



Kildean Suite, Stirling Campus, 10:00am – 11:45am

AGENDA

		Type	Lead
1	Apologies and Declarations of Interest	Discussion	Trudi Craggs
2	FVC Education Scotland Annual Engagement Visit (Online Presentation)	Discussion	John Laird / Rob McDermott
3	Draft Minutes and Matters Arising of Meeting of 28 September 2023	Approval	Trudi Craggs

(Elements of paper 3 are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy and Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)

4	Minutes of Committee Meetings		
	4.1 Learning & Student Experience – 26 October 2023	Noting	Lorna Dougall
	4.2 Finance, Resource & Infrastructure – 21 November 2023 (to follow)	Noting	Liam McCabe
	4.3 Audit – 21 November 2023 (to follow)	Noting	Lorna Dougall

(Elements of papers 4.2 and 4.3 are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)

5	Principal's Executive Summary Report	Discussion	Kenny MacInnes
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(Paper 5 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.)

6	Chair's Update (To follow)	Discussion	Trudi Craggs
7	Student Association Report	Discussion	Steve Kemlo

STRATEGIC PLAN IMPLEMENTATION

8	Estates Backlog and Cyclical Maintenance Position	Discussion	David Allison
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(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.)

9	Financial Update (Presentation)	Discussion	Alison Stewart
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(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.)



7 December 2023
BOARD OF MANAGEMENT

GOVERNANCE

- | | | | |
|----|---|---------------|----------------|
| 10 | Annual Report and Financial Statements 2022/23 | Verbal Update | Alison Stewart |
| 11 | Audit Committee Chair's Report to the Board of Management | Approval | Lorna Dougall |
| 12 | Board Chair Recruitment (verbal) | Discussion | Alison Stewart |

OPERATIONAL OVERSIGHT

- | | | | |
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| 13 | Review of Risk | Discussion | All |
| 14 | Any Other Competent Business
14.1 Additional Board Date | Discussion | All |

11:45am – 12 noon

- | | | | |
|----|---|------------|-------------|
| 15 | Members meeting with the Senior Independent Member in Private | Discussion | Liam McCabe |
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FOR INFORMATION

Board Calendar
Trade Union Nominees to College Boards
Colleges Scotland Annual Report 2022/23



2. Education Scotland Annual Engagement Visit Report For Discussion

7 December 2023
BOARD OF MANAGEMENT

1. Purpose

This paper seeks to inform members about the outcome of the recent HMI Progress visit and the resulting actions

2. Recommendation

That members note the contents of the College's Annual Engagement Visit Report, and consider the areas for further progress and action.

3. Background

Annual Engagement Visits (AEV) are planned collaboratively between the college, HM Inspectors and SFC. The team carrying out the AEV engage with staff, learners, and where appropriate other stakeholders, to produce a report for each college.

At the end of the visit, HM Inspectors of Education, Associate Assessors and Student Team Members review the evidence gathered during their discussions with college managers, staff, learners and stakeholders. They assess the progress that colleges have made against their Action Plans, taking account of any changes to local circumstances. Based on this evidence, the team form a view as to whether the college has made **satisfactory progress** against its Action Plans or **has not made satisfactory progress**.

This is shared with the college Principal, college Board of Management and the SFC.

The College had its scheduled Annual Engagement Visit (AEV) from Education Scotland, led by John Laird (HM Inspector), on the 27th of September 2023. The visit, to both the Falkirk and Stirling campuses, involved meetings with managers from Curriculum and Corporate services areas, Lecturing and Support staff, and Students. All the meetings were carried out face to face.

The report was published on the 14th Nov 2023.

4. Key Considerations

The AEV for Forth Valley College explored three overarching themes linked to the college's enhancement plan and priorities.

These key themes are:

- Learner progress and outcomes,
 - Approaches to assuring and enhancing the quality of learning and teaching including professional updating,
 - Learner engagement
-



2. Education Scotland Annual Engagement Visit Report For Discussion

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Summary of Findings

The outcome of the Annual Engagement Visit identified that the College is making **“Satisfactory Progress”** across the key themes, with **‘the capacity to continue to improve’**. This is the highest grade that can be achieved from an Annual Engagement Visit. There was no Main point for Action with the previous Action around Safeguarding where the college had made ‘appropriate progress’ in that ‘the college has developed clear actions and support mechanisms to support learner attainment which have underpinned improvement in success rates for learners on HE programmes’.

Theme: Learner progress and outcomes

Quality Indicator: Equity, attainment, and achievement for all learners

Areas of Positive Progress:

A wide range of learner support arrangements and facilities contribute to and support the retention and successful completion of learners.

Staff make effective use of a range of systems, including the Student Support System (SSS) and Performance Indicator and Tracking Tool, to monitor all learner attendance and performance and take swift action to engage with learners and groups who are identified as in most need of support.

Pre-entry, enrolment and induction arrangements are used well by staff to identify the early support needs of learners.

Approaches used by LDWs in supporting the development of core and essential skills are helping learners to gain wider skills for learning and employment

Areas for development:

Most curriculum teams have not yet fully embedded the development of meta-skills within their programmes.

Theme: Approaches to assuring and enhancing the quality of learning and teaching including professional updating

Quality Indicator: Leadership for improvement of learning and teaching

Areas of Positive Progress:

Senior managers have implemented a range of well-considered and effective policies and strategies that are impacting positively on supporting the quality of learning and teaching.

There are effective arrangements in place for capturing and reporting on the quality of learning and teaching at subject level and within teams, with staff using this effectively to plan delivery and assessment



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All teaching staff have an understanding of the key arrangements that underpin the college's ambitions to improve and enhance the quality of learning and teaching, using a range of reporting tools and surveys.

Curriculum managers use a range of process to provide a range of development opportunities for staff.

