

## West College Scotland Board of Management

### Minute of Meeting held on Monday 24 June 2024, Abercorn 1, Paisley Campus

#### Present:

Hilary Cameron (HC)  
Liz Connolly (LC)  
Jillian Couto-Pheonix (JCP) (Teams)  
Ed Cselik (EC)  
Waiyin Hatton (WH), (**Chair**)  
Gordon Hunt (GH) (Teams)  
Linda Johnston (LJ) (Teams)  
John Leburn (JL)  
Ronald Leitch (RL)  
Jane McKie (JM) (Teams)  
Fiona McLaren (FMcL) (Teams)  
Danny McMahon (DM)  
Jackie Russell (JR)

#### In attendance:

Stephanie Gunn (SG), Vice Principal Educational Leadership  
Susan McDonald (SM), Governance Manager (Minutes) (Teams)  
Jamie McNicol, Student Association Student President 24/25 [JM]  
Joe Rafferty (JR) Director Organisational Development and HR

<b>BM1019</b>	<b>Welcome &amp; Apologies</b>  Apologies were noted from Terry Dillon (TD), George Rice (GR) and Kyle Prele (KP).  Jamie McNicol, incoming Student President for session 2024/2025 was introduced to the Board and welcomed in attending as an observer. Round table introductions were given.
<b>BM1020</b>	<b>Declaration of Interest</b>  The standing declarations of interests of members, as available on the <a href="#">Register of Interests</a> on the College website, were noted as current. There were no specific interests declared regarding the items on the agenda for the meeting.
<b>BM1021</b>	<b>Minutes of Meetings:</b> <b>.1 Board Meeting – 29 April 2024</b> <b>.2 Extra-Ordinary Board Meeting – 13 May 2024 - RESTRICTED</b> <b>.3 Actions from the Minutes and Matters Arising</b>  The Minutes of the meetings held on 29 April 2024 and 13 May 2024 were <b>approved</b> as accurate records of discussions at the meetings.  The ongoing actions, with updates, were noted.
<b>BM1022</b>	<b>Student Association Report and Student Association Constitution</b>  JM gave the Board a brief introduction and his three main policies were noted as:

	<ul style="list-style-type: none"> <li>- Ensure students have access to equal wellbeing tools and build on a diverse body of students.</li> <li>- Give access to college meals to those students who are below the Scottish poverty line.</li> <li>- Create a new lease on life campaign, working with wellbeing advisors and addiction counsellors.</li> </ul> <p>WH, on behalf of the Board, agreed that the Board were behind all three policies. She advised the need to maximise the student voice in lobbying government and looked forward to working together to achieve positive outcomes.</p> <p>LC further noted the College’s support on the policies. LC noted the College continues to fund Wellbeing posts when external funding stopped. LC suggested that the Student Presidents meet with Savannah Antoinne, Active Campus Coordinator to take forward suggestions with regards to student clubs. A meeting with the new Assistant Principal, Elodie Lemaire was also suggested. <b>Action: JM</b></p> <p>LC advised that monthly catch-up meetings would also be set up with the Principal and Student Presidents.</p> <p>EC spoke to the reports previously distributed. He highlighted the following:</p> <ul style="list-style-type: none"> <li>- Challenges with on campus engagement and the need for the Students Association to explore innovative ways to engage with students to enhance their overall college experience.</li> <li>- Financial report – noting that some areas had been overspent, however, the overall budget line had been met. Overspends had been agreed to allow students to attend national conferences.</li> <li>- Meeting with Class representatives resulting in the feedback received on the impact of industrial action (available in additional information pack). New Student Presidents to reflect on feedback at start of new term.</li> <li>- Constitution - now revised to include the Student Representative Council.</li> </ul> <p>GH noted concern on the impact of students due to the strike action and advised Learning Teaching Quality Committee (LTQC) will take cognisance of issue going forward.</p> <p>LC advised that she had received an open letter from the students which she had responded to and noted this being a useful constructive approach.</p> <p>The Board <b>noted</b> all papers and updates provided and <b>approved</b> the Student Association Constitution.</p>
<p><b>BM1024</b></p>	<p><b>.1 Chair’s Report</b>  <b>.2 Board Recruitment</b></p> <p>The Board <b>noted</b> the updated provided by the Chair.</p>

