

Alloa Campus, Tower Suite 4.30pm (refreshments available from 4.00pm)

AGENDA

	Type	Lead
1 Apologies and Declarations of interest	Discussion	Ross Martin
2 Minutes and Matters Arising of Meeting of 6 December 2018 (Elements of the minute are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)	Approval	Ross Martin
3 Minutes of Committee Meetings Finance – 4 December 2018 (Elements of the Finance minute are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.) Audit – 4 December 2018	Noting Noting	Liam McCabe Lorna Dougall
4 Principal's Report (Elements of paper 4 are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)	Discussion	Ken Thomson
5 Student Association Report <ul style="list-style-type: none"> • Student Association Constitution 	Approval	Liam Williams
STRATEGIC PLAN IMPLEMENTATION		
6 Creative Industries, Hospitality & Tourism (Presentation)	Discussion	Diane Creed
OPERATIONAL OVERSIGHT		
7 Barclays Bank Amendment Agreement (Elements of paper 7 are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)	Approval	Alison Stewart
8 CITB (To Follow) (Paper 8 is withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)	Discussion	Jennifer Tempamy

<p>9 International Opportunity in UAE (Paper 9 is withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)</p>	<p>Approval Jennifer Tempany</p>
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<p>10 Impact of Brexit (Elements of papers 10 are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)</p>	<p>Discussion Ken Thomson</p>
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GOVERNANCE

<p>11 Board Member Appointment & Extensions</p>	<p>Approval Alison Stewart</p>
<p>12 Board of Management Engagement Calendar 2018/19</p>	<p>Discussion Alison Stewart</p>
<p>13 Falkirk Campus Update (Presentation)</p>	<p>Discussion Ken Richardson</p>
<p>14 Review of Risk</p>	<p>Discussion All</p>
<p>15 Any other competent business</p>	<p>Discussion All</p>

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Stirling Campus (Commencing at 9.30am)

Present: Mr Ross Martin (Chair)
Mrs Anne Mearns (Vice Chair)
Dr Ken Thomson
Mr Liam Williams
Mr Lindsay Graham
Mrs Trudi Craggs
Mrs Lorna Dougall
Mrs Pamela Duncan
Mr Davie Flynn
Ms Beth Hamilton
Mr Scott Harrison
Mr Ken Richardson
Mr Colin Alexander
Mrs Fiona Campbell
Mr Andrew Carver
Mrs Caryn Jack
Mr Liam McCabe -joined at 11.00am
Mr Steven Tolson

Apologies: None

In Attendance: Mr Andrew Lawson, Depute Principal and Chief Operating Officer (DPCOO)
Mrs Fiona Brown, Vice Principal Learning and Quality (VPLQ)
Mr David Allison, Vice Principal Information Systems and Communications (VPISC)
Mrs Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
Mr Stephen Jarvie, Corporate Governance and Planning Officer and Deputy Board Secretary
Mrs Jennifer Tempny, Director of Business Development (DBD) for B/18/020 only
Mr David Logue, Falkirk Campus Project Director (FCPD), for item B/18/021 only
Ms Elizabeth Young, Scott Moncrieff, presentation only

PRESENTATION

Elizabeth Young, Scott Moncrieff, provided a presentation on Board Members responsibilities. She discussed topics such as collective responsibility, the principles of public life and discussed a number of case studies from recent years.

Members discussed what a member should do to ensure, where there is not full agreement, a member's disagreement with a decision is captured.

Members discussed the involvement of key stakeholders in College decision making such as the Scottish Funding Council and the stages at which they should be brought into the decision making cycle for a number of scenarios.

Members thanked Ms Young for her input

B/18/015 Apologies and Declarations of interest

The apologies were noted and no declarations of interest were made

B/18/016 Minutes and Matters Arising of Meeting of 21 September 2018

The minutes of the meeting of 21 September were approved.

B/18/017 Minutes of Committee Meetings

Audit Committee 4 December 2018

The Chair of the Audit Committee provided members with an update on the business of the Committee. She noted that Audit had joined the Finance Committee to consider the College Annual Accounts and the draft External Auditor Annual Report from Ernst & Young. She informed members that the Committee had met privately with both the internal and external auditors as part of their meeting. She reported that the auditors were positive regarding their interactions with the College and the cooperation of staff in conducting audit activity.

Finance Committee 4 December 2018

The Chair of the Finance Committee reported that the College annual accounts were considered and recommended for approval to the Board of Management by Audit and Finance Committees.

He informed members that the Committee had approved the first Procurement Annual Report which the College is required to publish on its website.

[REDACTED]

Draft Learning & Student Experience Committee 1 November 2018

The Chair reported on the first meeting of the new Committee. She reported that there had been a presentation on the new pilot classrooms for the Falkirk campus.

She also reported that the College Development Network had established a new forum for Chairs of these types of committees which she had attended. She noted that the forum was holding a webinar with Karen Corbett, Education Scotland, on Professional Standards and that output of this would be taken to the next Committee meeting.

The Chair of the Board of Management informed members that the development of professional standards was a standing agenda item at Employers Association meetings.

The Committee Chair also informed members that there would be a Governance and Leadership summit on 2 May 2019 for Board members.

HR Committee 25 October 2018

The Chair noted that there had been a high quality of report brought to the Committee. She noted that the Committee was meeting less frequently in the year and noted that the members had a concern regarding potential strike action.

The Chair of the Board of Management asked for an update from the DPCOO on the current position in relation to potential strike action. He informed members that a postal ballot had been issued to EIS members, with a closing date of 19 December 2018. He also outlined discussions and engagement with the local EIS branch within the College. He informed members of the strike dates that had been mooted should the ballot confirm strike action. He confirmed to members that it was the intention for the College to remain open and operational on these days.

The Student Association members noted that students had concerns regarding the impact of the strike days and welcomed the assurance that the College would remain open. The Principal confirmed that the College would use previous experience to manage the impact as a matter of business continuity and highlighted that there would be extensive communications with a range of stakeholders, including the Board, should strike action go ahead.

The Chair of the Board also provided members with an update on discussions on strike action and the ongoing negotiations being conducted by the Employers Association.

Members noted that they had discussed the Board development calendar and a number of events that Board members could participate in. The VPFACA confirmed that this had also been discussed at SMT and a paper would be brought to the Board.

Falkirk Campus Project Board 27 November 2018

The Chair of the Committee updated members on the progress with the project. He informed members that there was a slight delay in the completion date and outlined the reasons for this and the proposed mitigation measures.

He updated members on the progress with the sale of the existing Falkirk site and confirmed that the College had a preferred bidder. He covered the Project Boards' review of the offers made to the College and confirmed that the preferred bid would come to the Board of Management for final approval.

Trudi Craggs provided an overview of the topping out ceremony at the new campus site which she had participated in.

Members queried whether the delays notified to date would have an impact on the migration to the new campus. The Principal reported that, while there may be an impact on the sequence of events, the overall move should occur as anticipated.

Members requested that the Remuneration Committee minute be circulated.

B/18/018 Principal's Report

The Principal provided members with an overview of his activity since the last meeting of the Board of Management.

He informed members, following from previous discussions, the DPCOO would be chairing a migration and transition group for the new campus to ensure the new campus move is conducted to time and the new campus is fully utilised.

He updated members on feedback from staff on the vision 2030 document and informed members that there were copies available at the meeting if they would like one.

He highlighted the recent CDN award win for the College's work with SERC and also that the College had been commended for 2 separate Beacon Awards.

Members asked for an update on the Principals' work with the College's Scotland Innovation group which was provided.

Members queried how the innovation message was being communicated to students. The Principal outlined regular interaction between himself, other SMT members, and students in the College.

Members asked for an update on the development of Community Planning Partnerships (CPP's). The Principal noted that Audit Scotland were looking into CPP's and the Chair noted that this tied into the wider context of enterprise and communities and informed members that he would present further on this at the next meeting of the Board of Management.

a) Members noted the content of the update

B/18/019 Student Association Report

The Student Association Vice President (SAVP) provided members with an update of the activities of the association since the last meeting.

He informed members of the outcome of the recent elections for Student Association executive posts. He highlighted to members that, for the positions which they had not been able to fill, a by election would be held in the New Year.

He also provided further information on work being done to support mental health within the College.

The DPCOO informed members that the College continued to work closely with the Student Association in terms of Mental Health.

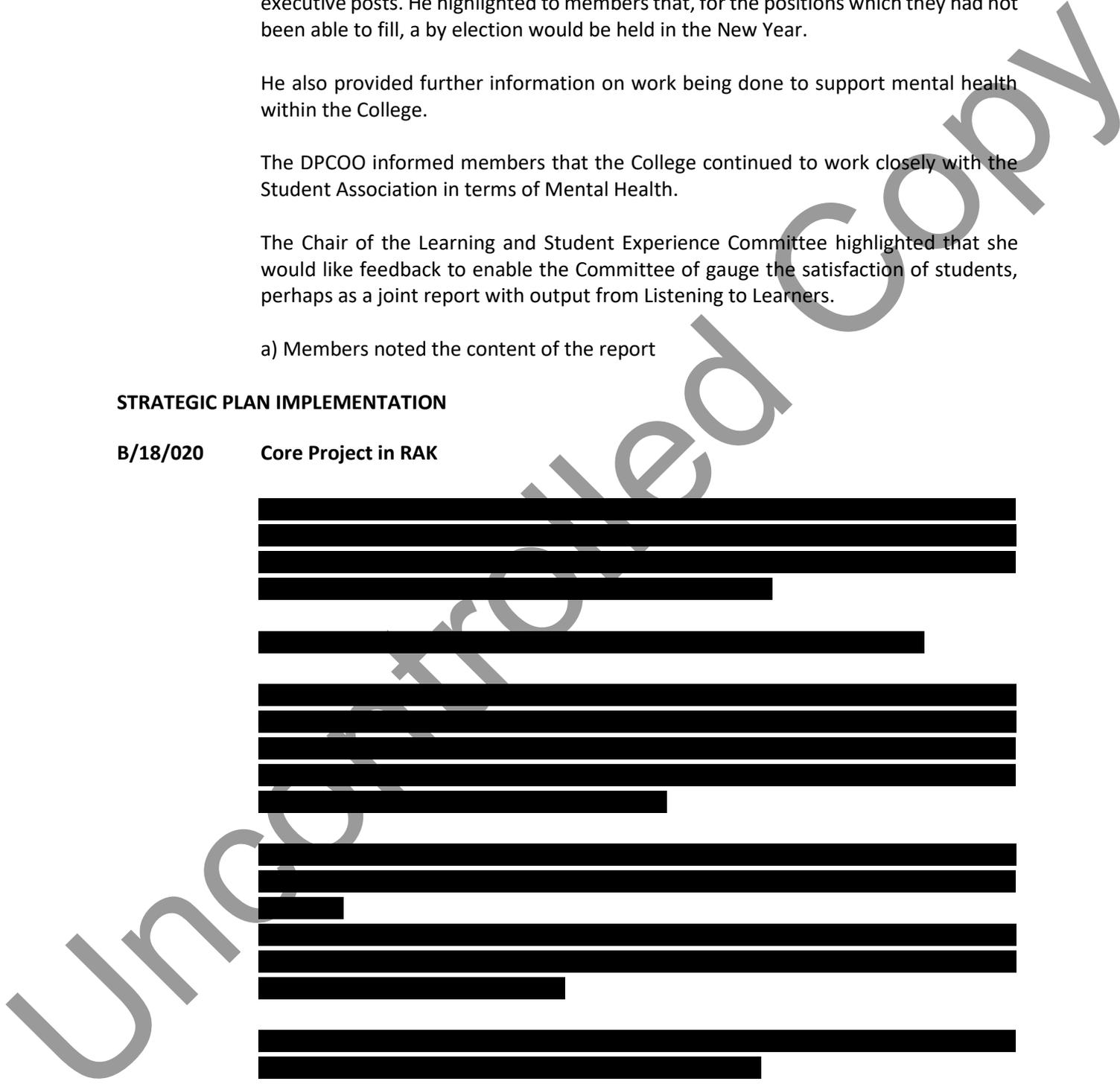
The Chair of the Learning and Student Experience Committee highlighted that she would like feedback to enable the Committee of gauge the satisfaction of students, perhaps as a joint report with output from Listening to Learners.

a) Members noted the content of the report

STRATEGIC PLAN IMPLEMENTATION

B/18/020 Core Project in RAK

[Redacted text block]



[REDACTED]

B/18/021

Falkirk Campus Project Report

David Logue, FCPD, provided members with an update on the progress with the project.

He provided members with a presentation on the progress and noted that there were contingency measures being developed to address identified delays.

He informed members that, beyond the build, the major focus in the coming few months would be the procurement for ICT and FF&E.

Members queried when, providing approval is granted, the College would receive the funds for the sale of the existing campus site. The FCPD confirmed that the funding would be made available as soon as the sale was completed.

Members queried whether there were any risks associated with the sale. The FCPD informed members that, following approval to progress with drafting the contract from the Falkirk Campus Project Board, the contract was 90% complete with no substantive issues identified.

Members asked whether there were opportunities for students and apprentices to visit the site.

The Principal reported that there would be opportunities for inductions and tours but that this process needed to be managed so as not to disrupt progress with the build.

Members requested further information on what would happen to items within the existing campus which will not be migrated to the new campus. The Principal confirmed that the College would be working with third sector organisations to ensure relevant items are passed on for reuse.

a) Members noted the content of the update

B/18/022 Board Development Plan

The VPFACA presented an overview of the Board Development Plan which had been developed to meet the requirements of the College Code of Good Governance.

a) Members approved the Board Development Plan

OPERATIONAL OVERSIGHT

B/18/023 Annual Report and Financial Statements

Members considered the Annual Report and Financial Statements which had been previously considered and recommended for approval by the Finance and Audit Committees.

a) Members approved the Annual Report and Financial Statements

B/18/024 External Auditor Annual Report and Letter of Representation

Members considered the External Auditor Annual Report which had been previously considered and recommended for approval by the Finance and Audit Committees. Members also considered the letter of representation.

- a) Members approved the External Auditor Annual Report and Letter of Representation

B/18/025 Audit Committee Chair's Report to the Board of Management

Members considered the Audit Committee Chair's Report to the Board of Management which had been previously considered and recommended for approval by the Audit Committee.

- a) Members approved the Audit Committee Chair's Report to the Board of Management

B/18/026 Risk Register

The Principal presented the revised and updated Strategic Risk Register for discussion.

The Chair of the Audit Committee noted that members of the Committee had commended the new, simplified format.

- a) Members noted the content of the report

B/18/027 Review of Risk

Members noted that the College should update the risk relating to International Activity.

B/18/028 Any other competent business

The Chair recorded his thanks and that of the Board of Management to both Caryn Jack and Scott Harrison, who had tendered their resignations from the Board, for their contributions.

Members queried the information contained within the Evaluative Report and Enhancement Plan, noting that the distribution of students appeared low in Stirling compared to Alloa and Falkirk.

The VPISC reported that this was due to the distribution of the curriculum on offer. The Principal noted that this would be addressed via the College's curriculum strategy, and that further information on learner analytics would be brought to the Board of Management.

Principal's Office, Falkirk Campus (commencing at 4.30pm)

Present: Mr Liam McCabe (Chair)
Mr Andrew Carver
Mrs Trudi Craggs
Mr Ken Richardson

Apologies: Mr Davie Flynn

In Attendance: Dr Ken Thomson, Principal
Mrs Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
Mrs Senga McKerr, Head of Finance (HOF)
Ms Louise Burnett, Finance Manager (FM)
Mr Stephen Jarvie, Corporate Governance and Planning Officer
Mrs Hannah Ritchie, Director of Curriculum Care, Sport and Construction (Observer)
Ms Ester Vasallo, External Consultant (from APUC) Procurement Manager (ECPM) For item F/18/013 only

F/18/010 Declarations of Interest

The Chair declared an interest owing to the links between the College and University of Stirling in relation to certain degree level courses and under the Scottish Funding Council (SFC) HEI funded activity.

[REDACTED]

F/18/011 Minutes of meetings of 11 September 2018

Members approved the minute of the meeting of 11 September 2018

F/18/012 Matters Arising

a) F/17/042 Any Other Competent Business

The VPFACA informed members that discussions had been ongoing with Barclays in relation to the existing banking covenants. She informed members that there is a proposal to remove the covenants if the College meets two ongoing conditions. The first is to remain an arm's length public body and the second is to ensure the College has a million pounds (£1.0 million) in its bank account each quarter. She requested approval from members to progress this matter.

Members queried whether the VPFACA thought that the College would be able to meet the conditions on an ongoing basis and she confirmed that this was the case.

Members queried whether we would need to make any stakeholders aware of the change. The VPFACA noted that, while there is no actual requirement, the College would notify the Scottish Funding Council of the removal of the covenants.

- a) Members approved the VPFACA to progress this matter and to bring to the February 2019 Board of Management meeting for approval.

F/18/013 Procurement Annual Report

The ECPM presented members with the first annual report on College procurement which is required to meet the College's obligations under the Procurement Reform (Scotland) Act 2014.

Members noted that the report covered a 19 month period. The EPCM explained that this was due to the implementation timescale for the initial report and that future reports would cover 12 month periods.

The EPCM provided an overview of the key features in the report

Members noted that there was a red categorised activity in in annex E and two items which had been categorised as amber and the EPCM provided an explanation for these.

Members also noted that the wording in the payment terms section of the report placed unnecessary restrictions on the College and requested that this be reviewed.

- a) Members approved the report subject to the wording change requested

F/18/014 Student Funding Outturn for 2017/18 and Forecast for 2018/19

The FM presented a paper on student funding within the College. She highlighted the efforts made to manage the funds effectively in the context of the significant changes by the Scottish Funding Council to student funding that had arisen in 2018/19 with the inclusion of care experienced bursaries and the removal of the 100% attendance criteria. She outlined how the College was managing these changes.

Members noted that the paper outlined the anticipated draw down of funds and asked what the changes outlined above would have. The FM noted that it was hard to estimate accurately owing to issues such as withdrawal and whether or not students are engaging with their studies as outlined in the new attendance requirements.

The VPFACA informed members that SMT were looking into a system where student non engagement could be highlighted earlier on in the process than is the case at present.

The Principal informed members that further information would be brought to the Learning and Student Experience Committee on the system.

The VPFA confirmed to members that the underlying approach of the Student Funding team was that it would seek to pay students wherever possible.

The FM noted that the figures contained within the paper represented a prudent expectation of spend and that, where there were issues highlighted, the College was seeking additional funding from the Scottish Funding Council.

The Chair agreed that the figures may be conservative indicative of a prudent approach to this matter.

He also informed members that this would be the final meeting the FM would be attending and thanked her on behalf of the Committee for her work over the years.

a) Members noted the content of the report

F/18/015 Budget Monitoring - 2018/19 Qtr 1 (Oct 2018)

The Head of Finance presented the Q1 budget monitoring figures. She informed members that there were a number of significant income streams still to be finalised in order to meet the budgeted figures. This would impact upon the income figures as outlined in section 4 key considerations.

