

Stirling Campus, Room S1.18 1pm

**AGENDA**

13.00 – 13.30 Buffet Lunch

13.30 – 14.00 Board Business

1. Declarations of Interest

2. Apologies

**FOR APPROVAL**

3. Minute of Meeting 10 August 2017

4. College Evaluative Report and Enhancement Plan 2016-17      Fiona Brown

(Elements of this paper are withheld from publication on the Forth Valley College website under Section 27 Information Intended for Future Publication of the Freedom of Information (Scotland) Act 2002 – <https://www.forthvalley.ac.uk/about-us/reports-and-performance/>)

5. Any Other Competent Business

14.00 – 14.10 Comfort Break

**BOARD EFFECTIVENESS SESSION**

14.10 – 14.20 Introduction      Ross Martin

14.20 – 16.30 Discussion on Board Effectiveness      Ross Martin/  
Ken Thomson

16.30 – 16.45 Plenary      Ross Martin

**FOR INFORMATION**

Board Effectiveness Review report

(This paper is withheld from publication on the Forth Valley College website under Section 27 Information Intended for Future Publication of the Freedom of Information (Scotland) Act 2002 – <https://www.forthvalley.ac.uk/about-us/governance/board-of-management/#>)

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**Boardroom, Falkirk Campus (commencing at 5pm)**

Present: Mrs Anne Mearns (Vice Chair)  
Mr Alan Buchan  
Mrs Fiona Campbell  
Mr Andrew Carver  
Mrs Lorna Dougall  
Mr Davie Flynn  
Mr Scott Harrison  
Mrs Caryn Jack  
Mr Liam McCabe  
Ms Amy Scobbie  
Dr Ken Thomson  
Mr Steven Tolson

Apologies: Mr Ross Martin (Chair)  
Mr Colin Alexander  
Mrs Trudi Craggs  
Mrs Pamela Duncan  
Ms Beth Hamilton  
Mr Ken Richardson

In Attendance: Mr Tom Gorman, Associate Principal and Executive Director Estates Development  
Mr Andrew Lawson, Associate Principal and Executive Director HR and Operational Effectiveness  
Mr Graeme Watson, AECOM  
Mr Mark Dawson, Reich and Hall  
Mr Paul Johnstone, Procurement Manager  
Mr Kieran McCallum, QMPF  
Mr Stephen Jarvie, Corporate Governance and Planning Officer

As the Chair was unable to attend this meeting, Anne Mearns (Vice Chair) chaired the meeting.

**B/17/001 Declarations of Interest**

None

**B/17/002 Minute of Board of Management Meeting of 22 June 2017**

The Minute of the meeting of 22 June 2017 was accepted as an accurate record.

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**B/17/003      Matters Arising**

a) B/16/057 Budget 2017/18

The Principal informed members that he had written to John Kemp regarding the concerns members had raised around the Colleges funding compared to other Colleges and estates development costs.

He reported that John Kemp had replied to acknowledge the points raised but that there was no further movement at this time.

**B/17/004      New Falkirk Campus Decision Point 4 Report**

The Associate Principal and Executive Director Estates Development presented the Decision Point 4 (DP4) report on the new Falkirk campus for members' consideration and approval.

He noted that Ken Richardson, who is the Chair of the Falkirk Campus Project Board, was unable to attend this meeting but that he had provided commentary in support of the DP4 report, which was read out to the Board.

The Associate Principal and Executive Director Estates Development highlighted the major changes since the preparation of the DP3 report. He also provided further commentary on the procurement process, which had led to the College identifying a preferred contractor to carry out the campus build. He also confirmed that the tender scoring process focussed more on quality than price and that the College as part of the tender evaluation process had challenged the pricing.

Members queried what controls were in place for the change control process to ensure the College continues to benefit from the competitive price provided by preferred contractor.

The Associate Principal and Executive Director Estates Development outlined the process which will be put in place, and the controls to ensure any changes are queried and authorised.

The Principal also noted that the design had been signed off by the relevant Heads of Department so changes should be minimal.

Members requested an update on the sale of the Branshill site in Alloa. The Associate Principal and Executive Director Estates Development provided an overview of the sale.

The Associate Principal and Executive Director Estates Development also highlighted the risks areas referred to in the cover paper and provided members with an update on progress with the mitigation of these risks. He noted that two of the four risk areas had been cleared since the paper was written.

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The Chair of the Finance committee discussed the funding for the project, highlighting to the Board the financial assumptions underpinning the project.

The Principal confirmed that the College was aware of the financial implications and that SMT were looking at increasing commercial and fundraising activity.

The Board agreed that the financial implications should be included in the College risk register to ensure this is monitored on an ongoing basis.

The Principal also informed members that, once the DP4 was submitted, the College would be commencing communications to key stakeholders including local MSPs.

a) Members approved the submission of the New Falkirk Campus Decision Point 4 Report

**B/17/005      Review of Risk**

Risks were identified during the course of the meeting.

**B/17/006      Any Other Competent Business**

The Vice Chair provided a briefing to members on recent discussions between SFC, Scottish Government and the College EIS group.