College managers take good account of emerging developments to shape future learning and teaching strategies, ensuring that appropriate arrangements are in place to that into account of emerging developments locally, nationally and in some cases internationally.

CCI meetings allow managers and senior leaders to discuss student progress and the impact of intervention strategies, whilst allowing for reflection and the planning of future activity.

Areas for development:

A few learners are unable to access the full range of support or materials digitally as a result of a few teaching staff not having sufficient digital skills to fully support the ambitions of the college's strategy for delivering learning and teaching.

An overview of the quality of learning and teaching across the college is not sufficiently clear, impacting on current professional learning activities leading to improvement.

Quality Indicator: Learning, teaching, and assessment

Areas of Positive Progress:

A wide team of teaching and support staff, including LIFs, LDWs and Learning Resource staff, contribute productively to learning, teaching and assessment.

Teaching teams proactively seek the views of employers on the quality and content of programmes, with Labour Market Information and Regional Skills Assessment information informing the alignment of course provision

Teaching staff engage in regular reviews to plan their own professional learning.

The LDSA provides staff with access to a range of useful workshops and bespoke training and LDSA mentors provide good support to staff at an individual, group, and college levels, helping staff to develop and enhance a range of skills for delivering learning and teaching.

Areas for development:

None identified



2. Education Scotland Annual Engagement Visit Report For Discussion

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Theme: Learner Engagement

Quality Indicator: Learners leading learning

Areas of Positive Progress

The Students' Association (SA) is represented well across all strategic committees, their contributions listened to and respected.

The SA offers access to a range of training and support options to assist class representatives, with class rep engagement increasing with the implementation of an newly created action plan.

There is a high awareness of the SA with both staff and students, using a range of communication platforms effectively

Almost all learners are making good use of the college's smartphone app to manage their own college experience.

Learner representatives meet regularly with curriculum managers feeling listened to and valuing the opportunity to give their suggestions for improvement.

Areas for development:

Learners are not yet sufficiently aware of the role of the SA in contributing to arrangements for evaluating, reviewing and improving the quality of provision.

Quality Indicator: Evaluation leading to improvement

Areas of Positive Progress

Listening to Learners (L2L) arrangements ensure the student voice is encouraged and captured. Feedback from learners is used productively by staff and managers in discussions about evaluation and improvement.

Areas for development:

The ability of learners to evaluate their learning experience is not consistent across all teaching teams.

5. Financial Implications

Please detail the financial implications of this item - The response to the actions may place a cost on the College.



2. Education Scotland Annual Engagement Visit Report For Discussion

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6. Equalities

Assessment in Place? – No

If No, please explain why – This is a paper to inform members of an established process.

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

7. Communities and Partners

The information presented provides opportunity to improve student college experience and help identify and control risk associated with satisfaction rates of students.

8. Risk and Impact

Please complete the risk table below. Risk is scored against Likelihood x Impact, with each category scored from Very Low through to Very High. Risks should be robustly scored and, if the combined score (Likelihood x Impact) is higher than the Board Risk appetite for the risk category identified, additional justification must be provided on why this risk is necessary.

If the paper is an approval, please reflect on whether the approval will have any direct or indirect impact for any other areas of operational activity internally or externally within the College – No

	Likelihood	Impact
Very High (5)		
High (4)		
Medium (3)		
Low (2)	x	x
Very Low (1)		

Total Risk Score – 4

The College has a Strategic Risk appetite for categories of risk as defined by the Board of Management. Decisions being taken at LMT/SMT/Board level must have cognisance of this. Please indicate the single most relevant risk category in the table below.

BoM Risk Categories & Risk Appetite (Select one area only)					
Cautious <15		Open 15> <20		Eager >20	
Governance		Strategy		People	
Legal		Financial		Project/Programme	
Property		Reputational	x		
		Technology			



2. Education Scotland Annual Engagement Visit Report For Discussion

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There is low risk to the reputation of the college as a result of this report. Continued diligence around the actions would decrease this risk further.

Is the score above the Board Risk Appetite level? No

Risk Owner- Sarah Higgins-Rollo

Action Owner – Sarah Higgins-Rollo

Paper Author –Rob McDermott

SMT Owner – Sarah Higgins-Rollo

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3. Draft Minutes of Meeting of 28 September 2023 For Approval

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BOARD OF MANAGEMENT

Steeple Suite, Falkirk 4.30pm

- Present: Trudi Craggs (Chair)
Kenny MacInnes, Principal
Craig Arthur
Paul Devoy
Lorna Dougall
Rhona Geisler
Katherine Graham
Philip Harris
Jennifer Hogarth
Steve Kemlo, Forth Valley Student Association President (FVSAP)
Kirsten Kennedy, Forth Valley Student Association Vice President (FVSAPV)
Liam McCabe
Alistair McKean
Emma Meredith
Campbell Ure
- Apologies: Hazel Burt
Caroline Johnston
- In Attendance: Alison Stewart, Vice Principal Finance & Corporate Affairs (VPFACA)
David Allison, Vice Principal, Infrastructure and Communications (VPIC)
Sarah Higgins, Vice Principal Learning and Student Experience (VPLSE)
Colin McMurray, Vice Principal Business & Innovation (VPBI)
Pauline Jackson, Development and Fundraising Manager (DFC) for B/23/000 only
Stephen Jarvie, Corporate Governance and Planning Officer and Deputy Board Secretary (CGPO)

B/23/041 Apologies and Declarations of interest

Apologies are noted above.

B/23/042 Minutes & Matters Arising of Meeting of 22 June 2023

Members queried when the meetings with the Senior Independent Member (SIM) as outlined in the minute would be taking place.

The VPFACA informed members that the discussions did not have to be one to one to meet the requirement and that the intention was for members to have a discussion with the SIM at the end of the December 2023 Board meeting.