She highlighted some of these areas, including the delays in negotiations with SDS on the Foundation Apprentice contracts which had resulted in a delay to income at this point.

She highlighted that the savings within salary costs was higher than normal but this was as a result of the timing of the support staff pay increases from April 2018 still not being paid. Payments will be made in November

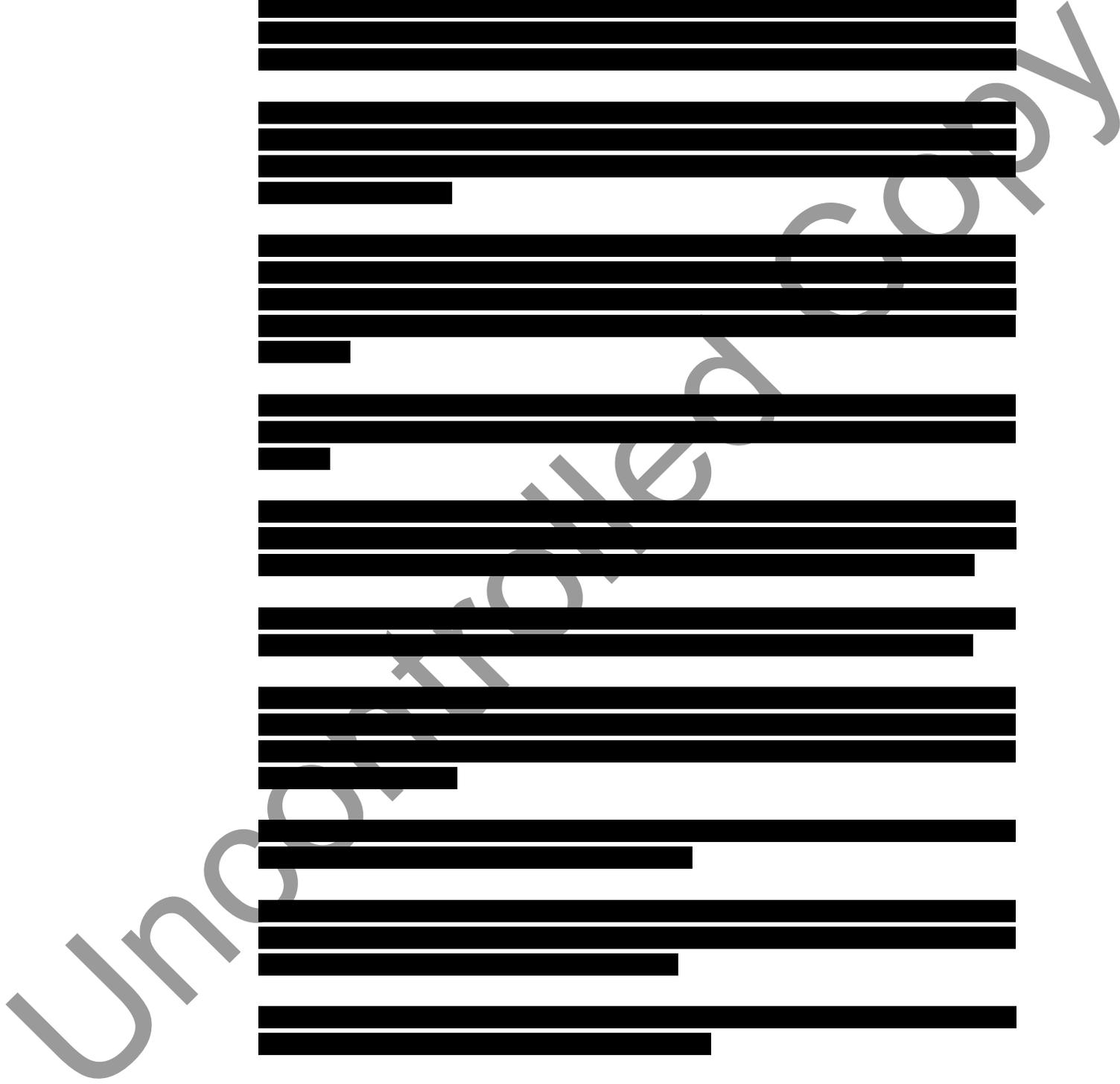
Members queried whether the assumptions in relation to vacancies were at a level the College wanted them to be. The VPFA noted that the figure was indicative as it was difficult to project this figure so early into an academic year.

a) Members noted the content of the report

F/18/016 CORE/RAK International Opportunity

[Redacted content]

[Redacted text block]



F/18/017 Review of Risk

Identified in the papers.

F/18/018 Any other competent business

[REDACTED]

The meeting was joined by members of the Audit Committee, along with Internal and External Auditors, to consider the next two items of business

F/18/019 Annual Report and Financial Statements 2017/18 (Joint item with Audit Committee)

The HOF presented members with the annual report and financial statements. She highlighted the main features of the report, noting that the College was still considered to be a going concern and that the financial year had concluded with a surplus.

Members queried the figures for “days cash” on page 9 of the report which showed this had risen from 29 days the previous year to 60 days. The HOF reported that this change was in relation to the funding used to pay Balfour Beatty as they work on the new Falkirk campus.

Members also noted that, in the section on going concern, the statement had been written as a double negative and should be rewritten to be clearer. The HOF agreed that this would be changed in the final version of the document.

The VPFACA also provided Audit Committee members with an update on developments with the Barclays covenants (as previously discussed at this meeting by the Finance Committee), noting that Barclays were amenable to removing the covenants so long as the College remained an arms length public body and have a million pounds in the bank at the end of each quarter. This change has yet to be finalised so was not included in the accounts.

a) Members approved the Annual Report and Financial Statements 2017/18 for recommendation to the Board of Management

F/18/016 Draft External Audit Annual Report to the Board of Management

Stephen Reid, Partner, Ernst and Young, presented members with the draft report from Ernst & Young. He provided an overview of the audit and the areas they had looked at, including new risks for the College sector which had been identified by Audit Scotland but which the audit had not found in the College. He reported that there had been no adjustments identified and he envisioned issuing an unqualified report on the accounts.

Members expressed their appreciation for the Finance team on a successful result.

- a) Members approved the Draft External Audit Annual report for submission to the Board of Management

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Boardroom, Falkirk Campus (commencing at 5.30pm)

Present: Mrs Lorna Dougall (Chair)
Mrs Pamela Duncan
Mr Lindsay Graham
Mrs Beth Hamilton
Mr Steven Torrie (Co-opted Member)

In Attendance: Dr Ken Thomson, Principal
Mrs Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
Mr Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)
Mrs Hannah Ritchie, Director of Curriculum Care, Sport and Construction
Mrs Senga McKerr, Head of Finance (HOF) for items A/18/012 and 013 only
Ms Louise Burnett, Finance Manager (FM) for items A/18/012 and 013 only
Ms Elizabeth Young, Scott Moncrieff
Mr Stephen Reid, Ernst & Young

The first two items were considered in conjunction with members of the Finance Committee.

A/18/012 Annual Report and Financial Statements 2017/18

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a) Members approved the Annual Report and Financial Statements 2017/18 for recommendation to the Board of Management

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Members expressed their appreciation for the Finance team on a successful result.

a) Members approved the Draft External Audit Annual report for submission to the Board of Management

Members of the Finance Committee exited the meeting at this point.

A/18/014 Declarations of Interest

None

A/18/015 Apologies for Absence

Mandy Wright (Co-opted Member)

A/18/016 Minute of Meeting of 6 September 2018

The minutes of the Meeting of 6 September 2018 were approved as an accurate record.

A/18/017 Matters Arising

a) A/18/005 Annual Internal Audit Plan 2018-19

The Chair noted that members had requested an update to the College assurance map and noted that this was included with the papers as a 'for information' item.

A/18/018 Chairs Report to the Board of Management

The Chair presented members with the annual report to the Board of Management on the Audit Committee.

a) Members approved the Chairs Report for submission to the Board of Management

A/18/019 Presentation of Internal Audit Reports

Elizabeth Young, Scott Moncrieff, presented members with reports on credits and student funds.

She informed members that both reports were clean with only one low level recommendation.

a) Members noted the content of the report

A/18/020 Progress Report on Audit Recommendations

The CGPO presented members with an update on progress against recommendations, noting that a large number had been completed.

He highlighted one recommendation where the College were seeking an extension to the completion date and explained the reason for this. Members agreed to the extension.

While discussing the recommendation relating to GDPR, members queried whether College staff take exam scripts home to review them. It was agreed that the CGPO would look into this and report back at the next meeting under matters arising.

a) Members noted the content of the report

A/18/021 Risk Management

The VPFACA presented members with the revised College Strategic Risk register. She reported that the risks had been completed revised following the discussions and suggestions at the September Board of Management Strategic Session.

She highlighted that an additional risk had been added to reflect information coming through to the College in relation to an increase in employers pension contributions for the teachers pension scheme. She went on to outline the rationale for this risk and the potential impact on the College. This is dependent upon the next round of funding from Scottish Government which may address this additional cost.

The Principal informed members that the register would be further developed to ensure opportunities available to the College are also captured and that he would be working with the Directors of Curriculum on this.

He also discussed cyber security threats to the College, noting recent training he had been on and how the sector was looking into this.

a) Members welcomed the updated risk register and noted the contents

A/18/022 Private Discussion between Committee and Auditors (Verbal)

a) Both External and Internal Auditors noted that there was always good cooperation and good communication with staff when they were engaging in audit activity. They noted that FVC was at the good end of the College

performance spectrum which was positive given the ever changing FE sector landscape. The changes to the Finance Team had bedded in well and there was a good quality of engagement.

- b) The Audit Committee should continue to challenge the SMT to ensure that the Board was receiving sufficient information to support decision-making.
- c) Future considerations for the Audit Committee would continue to include succession planning (the changes to the structure which had already taken place were noted) and leadership development of those in senior roles. The move to the new campus would continue to be a risk until fully delivered and operational and the impact of the move on staff should continue to be scrutinised. Current controls involving the demonstration of new layouts and hands on experience with new software were providing good preparation.

A/18/023 Review of Risk

None

A/18/024 Any Other Competent Business

Text

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1. Purpose

To present to the Board of Management the nineteenth Principal's report on key and strategic activity undertaken since the Board meeting in December 2018.

2. Recommendation

The Board should note and comment on the activity undertaken by the Principal since December 2018.

3. Key Highlights

3.1 The new Leadership Team (LT) had a very good two days at their annual residential at Dunblane Hydro Hotel. The two day event was planned around developing the strategy to implement the savings and efficiencies noted to the Board in December and reported in our 5 year FFR to SFC. We have calculated the need to save £750k in 2019/20 and are working on a number of key structural and operational areas to reduce costs and increase income. Further details will be provided to the Board and relevant Committees in the coming months.

3.2 Ken Richardson will report on the good progress of the Falkirk Estate. We are also finalising details for the sale of the old campus site, which will require final approval by the Board.

3.3 [Redacted]

3.3 [Redacted]

[REDACTED]

3.4 On 28 January the College signed an MoU with Sistema Scotland and the Big Noise. This will ensure young people, some of them the original starts of the Big Noise project in Raploch, are offered progression opportunities, advice and support onto College programmes. Indeed, it will also see partnerships develop between our Sound Production and Big Noise and the real opportunity to recruit Raploch young people to College when, in the past, they may never have considered tertiary education as an option.

3.5 As I write, the EIS FELA lecturing staff are planning strike action on Tuesday 5th February. We have met as a Business Continuity Group (BCG) to plan our communications and assess how many courses will be running. As a consequence of the first day of action, we now know which staff will be coming into work. We are therefore advising all students, by programme, which classes will be running and which have been cancelled. We have planned for 40% of full time programmes, all Engineering apprenticeship programmes and 60% of evening programmes to run. We have taken the unfortunate but necessary decision to cancel all school programmes. The College remains open for all students and we have also notified all bursary students that their payments will be unaffected. We will, of course update all students and stakeholders should the position change.

4. Networking

4.2 I continue to be a member of the influential Curriculum and Assessment Board (CAB) and a member of the Access Delivery Group, chaired by the Minister. I have also attended my first meeting of the new SFC Learning Enhancement Committee and I continue to support the establishment of the new IoD Central Scotland Group with its first event on Digital Business to be held later in February at CodeBase in Stirling. I also attended the end of year Scottish Chamber of Commerce Annual Dinner as a guest of SDS and attended the Birthday Celebrations for the Japanese Emperor, hosted by the new Japanese Consul General at the Assembly Rooms in Edinburgh.

4.3 Kenny MacInnes, Curriculum Director for Engineering and Science, has been involved in an exciting opportunity with Leonardo for expanding our Apprenticeship provision in Engineering and [REDACTED]

4.4 Leading up to Christmas I hosted 20 staff briefings showcasing the work of the college, introducing the Vision 2030 and launching our triennial cultural survey. We are currently evaluating the returns on the staff cultural survey which will be reported to the Board through

the HR Committee and at the March Board meeting. Actions taken from the staff briefings will also be collated and reported back to staff and the union representatives.

5. Presentations

- 5.1 I was a keynote speaker at the December Scotland Policy Conference on the "Future for Apprenticeships in Scotland". Not sure of the value of some of these conferences when the audience of over 150 individuals is primarily training providers, colleges and SDS and therefore "preaching to the converted".
- 5.2 As a result of my presentation at the EduTech national conference in December and a presentation on "Digital Transformation at Forth Valley College", Fiona Brown hosted a delegation from Dumfries and Galloway College. The group were particularly interested in how we have developed our strategy and implemented across teaching and support departments with a particular emphasis on our delivery of business transformation. It should be noted that since the start of 2017, Fiona and her team have hosted over 10 visits from other colleges across Scotland on our strategy and its impact on learners. This supported our Excellent rating in the recent Evaluation Review and Enhancement Plan (EREP) report for Leadership.

6. Key Meetings

I undertook the following key meetings in the period 13 December 2018 to 31 January 2019:

- 6.1 Over the period of this report, I have had two scheduled meetings with Ross Martin, Chair of the Board of Management. I also hosted a very successful first meeting with the new SFC Chief Executive, Karen Watt. Karen joined SFC from Scottish Government and most recently had a brief for Brexit and International with previous Director leadership for Cultural Affairs. We had the opportunity to meet my Leadership Team, speak with students and staff and have a tour of the Stirling Campus. In the limited time we had, we had a good discussion on international work, our relationship with Universities and the pressing financial future for Colleges. In addition I continue to meet our Student Association on a monthly basis.
- 6.2 [REDACTED]
- 6.3 I have attended two meetings as a City Commissioner, one with Stirling City on the progress of projects in the City Deal and then a meeting with Clackmannanshire Commission where two projects were identified for further study, namely, quality business units and the Intergenerational Centre development with the University of Stirling. We continue to be partners in both the University of Stirling's City Deal projects.
- 6.4 Over the last two months I have also met with Jackie Galbraith, the new Principal at West Lothian College; David Middleton, Chair of SQA and Roger Stewart, Board member of SQA, the latter as part of my induction to the Board of SQA.
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6.5 I have also attended two SQA Board meetings and chaired their Qualifications Committee. I attended one HES Board meeting and chaired one meeting of their Staff Governance Committee and I have attended one meeting of the Jisc Board in London.

7. Colleges Scotland (CS)

7.1 There have been two meeting of the Colleges Principals Group (CPG), which now meets quarterly but has interspersed "Informal Strategic Dialogue" meetings. Key discussion points continue to include the proposed College finance 2019/20 through the draft Scottish Government budget. [REDACTED]

[REDACTED]. I am also a member of both the Finance Group and the Innovation Group. The Finance Group meet on a monthly basis immediately followed by the SFC Finance and Funding Committee and since December, I have attended one Finance Group meeting. I am now the lead Principal for the Learner Journey with Scottish Government and recently started with the SFC Learning Enhancement Committee which had its inaugural meeting on the 29 January 2019.

7.2 Andrew Lawson, Depute Principal and Chief Operating Officer and Ross Martin, Chair of the Board, continue to represent the College on the Employers Association.

8. Community Planning Partnership

8.1 There has been one meeting of the Leadership Group for Community Partnership Planning in Stirling and one of the Strategic Board meeting in Falkirk. We continue to monitor progress and the relevance for Forth Valley College in these meetings which continue to be well attended by our senior executives. Our Director of Business and Communities, Jacqui MacArthur now has a senior manager role in Communities and sits on the Falkirk Executive Group. In December I noted to the Board that we will bring a paper in late 2019 on our strategic relationship with CPP's in Forth Valley. This is as a consequence of all three Local Authorities having new Chief Executives in place and Audit Scotland undertaking a review of CPP's and the effectiveness of the Community Empowerment Act 2015. We will provide an analysis of value add for the College and a recommendation for the College's strategic involvement in CPP across the region aligned with our own Strategic Plan and the developing Local Outcome Improvement Plans.

9. Financial Implications

None

10. Equalities

Assessment in Place? – Yes No

If No, please explain why – This paper is an overview report only, there are no changes to College policy or practice involved.

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

11. 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		
Low		
Very Low	X	X

Please describe any risks associated with this paper and associated mitigating actions –
None

Risk Owner – Ken Thomson

Action Owner – Ken Thomson

12. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes No **Health and Safety** – Yes No

Please provide a summary of these implications – N/A

Paper Author – Ken Thomson

SMT Owner – Ken Thomson

1. Purpose

To inform members of FVSA activity to date for 2018/19 and to seek approval for changes to the Student Association Constitution.

2. Recommendation

That members note the recent activity undertaken by the Student Association.
That Members consider and approve the changes in the Student Association Constitution.

3. Background

FVSA have had a really busy period over Christmas with loads of student engagement taking place through events and increasing numbers with our clubs and societies. There is a lot coming up for the student association this year with the number of events doubled from the previous academic year. FVSA are currently full steam ahead and some of these activities are detailed in section 5 of the report.

4. ALF Fund/ Operation Budget

FVSA applied for a grant of £172K from the above to fund salary costs for both the academic years 2018-19 and 2019-20. This has now been granted for the two years.

FVSA applied for a £18,000 operational budget for 2018-19 which has been approved by the college finance committee.

5. FVSA Update

Autism Awareness Day

The Student President, in collaboration with a student, have decided to run an Autism Awareness Day on March 25th in the Falkirk Campus. This will be a great opportunity for the Student Association to engage with students around this important topic. Board Members are welcome to come along to participate in the event

The day itself will feature stalls, games and entertainment. Some students who have Autism and study at the College will also be sharing their experiences through media that will be shown at the event. This will also include how they have worked with the Student Association to overcome some of the challenges of studying with a disability, such as implementing new sensory equipment that is now in place within the quiet room.

