

BOARD OF MANAGEMENT

Board of Management Meeting

Tuesday 8 June 2021



Draft, confirmed by Chair

Minute of the meeting of the Board of Management of Dundee and Angus College held on Tuesday 8 June 2021 at 5.00pm via MS Teams

PRESENT:

A McCusker (Chair)	G Robertson
S Hewitt	B Carmichael
K Ditcham	D Fordyce
H Honeyman	K Keay
N Lowden	D Mackenzie
C Meldrum	S Mill
P Milne	A Monks
T Pirie	S Stirling
M Thomson	A Wilson

IN ATTENDANCE:

J Carnegie (Vice Principal)	G Ritchie
S Taylor (Vice Principal/Secretary to the Board)	
T D'All (Principal's/Board Chair PA)	

1. WELCOME

A McCusker welcomed members to the meeting. A McCusker took the opportunity to congratulate A Monk who was recently elected as new Student President.

2. APOLOGIES

Apologies were noted for M Williamson and J Grace.

3. DECLARATIONS OF INTEREST

There were declarations of interest from S Mill in relation to Agenda Item 12.1 – Membership Update and G Robertson noted his role as Chair of the Board for Gardyne Theatre Limited.

4. MINUTE OF LAST MEETING – 16 MARCH 2021

4.1 Adoption

The minute of the Board of Management meeting held on 16 March 2021 was signed and approved as an accurate record.

5. MATTERS ARISING

All matters arising had been closed out.

6. COVID 19 UPDATE

S Hewitt provided an update on the national picture including D&A College's involvement in the Learner Journey Taskforce and leading on various other national groups which are now concluding. However, there will be a new Advanced Learning COVID Recovery Group 21/22 with the first meeting taking place w.c. 14 June 2021. This group will look at planning assumptions and key questions around COVID needs and mitigations.

S Hewitt noted that the College was planning and timetabling for Academic Year 21/22 on an assumption of 1 metre distancing.

S Hewitt also noted the Scottish Government were planning to publish a document soon on what beyond Level 0 would look like for colleges.

S Hewitt stated that significant work was progressing including assessment processes; recruitment of new students; new course provision etc.

S Hewitt noted that overall compliance with the mitigations was very good, but that this was becoming a challenge as restrictions outwith College were being relaxed.

It was noted that student retention had been impacted by the second lockdown with 21.4% withdrawals, an increase of 3% on the previous year. S Hewitt stated that this was still good considering the current circumstances. S Hewitt noted that the Senior Phase programmes were a cause for concern, but the College was working closely with local authorities to address this.

S Hewitt summarised thoughts in terms of future (post COVID-19) ways of working and noted that a set of high-level principles for this were being developed to underpin these developments.

J Carnegie advised that the compliance around COVID-19 mitigations was reducing on campus and noted that positive test cases with students and staff had increased slightly. Public Health Scotland had advised that the Delta variant's transmission was higher, and that self-isolation had been expanded for those in classes with a positive test case.

J Carnegie noted that Testing Kits remained available for staff and students on campus, but uptake was low.

S Taylor noted that the Student Support Team have been very busy dealing with issues with anxiety in lockdown and coming out. The help of 2FTE additional Support Workers would continue through Academic Year 2021/22 to assist in this area.

S Taylor highlighted the expansion/ increase in summer support and the development of opportunities for new students along with an increase in wellbeing support during this period and into the next academic year.

Under the Quality banner S Taylor noted the Holistic Assessment: Branch 4 of SQA's decision tree (with different rules & requirements) and noted that the amount of work to be completed before the end of the session was particularly high. S Taylor noted SQA's adaptations will continue into the next academic year.

7. STRATEGIC ITEMS

7.1 Michelin Scotland Innovation Parc (MSIP)

G Ritchie provided the Board with a detailed update on the progress at MSIP and the Skills Academy confirming that the project would run initially on a balance out / non-commercial basis for the first 3 years.

The update was welcomed.