Members agreed with this approach.

a) Members approved the minute of the meeting



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Matters Arising

Members requested an update on the recent issue with the Higher Psychology evening class exam.

The VPLSE provided an overview of the issue and confirmed that appeals had been lodged for those students who required them. She noted that 2 of the students may require further support once the appeals results are known later in October and that the College is maintaining contact with them.

The Principal also informed members that all students affected have had their course fees refunded fully.

B/23/043

Minutes of Committee Meetings

3.1 Audit Committee – 7 September 2023

The Committee Chair outlined the matters considered at the meeting. She confirmed to members that there had been confirmation of the termination of the Fuel Change project. She discussed the internal audit reports presented at the Committee.

She noted the positive outcome from the quality internal audit and that the Committee had recommended this also be discussed at the upcoming Learning & Student Experience Committee meeting.

a) Members noted the content of the update

3.2 Finance, Resource & Infrastructure Committee – 29 September 2023

The Committee Chair reported on the inaugural meeting of the new Committee. He discussed some procurement matters brought for approval, noting that one was retrospective and that, while understanding the operational reason for this, noted that the Committee wanted to avoid this in the future.

He discussed the College Hybrid Working policy which was approved at Committee and also gave an overview of a presentation on the College's new HR/Payroll system which seemed impressive in terms of the data that can be provided for individual staff, line managers and also for strategic management purposes.

He outlined discussions on the College estate which highlighted the growing issue of backlog maintenance on the College campuses owing to the level of capital funding from SFC being significantly less than required. He informed members that it had been agreed that the College would bring a fuller picture to the December 2023 Board meeting for member's information.

The VPFACA informed members that Audit Scotland had just released a report on public sector infrastructure which highlighted that Scottish Government does not



3. Draft Minutes of Meeting of 28 September 2023 For Approval

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have the funding available to deliver planned investment in the sector. It was agreed that the CGPO would circulate a copy of this report to members.

The Chair commented that this was a disappointing position for the College to be in, given that the business case for the estates had been clear on the level of ongoing maintenance that would be required.

The Principal commented that this was a result on challenges to funding levels and highlighted another recent Audit Scotland report on this matter. It was agreed that this would also be circulated to members for information.

Members queried where the level of capital funding each year was decided. The VPIC confirmed that this was an SFC decision.

Members queried whether estates maintenance was on the strategic risk register. The VPFACA confirmed it was and that it was the highest risk on the register. It was agreed that the strategic risk register would also be circulated to members.

a) Members noted the content of the report

B/23/044

Principal's Executive Summary Report

(Elements of this section are withheld from publication under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)

The Principal presented a report outlining some key highlights since the last meeting of the Board.

He confirmed to members that the consultation launched earlier this year had successfully concluded and that savings had been made through a combination of voluntary severance/redeployment, with no compulsory redundancies.

He noted that this was the second year in a row the College has had to undertake a consultation to meet financial pressures and that a third consultation would be upcoming.

He confirmed to members that he had raised this issue directly with the Minister.

He introduced Colin McMurray to the Board and informed members that he had recently been promoted to the Senior Management Team as Vice Principal Business and Innovation, in recognition of the key role commercialisation plays in the College's financial sustainability.

[REDACTED]



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He informed members that the first on campus graduation, with nearly 300 graduates, would be taking place the following week and noted his thanks to the Communications and Marketing team for their work in organising this.

He updated members on the ongoing strike action from the College's two main unions as part of a national dispute. He informed members that UNISON, the support staff union, had decided to schedule another strike day for the day of the College graduation.

He outlined work taken to minimise the impact of strike days and noted that, overall, the ongoing action short of strike (ASOS) by EIS-FELA was more impactful as union members were not recording students results.

He outlined the work that had been done to support graduating students, including writing to them all to keep them updated and supporting those going onto university or employment by writing to employers/universities to support applications.

Members queried, as the ASOS broke contractual agreements, whether there had been discussion in the sector regarding deductions or similar measures.

The Principal informed members that, despite discussions, there was not a sector consensus on this approach at the moment. He noted that there was currently a ballot out to EIS-FELA members to get a mandate to continue ASOS and strike action and that this matter would likely be revisited depending on the result of the ballot. He confirmed that he would keep the Chair and members updated on any developments in this area.

He ended his report by informing members that the College has been shortlisted for three awards: ECITB; College Development Network awards; Green Gown Awards.

a) Members noted the content of the report

B/23/045 Chair's Update (Verbal)

The Chair updated members on her activities since the last meeting of the Board.

She confirmed that she continued to meet regularly with the Principal.

She reported on meeting with the Minister, Graeme Dey, and noted that he was really engaged and interested in what Colleges do.

She noted that the impression she got was that the sector body needs to do more to represent Colleges but that the current arrangements are not effective.

She summarised the Colleges' Scotland (CS) situation and that the College had previously thought about leaving given the cost but that the decision had been to stay



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in for one more year to enable the Principal, being new in post, to access some of the networks.

[REDACTED]

The Chair informed members that the public appointments process was now open to appoint a new Chair for the Forth Valley College Board of Management. She confirmed that she would not be seeking the position as she did not feel she can give the role the time it requires and encourage members to look at the role.

She confirmed that the new Chair would take their position from 8 December 2023.

The VPFA also informed members that the Chair would revert back to their non-executive Board member role so would continue to serve.

a) Members noted the content of the report

B/23/046

Student Association Report

The FVSAP presented a report on the activity of the Student Association (SA) since the last meeting of the Board.

He outlined a range of engagement work to highlight the SA to new students including welcome desks on each campus and class visits, with over 68 visits scheduled.