The event should hopefully help promote the support that the College has in place for students who identify with a disability and the support available within the wider community with invites being extended to Autism Scotland, Sensory Centre and internal College departments.

Student Partnership Agreement (SPA)

The Student Partnership Agreement has had the final touches added by Marketing and is now ready to be published. We are highly praised through our external partnerships about our joint agreement with the College and we are glad to now have this document published and available for students and staff to view. A copy of the agreement is attached for information.

We are hoping to launch the publication at the start of February with the aim to promote this to students at the Re-Freshers' Fair. A special thank you to the Marketing Department for their continued help and support will these materials.

White Ribbon Status (WRS) SCO41385

The Student President has in his diary an appointment with Davy Thompson of WRS to discuss and start the process of obtaining a White Ribbon Status, which is free of charge to hold at present. White Ribbon Status is awarded to institutions that demonstrate over a period of time that they have engaged in activities designed to educate men about violence against women (VAW).

Although a mixture of work is involved in obtaining WRS, it seems very practical to achieve and the Student President looks forward to working closely with Davy to achieve this status in the near future. As WRS is new, only one college in Scotland (Glasgow Kelvin) at present holds this status so we feel it would be great to add FVC to that list. The Student President looks forward to updating SMT and BOM on the progress of this over the next year.

First Bus

The Student President alongside the Student Activities and Volunteer Coordinator had a meeting with First Bus last month to discuss some of the transport issues that the Stirling students are facing which primarily involve the bus services from Stirling bus station to the Campus.

The meeting was very productive with First Bus acknowledging the issues presented and, although the obvious solutions seem not to be possible for them, they were able to suggest other solutions that may see some improvements. First bus were able to tell us some of their future plans such as continued intergradation to their Mobile tickets (M tickets) and proposed future partnerships through doing student surveys etc was suggested.

Now we know the full extent of what's available for students who take this route hopefully we can educate the students more and have a positive or improved effect on their public travels by promoting the services through our social media and at student council.

NUS Scotland Awards Nominations

This year out of a possible nine categories, the Student Association have submitted nominations for six categories:

- Campaigns (Mental Health Campaign)
- Club/Society of the year (Roborcraft)
- Student of the year (Chloe Sliman-Millitt, Andrew Smirthwaite)
- College SA of the year (FVSA)
- Staff member of the year (Student Activities & Volunteer Coordinator, Elena)
- Officer team of the year (FVSA Sabbaticals)

Shortlisting and awards will take place over March at the Conference and we look forward to attending the ceremony in Dunblane on the 21st and 22nd. We shall take a suitcase to help us take all these awards back to the college.

Therapets

The Vice President held a "Therapets", Paws Against Stress event to mark Blue Monday, which is a prominent date in the Mental Health calendar. The event was held on Monday 21st January in Room 5T in the Falkirk Campus. There were 49 attendees, mainly students but some staff did also attend this event. The demand far outweighed the supply for this event and was an overwhelming success.

Think Positive

The Vice President attended a Think Positive event, which featured Learning, Sharing and Networking. This event was held in Edinburgh and complimented the work that the vice president and the health and wellbeing officer are doing towards the Student Mental Health Agreement (SMHA).

Many good informative workshops were attended and the health and wellbeing officer with the Vice President presented to a group of attendees at the event around the work that has been taking place so far at the college as well as the work that is planned for the near future.

Computing Department – (Health & Wellbeing week)

The Vice President worked alongside the computing department curriculum managers to set up and present a weeklong programme of events (along with other College Departments), promoting health and wellbeing for all Students within the Computing Department.

The weeklong activities came to a finish on Friday 25th January where FVSA had an information table at the event engaging with these students through promoting upcoming events and giving out freebies.

6. Student Partnership Agreement 2018-2020

For reference, the purpose of the above agreement between FVSA and FVC was to identify ideas on joint projects to work on together collaboratively over a 4 year plan.

- Mental Health
- Department Reps
- Liberation Officers (Underrepresented groups)
- Apprentice Engagement

7. Constitutional Changes

The attached constitution has been updated to reflect a number of minor changes in role titles and group composition. All changes are included as tracked changes within the document.

Changes were made to the Constitution due to recent growth within clubs and societies and willingness from the staff community. All FVSA clubs and societies will still be student lead, however we are hoping that a wider range of experience, such as staff and community partners, will now come forward and participate in these. The title of SLO has been changed to Student Association Coordinator to match the current structure in place and also another small change is that clubs and societies will no longer have to wait until Student Council for approval for affiliation as this can now be done at any executive meeting held by the SA.

8. Financial Implications

FVSA carries out all activities within our operational budget. As the Strategic Plan progresses there may be requirement to review the budget of FVSA, however FVSA will not implement any plans/activities that require additional funding before seeking the support of the College SMT and Board of Management.

9. Equalities

Assessment in Place? – Yes No

Some of the planned activities will require to be impact assessed, however this will be done on an individual basis.

10. 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		
Low	x	x
Very Low		

Please describe any risks associated with this paper and associated mitigating actions –n/a

Risk Owner –Liam Williams

Action Owner – Liam Williams

11. Other Implications

Please indicate whether there are implications for the areas below.

Communications – Yes No

Health and Safety – Yes No

Paper Author – Liam Williams

SMT Owner – Andrew Lawson



Student Partnership Agreement

Introduction

Our Student Partnership Agreement outlines how students, represented by FVSA, and staff, represented by Forth Valley College, will meaningfully collaborate to improve the student learning experience. The agreement aims to establish an ethos of partnership at all levels of the College where students are active and valued participants in enhancing the learning experience.

Both FVC and FVSA set strategic priorities to engage in partnership activities.

FVSA:

- Becoming a sustainable organisation that is able to develop our officers and staff to be the people that our students need them to be
- Cultivating a transparent, student led organisation that influences change for the better
- Developing strong and equal partnerships across our community that will benefit our members and students.

FVC:

- Creating a superb environment for learning
- Cultivating a vibrant learning organisation where learners develop skills, achieve qualifications valued by industry and progress seamlessly
- Instilling an energy and passion for our people, celebrating success and innovation
- Leading as a business that is a champion for governance, financial control and balanced risk taking
- Enhancing our position as the business and community partner of choice
- Delivering a whole system approach. Simple, effective, efficient and consistent.

Apprentices

Department
Reps

**FVSA & FVC
Student Partnership
Agreement**

Liberation
Officers

Mental
Health



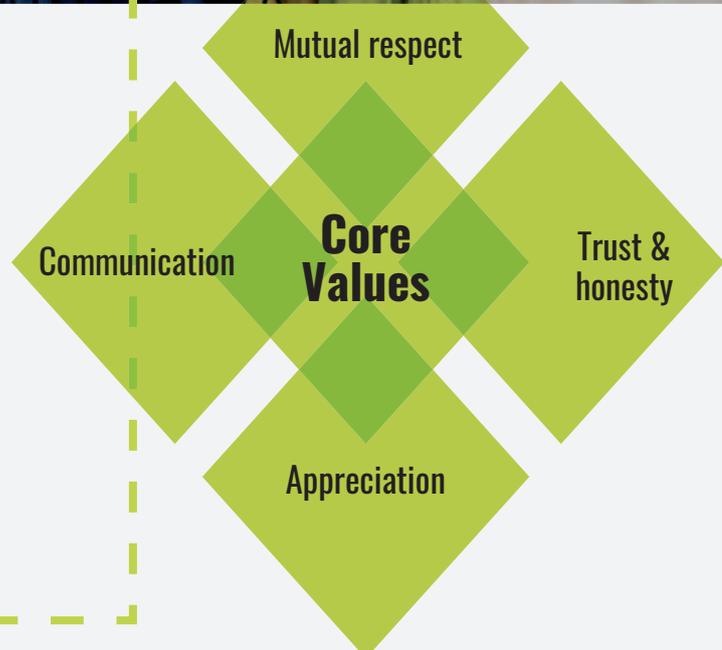
Core Values

Our partnership is based on the empowerment and engagement of both parties. This is built on the values of:

- Mutual respect
- Trust and honesty
- Regular and robust communication between all parties
- The appreciation of the validity of both perspectives and that both students and staff are learners.



Working in partnership will support the College and FVSA to achieve the College's mission of "Making Learning Work" for students, staff, external partners and the local community.



Part 1

Part One outlines how students and staff will work together to share feedback, engage in decision making and make changes. There are a number of both formal and informal opportunities for students and staff to work together with the College and the Association. Through building these core processes, it will allow a culture of partnership to develop throughout the institution.

Student Feedback Opportunities

All students are provided with opportunities to give feedback on their learning experience in various ways and influence key decisions in the College. FVC and FVSA work together to support students to be able to give open and honest feedback.



Surveys and Questionnaires

There are a number of surveys that happen throughout the year to gather the views of students, these include the College student satisfaction survey, the national Student Satisfaction and Engagement Survey and other department feedback surveys.

Informal Conversations

Students will have the opportunity to give feedback through informal conversations through social media/Moodle/Class Representatives and in person with staff or the Student Association.

Class Representatives

FVSA and FVC will engage with students to listen and take on board their concerns through the Class Representatives, which are elected by students and trained to be able to support students in giving feedback and signposting students to support services.

Listening to Learners/Focus Groups

The Listening to Learners forum takes place twice per year for every course in the College, this forum allows students to feedback on their learning experience and anything which impacts on the experience. This information is used to shape the curriculum and course planning each year.

Student Council

Student Council is held twice per year and is the decision making forum for FVSA, but also allows the student body to give feedback on their experiences. FVSA and FVC work together to identify actions based on the feedback and report this back to the student body.



Student Representation

FVC provide support to and work with FVSA to ensure that students are represented fairly across the College and are able to influence decisions in all relevant areas. This representation includes a number of key roles;

Class Reps

The Class Reps are elected from each course, to represent and share the views of their fellow classmates. These Class Reps attend training and two student council meetings facilitated by FVSA to raise concerns and give feedback on matters that are important to them as well as shaping the work and development of FVSA and FVC.

President/Vice President

These are elected sabbatical student representatives who lead the FVSA Executive Committee. Each officer has a different remit and are responsible to students and work on projects/campaigns throughout the year to improve the student experience.

Student Body

All students enrolled at FVC, no matter what mode of study, are able to feedback on their experience at FVC, and are represented by FVSA.

FVSA Executive Committee

These are elected voluntary student representatives who ensure the voices of students and Liberation groups are able to influence the decision making of both FVSA and FVC.



Part 2

Current Objectives

Better Engagement with Apprentices

Improve representation and engagement of Liberation groups*

Embed the role of Department Reps into the College

Maximise benefit from first class facilities, resources and services relating to Mental Health



Part 3

Impact of partnership

Through students and staff working together, we can make BIG changes to improve the student experience at FVC.

This part outlines the changes and impact made from the partnership activities. Through the process of providing feedback

and undertaking enhancement activities, a number of valuable and significant changes have been made which improve the student experience. The final part of the partnership journey is implementing positive changes, and communicating the improvements to the student community.

*Liberation groups are not fairly represented within society, it is important to work with students who personally identify within these groups to give them the opportunity to make positive change and support others who have a shared experience. FVSA Liberation groups are LGBT, mature, black minority & ethnic, women and disabled students.

Induction

What you can expect:

A comprehensive Induction Programme that introduces you to the College and your course that will help you to quickly settle into college life.

Your responsibility:

Actively engage in the induction process and complete any induction activities

Learning, Teaching and Assessment

What you can expect:

All staff will consistently facilitate high quality, engaging, inclusive, collaborative and creative approaches to learning, teaching and assessment, making best use of a range of technologies to enhance and extend learning and empower students.

Your responsibility:

To engage positively with your academic studies, the broader curriculum, your diverse peer group and with other opportunities that support your academic, professional and personal growth

Have a professional attitude, attend all timetabled classes, prepare for and participate fully in class and ask for advice if you are having difficulties with your academic studies

Use assessment as a tool for learning and reflection, adhere to the college regulations and procedures and engage with the design of your learning.

Support

What you can expect:

Resources to support learning are available, both digitally and physically, in a variety of engaging and inclusive formats and are easily accessible anywhere and anytime and from any device

Access to dedicated teams in place to help you at all points in your college journey - from choosing the right course to applying to university or looking for a job.

Your responsibility:

Be proactive in looking for help and information, to seek out relevant support services, to access published information, to familiarise yourself with your programme handbook, college policies and procedures.

Respect (including Equality and Diversity, staff and student relationships)

What you can expect:

You can work and study in an environment that is free from discrimination, harassment and victimisation and that everyone can progress equally.

Your responsibility:

Respect and value differences, contribute positively to the learning of others and to recognise and engage with diversity as an opportunity for growth.

College Environment

What you can expect:

Flexible learning spaces and environments, both physical and virtual, are modern and appropriate and that support your learning, both individually and in groups.

Spaces and facilities that encourage extra-curricular social and sports activities with other students and promote a sense of belonging.

Your responsibility:

To use these environments creatively to access resources and to develop and enhance your learning

To work within these environments respectfully and in ways that do not impact negatively on others.

Facilities and Equipment

What you can expect:

Consistent, ready and reliable access to the right equipment, resources and technical support to enable you to work and study effectively

Easy access to facilities and resources to support learning for all students.

Your responsibility:

Use these facilities creatively to access resources to underpin your independent learning and to work within these environments respectfully and in ways that do not impact negatively on others.

Representation and Feedback

What you can expect:

To be able to shape the life and work of the college.

Your responsibility:

To actively engage with both the college and Student Association in giving open, honest and constructive feedback via the appropriate channels.

FVSA

Email:

student.association@forthvalley.ac.uk

Telephone:

01324 403 290

An accessible version of this document can be found online.
Contact FVSA for further details.

Forth Valley College

Grangemouth Road,

Falkirk,

FK2 9AD

Telephone:

01324 403000



Constitution

This Constitution shall take effect from 20th April 2017 and invalidates all former Constitutions of this Association.

This Constitution shall be subject to review by the Students' Association and the Board of Management of Forth Valley College at least every five years, in accordance with the Education Act 1994.

| Last updated on: [13/11/18](#)

Deleted: 03/05/17

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Introduction

Part II of the Education Act 1994 requires institutions to *'take steps as are reasonably practicable to secure that any students' union for students at the establishment operates in a fair and democratic manner and is accountable for its finances.'*

The Board of Management of Forth Valley College recognises Forth Valley Students' Association as an autonomous, democratically run organisation, committed to service and representing the students of the College. The Board of Management of Forth Valley College will endeavour to ensure that the activities of the Association do not contravene the College's Equality Policy nor bring the College into disrepute.

The Constitution is a legal document that sets out the activities and procedures of the Students' Association.

It provides a framework for the operation of the Students' Association by:

Defining what the Association can or cannot do.

Indicating how the Executive Committee can act on behalf of Association members

Outlining how Association members can air their concerns

The Constitution is made up of three sections:

Section 1 – The Articles

This section defines the aims and objectives of the Association as well as setting out what can or cannot be done.

Section 2 – The Schedules

This section gives further operational details in relation to how things get done.

Section 3 – The Appendices

This section includes other regulations that the Association has to follow.

The Articles

Article 1 - Name and Status

Section 1.01

There shall be a Student Association in the name of Forth Valley Student Association (for the rest of the document the organisation will be referred to as FVSA).

Article 2 - Aims and Objectives

Section 2.01

To enhance the educational experience of its members and students of the College as a whole.

Section 2.02

To represent the interests of its members and act as a channel to communication with the College and other bodies.

Section 2.03

To promote and protect the welfare of its members.

Section 2.04

To promote, encourage and co-ordinate student clubs, societies, sports and social activities.

Section 2.05

These aims and objectives shall be practiced without discrimination on the grounds of any protected characteristics except where that action may be taken to promote equality of opportunity.

Section 2.06

To provide an advisory, advocacy and referral service internally and externally for students wishing support in relation to personal, finance or educational matters.

Section 2.07

The FVSA shall practice the above aims and objectives independent of any political party, religious organisation or any other activist groups.

Article 3 - Membership of the FVSA

Section 3.01

All students who are registered at the College, over the age of 16, shall be members of the FVSA unless they have decided to relinquish their membership according to the regulations.

- a) Every student shall be able to relinquish their right of membership of the FVSA.
- b) A student who opts out of the FVSA shall not be able to participate in the democratic and decision-making function of the FVSA. This includes not being able to stand for any Officers or representative position, including club and society committee members, as contained in the FVSA constitution.
- c) A student who opts out of the FVSA shall continue to have the right to attend FVSA run events and participate in the activities of clubs and societies.
- d) A student wishing to opt out of membership of the FVSA must indicate this within six weeks of the start of their course in writing to the Sabbatical Officers.
- e) A student who has opted out but who subsequently wishes to become a member of the FVSA shall apply in writing to the Sabbatical Officers. The Sabbatical Officers shall then meet and discuss the application. If the application falls within twenty College days of nominations opening for an FVSA election, the student will not be eligible to take up the full privileges of membership until the nomination process has closed.

Section 3.02

All Sabbatical Officers must be full members of the FVSA.

Section 3.03

Registered students of the College under the age of 16 shall not be members of the FVSA, but may participate in certain activities, as agreed by the student Sabbatical Officers, Executive Committee and any forum for students under the age of 16 and approved by the Student Representative Council.

Section 3.04

All members shall be entitled to use the facilities of the FVSA and take part in its educational, social, sporting and cultural activities. Members shall be allowed to speak and vote at FVSA meetings, to nominate, to stand and to vote in FVSA elections, and to hold office in clubs and societies.

Article 4 - Student Representative Council (SRC)

Section 4.01

The Student Representative Council shall be the supreme decision making body of the FVSA. It shall also raise issues that are of concern to its members to the Senior Management Team of the College. This will be done following the proper FVSA structure.

Section 4.02

The membership of the Student Representative Council shall be made up of the following categories:

- a) The Student Sabbatical Officers
- b) The Executive Committee
- c) The class/course representatives

Section 4.03

The functions of the Student Representative Council shall be to:

- a) Set the policy of the FVSA
- b) Amend the constitution and schedules as appropriate, subject to the approval of the College Board of Management.
- c) Instruct and hold accountable the Executive Committee to their work.
- d) Monitor and discuss the events and decisions of the formal College decision making bodies.
- e) Elect delegates to appropriate NUS conferences and councils.
- f) Approve reports from committees, working parties and the Executive Committee.
- g) Approve financial reports from Sabbatical Officers.

Section 4.04

The first meeting of the Student Representative Council shall be held in November and be Chaired by an assigned Sabbatical Officer. This meeting shall also:

- a) Discuss appropriate clubs and societies.
- b) Discuss Executive Committee Elections and confirm arrangements.
- c) Issue members with meeting schedules.

Section 4.05

An ordinary Student Representative Council meeting shall be held on at least two occasions in each Academic Year.

Section 4.06

An emergency Student Representative Council meeting may be called by the Sabbatical Officers to discuss a particular issue.