7.2 Strategic Project Update inc Tay Cities Deal (TCD)

S Hewitt noted that the TCD Projects were gathering at a pace and highlighted the projects totally £9m:

- Tay Cities Engineering Partnership (TCEP)
- Supporting the development of our business-base (SMEs)
- Growing the Tayside BioMedical Cluster (GTBC) – Skills and Training
- Shared Apprenticeship Scheme

S Hewitt highlighted the possible formation of a Community Interest Company (CIC), with limited liabilities, under the Tay Cities Engineering Partnership (TCEP) and sought permission from Board members that A McCusker and S Hewitt to act on behalf of D&A College in respect of this.

The Board welcomed the update and were comfortable for the TCD projects to progress to FBC stage. The Board noted the establishment of a Community Interest Company and remitted the Chair and Principal to approve the final details for this.

7.3 Board Development Sessions

A McCusker took the opportunity to thank Sarah Rennie, Cher Meldrum, and Amy Monk for facilitating the recent Board of Management Service Design event and noted that a report from this would be brought to the Board meeting in September 2021. **S Taylor to progress.**

A McCusker also confirmed that the cyber security training was scheduled for 19 October 2021.

A McCusker asked Board Members to consider areas / subjects they would like to know more about as part of the Development Sessions for the next academic year. The timing of these events will be considered along with other Board and Committee meetings so as not over commit members.

7.4 2025 Strategy & Colleges Scotland Ambitions Document

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7.5

S Hewitt and A McCusker presented an update on the D&A College Strategy 2025 highlighting: Effective Partnerships, Future Focus and Thriving Community and how these positively relate to SFC Review Phase 3 recommendations:

- Collaboration & Partnership
- Long Term & Multi-Year Funding
- Protecting Students' Interests
- Leading a Green Economic & Social Recovery

- Research, Innovation & Knowledge Exchange
- Governance & Leadership

The Colleges Scotland draft College Sector Statement of Ambition (2021 – 2025) Priorities was discussed and it was noted that D&A College's Strategy 2025 related positively relates to the ambitions.

Breakout rooms were created for Board Members were asked to consider the following questions via a Padlet:

Group 1 - Regional Partnerships: - Are we being ambitious enough? If there were no obstacles - what would we like this to look like?

Group 2 - College Profile: What does it mean to be an 'anchor institution' & how do we know?

Group 3 - Student Experience: Listening to and empowering students - how good are we at this - what else can we do?

The feedback provided would be considered and a short update produced for the September Board meeting on how this feedback will help to inform next steps and future developments. **S Hewitt to progress.**

8. STUDENTS' ASSOCIATION REPORT

C Meldrum and A Monks outlined the range of work that the Students' Association had progressed since their last report, and took the opportunity to highlight some of the more recent developments:

- SA Elections are complete with a new President and 3 Vice Presidents
- Nomination had closed for the Staff Awards with over 1,400 nominations received and the winners being announced at the Staff Awards Event on 18 June 2021.
- Collaborative working with the Board of Management with the College of the Future Service Design events outputs being presented in September – a unique opportunity for the Students' Association – hope this continues.
- Sarah Rennie and Cher Meldrum presented at a joint Quality Assurance Agency for Higher Education (QAA) and SPARQS event called "Innovations in Digital Student Communities" to showcase the fantastic social communities and support systems work that they have built up during the pandemic – the only college to take part.
- Partnership & Collaborations including: College and external events; Colleges Development Network Panel Events; Angus Council Voice of Students; Employability Journey; Period Poverty and Group Tutors Role.
- Wellbeing including: Workshop to Raise Awareness of Prevent (WRAP) Training hosted by B Carmichael with great feedback on the use of the WRAP Toolkit.
- Full diary over the summer period of events through DASA using social media and MS Teams.

Board members thanked C Meldrum and A Monks for their report and the excellent work undertaken this year. Board members also thanked C Meldrum for the amazing work she had undertaken as Student President and wished her well for the future.

9. NATIONAL BARGAINING UPDATE

S Taylor intimated there was no specific update on this item.

10. PRINCIPAL'S REPORT

S Hewitt noted his report was for information and contained highlights on a wide range of recent work and developments.

