks are also being considered. Consultation with all staff on a staggered return to work is required to see what is manageable within the college. 	11.5.20	MD	Information

		The Board agreed to postpone the Award Ceremony until November 2020.			
FOR INFORMATION					
8.	AOCB				
	Learning & Teaching Representative on the Board	It was noted that Neil Hargraves will represent the Learning & Teaching Team on the Board from September 2020.	Sept 2020	BL	Information
	Future Dates	The Chair of the Trustees will attend a virtual meeting with the Chairs' Committee on Thursday, 11 June 2020 at 9.00am. It was agreed that a Board, PARC and Learning & Teaching Committee meetings be scheduled for June 2020. The Secretary to the Board will circulate dates.	11.6.20 Tbc	Chairs' Committee JK	Information Ongoing
	Thank You	The Board thanked the Principal and her staff for continuing as best as possible throughout the pandemic.	11.6.20	Board	Information
9.	Date of Next Meeting	Date of next meeting to be circulated.	Tbc	JK	Ongoing