Section 4.07

All FVSA meetings shall be conducted according to the Meeting Regulations contained within this constitution.

Section 4.08

Who can attend the Student Representative Council?

- a) All members of the Student Representative Council will be expected to attend all meetings of the Student Representative Council to which they will have been given no less than ten College days' notice. Any member of the Student Representative Council who fails to attend two consecutive meetings without giving prior apologies to the assigned Sabbatical Officers, and does not provide satisfactory reasons acceptable to the Student Representative Council, shall be considered to have resigned.
- b) Any full member of the FVSA may attend Student Representative Council meetings in accordance with the constitution. Any individual who is not a member of the FVSA who wishes to attend must receive permission by submitting a request to the assigned Sabbatical Officers no later than five College days before the start of the meeting. The assigned Sabbatical Officers shall then take a vote from the Executive Committee on whether the individual/s may attend.

Section 4.09

Who may speak at the Student Representative Council?

- a) Any full member of the FVSA may speak at the Student Representative Council meeting.
- b) Members of the College Senior Management Team may attend and speak at the request of the Student Representative Council. Any other individual may attend and speak as a guest, if invited to do so by the Student Representative Council or the Executive Committee.
- c) Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking.

Section 4.10

Who may vote at the Student Representative Council?

- a) Only members of the Student Representative Council who are present at the meeting may vote.
- b) The Chair may not vote unless the vote is tied, in which case the Chair may have the casting vote.

Section 4.11

Who runs the meeting?

- a) The assigned Sabbatical Officers shall be responsible for the agenda and publicising the meeting. This involves giving no less than ten college days' notice of the meeting and no less than five college days' notice of the final agenda including any documents or papers relating to agenda.
- b) The assigned Sabbatical Officers shall take the role of the Chair for all Student Representative Council meetings for the academic year.
- c) In the event of any situation arising not being covered by meeting regulations then the assigned Sabbatical Officers shall rule on the procedure to be adopted. Such ruling shall be subject to the approval of the Student Representative Council.
- d) In the event of the assigned Sabbatical Officers having or alleged to have a conflict of interest with the item under discussion, the role of Chair should be passed, for the duration of the item under discussion, to a designated Executive Committee Member.
- e) In the event of the assigned Sabbatical Officers being absent at the meeting for whatever reason, then the meeting shall be Chaired by the assigned deputy. In the event of both the deputy and the Sabbatical Officer being absent, the meeting will be adjourned and rescheduled for another date.

Section 4.12

General Rules

- f) All items and documents discussed at Student Representative Council Meetings will be considered confidential and must not be discussed out with the meeting, without prior approval, until minutes are agreed and published.
- g) Every Debate shall have a proposer and seconder.
- h) Individuals may only speak with Chair's permission.
- i) Anyone who wishes to attend a meeting who is not a Student Representative Council member must have approval of attendance five College days prior to meeting.
- j) Decisions will be made on the basis of a simple majority of those present. No decision on any matter of business will be taken without a quorum present.

- k) The quorum for a decision made by Student Representative Council meeting will be 20 members across the campus meetings regarding any single decision.

Article 5 - Executive Committee

Section 5.01

The Executive Committee of the FVSA is led by the Student President who shall run the FVSA on a day to day basis according to the terms of this constitution, relevant legislation and the decisions that have been made by the Student Representative Council.

Section 5.02

The Executive Committee shall be made up of the following FVSA Officers (subject to change in order to best represent the student body), elected by the FVSA membership:

- a) The Sabbatical Officers
- b) Liberation Officers
- c) Executive Officers

Section 5.03

The Non Sabbatical Executive Committee officers shall be elected by 1st of December each year according to the regulations of this constitution. They will serve as members of the Executive Committee from date of election of that year to the end of the academic year.

Section 5.04

The role of the Executive Committee shall be to:

- a) Carry out the decisions made by the Student Representative Council.
- b) Act in the absence of the Student Representative Council.
- c) Act as a channel of communication between members of the FVSA, Sabbatical Officers and also external agencies.
- d) Be responsible for contributing to the strategic direction of the FVSA.
- e) Liaise with and offer relevant support to any forum of students under the age of 16.
- f) Fulfil specific responsibilities laid down in the role descriptions of this constitution.

Section 5.05

Executive Committee meetings shall be called by the Student President and shall meet at least once every month. Further meetings may be called by a written request of a majority of the committee members to the Student President. The Chair will be the Student President or their nominee. The Chair may only vote in the event of a tie.

Section 5.06

Executive Committee meetings shall only take place if there is at least 50% of serving Executive Committee members present throughout the meeting.

Section 5.07

Any member of the Executive Committee who fails to attend two consecutive meetings of the Executive Committee or Student Representative Council without giving prior apologies to the Student President, and does not provide satisfactory reasons acceptable to the Executive Committee, shall be considered to have resigned.

Article 6 - Clubs and Societies

Section 6.01

Clubs and societies may be recognised by the Student Representative Council provided that they meet the requirements set out by the Executive Committee in Schedule Two (societies) of this Constitution¹ and do not breach the FVSA aims and objectives.

Article 7 - Affiliations to External Organisations

Section 7.01

Any proposal to affiliate to an external organisation must be approved by both the Executive Committee **and** the Student Representative Council.

Section 7.02

The College and members of the FVSA shall be informed of all new affiliations to external organisations via an email or letter. The notice shall include the name of the organisation being affiliated to and any affiliation or subscription fee to be paid.

Section 7.03

Details of all affiliations to external organisations, including the names of the organisations and each affiliation fee paid, shall be included in the FVSA's financial report which shall be available to all members of the FVSA and to the College.

¹ Schedule Two (societies) can be found on page 15 within this document.

Section 7.04

In the event of an objection to a current affiliation to any particular external organisation, a petition signed by at least 200 members of the FVSA must be presented to the Student President. A vote shall be held on the issue at the next Student Representative Council meeting. The vote shall be carried out in accordance with the constitution. A further vote on the same affiliation cannot be called in the same academic year.

Article 8 - Complaints Procedure

Section 8.01

Complaints about an individual Officer, the Executive Committee or any member of the Student Representative Council shall be dealt with under the complaints procedure contained in this constitution.

Section 8.02

Any complaint about the FVSA shall be addressed in writing to the Student President. In any circumstances where the complaint relates to the Student President or another member of the Executive Committee, it shall be addressed to the Secretary to the Board of Management.

Section 8.03

The Student President or the Secretary to the Board of Management, whichever is issued with the complaint, shall make a written reply within twenty working days.

Article 9 - FVSA Finance

Section 9.01

The FVSA shall receive appropriate funds from the College to enable it to effectively pursue its aims and objectives. The Associate Principal and Executive Director of Finance (hereafter referred to as DoF) shall recommend this annual allocation of funding for approval to the Board of Management at the last Board meeting of the financial year. The DoF recommendation will be made after presentation of the Association's estimates for the forthcoming academic year to the Finance Committee.

Section 9.02

The Sabbatical Officers shall supervise all of FVSA's finances and ensure that proper accounting records are maintained and that these records shall be reviewed annually and certificated as correct by a qualified accountant, who could be an accountant from the College Finance team, independent of the FVSA.

Section 9.03

The Sabbatical Officers shall be responsible for ensuring that the annual budget, amendments to the budget, FVSA accounts and all other short-term financial reports and financial proposals are discussed and approved by the Student Representative Council.

Section 9.04

A copy of the FVSA's budget and the annual accounts shall be given promptly to the College each financial year for approval and be made available to all students.

Section 9.05

The financial year of the FVSA shall run from 1st August to 31st July.

Section 9.06

The organisation of the FVSA's finances and systems of control shall be contained in Schedule three (Finance Regulations) of this constitution².

Article 10 - Minutes

Section 10.01

At all meetings of the FVSA, draft minutes shall be taken which shall be circulated at the next appropriate meeting or via email to the attendees for approval and any necessary corrections made. Confirmed minutes shall be filed and made available to all students.

Section 10.02

A copy of the constitution, including all amendments, a copy of the annual report and any plans for the FVSA's activities, including the budget, shall be made available to all students and to the Secretary to the Board of Management.

Section 10.03

All meetings of the FVSA shall be considered open to all members of the FVSA. However, the members of the meeting may vote to hold a specific meeting or an item of a meeting as a closed session.

Article 11 - Amendments

Section 11.01

The Student Representative Council shall be the only body permitted to amend the constitution and schedules. All amendments will be subject to the approval of the College Board of Management before they can be implemented.

² Schedule three (Finance Regulations) can be found on page 17 of this document.

Section 11.02

All amendments to the constitution or schedules shall require the support of a majority of the members present and entitled to vote at a quorate meeting of the Student Representative Council. From here, the amendments will be taken to the Board of Management for approval.

Section 11.03

The constitution shall be reviewed by the FVSA at least every five years from the date of the current document's implementation and approved by the College Board of Management.

Article 12 - Code of Conduct

Section 12.01

The FVSA and all of its members shall follow the Colleges Code of Conduct and may make reference to it when they see fit in any case.

Section 12.02

All members of the FVSA shall be required to adhere to this code, particularly when on FVSA premises, or attending events organised by the FVSA or its clubs or societies.

Section 12.03

The code of conduct may include restrictions up to and including the unlimited suspension of any or all of the rights of FVSA membership.

Article 13 - Interpretation

Section 13.01

In the event of a challenge to the interpretation of any part of this constitution, the ruling of the Sabbatical Officers shall be sought.

Section 13.02

In the event of a challenge to the Sabbatical Officers' ruling or decision, following legal advice, the decision shall be taken to the Student Representative Council.

Section 13.03

In the event the member of FVSA remains dissatisfied with the ruling of the Student Representative Council, they may appeal to the College Secretary to the Board of Management. The ruling of the College Secretary to the Board of Management shall be final.

The Schedules

Schedule 1 - Election Regulations

This Schedule outlines what to do for all elections for all positions in the Association. It also outlines the procedure to follow if a vacancy occurs in any position.

1.1 Returning Officer

- a) The Returning Officer, who shall not be a full member of the Association, shall be the Secretary to the Board of Management or their representative. The Returning Officer shall be responsible for the good conduct and administration of all Association elections and shall have the sole interpretation of the election regulations. The Returning Officer may appoint assistants to support them in undertaking these duties.

1.2 When Elections Should Happen

- a) The Returning Officer shall ensure that the election of the Sabbatical Officers takes place by the end of June each year. Once elected, the Sabbatical Officers shall take office from 1 July.
- b) The Returning Officer shall ensure that election of the Executive Committee also takes place by 1st December each year. Once elected, the members of the Executive Committee shall take office with immediate effect.
- c) The dates of elections for Executive Committee members, a copy of the election timetable and a copy of the election regulations shall be made available to all FVSA members at least 21 College days before the elections.

1.3 Standing for Election

- a) The elected members of the Executive Committee shall be:
 - i. The Student President
 - ii. The Vice President
 - iii. The Executive Officer(s)
 - iv. The Liberation Officer(s)
- b) No person shall hold sabbatical Association office, or paid elected Association office, for more than two years in total.
- c) All members of the Association are eligible to stand for any of the following Executive Committee positions:
 - i. The Student President
 - ii. The Vice President
 - iii. The Executive Officer(s)

- d) All members of the FVSA who identify with the protected characteristic of the role are eligible to stand for the following Liberation Officer positions:
 - i. The Black and Minority Ethnic Students' Officer (BME)
 - ii. The Disabled Students' Officer
 - iii. The Lesbian, Gay, bisexual and Transgender+(LGBT+) Students' Officer
 - iv. The Mature Students' Officer
 - v. The Women's Officer
- e) Reopen nominations (RON) shall be a candidate in all Association elections.
- f) Nomination forms will be provided by the Returning Officer or their representative and shall be available from the FVSA Moodle Page and any Student Association Office in line with the election timetable. The nomination form shall contain a copy of the description of the role of each position in the election.
- g) Members of the Association may stand for election upon completion of a nomination form signed by the candidate and at least one proposer and one seconder.
- h) Nomination forms must reach the Returning Officer or their representative not later than 4.00pm on the closing date outlined in the election timetable.

1.4 Publicity about the Election

- a) The Returning Officer shall produce a list of candidates, which shall be displayed on the Association Moodle Page in line with the election timetable.
- b) Candidates may produce a supporting statement, which must be handed in with the completed nomination form.
- c) On receipt of a valid nomination form the Returning Officer or his or her representative shall provide the candidate with an election campaign pack.
- d) The contents of the election campaign pack shall be determined by the Returning Officer in conjunction with the Executive Committee.

1.5 Campaigning

- a) Candidates may commence campaigning on the date outlined within the election timetable.
- b) Candidates cannot use any communication materials that are not sanctioned by the election campaign pack.
- c) The Returning Officer shall publicise the location and arrangements for voting, together with a list of candidates and manifestos.

1.6 Voting Procedures

- a) The Returning Officer shall ensure that all members of the Association have access to vote no matter their place or time of study.
- b) Voting will be conducted via Moodle, each member of FVSA is entitled to one vote, and is responsible for casting their own vote and ensuring that no one has access to their private Moodle login details.

1.7 Counting and Declaring Votes

- a) The Returning Officer or their representative and another member of College staff shall review the votes cast via Moodle both to ascertain the successful candidate and to verify that no student cast more than one vote.
- b) Candidates will have the opportunity, as per the election timetable, to meet with the Returning Officer or their representative to view the election result before this is made public.
- c) The Returning Officer or their representative will communicate the result to the Association Executive Team who will then communicate the results to members using such communication methods as it deems appropriate.

1.8 Complaints

- a) Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer as soon as practically possible following such a complaint being lodged by any full member or the candidate or their nominee.
- b) Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
- c) In determining a resolution to the complaint, the Returning Officer after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for a specific post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the Returning Officer on any complaint shall be final.

1.9 Vacancies for positions on the Executive Committee or Sabbatical Officers

- a) If the position of Sabbatical Officer or an Executive Committee post falls vacant, then a by-election may be arranged by the Returning Officer. Nominations shall open, no later than three College days after confirmation of the decision to hold a by-election, if viable in the timeline of the relevant academic year. All other election regulations apply.

Schedule 2 - Societies

There shall be societies of the Association.

2.1 Setting up a Society

- a) No club or society may receive funds from the FVSA or use FVSA facilities without recognition in each academic year by the Executive Committee.
- b) To be considered for recognition, the proposed club or society shall present to the Executive Committee a plan of activities and a list of prospective members in accordance with the clubs and societies schedule.
- c) No club or society will be recognised if its objectives conflict with those of the FVSA.
- d) Any club or society that wishes to be recognised by the FVSA shall present to the Executive Committee:
 - i. A list of five signatures of members
 - ii. The proposed membership fee (when applicable)

e) Membership can be comprised of students. Associate membership can be offered to staff and non student members

- i. Non student members do not have voting rights within the club or society nor can run for leadership positions

2.2 Money for Societies

- a) The Sabbatical Officers shall allocate a sum in the FVSA budget which shall be for grant aid of recognised clubs and societies. This should be used to cover reasonable expenses or the purchase of equipment relating to the purpose of the society.
- b) To receive funding, an eligible club/society shall submit a written budget proposal to the Executive Committee. This should be submitted at least one month prior to the date the funding is needed.
- c) The Executive Committee will meet and allocate the funds. Allocations will be made on the basis of the level of activity in the club/society; the number of members it has and special equipment and travel considerations and available FVSA budget.
- d) The allocations shall be approved at a meeting of the Executive Committee or Student Representative Council.

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2.3 Responsibilities of Societies

- a) No member from a club or society may commit either the club or society or the FVSA to any expenditure without prior authorisation through the FVSA's budgetary control system.
- b) All clubs and societies will elect a named person who will be the primary contact between the club/society and FVSA, and are responsible for ensuring that the club/society meet the requirements set out in this constitution.
- c) No member from a club or society may apply for or commit the club or society to any expenditure without prior authorisation by a majority vote by members.
- d) The club or society shall be responsible for promoting itself during the academic term to encourage new membership.
- e) The club or society shall be responsible for fundraising for planned activities, whilst adhering to the College Fundraising Policy. Said funds will then be deposited in a ring-fenced fund for the exclusive access of that club or society.
- f) The club or society shall not hold its own bank account and all its finances will be administered through the FVSA.
- g) The club or society shall hold no funds whatsoever outside the FVSA accounts.
- h) All clubs and societies will produce an activities report and submit an income/expenditure sheet to the Executive Committee at the end of each term.
- i) Any equipment purchased by a club or society shall remain property of FVSA, and provided for the use of that club annually on renewal of recognition at the Executive Committee.
- j) The named person(s) shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club or society allocation for that year. The person(s) shall also ensure that an accurate list of all equipment purchased is kept and the FVSA is supplied with this. The person(s) will also ensure all equipment is returned to the FVSA at the end of the academic year.
- k) The Named person(s) shall ensure that all income received by the club or society is passed to the Student Association Coordinator without undue delay and that no funds received by the club/FVSA are withheld. All transactions will be carried out in accordance with the financial regulations of the College.
- l) Failure to abide by these regulations and the Constitution may result in suspension of the society by the Executive Committee or disciplinary action against an individual or group of members.

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<#>The club or society shall hold no funds whatsoever outside the FVSA accounts. ¶

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Schedule 3 - Finance Regulations

3.1 Collection of Funds

- a) The collection of all money due to the FVSA shall be the responsibility of the Sabbatical Officers, who shall follow the financial regulations of the College to ensure the money is banked appropriately. These regulations can be found at the end of this document.

3.2 FVSA Funds

- a) The FVSA funds will be held within a separately designated Fund within the College's accounting records, including details of all expenditure incurred, which shall be incurred in accordance with the College's Financial Regulations, and all income received, which shall be banked by College Finance Staff into the designated FVSA Fund.

3.3 Expenditure

All expenditures within the FVSA shall be discussed and agreed amongst the Sabbatical Officers.

All expenditures within the FVSA over £1000.00 shall be discussed and agreed with the Executive Committee Members and must be passed for approval by a member of the College Senior Management Team.

All requests for payment shall be signed by the ~~Student Association Coordinator~~, and cheques must then be signed by a member of the Senior Management Team.

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Deleted: and the Student Liaison Officer (SLO)

If it is brought to the Student Representative Council's attention with regards to excessive expenditure then they have a duty to investigate and carry out appropriate actions.

3.4 Security and Insurance

The FVSA shall be responsible for maintaining proper security at all times for all stock, stores, furniture, equipment, cash etc. under its control.

The Sabbatical Officers shall inform the Executive Committee and College in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

The College shall be responsible for ensuring that proper insurance cover is in place, including fire risks, theft, damage and loss etc. of property and employers' liability.

3.5 Events

- a) All events undertaken or provided by the FVSA must be costed and budgets prepared.
- b) Annually, the Executive Committee, in consultation with the Sabbatical Officers, shall draw up a proposed events budget. This shall form the basis of all events expenditure.
- c) Records of all expenditure for events shall be kept. The Sabbatical Officers shall advise the Executive Committee if the budget is likely to be exceeded. The Executive Committee is responsible, under the direction of the Sabbatical Officers, for ensuring that agreed budgets are not exceeded, unless necessary approval has been given before the proposed expenditure is incurred.

