

BOARD OF MANAGEMENT



**Tuesday 15 March 2022 at 5.00pm in
KC Café Bar, Kingsway Campus**

Draft confirmed by Chair

Minute of the meeting of the Board of Management of Dundee and Angus College held on Tuesday 15 March 2022.

PRESENT:

A McCusker (Chair)	G Robertson
S Hewitt	M Williamson
K Ditcham	S Middleton
H Honeyman	S Mill
N Lowden	N Dowie
K Keay	A Monks

IN ATTENDANCE:

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

1. WELCOME

A McCusker welcomed everyone to the first in person Board Meeting since December 2019.

2. APOLOGIES

Apologies were noted from S Stirling, D Mackenzie, D Fordyce, and B Carmichael

3. DECLARATIONS OF INTEREST

G Robertson noted his role as Chair of the of the Board for Gardyne Theatre Limited. K Keay noted her role with the Dundee & Angus Foundation.

4. MINUTE OF LAST MEETING – 14 DECEMBER 2021

4.1 Adoption

The Minute of the Board of Management meeting held on 14 December 2021 was signed and approved as an accurate record.

4.2 Matters Arising

All matters arising had been closed out.

5. STRATEGIC ITEMS

5.1. Strategic Projects Update

S Hewitt noted the new appointments of Steph Toms, Director of Curriculum & Attainment and Caroline Hyland-Crichton, Senior Project Manager, were starting to put structure around the MSIP and Tay Cities Deals Projects, with G Ritchie & J Brown still supporting for a few weeks.

As previously noted, the MSIP Launch had been pushed back to August 2022.

S Hewitt noted that SFC has announced £2.6M for the Skills Academy and that Kate Forbes will be visiting Kingsway Campus to make the formal announcement and hear about the College role with MSIP.

S Hewitt noted that a Commercial Model was being worked up and the Board were asked to give approval for sign-off on this to be undertaken by the Board Chair, Chair of Finance and Property and Principal. This was approved.

S Hewitt confirmed there was no impact on young students / school pupils with the delayed access to the MSIP site as they had access to equipment and learning opportunities at the Kingsway Campus.

S Hewitt was delighted to report that the TCEP project has gone through the final approval processes and had been approved first time around. This would allow funding to be released to support some management activities and capital works at the Arbroath campus.

S Hewitt also noted £300k funding has been secured from the Seagreen offshore Windfarm to support STEM activities in line with both TCEP and MSIP Skills Academy activities.

S Hewitt highlighted the £20M skills pot had been approved, with the green light to move to the next stage for the BioTech and SME projects.

The update and progress being made was welcomed.

5.2. Financial Strategy

S Hewitt confirmed that the paper was confidential and not for publication at this point.

S Hewitt stated that the financial picture going forward was looking very challenging, and that the Financial Strategy and action plan were important steps for the College to support future financial sustainability. It was noted that the past two years had been difficult, and S Hewitt stated that he was proud of how the College had navigated all of the challenges and kept students and staff safe. It was noted that the next two years were going to be difficult with a reduction in real terms in funding likely, alongside the removal of a range of recent additional funding for digital poverty, wellbeing, mental health etc.

S Hewitt stated that the strategy presented was designed to create a clear structured approach to inform future planning and financial prioritisation to make best use of funding.

It was noted that A McCusker and S Hewitt along with the D&A Students' Association had undertaken some lobbying with recent correspondence to various stakeholders.

S Hewitt noted that it was expected that Indicative Funding Allocations would be made known on 24 March 2022, with the College preparing future plans based on the announcement.

J Carnegie summarised the Financial Strategy, highlighting that this had been discussed in detail at the Finance and Property Committee.

J Carnegie confirmed that the strategy tried to reflect a balance of what we want to achieve – long term stability. As well as the need to take advantages of the many opportunities available.

J Carnegie noted that the College had had 3 good years of surplus and noted that these cash backed balances would help D&A make good decision and give time to achieve better long-term sustainability.

Group Discussions took place around Financial Planning – Appendix 1 & 2 noting actions to be taken in each category for example clarity on Credits and the potential for lobbying.

The Board of Management members, in groups, considered 3 questions posed confirming:

Q1 – Are Board members content with the Financial Strategy and proposed way forward in respect of the future financial challenges facing the College?

A: Yes

Q2 – How can Board members best support the D&A and sector ask around future funding through influencing, lobbying or other inputs?

A: This to be supported by key asks and relevant information being provided to board members. **S Hewitt to progress.**

Q3 – Should the financial security risk within the Strategic Risk Register be updated further based on current assumptions?

A: Yes. **S Taylor to progress.**

5.3. Strategic & COVID Risk Register

S Taylor noted the Financial Security Risk update requested and summarised the recent changes approved by the Audit & risk Committee.

S Taylor noted that the Executive would keep under consideration any Risk in respect of the current conflict in Ukraine.

5.4. Board Development Sessions

A McCusker noted the Board Development Session scheduled for 23 May and noted that the programme would incorporate a “Deep Dive” into the thriving communities pledge within the 2025 Strategy.

