

**West College Scotland Board of Management**

**Minute of Meeting held on Monday 7 October 2024, Abercorn 1, Paisley Campus**

**Present:**

Hilary Cameron (HC)  
 Liz Connolly (LC)  
 George Cooper (GC)  
 Jillian Couto-Pheonix (JCP)  
 Terry Dillon (TD), (Teams)  
 Waiyin Hatton (WH), (Chair)  
 Gordon Hunt (GH)  
 Linda Johnston (LJ)  
 John Leburn (JL)  
 Jane McKie (JM)  
 Fiona McLaren (FM)  
 Jamie McNicol (JM) (Teams part)  
 George Rice (GR)  
 Jackie Russell (JR), (Teams)  
 John Scott (JS)

**In attendance:**

Nicola Connelly (NC), Director of Finance & Estates  
 Stephanie Gunn (SG), Vice Principal Educational Leadership  
 Susan McDonald (SM), Governance Manager (Minutes) (Teams)]  
 Joe Rafferty (JR) Director Organisational Development and HR  
 Nathan Tyler (NT), Director of Marketing, Comms & Student Exp  
 Stephen McGregor, Education Scotland (item BM1036 only)

<b>BM1035</b>	<p><b>Welcome &amp; Apologies</b></p> <p>Apologies were noted from Ronald Leitch (RL) and Danny McMahon (DM)</p> <p>The Chair welcomed everyone to the meeting, in particular, to new Board Members – George Cooper and John Scott, and to Nicola Connelly, new Director of Finance &amp; Estates</p>
<b>BM1036</b>	<p><b>Education Scotland Annual Engagement Visit Feedback</b></p> <p>Stephen McGregor, HMI Education Scotland (ES), joined the meeting to give the Board feedback on the recent Education Scotland Annual Engagement Visit. He spoke to the highlights noted within the briefing paper previously issued including:</p> <ul style="list-style-type: none"> <li>• 26 areas of positive practice, with 7 areas noted for development.</li> <li>• Successful completion for learners on full-time further education (FT FE) programmes, increasing by 4% from the previous year, and well above other similar sized colleges.</li> <li>• Support services positive response to the increased demand for student assistance.</li> <li>• Senior Managers monitoring of performance outcomes ensuring the quality of learning and teaching.</li> <li>• Strong delivery of Metaskills being well embedded across the curriculum.</li> <li>• Student voice in influencing and informing improvements to delivery of curriculum.</li> </ul>

	<p>Progress was noted on most of the areas of development identified at the previous visit, however further action was still required on the following:</p> <ul style="list-style-type: none"> <li>• Some subjects having low success rates and being below sector average.</li> <li>• Evaluation of learning and teaching to be more consistent</li> <li>• Student Association development with the recruitment of officers and increasing student participation in surveys.</li> <li>• Need to improve success rates on part-time FE and full-time Higher Education (HE) provision.</li> </ul> <p>SG noted the ongoing struggles for the college with HE success rates, mainly due to the college demographic as well as the curriculum provision. She noted the importance of the other performance indicators (PIs) working well.</p> <p>Stephen noted satisfaction with the progress being made and the improvement plans put in place.</p> <p>SG noted that the two-day visit had taken place during a period of industrial action and was pleased to note the positive feedback received from students. She advised that work continues to make improvements and ongoing developments with the new Students Association. As Jamie had just joined the call, it was suggested that he provides an update on the SA to Stephen. <b>Action: JM</b></p> <p>The Board noted the following:</p> <ul style="list-style-type: none"> <li>• The impact of the current environment, with budget cuts, funding cuts and the full removal of areas of funding.</li> <li>• The College being at the forefront on the delivery of Metaskills and should be highlighted as an example of best practice.</li> </ul> <p>Stephen noted that ES was aware of the funding issues across the sector and the needs of colleges. He noted that ES was working with College Development Network (CDN) on how effective practices can be shared across the sector.</p> <p>The Board thanked Stephen for his attendance and noted the update provided.</p>
BM1037	<p><b>Declaration of Interest</b></p> <p>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.</p>
BM1038	<p><b>Minutes of Meetings:</b></p> <p><b>.1 Board Meeting – 24 June 2024</b>  <b>.2 Actions from the Minutes and Matters Arising</b></p> <p>The Minutes of the meetings held on 24 June 2024 were <b>approved</b> as accurate records of discussions at the meetings.</p> <p>The ongoing actions, with updates, were noted.</p>