3.6 Expenses to FVSA members

Any member of the Executive Committee may receive reimbursement of expenses for costs appropriately incurred whilst on FVSA business, with any expenditure reimbursed in line with the College Financial Regulations and Travel and Expenses Policy which can be requested from the Student Association Coordinator.

Deleted: Student Liaison Officer(SLO)

Expenses for FVSA volunteers must be authorised by the Student Association Coordinator or DoF on production of appropriate expense claim form and receipts.

Deleted: Student Services Manager

Expense reimbursement to the Sabbatical Officers will be made by the College through the College payroll system upon authorisation of a College expense form, by the Student Association Coordinator or DoF.

Deleted: Student Services Manager

3.7 Petty Cash

The petty cash limit shall be £40.00, under the direction of the Sabbatical Officers. They shall ensure that petty cash stays at or below this limit and that a proper record is kept of all advances and expenditure.

3.8 Donations

FVSA shall not make donations or affiliations to any organisation outside the aims and objectives of the FVSA. FVSA may allow for its facilities to be used for special events which may raise money for a specific charity or cause. Only the net profit from such events may be passed to the charity.

3.9 Gifts

If any Sabbatical Officer or Executive Committee Member receives a gift over a £25.00 limit in a professional capacity, they must declare this to the Executive Committee within five College days, as this may be seen as a conflict of interest.

3.10 Executive Committee Members Under 18

Any member of the Executive Committee under the age of 18 shall not have budgetary responsibility.

Schedule 4 - Role Descriptions

4.1 Student President

The Student President will be a sabbatical officer, and shall

- a) Be the main representative and official spokesperson of the Students' Association.
- b) Attend the Board of Management, Learning and Student Experience Committee, and other relevant College committees to represent the student voice, and report back to the Students' Association.
- c) Work with the National Union of Students to ensure the voice of FVC students is represented nationally.
- d) Encourage Forth Valley College students to get involved with and shape the work of Students' Association.
- e) Ensure the Student Association works as a motivated team and encourage executive committee members to work to the best of their ability.
- f) Draft the Student Association annual budget, monitor expenditure, ensure that all transactions are correct and that accounts are audited annually.
- g) Coordinate the Student Association work in response to the needs and opinion of the student body.
- h) Be responsible for any other Student Association duties as decided by the executive committee.
- i) Contribute to the Student Association Communication and Engagement strategy in order to promote activity and opportunities to students and staff.
- j) Facilitate engagement opportunities within the College including class visits, events, information gathering and participation in Class Rep training/Student Council in order to allow students to inform the activity of the Student Association.
- k) Support the Student Association Executive Committee by implementing partnership projects in conjunction with the College.
- l) Establish and maintain contact with offices in other colleges, universities and relevant organisations in order to identify and maintain best practice.
- m) Attend relevant conferences and courses on behalf of the Student Association, and lead any delegations attending on their behalf.
- n) Contribute to all relevant Student Association reports, including the Annual Impact Report, Healthy Body Healthy Mind Report, monthly Student Association reports etc.

Deleted: Strategic Development Committee

- o) Liaise with the Student Association Executive Committee on all budgetary decisions such as venues, entertainment, catering etc.
- p) Present relevant reports to the Student Association Executive Committee.
- q) Share duty rota across campuses.
- r) Assist with main office duties and administration.

4.2 Vice President

The Vice President will be a sabbatical officer, and shall;

- a) Attend the Board of Management, Learning and Student Experience Committee, and other relevant College committees to represent the student voice, and report back to the Students' Association.
- b) Coordinate all activities in response to the needs and opinion of the student body.
- c) Work with the National Union of Students to ensure the voice of FVC students is represented nationally.
- d) Encourage Forth Valley College students to get involved with and shape the work of Students' Association.
- e) Be responsible for any other Student Association duties as decided by the executive committee.
- f) Contribute to the Student Association Communication and Engagement strategy in order to promote activity and opportunities to students and staff.
- g) Facilitate engagement opportunities within the College including class visits, events, information gathering and participation in Class Rep training/Student Council in order to allow students to inform the activity of the Student Association.
- h) Support the Student Association Executive Committee by implementing partnership projects in conjunction with the College.
- i) Establish and maintain contact with offices in other colleges, universities and relevant organisations in order to identify and maintain best practice.
- j) Attend relevant conferences and courses on behalf of the Student Association, and lead any delegations attending on their behalf in the absence of the Student President.
- k) Contribute to all relevant Student Association reports, including the Annual Impact Report, Healthy Body Healthy Mind Report, monthly Student Association reports etc.
- l) Liaise with the Student Association Executive Committee on all budgetary decisions such as venues, entertainment, catering etc.
- m) Present relevant reports to the Student Association Executive Committee.
- n) Share duty rota across campuses.

Deleted: Strategic Development Committee

4.3 Executive Officer

- a) The Executive Officer(s) will be elected voluntary members of FVSA, and shall;
- b) Assist in the day to day operation of FVSA, providing support to the Sabbatical Officers in all aspects of FVSA Activity.
- c) Act as a channel of communication between members of the FVSA, Sabbatical Officers and also external agencies.
- d) Be responsible for contributing to the strategic direction of FVSA.
- e) Act on behalf of FVSA Members, and attend executive committee meetings on their behalf.
- f) Contribute to all relevant FVSA Reports.
- g) Attend and support the facilitation of the Student Representative Council.
- h) Fulfil all other duties as a member of the Executive Committee, as set out in the constitution.
- i) Attend relevant conferences and courses on behalf of the Student Association

4.4 Liberation Officer

The Liberation Officer(s) will be elected, voluntary members of FVSA, who identify within the protected characteristic of the respective role, and shall;

- a) Ensure the views and opinions of student's within their respective liberation area are reflected throughout the whole of the FVSA's work.
- b) Represent the perspective of their students on all matters concerning FVSA and the College, and encourage regular discussion between the students.
- c) Raise the awareness of students on the issues that affect their students through meetings and events.
- d) Co-ordinate activities designed to counter discrimination and hate crime.
- e) Establish and maintain contact with, and provide information for groups and organisations which work on anti-discrimination issues.
- f) Liaise with the relevant NUS Liberation campaigns.
- g) Promote the positive involvement of students in all areas of the FVSA's activities.
- h) Monitor incidents of discrimination in the College and inform FVSA and the College of these incidents.
- i) Seek to ensure that the FVSA and College publications and events do not contain discriminatory material and ensure the provision and depiction of a wide range of images.
- j) Liaise with the Sabbatical Officers on the development of the College Equality Policy.

- k) Present relevant reports to the Executive Committee, and fulfil duties as a member of the Executive Committee as per the constitution.
- l) Act reasonably and prudently in all matters, and in the best interests of the FVSA.

Schedule 5 - Disciplinary Procedure

The FVSA will follow the College Disciplinary Policy.

Section 5.01

Clubs, societies and members of the FVSA shall be expected to abide by the constitution and its schedules at all times, as well as the College's Equality Policy and the College Code of Conduct which will be published on the FVSA Moodle page.

Section 5.02

The FVSA has authority over any premises managed by the FVSA, any FVSA activities, including the activities of any FVSA club or society, or any misconduct which takes place outside FVSA premises but is connected with the FVSA and is likely to affect the reputation of the FVSA.

Section 5.03

The FVSA has authority over any student attending premises external to Forth Valley College and therefore any behaviour that brings the FVSA into disrepute can be dealt with in accordance to this policy.

Section 5.04

If a student or club or society is deemed to have breached the disciplinary policy, their conduct shall be examined by two Sabbatical Officers and the Student Association Coordinator, known as the disciplinary committee. If these individuals are unavailable or unable to participate, for instance if they are a witness to alleged misconduct, then the College Senior Management Team will be asked to nominate appropriately trained staff to form the disciplinary committee and conduct the investigation and make any recommendations for further action as necessary.

Deleted: Student Services Manager

Section 5.05

The disciplinary committee shall be convened within five college days of the alleged offence occurring. The student shall be given written notification of the time, date and place of the hearing, together with written notification of the alleged breach, at least three days before the hearing.

Section 5.06

In cases involving the misuse of FVSA facilities or resources or behaviour likely to cause potential danger or offence to students, staff or other persons, or bring FVSA into disrepute, the student or club or society may be suspended from the use of particular FVSA facilities or resources until the disciplinary committee has reached a decision.

Section 5.07

No person shall sit on the FVSA disciplinary or appeals committee if they are a witness, potential witness, the complainant or directly connected with the student or club or society being charged.

Section 5.08

The person bringing the charge, shall call witnesses to give evidence as appropriate. They shall ask questions of the witnesses. The student may also ask questions of the witnesses.

Section 5.09

The student/club/society may call their own witness to give evidence and present any relevant documents to the panel. They may ask questions of the witnesses. The person bringing the charge may also ask questions of the witnesses.

Section 5.10

All persons involved have the right to representation on the basis that the individual is for support on a silent basis and not an active part of the hearing.

Section 5.11

The committee may ask questions of any witnesses, the person bringing the charge or the student, club or society.

Section 5.12

The disciplinary committee shall then deliberate on the matter and decide on the appropriate action to be taken. The committee shall base its decision on evidence presented and examined in the presence of the person bringing the charge and the student, club or society being charged. Evidence of any earlier misconduct shall not be presented until after the decision has been reached on the facts of the case, but then may be admitted and considered in deciding on any sanction. The ultimate sanction can be expulsion from the FVSA and removal from office as appropriate.

Section 5.13

The FVSA disciplinary committee may refer any matter to the College disciplinary process.

Section 5.14

The disciplinary committee must inform the person of their right of appeal and that any appeal should be made in writing to the Secretary to the Board of Management within five College days.

Section 5.15

If the student is unhappy, they may appeal to an appeals committee made up of two Student executive Committee members appointed by the Student Association Coordinator. The student shall be notified in writing at least five College days in advance of the meeting. No member appointed to the appeal committee shall have had any involvement in the original decision making process.

Deleted: Student Liaison Officer

Section 5.16

The appeals committee shall hear the reason for the appeal and the rationale behind the original decision. They shall also hear any new evidence that has emerged since the disciplinary hearing. The matter shall be put to a vote and the decision shall be final.

Section 5.17

The Sabbatical Officers may immediately be removed from office by:

- a) A two-thirds majority vote at a quorate meeting of the Student Representative Council.
- b) A breach that is considered to be gross misconduct under the College Discipline and Dismissal policy.
- c) If any sanction prevents the officer from being able to fully carry out their job description.
- d) The individual being removed has the right to appeal any decisions.

Section 5.18

The Executive Committee officers may immediately be removed from office by:

- a) A two-thirds majority vote at a quorate meeting of the Student Representative Council.
- b) A breach of the College Code of Conduct on the grounds of gross misconduct, resulting in suspension or expulsion from the College.
- c) If any sanction prevents the officer from being able to fully carry out their job description.
- d) The individual being removed has the right to appeal any decisions.

Section 5.19

Class/course representatives may be removed from office by:

- a) A two-thirds majority vote by their class.
- b) A breach of the College Code of Conduct on the grounds of gross misconduct resulting in suspension from the College.
- c) The individual being removed has the right to appeal any decisions.

Section 5.20

Any member of the Student Representative Council or any other Committee who has been absent from or failed to contribute to at least two successive ordinary meetings, without submitting apologies to the Chair of the meeting, shall automatically be deemed to no longer hold office.

Section 5.21

Any resignation must be in writing to the Student President. Resignations shall take effect immediately, and be reported to the Student Representative Council.

Section 5.22

In the case of any vacancy arising, a by-election may be held in accordance with Schedule One Section 1.9 of the constitution³.

³ Schedule One Section 1.9 can be found on page 14 within this document.

Schedule 6 - Code of Practice

This code of practice is approved by the College in accordance with the requirements of clause 22(3) of the Education Act 1994, which requires that the College shall take such steps as are reasonably practicable, to secure that the Association operates in a fair and democratic manner and is accountable for its finances. The code of practice should be read in conjunction with the constitution, schedules and appendices.

6.1 Constitution

- a) The FVSA shall have a written constitution, approved by the Student Representative Council and the Board of Management. This shall be reviewed at intervals of not more than five years.
- b) Any amendments to the constitution shall be approved by the Student Representative Council and the College Board of Management.

6.2 Membership

- a) All registered students of the College, over the age of 16, shall be members of the FVSA unless they choose to opt-out in accordance with article three of this constitution⁴.
- b) The consequences of opting out or expulsion of membership shall be:
 - i. A student may not participate in any of the democratic processes of the FVSA.
 - ii. A student shall not hold office in any club or society in the FVSA.
 - iii. A student will not be represented by the FVSA

6.3 Freedom of Speech

- a) The Association and its members are bound to observe the College's code of practice in relation to freedom of speech as required by Section 43 (No 2) Act of 1986.

⁴ Article three can be found on page 3 of this document.

1. Purpose

To seek approval from members to amend the covenants included within the Term Loan Agreement with Barclays Bank and to authorise Alison Stewart, Board Secretary to sign the attached Amendment Agreement on behalf of the Board of Management.

2. Recommendation

That members approve the attached Amendment Agreement re the £10,000,000 Term Loan Facility Agreement dated 30 September 2010 between the Borrower (FVC) and Barclays Bank plc (the "Bank") as amended by the Amendment Agreement from the Bank to the FVC dated 25 January 2019.

3. Key Considerations

At the March 2018 Board of Management meeting, members were presented with an updated banking covenant, which had been negotiated with Barclays Bank. Following due consideration, members approved the revised covenant which was based on the College's Resource Return Outturn to Scottish Funding Council.

During 2018/19 Scottish Funding Council removed the need for the College to prepare a Resource Return, which rendered the recently agreed covenant void for 2018/19.

Following discussion with the Bank, they have agreed to remove the requirement for a covenant on the basis that the College is an Arms-Length Public Body. Should this change the Bank reserves the right to review this position.

Members are asked to note that the Amendment Agreement represents the terms and conditions upon which the Bank is prepared to make available payment systems to the Borrower.

4. Resolutions

Having considered the Amendment Letter Members are asked to approve

- Alison Stewart be and is hereby authorised to agree the final terms of the Amendment Letter and any other document which they consider necessary or desirable in connection with the entry by the Borrower into the Amendment Letter with such amendments as they shall approve;
 - Alison Stewart be and is hereby authorised on behalf of the Borrower to execute the Amendment Letter and any other document which is required to be executed pursuant to the Amendment Letter and any other Finance Document (as defined in the Facility Agreement) which is required to be executed, which documents shall be either sealed or witnessed as appropriate, and registered in the Borrower's books;
 - Alison Stewart be and hereby is authorised on behalf of the Borrower to execute and deliver any other documents, notices, letters or other communications and to perform
-

all matters, acts and things which such person in his absolute discretion deems to be necessary or desirable in connection with the Amendment Letter or any other Finance Document (as defined in the Facility Agreement);

- the entry into the Amendment Letter by the Borrower was likely to promote the success of the Borrower for the benefit of its members as a whole having regard to the significant commercial benefits to the Borrower that were expected to result from the Amendment Letter; and
- the execution, delivery and performance by the Borrower of its obligations under the Amendment Letter be and are hereby approved.

5. Equalities – N/a

6. Risk

	Likelihood	Impact
Very High		
High		
Medium		
Low		
Very Low	x	x

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

Risk Owner – Alison Stewart

Action Owner – Alison Stewart

7. Other Implications – None

Paper Author – Alison Stewart

SMT Owner – Alison Stewart

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1. Purpose

To provide members with information which has been produced for the College sector on Brexit and to discuss the College's preparations.

2. Recommendation

That members consider this paper and associated appendices and discuss how the College can manage the potential impact of Brexit.

3. Background

Following the referendum result in June 2016 to leave the European Union (referred to as Brexit) the UK government triggered Article 50 and set in legislation the 29th March 2019 as the date the UK would leave the EU.

The UK Government has, since this date, been in negotiation with the EU on the terms of the exit. As members will be aware, as of writing this paper, the proposed deal has not received the backing of the UK parliament.

4. Brexit and the College

As no deal has been reached at this point, preparations for Brexit have been hard to progress as the range of possibilities being considered and advocated range from a 'hard' no deal Brexit through to some version of the status quo.

The Scottish Funding Council (SFC) released a publication in December 2018 (attached) attempting to quantify the impact on the sector of an exit, focussing on the reduction over time of EU related funding streams such as ESF and the impact on international student levels.

While the College has comparatively low numbers of international students compared to other College's and especially Universities, we do currently benefit from ESF funding of circa £500k per annum. SFC predicts ESF funding to last to 2021-2022 however contingencies must be considered to ensure how this future gap in funding will be managed.

The College also benefits from ERASMUS+ funding, which supports staff and student mobility projects and enables exchanges with other College's in the EU. Recent activity included visits from College Civil Engineering and Computer Aided Design staff and students to the Lycée Carriat College in Bourg-en-Bresse.

The largest risk, which is unquantifiable at this time, is wider UK and Scottish Economic performance following Brexit and the attendant risks to sector funding levels and access to markets if resources are allocated elsewhere to support new or emerging priorities. We are particularly aware of the potential impact on our ability to source FF&E for the new Campus.

5. Brexit Mitigation

College's Scotland, as the sector umbrella organisation, are continuing to engage with SFC and Scottish Government on Brexit and its implications.

College's Scotland have also produced an EU Exit Checklist (attached) for Colleges to consider the potential impact areas. LMT and College staff have reviewed this list however, as noted above, until there is certainty on the type of Brexit that will be implemented, it is difficult to conclude this with any degree of certainty.

6. Financial Implications

There are a range of financial implications however the exact detail cannot be worked out until a final Brexit deal is in place and key College stakeholders such as SFC and the Scottish Government have worked through the impact of this.