S Hewitt took the opportunity to draw Board members' attention to the Quality Teams success at the recent Times Educational Times Supplement's (TES) FE Awards - Professional Services award in recognition of the sector leading response to two devastating events to hit the College; firstly the cyber- attack, swiftly followed by the global pandemic which forced all teaching on line. S Hewitt noted how proud the College was of the Quality Team and how fantastic it was that they have been recognised in these UK wide awards.

11. FINANCE & ESTATES ITEMS

11.1 2020/21 Priority Spending

J Carnegie noted the financial position presented to the Finance & Property Committee was a cash-backed surplus of £937K

J Carnegie noted priority spending of £100k for ICT; £200k for Equipment and £100k for road resurfacing. The Senior Leadership Team are currently looking at replacement equipment costs.

J Carnegie noted the impact of COVID and Brexit on the ability to secure equipment.

In respect of D&A College's Loan and the 'repayment holiday' a discussion took place around a recommendation that £457k is paid by the 31 July 2021. It was agreed that approval would be sought from Board members via email **J Carnegie to progress.**

11.2 2021/22 Budget

A McCusker noted that in considering the budget, Board members must be satisfied with the Financial Sustainability of the College.

J Carnegie summarised the key elements of the budget to the year end 31 July 2022 and sought approval highlighting:

- Fees are assumed to increase to pre-Covid-19 levels
- Less concern around funding from external bodies e.g. Skills Development Scotland (SDS)
- No further lockdowns predicted
- More funding for Digital, Mental Health and deferred students
- Still awaiting allocation of FWDF, YPG etc
- A Cash-back surplus of £215K

Following discussion, the 2021/22 Budget was approved.

11.3 Financial Forecast Return (FFR)

J Carnegie intimated the FFR would be required to be completed by the end of June 2021 but to date no assumptions have been received from SFC to inform this exercise.

12. GOVERNANCE ITEMS

12.1 Board Membership

S Mill left the meeting for this item.

S Taylor confirmed that Board recruitment had been progressed and the Nominations Committee had identified three appointments.

S Taylor noted that we were still awaiting approval from Scottish Government on the appointments, but that approval was sought pending this. The Board of Management approved the appointments.

11.3 Board Metrics

The Board Metrics were noted.

A McCusker noted the fantastic results for the Student Survey.

13. MINUTES OF COMMITTEE MEETINGS

The minutes of the recent round of Committee meetings were noted.

14. CORRESPONDENCE

The list of recent communications was noted.

15. ANY OTHER BUSINESS

15.1 S Taylor requested approval to update D&A College's Voluntary Severance Scheme (VSS) to reflect a change from a 1 year to 2 years cost saving payback period in situations where there were mandatory strain costs from local government pensions. The Board approved this change.

S Taylor advised the Board of the of the approval from the Human Resource and Development Committee for a specific case where the repayment period was over 1 year. The Board were asked to confirm ratification of this approval. This was confirmed.

15.2 A McCusker noted the incredible Team effort and a thriving College and would like to invite Board members and the Senior Leadership to a virtual Afternoon Tea event on 23 June 2021 at 4.00pm – meeting invite will follow.

15.3 G Robertson noted that the Review of the Board Chair will take place on the same basis as last year with the responses and report coming back to the September 2021 meeting. **G Robertson to progress**

15.4 Review of standing orders to be completed for September meeting. **S Taylor to progress.**

16. DATE OF NEXT MEETING

Tuesday 28 September 2021 at 5.00pm

Action Point Summary

Action	Responsibility	Date
Community Interest Company to be established for TCEP	S Hewitt/A McCusker	28 Sept 2021
BOM Development Session Report to be shared	S Taylor	28 Sept 2021
Short update to be provided on how Board feedback will help to inform next steps and future developments on 2025 Strategy	S Hewitt	28 Sept 2021
D&A College's Loan and the repayment - approval to be sought from Board members via email	J Carnegie	18 June 2021
Update D&A College's Voluntary Severance Scheme (VSS) with Scottish Funding Council	S Taylor	18 June 2021
Review of Board of Management Chair	G Robertson	28 Sept 2021
Review of standing orders to be completed.	S Taylor	28 Sept 2021