He discussed the ongoing work to recruit class reps, with the FVSAP commenting that the SA are using feedback from previous class reps to make the signing up and training process smoother for new reps.

The FVSAP informed members that elections for members of the SA Executive Committee was underway at this time. He noted that candidates had not come forward for all positions so a by election will be arranged for January to fill any vacant spots.

He discussed development of the student partnership agreement with the College, noting that there were a range of focus groups to gather student feedback and opinions. The feedback is also being used to generate an action plan. The FVSAP confirmed that focus group activity occurred across all three campuses and were advertised via a range of methods such as social media and the student e-zine.

The FVSAP informed members that the SA continue to have monthly meeting with the Principal which enables them to provide student comment directly to him. The Principal commented that the enthusiasm of the SA makes these meetings a monthly highlight for him.



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The FVSAP also commented on the fresher's fayre events which had been happening this week which had received well received by both students and the sponsors in attendance.

He confirmed to members that the SA's feedback Fridays continued to happen and that there was healthy engagement on the SA's teams page.

He also informed members that, owing to his work resulting in a significant increase in voting for the sabbatical posts, the former Student Engagement Co-ordinator for the SA has been nominated for a SPARQS award.

Members welcomed the positive news and the level of student engagement happening.

a) Members noted the content of the report

STRATEGIC PLAN IMPLEMENTATION

B/23/047 Skills Transition Centre – Draft Business Case

The VPBI presented members with the draft Outline Business Base (OBC) for the Skills Transition Centre (STC).

He provided members with background to the STC and associated funding and noted that this had previously been to the Board and was coming back for approval as the STC was now at the OBC stage.

He highlighted that the OBC was required to be presented in the UK Treasury's 'greenbook' format and that the OBC development had been led by the College's Development & Fundraising Manager (DFM) and Business Transformation Manager, with support from an external consultancy, EKOS.

He noted that, as part of the paper, approval was being sought from the Board to appoint EKOS to continue their consultancy as the College develops the STC full business case.

The DFM outlined the background to the project and the governance arrangements in place.

She also outlined the intended use for the funding sought in the bid.

The Principal also commented on the governance of the project, noting that recent lessons learned had been applied in terms of authority, risk management, procurement and reporting.

Members noted that the project would involve initial cash outlays from the College that would then be claimed back as well as commitment of staff time in finance,



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procurement and project management. They queried the budgeting and claiming of these costs.

The VPFACA confirmed that the OBC contained additional costing to support staffing expenditure and that all applicable costs to date were being charged to the project.

Members queried aspects of the activity outlined in the OBC and asked how this differed from core College provision.

The VPBI noted that it was to do with the scale and cost of these activities which, ideally being core, were simply unaffordable for the College to do independently of the funding.

Members queried how the activity in the OBC would be sustained longer term.

The VPBI commented that the funding was very much pump priming and that the intention was for commercial activity to support this moving forward.

Members queried, given there were other potential projects in the area, did the College have the ability to scale up the OBC should some funding be unallocated or claimed. The VPBI confirmed that this would be possible to do.

Members queried the impact of the OBC for students.

The VPBI confirmed that student benefit underpinned the considerations in the OBC which was designed to generate opportunity and future proof the College's offerings.

The DFM also informed members that a Full Business Case will also be developed.

a) Members approved the recommendations as outlined in the report

GOVERNANCE

B/23/048 Board Secretary Arrangements

The VPFACA presented the annual review of the College's Board Secretary arrangements. She outlined that the current arrangements are not in line with the Code of Good Governance and the reasons for this approach. She confirmed that these arrangements were brought for approval each year to ensure the Board remains comfortable with the arrangements.

Members commented that a link into the SIM for the Board Secretary and Depute Board Secretary would be beneficial for instances that involve the Chair and/or Principal including when there are changes to these position holders.



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[REDACTED]

a) Members noted the content of the report

OPERATIONAL OVERSIGHT

B/23/050 Review of Risk

Risks were identified in covering papers

B/23/051 Any other competent Business

The CPGO informed members that the annual register of interests documentation was about to be issued and asked that this be returned as soon as possible.

The VPLSE informed members of the verbal feedback from the recent Education Scotland annual engagement visit. The noted that the visit had focussed on learning and teaching, learner engagement and learner progress and outcomes.

She confirmed that the visit went well with lots of positive feedback received, including the importance of activity such as continuous curriculum improvement and the listening to learners process.

Education Scotland made some suggestions as to next steps in taking forward the College learning and teaching strategy.

She outlined some very positive feedback that had been obtained from individual students during the visit.



4.1 Learning & Student Experience Committee – 26 October 2023 For Noting

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Zoom (commencing at 4.30pm)

Present: Lorna Dougall (Chair)
Jen Hogarth
Steve Kemlo, Forth Valley Student Association president (FVSAP)
Liam McCabe
Campbell Ure

Apologies: Emma Meredith

In Attendance: Anna Fenge Co-opted
Kenny MacInnes, Principal
David Allison, Vice Principal Infrastructure and Communications (VPIC)
Sarah Higgins-Rollo, Vice Principal Learning and Student Experience (VPLSE)
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)
Lyndsay Condie, Director of Operations (DOO)
Rob McDermott, Head of Learning and Quality (HLQ)

L/23/001 Declarations of Interest

None.

L/23/002 Minute of Meeting of 8 June 2023

The minutes of the meeting of 8 June 2023 were approved.

L/23/003 Matters Arising

4.1 L/22/003 Matters Arising re Student Journey Dashboard

The Chair confirmed she would be arranging a meeting with the FVSA Sabbatical Officers to discuss their experience of the campus M app.

4.2 L/22/003 Matters Arising re Student Activity Report

The Chair noted that there was an action to meet with the FVSA Sabbaticals to discuss enriching the learning experience and that this would be covered in the meeting mentioned above.