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	X	
High		
Medium		X
Low		
Very Low		

Brexit, and specifically the current uncertainty, provide real risks to the College and mitigation can be difficult to quantify until the final deal is known. In the meantime, in order to support overall College financial health, we have been pursuing new commercial streams of income, making the maximum advantage from funding such as Flexible Workforce Development Funding and pursuing new markets such as [REDACTED]

Risk Owner – Ken Thomson

Action Owner – Ken Thomson

Paper Author – Stephen Jarvie

SMT Owner – Ken Thomson



SFC Corporate publication

EU Exit and Scottish colleges and universities

Issue date: 9 December 2018

Reference: SFC/CP/01/2018

Summary: This briefing provides a summary of the potential impacts of the UK leaving the European Union (EU) on colleges and universities

Further information: **Contact:** Sarah Kirkpatrick
Job title: Assistant Director – EU Exit
Department: Corporate Services
Tel: 0131 313 6696
Email: skirkpatrick@sfc.ac.uk



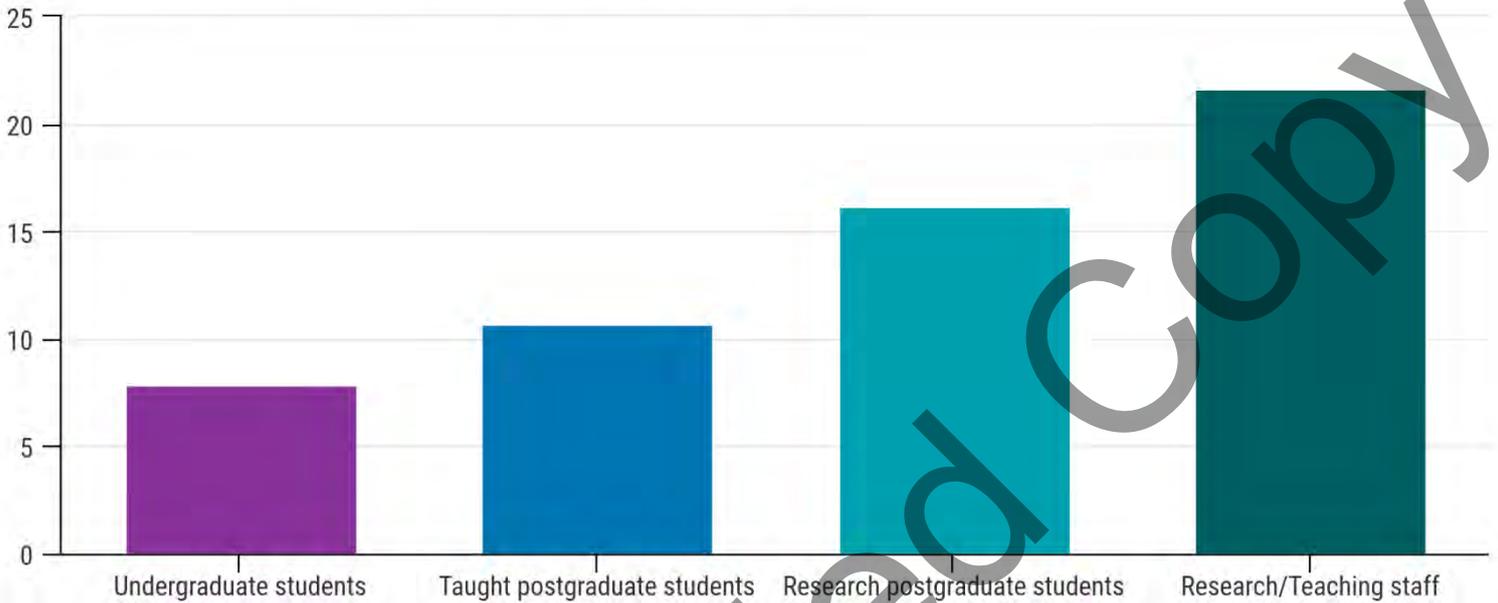
Scottish Funding Council
Promoting further and higher education

Scottish Funding Council
Apex 2
97 Haymarket Terrace
Edinburgh
EH12 5HD
T 0131 313 6500
F 0131 313 6501
www.sfc.ac.uk

FACTS & FIGURES

EU Exit and Scottish Universities and Colleges

Proportion of EU Nationals in Scottish universities, 2016-17



50%

increase in the number of Scottish students in Erasmus+ over the last seven years, **p. 5**



1 in 5

21.6% of Scottish university teaching and research staff are EU nationals. **p. 5**



£14M

Match-funded by European Social Fund (ESF) programmes to provide more student places and support skills development in Scottish colleges in 2017-18, **p. 6**



10.7%

The proportion of Scottish HEI's research income contributed by the EU Commission sources, on a three-year average to 2016-17, **p. 7**



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EU Exit and Scottish colleges and universities

Purpose

1. This briefing provides a summary of the potential impacts of the UK leaving the European Union (EU) on colleges and universities¹.

Background

2. The UK will leave the EU on 29 March 2019. The UK's decision to leave the EU represents a major change to the context in which universities and colleges work. The impact on immigration policy and access to EU funding streams will bring about significant changes and challenges for colleges and universities.
3. The terms and the timing of the UK's withdrawal from the EU have still to be agreed. Whatever the terms of the withdrawal, we anticipate that colleges and universities will need to operate differently post-Brexit, becoming increasingly international in their outlook. We are currently engaged in discussions with colleges and universities and our other stakeholders on their strategies for achieving an international outlook, whilst safeguarding Scotland's reputation as a centre of world-leading research and a destination of choice for staff and students.
4. This briefing summarises the impacts of leaving the EU identified to date. We will publish further information on our response to EU Exit as the details of the withdrawal are known.

EU students

5. Due to our current EU membership, students from the EU who study at Scottish colleges and universities are eligible to have their fees met for full-time further and higher education courses.
6. The ability for EU students to start a career in the UK once they have graduated is a factor when choosing where to study. In addition, Scotland's reputation for research excellence attracts EU students to Scotland to undertake postgraduate studies.
7. International students are an asset to Scotland's colleges and universities, as well as to the communities in which those institutions are situated. They make our campuses diverse, and enrich the learning and cultural experiences of Scottish students.

¹ In the context of this paper, 'universities' should be understood to include specialist higher education institutions.

EU students in universities

8. In 2016-17 EU students (those who applied from outside the UK) made up 7.9% of undergraduates, 10.7% of taught postgraduates and 16.2% of research postgraduates in Scottish universities.

	Research PG	Taught PG	Undergraduate
EU students	2,205	5,870	14,885
% of total	16.2%	10.7%	7.9%

Source: HESA Returns

9. Of the current EU undergraduates, a significant number (over 1,000 students in each case) are studying Business & Administrative Studies, Biological Sciences, Social Studies, Mathematical & Computer Sciences, Engineering & Technologies, and Subjects Allied to Medicine.
10. There are also a high numbers of EU students studying at postgraduate level. Over 500 EU students are undertaking taught postgraduate (TPG) studies in each of Business & Administrative Studies, Social Studies, and Engineering and Technologies. There are over 300 research postgraduate (RPG) EU students in Physical Sciences, Engineering & Technologies, and Biological Sciences.
11. For more information see Annex A: EU students in universities.

Possible implications of Brexit for universities

12. It is reasonable to conclude that free tuition for EU students has enhanced the attractiveness of Scotland as a place to study. If, following Brexit, EU students have to pay tuition fees, Scotland will almost certainly see a decline in the number of EU students at undergraduate level.
13. This reduction in the number of EU students in Scotland could affect the courses offered by universities. As detailed above, demand could drop significantly for some areas if fewer EU nationals were to enrol. Fewer graduates in these areas could also later impact on the skilled workforce required to support Scotland's productivity and economic growth.
14. The Scottish Government has extended the free tuition status to the cohort of EU undergraduate students entering in 2019-20. This status will cover the duration of their studies. At the moment, it is unknown what the fee status will be of EU students who begin their studies in 2020-21.
15. The ability for EU students to start a career in the UK once they have graduated is currently another attraction. So final decisions on post-Brexit immigration

policy could further affect the number of students from the EU who come to study in Scotland. Even if EU students continue to hold free tuition status they may choose to study elsewhere if they are unable to stay after graduation.

16. A drop in the number of EU students would also weaken the international atmosphere of our university campuses. In addition, Scotland's reputation for research excellence attracts EU students to Scotland to undertake postgraduate studies. If fewer EU students undertake postgraduate study, this will impact on Scotland's research capacity.
17. Any changes to the ability to recruit EU students post-Brexit will have differential consequences for Scotland's universities.

EU students in colleges

18. In 2016-17, 98% of all college enrolments had a Scottish postcode upon application. So we know that the majority of the 16,060 EU nationals who enrolled were already residing in Scotland. This is a key difference from universities, where EU students move from their home country to Scotland to study.
19. In 2016-17, EU nationals' Credits² accounted for 7.3% of the sector's total Credits (1,762,030). This is an increase from 6.9% in 2014-15 and 6.8% in 2015-16.
20. Although the number of EU nationals in the college sector is smaller than EU students in the university sector, it is still significant for colleges.
21. See Annex B for further information on EU nationals in colleges.

Possible implications of Brexit for colleges

22. A smaller number of EU nationals move to Scotland to pursue a college education in comparison to a university education. As a result of this, free tuition is a less significant factor in attracting EU students to colleges than it is in universities.
23. However, if there is a change to immigration policy post-Brexit, there could be a drop in the number of EU nationals living in Scotland. This in turn could result in a drop in EU nationals enrolling in Scotland's colleges.
24. Fewer EU nationals in our colleges could later impact on the skilled workforce required to support Scotland's productivity and economic growth.
25. As with universities, a drop in the number of EU students would also weaken the

² Credits are a measure for the amount of learning activity colleges deliver. One credit is equivalent to 40 hours of learning. Full-time study is equivalent to 15 credits (600 hours) or more on a single programme in one year.

international feeling of our colleges' campuses and the communities in which they sit.

Erasmus+

26. In 2016-17, 1,600 Scots from our colleges and universities went abroad to European countries to study, train or volunteer with the Erasmus+ programme. This opportunity enriches students' learning experience, enhances employability and promotes greater understanding and respect for different people and cultures. The number of Scottish students seeking to benefit from the outward mobility provided by Erasmus has grown by 50% over the last seven years.
27. The UK Government announced on 23 August 2018 that it is underwriting Erasmus+ funding for all successful bids submitted while we are still in the EU. It will still be possible to bid for new funding until 2020. These arrangements are dependent on reaching agreement with the EU that UK organisations can continue to be eligible to participate in Erasmus+ projects. However, post-2020 there is no clarity about the future opportunities for students wishing to study overseas.

EU staff in colleges and universities

28. Scotland's internationally renowned research and innovation base is reliant on its ability to attract, recruit and retain internationally mobile talent. This applies not only to researchers and academics, but also to support staff, such as laboratory technicians.
29. Scottish institutions are reliant on the contributions of non-UK EU and non-EU teaching staff. For example, in universities 20.7% of staff (3,695) with research, or teaching and research, contracts are EU nationals, and this proportion is even higher in some disciplines. In addition, 27% of all research-only staff are EU citizens.
30. There is anecdotal evidence that the potential risks to free movement post-Brexit, coupled with the changed status of EU citizens in the UK and the loss of EU funding for research, are already affecting the decisions being made by the EU staff currently in Scotland. This includes considering and/or leaving their posts.
31. If changes to immigration policy affect institutions' ability to attract the best staff, Scotland's capacity to continue delivering high-quality and effective learning and research would be negatively affected.
32. As with students, staff from other countries contribute to the internationalisation of colleges and universities, and the communities in which they are located. A drop in the number of non-UK EU staff would weaken this

international atmosphere.

33. For more information, see Annex C: Research income and staff in universities.

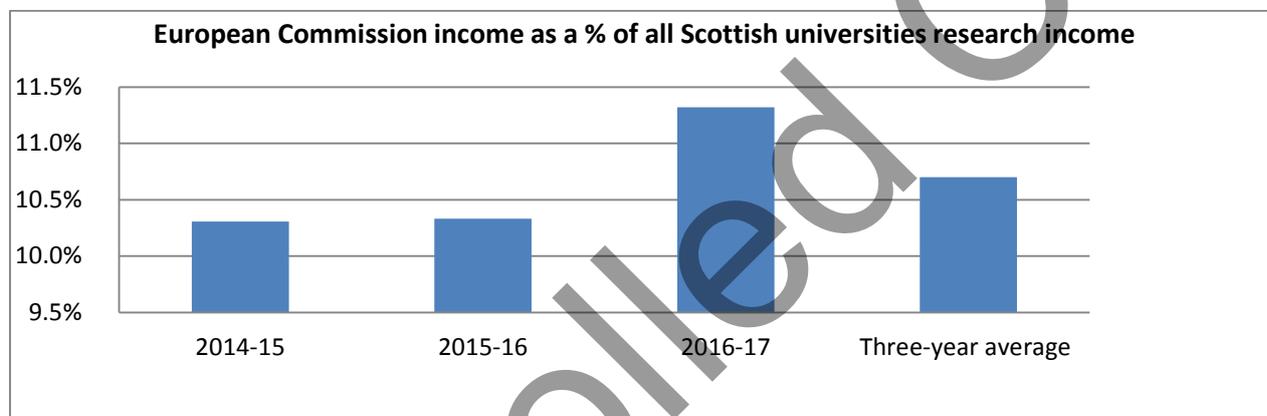
European Social Fund and the college sector

34. Colleges, along with some universities (notably the University of Highlands and Islands), have received funding under European Social Fund (ESF) programmes. The programmes provide additional student places for up-skilling and supporting young people not in employment, education and training. This activity has been undertaken since 2015-16 through two programmes: Developing Scotland's Workforce (DSW) and the Youth Employment Initiative (YEI).
35. ESF programmes are co-funded by SFC and the EU. In 2017-18, SFC allocated over £23 million for ESF activity; around £14 million of which it aims to claim back from the EU (via the Scottish Government).
36. Colleges also benefit from ESF monies either directly or indirectly from other sources. These include Skills Development Scotland (SDS) for apprenticeship programmes, as well as from local authorities and third sector bodies.
37. Over the three year period 2015-18, the following activity has been funded through ESF/SFC:
- 185,000 college credits (which equates to around 11,000 students).
 - 350 university funded student places.
38. The YEI programme closed, as planned, at the end of 2017-18. However, the DSW programme has been extended into a second phase from 2018-19 to 2022-23.
39. The impact of leaving the EU on the current programmes will depend on whether the UK withdraws with a deal in place or not. If the Withdrawal Agreement is passed by the House of Commons, the UK will continue to participate as an EU member until the end of the transition period. So, the DSW programme funding will be secure.
40. In the case of an exit without a deal in place, the UK Government will guarantee the programmes until the end of 2020. The guarantee covers all payments of contracts for ESF that were entered into before the UK left the EU - even if the payments extend beyond the date of Brexit. This guarantee enables the Scottish Government to sign new programmes up until the end of 2020.
41. See Annex D for a breakdown of indicative ESF allocations for phase two of the DSW programme.

EU research funding

42. Scotland has an international reputation for excellent science and research. Four of Scotland's universities are in the Times Higher Education Top 200 World University Rankings 2019³. By head of population this is more than any other country except Switzerland.
43. On the whole, UK universities are successful and influential participants in the EU's research funding programmes, winning a larger share of funding than is contributed by the UK. For example, on a three-year average to 2016-17, research funding from EU Commission sources represented 10.7% of universities' research income. A breakdown by year is provided below.

European Commission income as % of all Scottish Universities research income



Source: HESA data

44. In terms of the impact on subject areas, an analysis of Higher Education Statistics Agency (HESA) data from 2014-15 to 2016-17 on a three-year average shows that by far the largest income from EU Commission sources is in Biosciences, Clinical Medicine and Physics.
45. The UK is a major collaborating country (in the top five collaborating countries for all other EU nations). Collaboration allows researchers to access knowledge and skills that complement their own. It may also provide access to resources which otherwise would be unavailable. Collaboration contributes to high quality research; internationally-collaborative papers are more highly cited than papers from a single country. Citation by research peers is one way of measuring scientific impact.
46. Following the decision to withdraw from the EU, Scotland's research and innovation community is seeking certainty on future funding, and the ability to collaborate with international colleagues.

³ https://www.timeshighereducation.com/world-university-rankings/2019/world-ranking#!/page/0/length/25/sort_by/rank/sort_order/asc/cols/stats

47. To provide some stability, the UK Government has committed to underwrite UK participation in the EU's Horizon 2020 programme. This underwriting, however, only focuses on the financial aspects of participation. The impact of Brexit on the exchange of people, goods and data is difficult to quantify.
48. If the Withdrawal Agreement is ratified, UK participation in Horizon 2020 is expected to continue as normal until the close of the programme. In the case of a 'no deal' Brexit, UK universities should still be able to participate in part of Horizon 2020, but without receiving funding from the European Commission.
49. Post-Brexit, the UK may be able to access some areas of the Horizon Fund or its successor schemes as a non-associated third country. 'Associated status' would be an alternative means of securing the UK's direct participation in EU research funding programme. Associated status would allow continued access to EU funding, but with less influence over the research funding programmes than the UK has had to date.
50. Following the UK's withdrawal, Scottish research needs to continue to be supported as it sits at the core of university activity, contributes to our multinational community and is vital for Scotland's economy and society.

Annex A: EU students in universities in 2016-17

Subject Group	Research Postgraduates			Taught Postgraduates			Undergraduates		
	Number of EU research postgraduates (1)	Proportion of all research postgraduates in subject group from EU (2)	Subject group share of all EU research postgraduates (3)	Number of EU taught postgraduates (4)	Proportion of all taught postgraduates in subject group from EU (5)	Subject group share of all EU taught postgraduates (6)	Number of EU undergraduates (7)	Proportion of all undergraduates in subject group from EU (8)	Subject group share of all EU undergraduates (9)
Medicine and Dentistry	100	11.8%	4.6%	55	4.5%	0.9%	180	3.1%	1.2%
Subjects Allied to Medicine	180	15.0%	8.1%	390	5.0%	6.6%	1,165	5.0%	7.8%
Biological Sciences	310	19.3%	14.0%	410	16.6%	7.0%	2,130	10.8%	14.3%
Veterinary Sciences, Agriculture and related subjects	55	17.9%	2.5%	105	15.2%	1.8%	95	3.4%	0.6%
Physical Sciences	375	21.8%	16.9%	215	14.4%	3.7%	890	9.7%	6.0%
Mathematical and Computer Sciences	220	21.3%	9.9%	445	16.4%	7.6%	1,785	13.6%	12.0%
Engineering and Technologies	330	17.4%	15.0%	560	14.6%	9.5%	1,250	7.8%	8.4%
Architecture, Building and Planning	30	10.6%	1.3%	175	9.3%	3.0%	395	9.9%	2.6%
Social Studies	175	14.5%	7.9%	855	13.0%	14.5%	1,875	8.2%	12.6%
Business and Administrative studies	105	12.7%	4.7%	1,490	13.3%	25.4%	2,165	9.5%	14.6%
Mass Communications	10	6.9%	0.4%	170	14.4%	2.9%	350	14.8%	2.4%
Languages	120	17.4%	5.3%	270	20.6%	4.6%	1,000	9.6%	6.7%
Historical and Philosophical studies	140	13.8%	6.4%	220	13.9%	3.7%	535	5.9%	3.6%
Creative Arts and Design	40	11.6%	1.8%	250	14.3%	4.2%	920	8.8%	6.2%
Education	25	4.6%	1.1%	255	2.8%	4.3%	105	1.4%	0.7%
Interdisciplinary programmes	-	-	-	10	7.0%	0.2%	50	0.5%	0.3%
Total	2,205	16.2%	100.0%	5,870	10.7%	100.0%	14,885	7.9%	100.0%

(1), (4), (7) Numbers are based on SFC's Standard Population applied to the HESA data. As students can be studying for a qualification in more than one subject the figures are full-person equivalents. If a student was studying for a qualification in more than one subject then they are counted as a fraction against each of the relevant subject groups such that the student counts for a total of 1. The fractions used depend on the number of subjects in the qualification and the type of combination of subjects.