<p><b>BM1039</b></p>	<p><b>Student Association Report</b></p> <p>JM spoke to the report updating on the following:</p> <ul style="list-style-type: none"> <li>• 136 class representatives have been nominated to date.</li> <li>• Commending the College on the significant developments in modern and blended learning and looked forward to supporting further development of online learning.</li> <li>• A review to take place of the Gender Violence Policy and associated training.</li> <li>• Continuing to support student led initiatives to encourage creativity and responsibility amongst students.</li> <li>• Rehabilitation of the student movement across Scotland. Raising the voice of the student and establishing communication links with decision makers.</li> <li>• Giving students their say on the referendum of NUS.</li> </ul> <p>Board Members noted:</p> <ul style="list-style-type: none"> <li>• The energy and commitment of the Students Association.</li> <li>• The importance of collaborative and partnership working within the College to discuss the issues raised, noting some strong language used in areas.</li> <li>• The second Student President role still to be elected.</li> <li>• Once all officers in place, future reports to take account of the wider student membership representation.</li> <li>• Student Presidents need to understand the role of being a Board Member and collective responsibility.</li> </ul> <p>WH noted that some of the points raised required further discussion with SMT to take forward to promote collaboration and partnership and provide clarity. LC advised that students come first at WCS and that ongoing discussions would take place with the new Students' Presidents</p> <p>The Board noted the update provided and looked forward to receiving future reports.</p>
<p><b>BM1041</b></p>	<p><b>.1 Chair's Report</b></p> <p>The Board noted the update provided by the Chair and that Board Member 1-2-1 meetings were starting later in the week.</p>
<p><b>BM1042</b></p>	<p><b>SFC Outcomes Framework, Assurance Model and new Tertiary Quality Enhancement Arrangements</b></p> <p>SG updated on the paper provided regarding the SFC changes to the annual Regional Outcome Agreement (ROA) process and to external Quality Review which is being implemented along with the new Tertiary Quality Enhancement Framework and Quality Assurance Agency (QAA) Tertiary Peer Review and Enhancement arrangements.</p> <p>She noted that the ROA would be replaced with an annual Outcome Framework report which would look back at what the College has achieved against the Framework. A Self Evaluation and Action Plan as well as a short report on the commitments made within the 23/24 ROA would be submitted at the end of November. This would close off the</p>

	<p>ROA process. The outcome framework commentary would begin from next year, with most other reporting remaining same as before.</p> <p>She noted that Education Scotland would be replaced by QAA, and there would be one process for both universities and colleges. This year, being the pilot, would involve one college and one university. Preparations would include the college evaluating practices across different areas of the curriculum. She noted the good position in preparations for the College with both the Chair of LTQ and one of our Assistant Principals being involved in the arrangements at a national level.</p> <p>A watching brief to be kept on the proposals to ensure the process does not increase work for colleges and is simplified and reduces any current duplication.</p> <p>The Board <b>noted</b> the paper and update provided and that preparations and assurances on the Framework would be submitted for discussion at Learning, Teaching &amp; Quality Committee meetings.</p>
<b>BM1049</b>	<p><b>Governance Updates</b></p> <p>The Board noted the updates provided on the following documents:  Articles of Association  Standing Orders  Scheme of Delegation  Code of Conduct  Role of Senior Independent Member</p> <p>The Board <b>approved</b> the updates to the documents as noted above and that these can now be published.</p> <p>As recommended by the Internal Auditors, the Code of Conduct is submitted and taken as read that Board Members continue to understand and comply with the Code.</p> <p>The Register of Interest Summary was issued for information and would now be published on the website.</p> <p>SM advised the Board that EIS had recently notified of their election results for the TU Board Member. Dave Donaldson had been elected to the role.</p> <p>The Board <b>ratified</b> the nomination of the EIS Board Member, and that Dave would be invited to join the Board at its next meeting.</p>
<b>BM1050</b>	<p><b>Committee Remits</b></p> <p>The Board <b>approved</b> the revised remits for the five committees, having been discussed and agreed by each committee. These being Audit &amp; Risk, Corporate Development, Learning, Teaching &amp; Quality, Nominations and Remuneration.</p>
<b>BM1051</b>	<p><b>Financial Regulations</b></p>

	With the amendments having been discussed and agreed at both the Audit & Risk and Corporate Development Committee, the Board <b>approved</b> the updates to the Financial Regulations.
<b>BM1052</b>	<p><b>Internal Audit Annual Report 23/24</b></p> <p>The internal audit annual report for 2023/2024 having been discussed and agreed at the recent Audit &amp; Risk Committee, was presented to the Board for information.</p>
<b>BM1053</b>	<p><b>Committee Chairs' Updates:</b></p> <p><b>Learning, Teaching &amp; Quality Committee (4 Sept 2024)</b> As well as the paper provided, GH advised the Board of the excellent presentation received on Metaskills (following the discussion at Item BM1036)</p> <p><b>Audit &amp; Risk Committee (11 Sept 2024)</b> In the absence of the Chair of the Committee, the Vice Chair noted the paper provided gave a full update of discussions at the meeting.</p> <p><b>Corporate Development Committee (16 Sept 2024)</b> JL advised that the Committee had received a briefing paper on the 'Be the Change' project proposals. The CDC minute would be distributed in due course for information.</p> <p>The Board <b>noted</b> all updates provided.</p>
<b>Items for Information</b>	
<b>BM1056</b>	<p><b>Board &amp; Committee Membership and Dates of Meetings 2024/2025</b></p> <p>Paper distributed for information. Paper to be uploaded to Board Teams Library site.</p>
<b>BM1057</b>	<p><b>Draft Committee Minutes:</b></p> <p><b>Learning, Teaching &amp; Quality Committee (4 Sept 2024)</b> <b>Audit &amp; Risk Committee (11 Sept 2024)</b></p> <p>Copies of the draft Minutes of the above meetings were submitted for information.</p> <p><b>Corporate Development Committee (16 Sept 2024)</b></p> <p>Draft Minute of the Corporate Development Committee will be issued for information in due course.</p>
<b>BM1058</b>	<p><b>Schedule of Business</b></p> <p>The proposed schedule of business for 2024/2025 was noted.</p>
<b>BM1058</b>	<p><b>Any Other Business</b></p> <p>The Chair asked that SG give an update on CIVICA. SG advised:</p>