4.3 L/22/006 Inclusion and Student Services Dashboard

The Chair highlighted an action looking at the impact of interventions on success and failure rates. The Principal confirmed he would take this action forward to gain some analysis and understanding of the data available.



4.1 Learning & Student Experience Committee – 26 October 2023 For Noting

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4.4 L/22/009 PI Prediction Dashboard

The Chair noted that there had been discussion on the development of an overall College dashboard.

The VPIC confirmed that work was underway to develop this and it was the intention to bring this to the February meeting of the Committee and then the Board.

L/23/004 Draft Outcome Agreement 2023/24

The VPIC presented the draft outcome agreement (OA) for 2023/24. He informed members that Scottish Funding Council (SFC) had had sight of an earlier draft.

He highlighted that the OA required sign off by the full Board of Management. Owing to SFC timelines and the Board calendar not aligning, approval was being sought to submit the OA as presented to SFC with a caveat that the document was still pending Board approval.

He discussed the revised format of the OA and how this showed the reduction in credits since 2014/15 for the College.

He spoke about the impact of the recent Action Short of Strike (ASOS) on the development of some targets as EIS-FELA members had performed a resulting boycott. He confirmed ASOS was currently concluded and the outstanding information was being entered into the system. He noted that this additional information may have a slight impact on the targets as outlined in the OA presented to Committee.

He confirmed that the final version of the OA with updated targets would be circulated to Committee members before submission to SFC.

Members reiterated concerns that had been raised by Committee and the Board previously that the impact of ongoing credit reductions, flat cash and other funding constraints were reshaping the College significantly and the information in the OA clearly supported that position.

Members instructed that these impacts should be highlighted in the OA.

- a) Members approved the submission of the OA to SFC and for the OA to go to the Board of Management meeting in December 2023.

L/23/005 Outcome Agreement 2022/23 Self Evaluation

The VPIC presented the OA 2022/23 self-evaluation document. He confirmed, like the previous item, ASOS had impacted on these figures and a final version would be circulated to members once all outstanding information was available.



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He confirmed the 2022/23 period was in line with previous years submissions.

Members were pleased to note the increase in full time retention figures.

- a) Members approved the Outcome Agreement 2022/23 Self Evaluation for submission to SFC.

L/23/006

Education Scotland Annual Engagement Visit Feedback (Verbal)

The HLQ provided members with a verbal update on the recent (26 and 27 September 2023) engagement visit from Education Scotland (ES).

He confirmed the College had seen the draft report and the final version with comments for the College would be sent to ES the following day.

He noted that overall the College was rated as 'Satisfactory' which was good with lots of good practice identified. He highlighted that there were also some helpful suggestions made on areas such as developing metaskills, greater work with the Forth Valley Student Association (FVSA).

He notes that ES view the College as very successful and are keen to see us develop further.

Members queried what areas the College was commended on. The HLQ reported that positive feedback was given on areas such as Continuous Curriculum Improvement (CCI), the Learning and Digital Skills Academy (LDSA) and the FVSA.

He commented that student support had come through as a particularly strong area with the work of the Learning Development Workers and Learning Improvement Facilitators highlighted along with the overall network of support that is in place for students.

The FVSAP commented on his experience with the inspection team and that they had been very effective at gathering the information they needed.

Members requested that they be sent the link when the report is made public.

- a) Members noted the content of the feedback

L/23/007

Learning and Digital Skills Academy Ambition Dashboard

The HLQ presented members with the latest version of the LDSA dashboard.

He outlined some of the activity that had occurred since the last meeting of the Committee and also noted that work was underway to further embed the work of LDSA before the funding available expired. He noted that this could include the



4.1 Learning & Student Experience Committee – 26 October 2023 For Noting

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development of cross college communities of practice to ensure the skills developed aren't lost and that there is a legacy from the LDSA activity.

Members noted that the activity against the Enable FVC measure was coded red and asked for an explanation of why this was.

The Principal informed members that Enable FVC had been intended to be the commercial branding for the College but that, with the advent of Covid this had taken a backseat and had not recovered since. He also noted that the original targets were a bit amorphous and required reviewing.

Members queried what the feedback had been from students on hybrid learning overall.

The HLQ noted that this very much depended on individual classes and what they felt best fit them, with more practical courses favouring in campus activity while academic courses, especially at higher levels and evening courses seem to prefer online as it fits their lifestyles better.

Members noted that a split in preference in a class could be challenging. The HLQ confirmed that the College tried to accommodate where possible and that there were processes such as Listening to Learners where students can raise concerns.

a) Members noted the content of the report

L/23/008

Student Journey Dashboard

The DOO presented an updated student journey dashboard for members, noting that this would evolve further once Power BI was used to support the generation of the data.

She noted that this was a very significant project for the College which had been primarily focussed on the on boarding of full time students post Covid. She confirmed that the lessons learned and successful practices would be applied against other attendance types moving forward.

She noted the high conversion rate from course offer to student enrolment at 77%.

She discussed a range of other areas such as evening, Modern Apprentices and School Partnership activity.

She also informed members that the College was changing website providers and this was an important development for supporting future activity, with the new provider working with the College in house team who are going to develop new processes to allow faster updates and better value from the website to the students.



4.1 Learning & Student Experience Committee – 26 October 2023 For Noting

7 December 2023
BOARD OF MANAGEMENT

Members commented on the recent in campus graduation ceremonies and queried if there was any feedback from students.

The DOO confirmed the feedback received had been really positive.

Members welcomed the figures in the dashboard and commended the level of conversion achieved.

Members also noted the reduction in application withdrawals and queried if this is monitored beyond the start of the course.