She reported that SFC intended to write to EIS as an outcome of these meetings and that the draft letter she had seen contained elements she did not feel were accurate and outlined the feedback she had provided.

Members agreed with the Vice Chairs interpretation and response to the draft letter.

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### 1. Purpose

To seek Board of Management approval of FVC's Evaluation Report and Enhancement Plan.

### 2. Recommendation

That members comment on approve the contents of the Evaluation Report and Enhancement Plan report and endorse it as an accurate reflection of Forth Valley College's performance.

### 3. Background

SFC and Education Scotland are in the process of implementing new arrangements for assuring and improving the quality of provision and services in Scotland's colleges. Colleges are now required to evaluate the quality of their own provision and services using the 12 Quality Indicators in the new *How Good is Our College?* quality framework, and annually submit an Evaluation Report and Enhancement Plan to SFC and Education Scotland for formal, independent endorsement. Following this endorsement, Education Scotland and SFC will publish colleges' Evaluation Report and Enhancement Plans on their websites. These will take the place of the former external review reports and will also replace the previous Outcome Agreement Self-evaluation Report and Annual Report on Institution-Led Review of Quality.

### 4. Key Considerations

FVC's Evaluation Report and Enhancement Plan is at Appendix 1. The Evaluation Report and Enhancement Plan were developed drawing on evidence gathered throughout 2016-2017 and analysed through the college's internal evaluation and quality enhancement processes. Each programme and support service team in the college carries out a rigorous annual team evaluation process and produces an evaluative report and enhancement plan at operational level. These team reports were synthesised and triangulated with college level evidence to produce the Evaluation Report and Enhancement Plan.

The Strategic Development Committee discussed and contributed to a draft of the Evaluation Report and Enhancement Plan on 4 October. Education Scotland then held a formal pre-endorsement meeting with the Principal and members of the Senior Management Team on 9 October. Helpful feedback from both of these meetings has been incorporated into this final version.

Colleges are required to submit their Evaluation Report and Enhancement Plans to Education Scotland and SFC by 31 October. Following this, there will be a formal independent scrutiny and endorsement meeting on 17 November, chaired by an independent HMI lead officer and attended by four college representatives. At this meeting, Education Scotland and SFC will formally decide whether to endorse the college's report. At this stage, they may communicate to the college suggested amendments to the document, areas for development and main points for action. Colleges will be advised to amend and resubmit their Evaluation Report and Enhancement Plan in light of comments received from Education Scotland and SFC.

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In the event of Education Scotland and SFC not endorsing a college's Evaluation Report and Enhancement Plan, SFC and Education Scotland will work together to take appropriate action. This action may include a schedule of intensive engagement activity to address identified needs. Education Scotland will present the final endorsement statements to the College Board at a future meeting. In December 2017, ES and SFC will publish college Evaluation Report and Enhancement Plans with accompanying endorsement statements on their websites.

SFC have issued guidelines for the content and structure of the report and it requires to address areas of positive practice and areas for development for each of the twelve Quality Indicators in the *How good is our College?* quality framework.

As part of the new process, colleges are required to grade themselves against each of the three key principles:

- Leadership and Quality Culture;
- Delivery of Learning and Services to Support Learning;
- Outcomes and Impact).

In this first round of reporting, colleges are not required to record or formally submit their grading outcomes and grades will not be published. However, colleges are required to discuss grading outcomes with their college HMIs and SFC Outcome Agreement Managers during the endorsement process. The grade descriptions are provided for information in Appendix 2.

### 5. Financial Implications

**Please detail the financial implications of this item** – There are no financial implications.

### 6. Equalities

**Assessment in Place?** – No

**If No, please explain why** – Equalities are fully considered throughout the College's evaluation processes and our performance in relation to equalities and inclusion is part of the evaluation itself.

**Please summarise any positive/negative impacts (noting mitigating actions)** – N/A

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7. Risk

Please indicate on the matrix below the risk score. Risk is scored against Impact and Likelihood as Very Low through to Very High.

	Likelihood	Impact
Very High		
High		
Medium	X	X
Low		
Very Low		

**Please describe any risks associated with this paper and associated mitigating actions –**

As this is a new process for both colleges and ES/SFC there is some potential for reputational risk. To mitigate risk, the College has worked very closely with the College HMI, Karen Corbett to ensure as far as possible that FVCs Evaluation Report and Enhancement Plan is accurately reflecting ES views of the College and meeting all ES/SFC requirements.

**Risk Owner –** Fiona Brown

**Action Owner –** Fiona Brown

8. Other Implications –

Please indicate whether there are implications for the areas below.

**Communications –** Yes

**Health and Safety –**No

**Please provide a summary of these implications -** The College requires submit the Evaluation report and Enhancement Plan to SFC and Education Scotland by 31 October. The report will be circulated internally and to external stakeholder as appropriate once it has been formally endorsed by SFC and Education Scotland.

**Paper Author –** Fiona Brown

**SMT Owner –** Fiona Brown