6. STUDENTS’ ASSOCIATION PRESENTATION

A Monks and N Dowie summarised the presentation provided, highlighting:

- Monthly meetings with C Meldrum feeding back to Head of Sector and the & Heads of Curriculum Quality
- Three live Q&A Session have taken place with the Executive Team
- Cash Phrase
- Student Learner Experience Wheel
- Apprenticeship Representations session with great feedback from Arbroath & Kingsway Campus students.
- Retention Calls are still ongoing with over 3,000 calls made. Subjects coming through from the Retention Calls are passed on to the appropriate people within the College.
- Attend to Spend initiative (100% attending incentive) continues, with various vouchers offered previously, and now offering meals in the College Training Restaurants (lunch, suppers, dinner).
- Wellbeing Services Design Event with Academic / Student & Support Staff working in groups. Report from the event is being produced.
- Your Year to be... allows an informal way to keep in touch with students through various groups including: LGBTQIA+ Catch Ups, Game Shows, Cuppy & It’s all about our students... events – 86 sessions over 300 hours. Continue to grow the online community, creating bonds and friends
- Collaboration with the College Sustainability Group including SDA Workshop
- Continue to Celebrate Success with the recent Education Scotland visit acknowledging Retention Calls as a highly effective practice; Winner of the SPARQS Student Led

Initiative – Discover DASA; and a Commendation at the CDN Awards for Marketing & Communication.

Board members thanked A Minks and N Dowie for their contribution and for the amazing range of innovative activities being supported.

7. NATIONAL BARGAINING UPDATE

S Taylor highlighted challenges with National Bargaining for Academic and Support Staff. Noting the current offer was above Public Sector Pay Policy. It was noted that a national ballot on industrial action was underway for academic staff and that a similar step was anticipated from support unions.

S Taylor noted that the National Job Evaluation project continued to progress slowly.

8. PRINCIPAL'S REPORT

S Hewitt highlighted the Principal's Report was a snapshot of a broad range of amazing things happening across the College. The update was noted.

A McCusker highlighted the Student Survey results, which were noted as very positive given the circumstances and impact of the pandemic.

9. FINANCE ITEMS

9.1 Finance & Property Committee Cover

J Carnegie noted that the Management Accounts would be included for information in the Board meeting papers. This was welcomed.

9.2 Non-Competitive Awards Approval

J Carnegie stated that Finance & Property Committee members had considered and approved the proposed Non-Competitive Awards. In each case these related to single source suppliers providing specialist equipment not available elsewhere.

The Board of Management were happy to sign-off on the 2 Non-Competitive Awards: Virtual Reality – Wind Turbine Software/Technology and EV Automotive Training Kit

9.3 Financial Regulations Update

J Carnegie advised that the Finance & Property Committee meeting in March had agreed to seek approval to the Board for a minor change to the regulations, in respect of non-competitive actions.

It was proposed that the College's Financial regulations be updated to enable the Finance & Property Committee to approve any Non-Competitive Action over £25,000 and less than £100,000, without the additional requirement for Board approval.

The requirement to seek SFC's approval for any Non-Competitive Action over £25,000 would remain as part of the process.

The Board approved this change in delegated authority. **J Carnegie to progress.**

10. GOVERNANCE ITEMS

10.1 Board Membership

S Taylor noted approval was being sought for appointments from start of April 2022 of D Fordyce as the Chair of Finance & Property Committee, G Robertson moving from Audit & Risk to Finance & Property Committee, H Honeyman will become the Chair of Audit & Risk, K Keay has been appointed to the Dundee and Angus Foundation.

The appointments were approved.

10.2 Revised Code of Conduct

S Taylor provide background to the Revised Code of Conduct and Scottish Governments requirements for the Board to adopt the Model Code of Conduct. S Taylor noted there was minor changes to the code around areas such as use of social media.

The Board Approved the Revised Code of Conduct noting that it may be useful to consider the detail covered in the guidance notes at a future strategic event.

10.3 Board Self-Evaluation

S Taylor summarised the proposed approach to board self-evaluation through the Chairs Committee. Board members approved the proposal. **S Taylor to progress.**

10.4 Board Metrics

The information within the Board Metrics documents was noted.

10.5 2022/23 Board Meeting Dates

S Taylor noted discussions had taken place with the Board Chair and proposed that in 2022/23 both Committee and Board meetings would be split between in person (with a hybrid option) and virtual meetings. After discussion it was agreed that all winter meeting should take place virtually and that the schedule be updated to reflect this. **T D'All to progress.**

Board Members are asked to report any issues around the proposed meeting dates by 31 March 2022

11. COVID 19 UPDATE

S Hewitt noted the transition taking place in line with the new Scottish Government Strategic Framework and summarised changes taking place.

S Hewitt noted this would give the reassurance for students to get back to normal however, there remained several steps and challenges through the transition process.

S Taylor summarised the transition approach being adopted, with this developing on a phased basis to meet the needs of students, staff, and service users with the timeline April – Summer holidays.

The update, and flexible approach being adopted, was welcomed.

12. MINUTES OF COMMITTEE MEETINGS

Updates from the Committees were noted.

13. CORRESPONDENCE

The list of recent correspondence was noted.

14. ANY OTHER BUSINESS

S Taylor noted that the process to recruit a new D&A College & Regional Chair was being progressed by the Scottish Government and the hope that the appointment would be in place by the start of the new Academic Year.

A McCusker noted that interviews were to take place for new BOM members next week.

15. DATE OF NEXT MEETING

Tuesday 21 June 2022 **at 5.00pm** – Virtual / MS Teams Meeting

Action Point Summary

Action	Responsibility	Date
Key asks, messages and information to be shared with board members to assist with influencing / lobbying / ambassador role.	S Hewitt	21 June 2022
Financial Sustainability Risk to be reviewed and updated	S Taylor	30 April 2022
Financial Regulations update to reflect revised delegated authority thresholds	J Carnegie	30 April 2022
Progress Board Self Evaluation Exercise	S Taylor	21 June 2022
Updates to the Board Meeting Calendar 2022/23	T D'All	30 April 2022