The DOO confirmed it was not at the moment but that the Power BI system would be used to bring through this data and that this can be demonstrated at the next Committee meeting.

a) Members noted the content of the report

L/23/009

PI Prediction Review Dashboard

The VPIC presented the PI prediction dashboard. He informed members that the dashboard he was sharing on screen linked to live data via the Power BI system and demonstrated how this could be customised by a range of data points to allow more in depth analysis of the data.

He noted that this was an early version of the dashboard and that developments would continue.

a) Members welcomed the demonstration and agreed to look further at the next Committee meeting.

L/23/010

Review of Curriculum Review Process 2023/24

The VPLSE provided members with an update on the review of the College CCI process. She informed members that, while the CCI and PI prediction practices were well established and working in the College, the review was part of the College's reflection process. She also confirmed that the Committee's previous comments on the integration of Labour Market Intelligence had formed part of the review.

She noted that previous CCI meetings had been primarily focussed on PI information but that teams were now being challenged to do further analysis and use this to drive forward actions.

Similarly, Directors of Curriculum are reviewing the strategic priorities for their departments and also factoring in information from sources such as Regional Skills assessments and employers to build up their horizon scanning for future areas of development.



4.1 Learning & Student Experience Committee – 26 October 2023 For Noting

7 December 2023
BOARD OF MANAGEMENT

She also noted the use of equalities data and analysis to look at student profiles and ensure CCI supports developments in these areas as well.

Members welcomed the integration of labour market information into the CCI process.

a) Members noted the content of the report

L/23/011

Student Activity Dashboard

The VPIC presented a dashboard covering student activity as an alternative to the more traditional format which had previously been presented to the Committee.

He again noted the use of Power BI to ensure the use of live data and demonstrated how the dashboard could be customised while in use to focus in on data in areas such as mode of attendance, campus, department and equalities data.

He outlined the content of the dashboard, noting that there had been a decrease in evening activity but that this had been anticipated owing to the changes in evening opening hours.

He highlighted how, owing to the consultation earlier this year identifying and removing low recruiting courses, the variance in full time students between this year and last at this time was only 17 people.

Members welcomed the new dashboard and commented on the breadth of data available.

The Principal commented that, while there was a large amount of data, the College was moving forward and ensuring that the data used provided value and supported decision making across the College.

The FVSAP queried whether the FVSA would have access to Power BI. The VPIC agreed to discuss this further with him to see if FVSA could be included in the roll out of Power BI.

a) Members noted the content of the dashboard

L/23/012

Future Agenda Items

The Chair noted that, with three new members, it was revisiting the locations (virtual and in campus) for the Committee meetings.

Members discussed a range of options and it was agreed a poll would be issued to decide their preferences.



4.1 Learning & Student Experience Committee – 26 October 2023 For Noting

7 December 2023
BOARD OF MANAGEMENT

The VPIC presented the future agenda items paper and noted that he would add the leaver destinations information to the future agendas as well as a demonstration of the freshdesk system.

a) Members noted the content of the report

L/23/013 Review of Risk

Following discussion on risk, it was agreed that –

- The Strategic Risk Register would be circulated for information to members
- A discussion on risk would be added to the agenda for the February Committee meeting

L/23/014 Any Other Competent Business

The Chair highlighted the internal audit report appended to the papers on the College quality system.



4.2 Finance, Resource & Infrastructure Committee

– 21 November 2023

For Noting

7 December 2023

BOARD OF MANAGEMENT

Steeple Suite, Falkirk Campus (commencing at 4pm)

Present: Liam McCabe
Craig Arthur
Philip Harris
Kirsten Kennedy, FVSA Vice President (FVSAVP)

Apologies: Paul Devoy
Caroline Johnston

In Attendance: Ken Richardson, co-opted member
Kenny MacInnes, Principal
Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
David Allison, Vice Principal Infrastructure and Communications (VPIC)
Colin McMurray, Vice Principal Business and Innovation (VPBI)
Senga McKerr, Director of Finance (DOF)
Moirra France, Finance Manager (FM)
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)
Ester Vasallo, Supply Chain Manager (SCM) for item F/23/019 only
Pauline Jackson, Development & Fundraising Manager (DFM) for item F/23/021 only
Martin Loy, Head of Estates, Facilities Management & Health and Safety (HEFMHS) for item F/29/024 only

F/23/016 Declarations of Interest

None

F/23/017 Minutes of Meeting of 19 September 2023

Members considered the minutes of the meeting of 19 September 2023

a) Members approved the minute of the meeting

F/23/018 Matters Arising

The Chair raised the matter of the two retrospective procurement approvals brought to the last meeting of the Committee and queried what steps had been taken to ensure this did not happen.

The Principal reported to the Committee that he had met with key staff to ensure clarity on approval limits, signatures and what matters are reserved to the Committee and/or the Board of Management.

3.1 F/23/004 Review of Committee Remit

At the last meeting the Committee had expressed a wish to be made aware of any significant projects being undertaken by the College.



4.2 Finance, Resource & Infrastructure Committee

– 21 November 2023

For Noting

7 December 2023

BOARD OF MANAGEMENT

The VPFA confirmed to the Committee that significant projects, which could also include projects with a low financial value but other significance to the College, will be brought to the Committee. She confirmed that, at this time, the most significant project underway was the Skills Transition Centre (STC) bid which had previously been presented to the Committee and Board.

3.2 F/23/003 People Strategy Dashboard

The Committee had requested that a cover sheet be added to the dashboard. The CGPO confirmed that, while there was not an update dashboard given the short period of time from the last meeting, this would be included in future reports.

F/23/012 Estates Update

Members had requested information on College maintenance and the Chair noted that the HEFMHS would be presenting a report on the estate later in the agenda.

F/23/019 Annual Procurement Report

The SCM presented members with the annual procurement report and sought endorsement for the content and approval to publish this on the College website in line with the College's procurement commitments. This would also fulfil the College's statutory obligation in this respect.