For the purposes of data protection the figures are rounded to the nearest multiple of 5. Totals are rounded independently and might not equal the sum of their components. The percentages are based on unrounded figures.

Source: HESA Student Returns

Annex B: EU nationals in colleges

Activity by EU students, 2012-13 to 2016-17

	2012-13	2013-14	2014-15	2015-16	2016-17
Enrolments	13,055	14,485	16,015	15,655	16,060
Learning Hours	3,946,585	4,362,115	4,830,825	4,750,555	5,138,915
SUMS/Credits	98,665	109,055	120,770	118,765	128,475

Source: SFC FES data

Level of study for EU students, 2016-17

	Enrolments		Credits	
Higher Education	3,050	19.0%	34,385	26.8%
Further Education	13,015	81.0%	94,085	73.2%

Source: SFC FES data

EU student activity by Subject Group, 2014-15 to 2016-17

Subject Group	SUMS/Credits			Proportion 2016-17
	2014-15	2015-16	2016-17	
Languages & ESOL	39,330	36,535	32,705	25.5%
Business management & administration	15,615	14,745	20,395	15.9%
Computing & ICT	8,695	9,430	10,600	8.2%
Hospitality & Tourism	8,185	8,310	9,280	7.2%
Art & design	7,930	8,260	8,760	6.8%
Care	7,605	7,240	8,405	6.5%
Engineering	6,495	7,160	7,800	6.1%
Hairdressing, beauty & comp therapies	5,030	4,780	5,930	4.6%
Science	3,355	3,630	4,545	3.5%
Social subjects	2,195	3,015	4,095	3.2%
Sport & leisure	3,385	3,110	4,080	3.2%
Construction	2,585	2,825	2,930	2.3%
Performing arts	3,015	2,510	2,395	1.9%
Special programmes	2,830	2,400	2,030	1.6%
Media	1,880	1,830	1,800	1.4%
Education & Training	1,470	1,565	1,350	1.1%
Land-based industries	1,010	1,140	1,225	1.0%
Nautical Studies	160	280	160	0.1%
Total	120,770	118,765	128,475	

For the purposes of data protection the figures are rounded to the nearest multiple of 5. Totals are rounded independently and might not equal the sum of their components.

Source: SFC FES data

Enrolments and SUMS/Credits by EU nationality 2012-13 to 2016-17

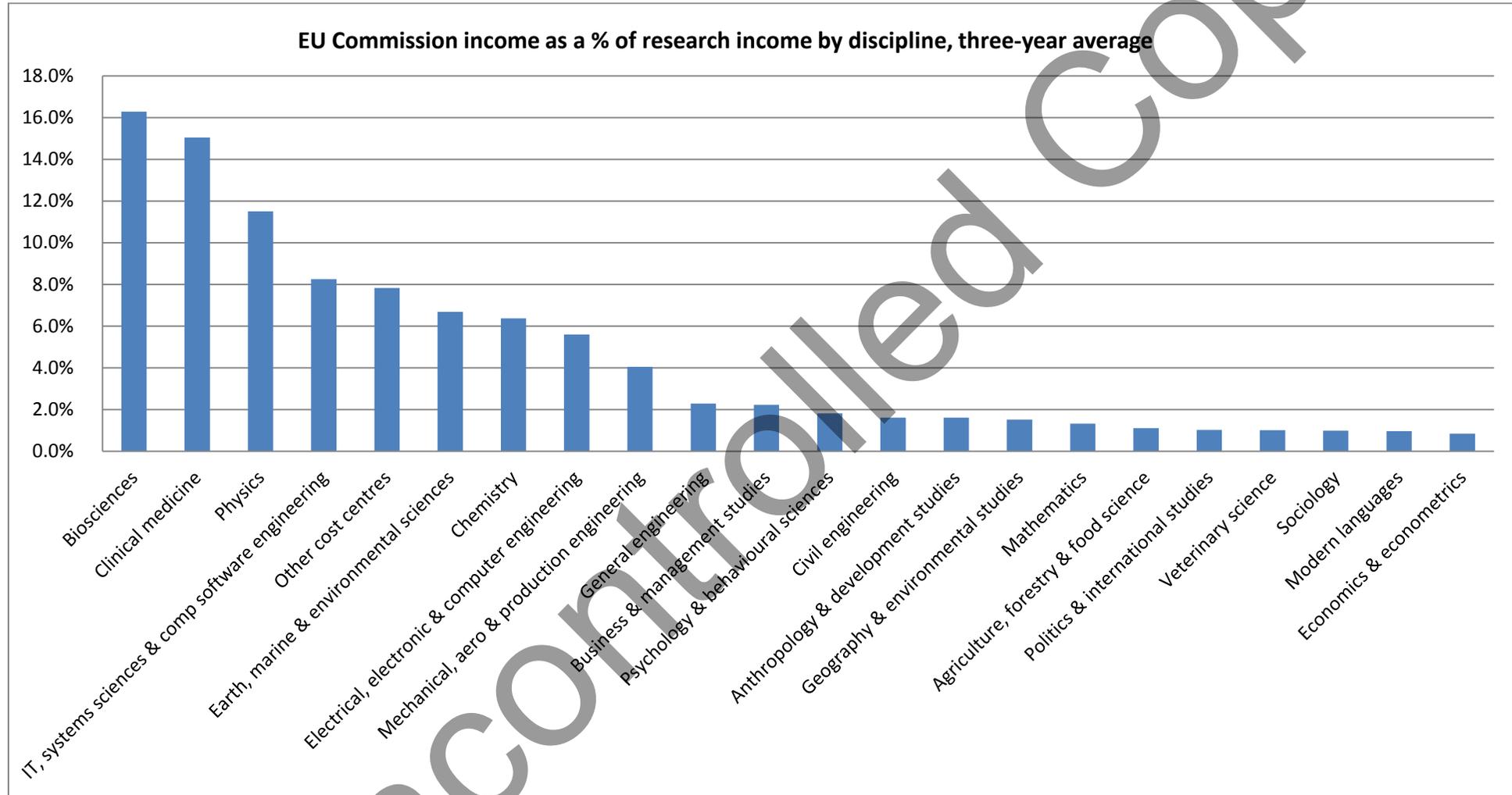
EU Nationality	Enrolments					SUMS/Credits				
	2012-13	2013-14	2014-15	2015-16	2016-17	2012-13	2013-14	2014-15	2015-16	2016-17
Austria	30	40	40	40	25	130	230	300	255	165
Belgium	45	50	50	50	45	230	265	320	345	280
Bulgaria	310	360	320	330	410	2,805	2,935	2,930	2,475	2,995
Croatia	5	15	10	20	15	10	70	55	100	45
Cyprus	45	60	50	50	75	130	155	185	315	380
Czech Republic	265	265	305	255	275	2,340	2,245	2,320	2,065	2,325
Denmark	130	130	115	135	100	340	285	380	365	355
Estonia	100	115	130	110	130	880	1,100	1,100	1,070	1,295
Finland	35	45	45	55	50	130	290	280	280	265
France	265	465	365	260	400	2,015	2,180	1,780	2,010	2,040
Germany	410	360	435	455	400	1,725	1,780	2,185	1,965	2,180
Greece	105	125	160	210	220	615	810	1,095	1,395	1,655
Hungary	380	395	495	470	555	2,740	3,170	3,875	3,800	4,785
Italy	425	475	805	850	940	2,705	3,090	4,500	4,610	6,215
Latvia	750	800	865	695	705	6,620	7,210	7,635	6,880	6,635
Lithuania	625	715	885	710	785	5,340	6,200	6,950	6,830	7,115
Luxembourg	5	5	10	*	*	10	15	65	40	10
Malta	85	20	15	15	25	35	55	90	100	75
Netherlands	105	125	130	165	190	585	780	830	1,045	1,035
Poland	6,280	6,905	7,495	7,390	7,335	52,020	57,260	63,110	62,060	66,065
Portugal	280	425	470	420	395	2,090	3,045	3,705	3,235	3,395
Republic of Ireland	620	630	620	660	655	2,885	3,075	2,860	3,230	3,060
Romania	275	300	400	450	530	1,960	1,950	2,165	2,565	3,305
Slovakia	275	315	280	260	240	2,135	1,880	1,855	1,490	1,670
Slovenia	10	5	5	10	25	25	30	15	35	105
Spain	1,105	1,290	1,435	1,405	1,445	7,685	8,515	9,770	9,660	10,480
Sweden	90	60	80	90	85	470	455	415	545	545
Total	13,055	14,490	16,015	15,655	16,060	98,665	109,055	120,770	118,765	128,475

For the purposes of data protection the figures are rounded to the nearest multiple of 5. Totals are rounded independently and might not equal the sum of their components.

Source: SFC FES data

Annex C: Research income and staff in universities

EU Commission income as a percentage of research funding by discipline 2014-15 to 2016-17



Disciplines shown are those HESA Cost Centres with at least £2M in total research income from the EU Commission over the period 2014-15 to 2016-17.

Source: HESA Finance Statistics Returns.

University research income from EU sources by Cost Centre 2014-15 to 2016-17

Cost Centre (*)	2014-15			2015-16			2016-17			Three-year: 2014-15 to 2016-17					
	Source of Research Income			Source of Research Income			Source of Research Income			EU Commission			All EU		
	EU Commission	All EU	All research income	EU Commission	All EU	All research income	EU Commission	All EU	All research income	Three-year total research income	Percentage share of three-year total from EU government	Three-year average percentage of total research income	Three-year total research income	Percentage share of three-year total from EU government	Three-year average percentage of total research income
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000			£'000		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	
Biosciences	13,395	15,330	144,048	12,740	15,326	137,614	14,366	17,528	142,632	40,501	16.3%	9.5%	48,184	16.3%	11.4%
Clinical medicine	11,392	17,368	207,765	12,383	19,932	224,107	13,642	22,835	237,279	37,417	15.0%	5.6%	60,135	20.3%	9.0%
Physics	8,963	9,206	51,280	10,212	10,474	51,403	9,427	9,795	53,005	28,602	11.5%	18.4%	29,475	9.9%	18.9%
IT, systems sciences & comp software engineering	7,647	7,960	27,744	6,257	6,776	27,145	6,613	6,824	28,225	20,517	8.2%	24.7%	21,560	7.3%	25.9%
Earth, marine & environmental sciences	5,704	6,903	36,286	5,537	6,253	32,731	5,383	6,284	31,348	16,624	6.7%	16.6%	19,440	6.6%	19.4%
Chemistry	5,571	5,853	34,510	4,643	5,036	32,910	5,634	5,921	30,128	15,848	6.4%	16.2%	16,810	5.7%	17.2%
Electrical, electronic & computer engineering	3,229	3,533	29,282	4,704	5,264	36,137	6,013	6,173	33,058	13,946	5.6%	14.2%	14,970	5.1%	15.2%
Mechanical, aero & production engineering	3,443	4,110	28,302	2,985	3,288	28,454	3,654	4,003	30,648	10,082	4.1%	11.5%	11,401	3.8%	13.0%
General engineering	962	1,144	5,759	2,565	2,761	5,825	2,165	2,281	4,724	5,692	2.3%	34.9%	6,186	2.1%	37.9%
Business & management studies	1,942	2,259	7,250	1,497	1,726	6,286	2,109	2,272	6,705	5,548	2.2%	27.4%	6,257	2.1%	30.9%
Psychology & behavioural sciences	1,244	1,461	10,866	1,701	1,804	10,623	1,589	1,901	10,579	4,534	1.8%	14.1%	5,166	1.7%	16.1%
Civil engineering	1,562	1,668	6,931	833	913	5,478	1,631	1,680	9,637	4,026	1.6%	18.3%	4,261	1.4%	19.3%
Anthropology & development studies	1,266	1,270	2,400	1,381	1,384	2,703	1,358	1,361	2,639	4,005	1.6%	51.7%	4,015	1.4%	51.9%
Geography & environmental studies	343	371	6,252	1,536	1,631	9,897	1,893	1,898	9,887	3,772	1.5%	14.5%	3,900	1.3%	15.0%
Mathematics	668	749	8,423	1,150	1,176	6,608	1,479	1,541	7,796	3,297	1.3%	14.4%	3,466	1.2%	15.2%
Agriculture, forestry & food science	1,635	1,635	16,462	754	754	17,337	377	377	14,053	2,766	1.1%	5.8%	2,766	0.9%	5.8%
Politics & international studies	700	885	3,659	1,097	1,117	3,267	764	765	2,726	2,561	1.0%	26.5%	2,767	0.9%	28.7%
Veterinary science	588	743	30,617	1,120	1,250	36,869	812	1,135	37,184	2,520	1.0%	2.4%	3,128	1.1%	3.0%
Sociology	850	852	5,229	867	871	6,137	759	773	5,945	2,476	1.0%	14.3%	2,496	0.8%	14.4%
Modern languages	952	1,041	3,763	732	870	3,857	710	791	4,042	2,394	1.0%	20.5%	2,702	0.9%	23.2%
Economics & econometrics	863	896	2,217	1,019	1,040	2,864	215	168	2,232	2,097	0.8%	28.7%	2,104	0.7%	28.8%
Other cost centres	6,368	8,875	100,168	6,012	7,721	102,676	7,105	8,534	70,282	19,485	7.8%	7.1%	25,130	8.5%	9.2%
Total	79,287	94,112	769,213	81,725	97,367	790,928	87,698	104,840	774,754	248,710	100.0%	10.7%	296,319	100.0%	12.7%

(*) The HESA cost centres shown are those with at least £2M in total research income from the EU Commission over the period 2014-15 to 2016-17.

Source: HESA Finance Statistics Returns

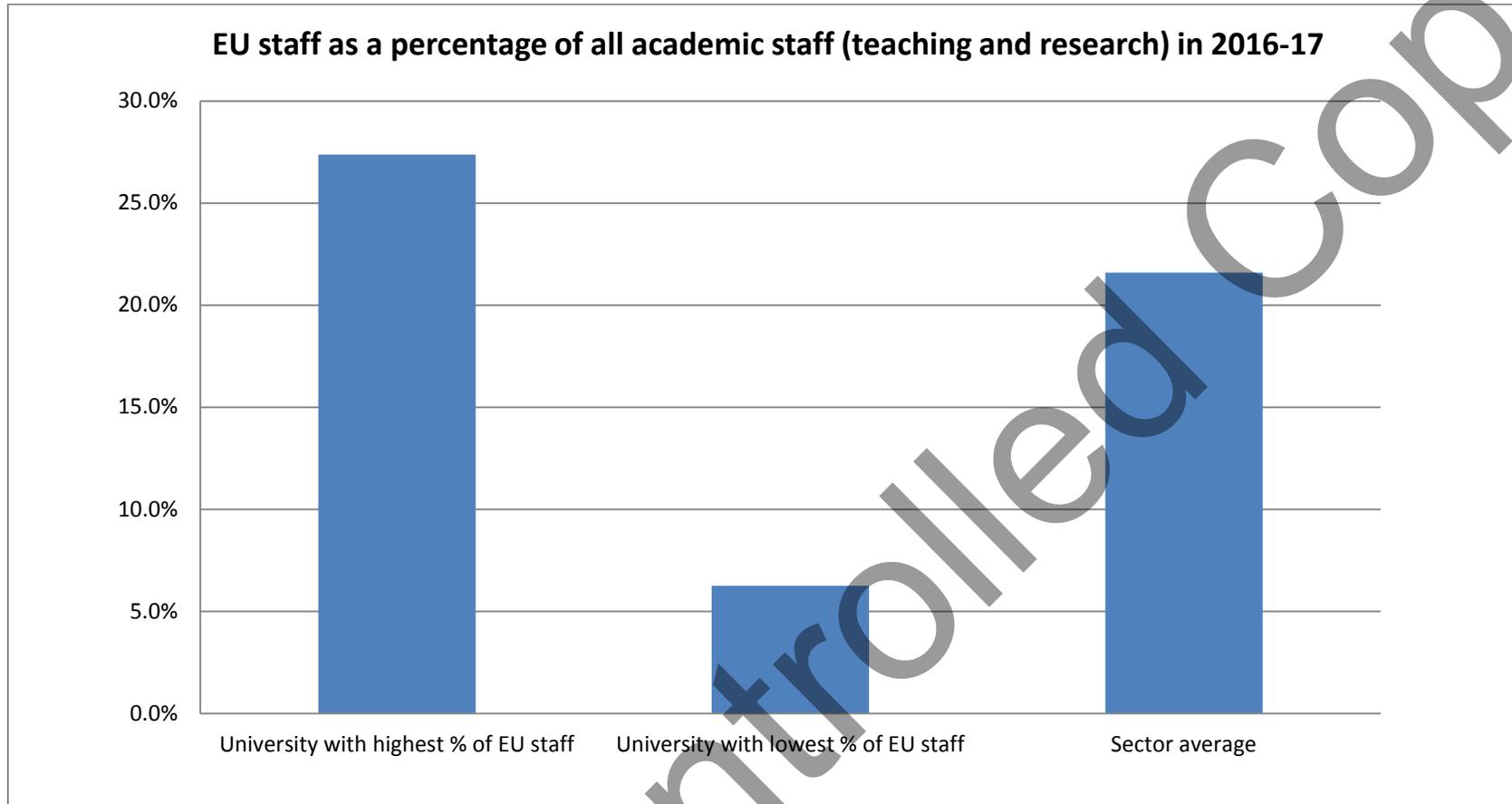
University EU research funding

University research income from EU sources, 2014-15 to 2016-17

Academic Year	Source of Research Income			Research Income from EU Sources as a Percentage of total research income	
	EU Commission	All EU	All sources	EU Commission	All EU
	£'000	£'000	£'000		
2014-15					
All Scottish Universities	79,287	94,112	769,213	10.3%	12.2%
University with lowest percentage				0.0%	0.0%
University with highest percentage				27.9%	27.9%
2015-16					
All Scottish Universities	81,725	97,367	790,928	10.3%	12.3%
University with lowest percentage				-4.4%	-4.4%
University with highest percentage				25.2%	74.1%
2016-17					
All Scottish Universities	87,698	104,840	774,754	11.3%	13.5%
University with lowest percentage				0.0%	0.0%
University with highest percentage				26.5%	41.7%
Three-year average					
All Scottish Universities	248,710	296,319	2,334,895	10.7%	12.7%
University with lowest percentage				0.0%	-1.5%
University with highest percentage				26.5%	47.9%

