West College Scotland Board of Management

Minute of Meeting held on Monday 29 April 2024

Liz Conno Jillian Cou Ed Cselik Terry Dillo Waiyin Ha Gordon H John Lebu Ronald Le Fiona Mc Danny Mo George Ri	Juto-Pheonix (JCP)Susan McDonald (SM), Governance Manager (Minutes)(EC)Joe Rafferty (JR) Director Organisational Development and HRon (TD)Nathan Tyler (NT), Director Communications, Engagement &atton (WH) (Chair)Student Experienceunt (GH)Student Experienceurn (JL)Student Experiencesitch (RL) (TEAMS)Laren (FMcL)cMahon (DM)Student Experience
BM996	Welcome & Apologies
	Apologies were noted from Linda Johnston (LJ) (TEAMS), Jane McKie (JM) and Kyle Prele (KP). Candy Munro, CDN, was welcomed to the meeting as an observer and round table introductions were given.
BM997	Declaration of Interest
	The standing declarations of interests of members, as available on the Register of Interests on the College website, were noted as current. There were no specific interests declared regarding the items on the agenda for the meeting.
BM998	Minutes of Meetings held 26 February 2024
	The Board approved the Minute of the meeting held on 26 February 2024 as an accurate record of discussions at the meeting.
BM999	Actions from the Minute
	The Board noted the updates on the actions since the last meeting.
BM1000	Matters Arising
	The Chair referred Members to her recent email on deferring paper 7.2. An extra- ordinary meeting of the Board will be arranged w/c 13 May to fully discuss this item. Action: SM

Student Association Report
EC spoke to the paper provided. He updated on the findings from the review of class representatives, noting three main issues of recruitment; training; and not having clear expectations of role. He advised of the lessons learned from the review which would be passed on to future Student Association Officers.
 The following was noted: Training sessions. Although these had taken place, they were held in December. It was agreed this should take place earlier in the academic year. The training sessions need to be more inclusive and accessible for different learning styles. Training sessions were also available from SPARQs and Train the Trainer. Scottish Union Learning to be contacted with regards to training available. Action EC More management of numbers attending each session, to ensure even split. Suggestion of adding exercises- a debate style and a role play. Monthly catch-up meetings to take place to support class reps and more effective communications put in place. Class Representative Framework being developed which will include the reforms noted. This will form an information pack that would include videos and images explaining the role. Attendance at recent national NUS conferences for 12 student delegates. The proposal to restructure the Student Association Officers Team from 1 full-time and 3 part-time roles to 2 full-time roles with one member of staff supporting them. LC advised that the proposed restructure had been discussed at SMT and was being taken forward. It was noted that the staff support would be from the existing complement of staff. LC noted the valuable work undertaken by EC and the need to ensure continuity. She noted that mentoring sessions/meetings were set up on a regular basis with Grant Taylor, as well as the Principal holding regular 1-2-1s with the Student President / Vice Presidents.
The Board noted the paper provided and the significant efforts made to improve the Student Association. The need to ensure continuity of these efforts was also noted.
Chair's Report The Board noted the report provided. Board Recruitment - RESTRICTED until Approved by Minister
WH noted that this would fill two current vacancies, and that a further recruitment exercise would take place later in the year for the two vacancies then due.

	The Board approved the recommendation of the two people for appointment. A letter would be sent to the Minister asap. The Board noted the confidentiality of the outcome until approval has been received from the Minister.
BM1006	Corporate Strategy Reporting (KPIs)
	AM spoke to the paper previously issued; she advised the KPIs had been created from the ROA (Regional Outcome Agreement). She noted that both Vice Principals were meeting to further review and refine, to give more clarity on credits and income, as well as linking to the future direction of travel. Action: VPs
	 The Board also asked for the following additions: Information provided in the current form to be developed into intelligence summary of progress against targets/objectives. Ownership for each KPI.
	 Remedial actions to be taken, where targets were not being met. Ensure that reporting requirements sought at previous Board meetings were included for the content of reports. A Balance Scorecard/equivalent approach is included in future performance reporting once new Strategy is in place.
	The Board noted the paper provided and the updates requested for future reports.
BM1008	2022/2023 Annual HR Report
	 JR spoke to the report, that had been discussed and recommended from the Corporate Development Committee. He noted the involvement of Paul Ferguson, OD Manager, in production of the report, and highlighted the following: Headcount reduced, mainly due to Voluntary Severance Investments in staff wellbeing Increased use of Evolve, training platform.
	WH welcomed the visual information and benchmarking references. The Board approved the HR Annual Report for 2022/2023.
BM1009	Internal Governance Activities
	The paper provided informed Board members on the governance activities that have taken place since the last meeting.
	The Board were asked to ratify the appointment of Janie O'Neill, Director of Children's Services, Renfrewshire Council, as a co-opted member of the Learning, Teaching & Quality Committee, noting the skillset and experience Janie would add to the membership.

	The Board ratified the appointment of Janie O'Neill as co-opted member of the Learning, Teaching & Quality Committee, and noted the updates provided.	
BM1010	Committee Chair Updates	
	Papers were provided on Chair's updates of the recent Committee cycle. Highlights were noted as follows:	
	 Vice Chair of Corporate Development Committee (12 March 2024) (DM) noted the following from discussions at the meeting: Future budget challenges. Smaller pool of staff now available for any VS scheme. Procurement approval given for BidFoods Ltd. 	
	 Disappointment in the ongoing issues with the District Heating System at Clydebank. AM advised that SG now working with West Dunbartonshire Council to try to resolve and asked that this item remain confidential. IT Cyber Security server rationalisation. 	
	 Implementation of the Little Green Button project to help protect vulnerable front- line staff. 	
	• Risk Register – and the full review taking place to ensure it is representative of efforts and mitigations being undertaken.	
	 Audit & Risk Committee (27 March 2024) (RL) noted the following from discussions at the meeting: Be The Change framework approach, and asked to see a worked example. Approval of the Fee Policy. 	
	Chair of ARC to write to Board Chair and Principal to suggest appointing Wylie Bisset to undertake an audit of system challenges and lessons to be learned from CIVICA project.	
	The Board noted the updates provided.	
The following papers were provided for information. Unless otherwise stated, there were no comments made and the Board noted the papers provided.		
BM1011	Committee Minutes	
	Corporate Development Committee - 12 March 2024 – Draft Minute Audit & Risk Committee – 27 March 2024 – Draft Minute	
BM1012	Schedule of Business	
BM1013	Date of Next Meeting Monday 24 June 2024, 4pm, Paisley Campus	
BM1014	AOCB With no further business raised, the Chair closed the meeting.	