She commented that the overview of procurement to date and significant planned procurement levels for the next two years were included in the report.

Members queried whether the format of the report was prescribed and the SCM confirmed that this was the case.

Members queried whether there was any activity in the report that should have been brought to the Committee and also whether the new policy on 'No purchase order (PO), No Payment' was working well.

The SCM informed members that there were no non-compliant contracts in the last year but that there was some non-compliant spend. She noted that spend last year was 87% compliant as per the report.

She also commented on the 'No PO, No Payment' policy noting that, while only introduced in August, there had been a marked increase in PO use and that, if this trend continues, PO use is expected to rise from 64% to over 90% this academic year.

Members asked if it were known when the next PCIP assessment would be. The SCM informed members that there was not a date set yet but that Scottish Government intended to refresh the questions in February next year to adopt a lighter touch approach.



4.2 Finance, Resource & Infrastructure Committee

– 21 November 2023

For Noting

7 December 2023

BOARD OF MANAGEMENT

Members queried whether the STC project was taking up increased time for the SCM and whether there was adequate resource in place to support this activity.

The VPFACA commented that there was additional procurement support included in the STC bid and this would be brought in when required.

Members noted the amount of detail that goes into prepare the Annual Procurement Report and thanked the SCM for her work.

a) Members approved publication of the Annual Procurement Report

F/23/020 Management Assessment of Going Concern

The DOF presented members with an assessment of going concern that had been requested by the external auditors. She noted that the document covered a period to July 2025 and was based on the calculations used in the recent SFC Financial Forecast Return document, with the figures adjusted to remove the savings in staff costs include to balance the FFR and removing all FWDF contribution.

She highlighted the College's cash reserve levels and that the overall assessment was that the College continued to be a going concern.

The VPFACA also highlighted that Audit Scotland considers all Colleges, due to their ONS classification as public bodies, to be going concerns.

a) Members noted the content of the report

F/23/021 Performance Review: Development and Fundraising

The DFM presented members with a report on the past years activity across fundraising and development as well as the forward work plan for the coming year.

The DFM

- noted that the fundraising strategy was under review but that the need to focus effort on the STC project had paused this work.

- [REDACTED]

- [REDACTED]

- discussed the bids that had not been successful and discussed reasons for this.

- outlined plans for the current academic year and provided an update on the STC funding process as well as work on the Forth Green Freeport initiative.

Members noted the Stirling Shared Prosperity bid and queried if there were similar funds in Clackmannanshire and Falkirk.



4.2 Finance, Resource & Infrastructure Committee

– 21 November 2023

For Noting

7 December 2023

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The DFM reported that, while there were similar funds, Stirling was the only area to open the fund to bids from other organisations.

Members queried whether the work on STC was causing any staff resource issues.

The DFM informed members that this was not an issue at the moment owing to the project team in place and the use of external consultants for speciality areas of work.

She confirmed a work plan was also in place.

[REDACTED]

a) Members noted the content of the report

F/23/022 Q1 High Level Forecast 2023-24

The FM outlined the Q1 forecast for this academic year, noting that the current position was a projected small surplus. She emphasised that there were still a number of risks that had yet to be resolved including Flexible Workforce Development Funding (FWDF) levels, national pay awards; and the capital and revenue split of SFC's maintenance grant.

She highlighted that overall it was a positive position for Q1 and that greater detail would be brought to the next meeting of the Committee in which Q2 figures which give a firmer basis for forecasting would be available.

The VPFA highlighted the difficulty to forecast without knowing what, if any, FWDF allocation is being made to the College. She informed members that last academic year, the allocation was not made until mid-January.

The Principal also noted Foundation Apprenticeship (FA) funding, where the guidance on travel costs had only just been released despite College's having to start FA provision at the start of the academic year. This guidance results in a significant cost to the college relating to travel costs.

Members recommended that this be highlighted to the College's Outcome Agreement manager.

The Principal confirmed that sector funding was being raised at all levels, including at Ministerial level and outlined discussions he had had with Graeme Dey MSP.

The VPFA also confirmed both the College's Principals Group and Finance Directors group were pushing for earlier notification of funding levels.



4.2 Finance, Resource & Infrastructure Committee

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For Noting

7 December 2023

BOARD OF MANAGEMENT

Members also noted the level of capital funding available and queried if this level was confirmed.

The DOF confirmed that it was and that the internal allocations for this funding was being looked at next week.

a) Members noted the content of the report

F/23/023 Student Funding Outturn 2022/23 and Forecast 2023/24

The DOF presented a report outlining the outturn for student funds last year and the forecast expenditure for the current year.

She highlighted that last year the College returned approximately 30% of the student funding allocation and noted that an underspend was forecast for this year. She confirmed that the student funding team were looking at ways to ensure eligible students receive the maximum permissible funding.

Members queried if the unused funds could be used for other purposes. The VPFAA reported that the funding was specifically for this activity and that SFC were aware that all Colleges were in a similar position.

a) Members noted the content of the update

F/23/024 Estates Update

The HEFMHS presented his update paper to members, noting that there had not been significant movement since the last report to the Committee.

He discussed backlog and lifecycle maintenance and highlighted that the SFC's infrastructure strategy for the sector which was to be presented in November has now been moved back to nearer Christmas 2023.

He discussed the outcome of the review of the Total Facilities Management (TFM) contract and confirmed that the review had concluded that the current arrangements were delivering value for money and that the intention was to tender on this basis. He confirmed a Pre-Qualification Questionnaire (PQQ) had been issued for the TFM contract.

Members noted that managing the PQQ responses would put additional demands on the SCM in the College. The HEFMHS confirmed to members that the PQQ would be managed by the SCM's manager at APUC and so would not impact on her workload.