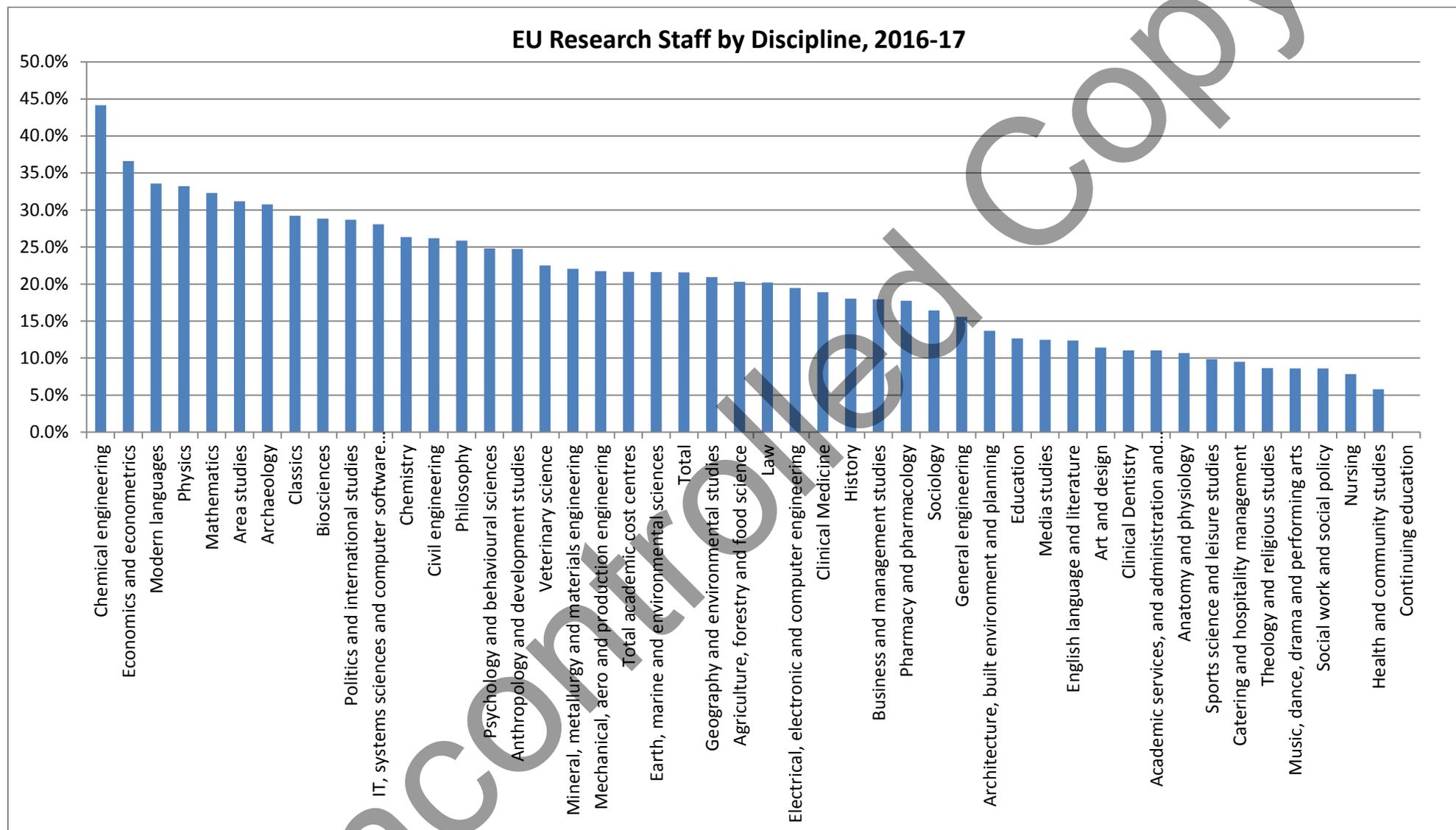
Source: HESA Finance Statistics Returns

EU staff as a percentage of all academic staff in universities, 2016-17



Source: HESA Staff Returns

EU research staff in universities by discipline, 2016-17



Source: HESA Staff Returns

Annex D: ESF funding for DSW by college, phase 2 (2018-2023)

Lowlands & Uplands Scotland	2018-19 £M	2019-20 £M	2020-21 £M	2021-22 £M	2022-23 £M	Total £M
Ayrshire College	0.2	0.2	0.2	0.2	–	0.8
Borders College	0.1	0.1	0.1	0.1	–	0.4
Dumfries & Galloway College	0.0	0.0	0.0	0.0	–	0.0
Dundee & Angus College	1.2	1.2	1.2	1.2	–	4.8
Edinburgh College	0.4	0.4	0.4	0.4	–	1.6
Fife College	0.6	0.6	0.6	0.6	–	2.4
Forth Valley College	0.5	0.5	0.5	0.5	–	2.0
Glasgow Region	4.6	4.6	4.6	4.6	–	18.4
Lanarkshire Region	3.2	3.2	3.2	3.2	–	12.8
Newbattle Abbey College	–	–	–	–	–	–
North East Scotland College	0.6	0.6	0.6	0.6	–	2.4
Sabhal Mòr Ostaig	–	–	–	–	–	–
West College Scotland	1.6	1.6	1.6	1.6	–	6.4
West Lothian College	0.2	0.2	0.2	0.2	–	0.8
Sub-total colleges	13.2	13.2	13.2	13.2	0.0	52.8
SRUC	0.2	0.2	0.2	0.2	–	0.8
Data Lab (University of Edinburgh)	0.6	0.6	0.6	0.6	–	2.4
Sub-total universities	0.8	0.8	0.8	0.8	0.0	3.2
Total Lowlands & Uplands Scotland	14.0	14.0	14.0	14.0	0.0	56.0
Highlands & Islands						
Highlands & Islands Region / UHI	6.5	7.4	4.7	2.7	1.5	22.9
Total Highlands & Islands	6.5	7.4	4.7	2.7	1.5	22.9
TOTAL ESF	20.5	21.4	18.7	16.7	1.5	78.9

ESF contribution (£M)	9.3	9.8	8.3	7.1	0.0	34.6
ESF contribution (%)	45%	46%	44%	43%	0%	44%

Notes:

Only the 2018-19 figures are confirmed. Figures from 2019-20 to 2022-23 are indicative.

ESF contribution shown is subject to SFC making a successful claim after the end of each academic year.

EU Exit Checklist

Background

This checklist was produced after consultation with representatives from the college sector with responsibility for EU Exit planning within their own institutions. Using the report produced by Keith McAllister, Head of Finance at South Lanarkshire College, areas of concern were agreed, and questions produced.

The intention of this document is to aid colleges in considering what impact the UK's exit from the EU will have on college strategy and operations.

Checklist

1. Has your college considered the impact of the UK's exit from the European Union?

- Do you have a document that can be shared?
- Do you have an exit plan?
- Is there a named person with responsibility for coordination of Brexit in your college?
- Has an impact checklist been produced and issued for each department (academic, finance, facilities, student support etc) to consider what the impact will be in their remit area? **NB** the questions in this checklist may provide a useful template for a departmental checklist

2. The timeline for the UK's exit from the European Union

What are the pertinent dates for:

- Applying for support directly for each strand of funding (some may be different from others)
- Receipts of funding: is there a cut off date by which colleges must claim directly?
- Will there be a 'hard' cut off that means claims and supporting evidence etc must be submitted by a specific date?
- What is the end date of direct funding from projects managed by the Scottish Funding Council?
- What is the end date of direct funding from projects managed by Skills Development Scotland?

3. Direct Income — what will be the financial impact on your college?

What do you currently receive in terms of EU funds?

- Directly from EU, split by project
 - Income
 - No of participants, split staff / students
- From SFC
 - Income
 - No of participants, split staff / students
- Infrastructure

Map the above for the past ten years to illustrate long-term impact.

4. Indirect Income

- Do you have, tabulated across the last ten years, a breakdown of your college's exposure to European Union funded activity sourced via third parties?
- What scenario planning has been done for potential total loss of this income? What are the assessed impacts on:
 - Income
 - Students
 - Staff

- What third party agency activity delivered by your college is funded by the European Union (eg Skills Development Scotland, CITB, Local Authorities)?
- Does your college hold and maintain a central list?
- Who would know this at the relevant agencies?

5. Financial Forecasting – Brexit and beyond

- To what extent has European Union funding been included in the college's financial forecasts? Does this reconcile with SFC guidance?
- Has your college prepared scenario planning for:
 - Disruption to key suppliers and supply chains
 - Increased purchase costs due to disruption with supply chains
 - Less European Union income coming from SFC either in terms of quantum or when it will cease, and
 - Less European Union income coming from third parties such as SDS, CITB or via programmes such as Erasmus Plus

6. Students

Student support

- Will there be any effect on funding for student support?
- Is any student support linked to courses funded by the European Union?
- Year on year, how many students have been in receipt of student support funded by the European Union?

Course Provision and Tuition Fees

- When will tuition paid by the Scottish Government for European Union students end?
- What courses have high uptake by European Union citizen students?
 - Post-Brexit, is there likely to be a skewed uptake impact on specific subjects?
 - Is any monitoring or tracking of this taking place institutionally or by SFC or Scottish Government?

7. Staffing

- How many European Union citizens currently work in the college?
- Has any scoping work identified where college staff have partners who are EU citizens?
- Is there a central source of information available for colleges to access which can provide guidance for EU citizens employed by the college?
- Has the college provided guidance to European Union citizen staff on, for example, applying for the right to remain? (**Please read the note at the end of this checklist paper*)
- Does the college have UK staff who only work on EU-funded projects?
 - Has this been quantified?
 - What is the FTE and cost implication?

8. The Future

- What scenario planning can be done immediately, irrespective of the arrangements for Brexit?
- If the college has European partners, would they be prepared to continue partnered work post-Brexit? What actions have been identified to maintain these links?
- Will the college continue to run projects that are currently funded via European Union funding?
 - Quantify the cost and split the funding between European Union and college match funding.
 - Will the college continue to run these projects? If so, at what level?
- Are there potential links that can be forged with local college or university partners with a view to developing a concerted regional strategy?

9. Institutional Brexit Readiness

- Using this checklist and having gathered responses back from each college department, have you produced a timeline for actions?

*Please ensure there is an institutional awareness of the guidance from the Office of the Immigration Services Commissioner on providing advice on immigration which can be [found here](#). While individuals may be acting with best intentions in passing on advice regarding immigration, the guidance states clearly that it is a criminal offence unless the individual giving advice is qualified to do so:

"It is a criminal offence for a person to provide immigration advice or services in the UK unless their organisation is regulated by the Office of the Immigration Services Commissioner (OISC) or is otherwise covered by the Immigration and Asylum Act 1999. Members of certain professional bodies may give immigration advice without registering with OISC."

Uncontrolled Copy

1. Purpose

To seek member's endorsement for the appointment of a new Board Member.

2. Recommendation

That Members endorse and recommend to Ministers the appointment of Steven Torrie to the Board of Management

3. Background

Following the implementation of the Post-16 Education (Scotland) Act 2013, College Boards are required to seek Ministerial approval for appointments to non-executive positions within the Board of Management.

Recruitment activity also has to be conducted under the guidelines of the "College Sector Board Appointments: 2014 Ministerial Guidance" (the Guidance) a copy of which is attached to this paper.

4. Appointment

An open recruitment as required by the Guidance was undertaken in September 2016. Vacancies were widely advertised via traditional and on-line methods to reach a wide audience both across Forth Valley as well as nationally.

The interview panel consisted of members of the HR (Inc. Nomination) Committee along with the Chair, an independent member and the Principal in a supporting capacity.

At that time Steven Torrie was identified as a potential Board Member however as there was only one vacancy, the Board of Management approved the co-option of Steven Torrie onto a Board subcommittee with the view to being appointed a full member when a future vacancy arose.

Given the time lapse, it is considered appropriate to ask the Board to re-approve the appointment of Steven Torrie to the Board before seeking Ministerial approval.

5. Key considerations

Since his co-option to the HR Committee in September 2016 Steven Torrie has demonstrated his commitment to the College through his attendance at committee meetings and Board Strategy days. Steven has made a valuable contribution to the HR committee, balancing a good eye for detail with maintaining a strategic mindset and would make an excellent Board member.

Should Steven Torrie be appointed as a Board member, the Board's gender balance would change from the desired 50:50 M/F split to 58:42 M/F. This is within requirements of the guidance where it seeks to have a minimum of 40% male and 40% female members. While important, gender balance should not overrule the requirement to have the right skills mix to ensure the effective working of the Board of Management.

The Nominations Committee considered and approved the appointment for Board of Management consideration.

6. Financial Implications

There are no financial implications.

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
Low		
Very Low	x	

Unfilled vacancies could lead to a loss of required skills which could impact on the effectiveness of the Board of Management.

Risk Owner – Alison Stewart

Action Owner – Alison Stewart

Paper Author - Alison Stewart

SMT Owner – Alison Stewart

Uncontrolled Copy

1. Purpose

To seek member's endorsement for the extension of existing members whose term of office expires in March 2019.

2. Recommendation

That Members endorse and recommend to Ministers the extension of the appointments of Lorna Dougall, Liam McCabe, Ken Richardson and Steven Tolson.

3. Background

Following the implementation of the Post-16 Education (Scotland) Act 2013, College Boards are required to seek Ministerial approval for extensions of term of office for non-executive positions within the Board of Management in line with the College Sector Board Appointments: 2014 Ministerial Guidance a copy of which is attached to this paper.

4. Extensions

The key points to note are highlighted on the document. In terms of the extension of existing Board members it should be noted

- Staff and students should have an opportunity to contribute to the Nominations Committee
- No Board Member seeking to have their appointment extended may take part in the discussions or decision. On that basis, Lorna Dougall and Liam McCabe are excluded from being involved in the Nominations Committee decision in relation to their extension of their term of office.
- The committee is required to identify current and future needs of the Board to enable it to perform effectively taking into account the anticipated challenges and opportunities facing the college. These should be compared against the skills, knowledge, experience and attributes of the members and consideration should be given to whether the needs of the Board will be most effectively met by extending the appointment or making a new appointment. A copy of the current skills matrix is attached for information.
- An appointment can only be extended if
 - The Board member has performed satisfactorily, with evidence of annual assessments of performance to evidence this
 - The Board member's skills, knowledge, experience and attributes remain relevant to the anticipated future needs of the Board.

5. Key considerations

The four members noted above have confirmed they wish to extend their term of office. The period of extension would be for 4 years. All have made a valuable contribution to the effective operation of the Board and its committees, which can be evidenced through the one to one meetings with the Chair (and Board Secretary).

Lorna Dougall Chairs the Audit Committee. Lorna brings extensive academic experience at a senior level to the Board of Management and is a passionate advocate of risk management, leading on the recent Board review of College Risk Management.

Liam McCabe Chairs the Finance Committee. His experience is invaluable in relation to not only Finance but also his wider knowledge and experience of the FE/HE sector and the SFC. Liam is currently the only member of the Board with an accounting qualification, which is a requirement for the role of Chair of Finance Committee.

Ken Richardson Chairs the Falkirk Campus Project Board. Ken balances off the necessary technical considerations which must be considered at the Falkirk Campus Project Board with the understanding that the building must be delivered on time and work for staff, students and all other users. He is also a keen advocate of ensuring progress with the new build is communicated with the local community. The new Falkirk Campus is due to open in November 2019 and the successful completion of this project is a key priority for the college in the coming year.

Steven Tolson is a member of the new Falkirk Campus Project Board. His experience in the building sector was key to his original appointment as a Board member. Steven's experience in this industry has been invaluable in supporting the Falkirk Campus Project. Steven provides sound, constructive challenge to ensure best value for the campus is always considered whilst maintaining an appreciation of the timescales of the project. Beyond the Falkirk Campus Project Board, Steve is an active participant in all Board discussions.

The Nominations Committee considered and approved the extensions for Board of Management consideration.

6. Financial Implications

There are no financial implications.

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
Low		
Very Low	x	

Unfilled vacancies could lead to a loss of required skills which could impact on the effectiveness of the Board of Management.

Risk Owner – Alison Stewart
Paper Author - Alison Stewart

Action Owner – Alison Stewart
SMT Owner – Alison Stewart

1. Purpose

To present members' with a draft Board of Management Engagement Calendar 2018/19.

2. Recommendation

That members note the events included in draft calendar. If members wished to attend any event they can contact the Executive Office for more information.

3. Board Of Management Engagement Calendar

Feedback from the Board self-evaluation and 1:1s included the desire for Board Members to have an annual calendar of events where Board Members could engage more with the College. A draft calendar has been prepared for consideration.

The intention is that this would be a live document, which will be updated as new events come on board. The calendar will become a standing for information item at future Board of Management meetings.

4. Financial Implications - None

5. Equalities – N/a

6. 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		
Low		
Very Low	x	x

Risk Owner – Alison Stewart

Action Owner – Alison Stewart

Paper Author – Alison Stewart

SMT Owner - Alison Stewart

Board Engagement Calendar – For Discussion

Month	Students	Staff	Stakeholders	Training	Board/Committee Meetings
August 18		15.08.18 Creative Learning Conference			
September 18	Freshers Fayre		28.9.18 New Campus – Topping Out ceremony		06.09.18 Audit 11.09.18 Finance 20.09.18 Strategic Session 21.09.18 Board
October 18	09.10.18 Graduation – Falkirk 11.10.18 Graduation - Stirling				25.10.18 HR
November 18		Principal’s Briefings			01.11.18 LSE
December 18		Principal’s Briefings			04.12.18 Finance 04.12.18 Audit 06.12.18 Board
February 19	04.02.19 Freshers Fayre, Stirling 06.02.19 Freshers Fayre, Alloa 07.02.19 Freshers Fayre Falkirk. 19.0.02.19 Class Rep Training, Falkirk	14.02.19 Support staff development 28.02.19 Listening to Employees Forum			07.02.19 Board 21.02.19 LSE
March 19	Open Evenings 25.03.19 Scots Graduation, Stirling		04 -08 March 19 MA Week		19.03.19 Finance 28.03.19 Board
April 19	24.04.19 Student Council Meeting, Alloa 25.04.19 Student Council Meeting, Falkirk 26.04.19 Student Council Meeting, Stirling				25.04.19 HR
May 19		23.05.19 Listening to Employees Forum	29.05.19 Making Learning Work Dinner	02.05.19 Governance & Leadership Summit	23.05.19 Audit 30.05.19 LSE
June 19	04.06.19 Scots Graduation, Falkirk 06.06.19 Creative Industries Exhibition 20.06.19 Salon Services Award 2019				18.06.19 Finance 27.06.19 Board
July 19					
To be confirmed	Student Councils Student Association Board Class Rep training Departmental show & tell	SERC?? Leadership Group meeting	Falkirk Campus events SFC Strategic Dialogue Education Scotland	On line training - Remuneration - Audit	