	<p>WH advised that approval had now been received from the Minister on the two Board appointments for George Cooper and John Scott. Induction would take place over the summer and both Members would be invited to join from the October Board meeting.</p>
<b>BM1026</b>	<p><b>Board External Effectiveness Review, Development Action Plan 2024/2025 and end year review of Development Plan 2023/2024</b></p> <p>The Board <b>noted</b> the External Effectiveness Review report and <b>approved</b> the Development Action Plan for 2024/2025 agreeing it captures all suggestions for improvement. The end year review of the Development Plan 2023/2024 was also <b>noted</b>. The External Effectiveness Review Report and Development Action Plan for 2024/2025 will be submitted to SFC for publication as per normal process.</p>
<b>BM1028</b>	<p><b>Modern Slavery Statement</b></p> <p>JR advised the Board that this was a published statement that required to be reviewed annually. He noted this had been discussed at the recent Corporate Development Committee meeting. JR advised that the use of APUC framework provided additional assurance that suppliers were adhering to safeguarding guidelines.</p> <p>JM asked with regards to policies and safeguards in place to support students who may raise modern slavery issues. JR advised that the Safeguarding Team and Wellbeing Advisers were a group of skilled staff who were trained to talk to students on a confidential basis and ensure they are directed to the right people.</p> <p>In response to RL's question on the rationale on the £50k level noted and what happens outside this range, JR advised he would review this and update to ensure modern slavery issues were covered across the college's supply chain.</p> <p><b>Action: JR</b></p> <p>Subject to the amendment noted above, the Board <b>approved</b> the annual Modern Slavery Statement for publishing.</p>
<b>BM1029</b>	<p><b>Internal Governance Activities and Proposed Dates of Meetings for 2024/2025</b></p> <p>SM spoke to the paper previously distributed and highlighted the following:</p> <ul style="list-style-type: none"> <li>- The appointment of TU Board Members was very mixed across the sector. A full list is being developed for the Governance Professional Steering Group. It had been raised at their last meeting that there appears to be poor communications and lack of information from national offices to local branches on the process and role. At WCS no nominations have been received from the professional services trade unions. EIS discussions remain ongoing and will be re-visited at the start of the new term.</li> <li>- Internal Audit Reports – the final internal audit report for 2023/2024 had now been received. It was noted that the Communications and Marketing Strategy report had resulted in strong assurance, with only one low level recommendation to be implemented by Sept 24. This report will be submitted to the September 24 Audit &amp; Risk Committee.</li> </ul>

	<ul style="list-style-type: none"> <li>- Dates for Committees and Board meetings for 2024/2025 were submitted for approval.</li> </ul> <p>The Board <b>noted</b> the updates provided and <b>agreed</b> the proposed dates for 2024/2025.</p>
<p><b>BM1030</b></p>	<p><b>Committee Chairs' Updates:</b></p> <p><b>Audit &amp; Risk Committee (22 May 2024)</b></p> <p>RL highlighted some of the discussions from the meeting:</p> <ul style="list-style-type: none"> <li>- A good session had taken place with the Internal Auditors, who noted that the audits for 2023/2024 had been completed. A number of best practice elements were noted across all audit reports.</li> <li>- At the request of the ARC, a review of the CIVICA project implementation to be added to the IA schedule for 2024/2025.</li> <li>- Risk Strategy / Risk Framework has been deferred to September</li> <li>- External Auditors discussed their approach to the 2023/2024 end of year audit.</li> <li>- The vacancies across the finance department were also highlighted (update having been provided under BM1023).</li> </ul> <p>LC noted that a meeting had taken place with the External Auditors to plan for the year-end audit. This meeting included external support from a Vice Principal from another college.</p> <p><b>Learning, Teaching &amp; Quality Committee (29 May 2024)</b></p> <p>GH highlighted some of the discussions:</p> <ul style="list-style-type: none"> <li>- A presentation received from the Active Campus Coordinator, which gave the Committee a great insight to the work going on across the college in this area.</li> <li>- A report received on the Quality Enhancement Framework. GH noted this significant development for the sector and that this would be continually reviewed at committee meetings. He noted that all Boards would require to have a good understanding of the Framework going forward.</li> <li>- WH noted this new Framework could be a deep-dive session for the Board. SG advised that a paper on the Framework would be submitted to the Oct Board. An extra hour at the start of the meeting may be required to discuss fully. Further information to follow in due course. <b>Action: SG/SM</b></li> </ul> <p><b>Corporate Development Committee (11 June 2024)</b></p> <p>JL noted that the paper had only been issued directly prior to the meeting starting. He advised that most of the discussions from the Committee had been discussed earlier on agenda, however, highlighted the following additional items:</p> <ul style="list-style-type: none"> <li>- A paper had been submitted showing good progress made across all estates projects.</li> <li>- The Cyber Security position within the IT team remains outstanding and now needs to be a priority, as well as undertaking the Cyber Essentials qualification. SG advised that the re-alignment of the IT is ongoing and the focus towards cyber</li> </ul>

	<p>security is a crucial part of the review. JR advised that support from the College's Data Protection Officer was also being considered in this area. <b>Action: BS</b></p> <p>The Board <b>noted</b> all updates provided.</p>
<b>Items for Information</b>	
<b>BM1031</b>	<p><b>Committee Minutes:</b></p> <p><b>Audit &amp; Risk Committee (22 May 2024)</b>  <b>Learning, Teaching &amp; Quality Committee (29 May 2024)</b></p> <p>Copies of the draft Minutes of the above meetings were submitted for information.</p> <p><b>Corporate Development Committee (11 June 2024)</b></p> <p>Draft Minute of the Corporate Development Committee will be issued for information in due course.</p>
<b>BM1032</b>	<p><b>Schedule of Business</b></p> <p>The proposed schedule of business for 2024/2025 was noted.</p>
<b>BM1033</b>	<p><b>Any Other Business</b></p> <p>WH noting this was the last meeting for Ed Cselik, on behalf of the Board, thanked Ed for the outstanding work undertaken over the year both within the Students Association and as a Board Member, and wished him well for the future.</p>
<b>BM1034</b>	<p><b>Date of Next Meeting: Monday 7 October 2024, 4pm, Greenock Campus</b></p> <p><b>Graduations – invitations will be issued in due course</b>  Clydebank - Town Hall - <b>Tuesday 10 September, (possibly afternoon and evening)</b>  Greenock - The Beacon Centre - <b>Thursday 12 September, (evening ceremony)</b>  Paisley - Town Hall - <b>Tuesday 17 September, (afternoon and evening ceremonies)</b></p>