The HEFMHS informed members that the College's application for the Scottish Government's decarbonisation funding had unfortunately not been successful, likely owing to the number of applications made.



4.2 Finance, Resource & Infrastructure Committee

– 21 November 2023

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7 December 2023

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The Principal commented that, while the College did not succeed in getting the funding, the targets from Scottish Government would still apply to the College and need to be delivered upon.

The HEFMHS updated members on progress with the insurance claim for the Stirling Campus issues discussed at the last Committee meeting and noted that this was ongoing and that a specification of the damage was being prepared by the College.

Members queried if this report would be taken to the Board of Management meeting.

The VPFACA confirmed an estates report would be presented.

Members recommend that there be discussion at the Board meeting to agree how the College will report on this matter to both the Committee and the Board.

a) Members noted the content of the report

F/23/025 Review of Risk

Risks were identified in their covering papers

F/23/026 Any Other Competent Business

None

F/23/027 Annual Report and Financial Statements 2022/23 (Joint item with Audit Committee)

The DOF presented the annual report and financial statements for 2022/23 to members for endorsement for approval by the Board.

She highlighted that there were a couple of outstanding matters to be resolved and what these were.

She noted that, owing to the way the accounts are required to be presented, they can be a very technical document and confirmed to members that the overall position for the year was an adjusted operating deficit of £44k after voluntary severance payments of £443k.

She discussed the request from the external auditors for an adjusted opening land and buildings valuation and the impact of this.

She also highlighted the note in the accounts regarding the Fuel Change suspected fraud and confirmed additional details were to be added within the Governance Report.



4.2 Finance, Resource & Infrastructure Committee

– 21 November 2023

For Noting

7 December 2023

BOARD OF MANAGEMENT

Members welcomed that the College was able to maintain operational sustainability but noted the increase in staff turnover rates.

Members queried the statement [reference to be inserted] that SFC had 'signed off on the deficit' given the accounts had not been presented to and therefore were not yet approved by the Board of Management. The DOF informed members that SFC had seen and agreed the calculations used to reach the presentation of the adjusted operating position.

Members welcomed the positive cash generation position the College was in but queried if there was comfort with such small margins in the accounts. The VPFACA noted that the College cannot retain surpluses and aim for breaking even.

a) Members endorsed the accounts for submission to the Board of Management subject to the resolution of the outstanding matters with the external auditors.

F/23/028 Draft External Audit Annual Report to the Board of Management (Joint item with Audit Committee)

Michael Speight, Partner, Mazars, the College's external auditor presented the draft external auditor report to members.

[Redacted text block]

[Redacted text block]

Following extensive discussion, it was agreed that Mazars would meet further with the VPFACA and DOF to discuss further.

a) Members noted the content of the report



4.3 Audit Committee – 21 November 2023 For Noting

7 December 2023
BOARD OF MANAGEMENT

Steeple Suite 5pm

Present: Lorna Dougall (Chair)
Hazel Burt
Rhona Geisler
Kat Graham
Alistair McKean

In Attendance: Kenny MacInnes, Principal
Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
Michael Speight, Mazars (via Teams)
Ben Fowler, Mazars (via Teams)
Graham Gillespie, Wylie and Bisset
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)
Graeme Robertson, Head of Information Technology (HIT) for item A/23/027 only

A/23/017 Annual Report and Financial Statements 2022/23 (Joint item with Finance, Resource & Infrastructure Committee)

The DOF presented the annual report and financial statements for 2022/23 to members for endorsement for approval by the Board.

She highlighted that there were a couple of outstanding matters to be resolved and what these were.

She noted that, owing to the way the accounts are required to be presented, they can be a very technical document and confirmed to members that the overall position for the year was an adjusted operating deficit of £44k after voluntary severance payments of £443k.

She discussed the request from the external auditors for an adjusted opening land and buildings valuation and the impact of this.

She also highlighted the note in the accounts regarding the Fuel Change suspected fraud and confirmed additional details were to be added within the Governance Report.

Members welcomed that the College was able to maintain operational sustainability but noted the increase in staff turnover rates.

Members queried the statement [reference to be inserted] that SFC had 'signed off on the deficit' given the accounts had not been presented to and therefore were not yet approved by the Board of Management. The DOF informed members that SFC had seen and agreed the calculations used to reach the presentation of the adjusted operating position.



4.3 Audit Committee – 21 November 2023 For Noting

7 December 2023
BOARD OF MANAGEMENT

Members welcomed the positive cash generation position the College was in but queried if there was comfort with such small margins in the accounts. The VPFACA noted that the College cannot retain surpluses and aim for breaking even.

a) Members endorsed the accounts for submission to the Board of Management subject to the resolution of the outstanding matters with the external auditors.

A/23/018 Draft External Audit Annual Report to the Board of Management (Joint item with Finance, Resource & Infrastructure Committee)

Michael Speight, Partner, Mazars, the College's external auditor presented the draft external auditor report to members.

[REDACTED]

Following extensive discussion, it was agreed that Mazars would meet further with the VPFACA and DOF to discuss further.

a) Members noted the content of the report

A/23/019 Declarations of Interest

None

A/23/020 Apologies

None

A/23/021 Minutes of meeting of 7 September 2023

The minutes of the meeting of 7 September 2023 were approved.

A/23/022 Matters Arising

There were no matters arising however the Chair queried how actions intended to be reported at in future meetings were captured and followed up on. It was agreed that the CGPO would create an action tracker for the Committee to ensure matters were not missed.



4.3 Audit Committee – 21 November 2023

For Noting

7 December 2023
BOARD OF MANAGEMENT

A/23/023 Chairs Report to the Board

The Chair presented the annual report of the Chair to the Board on the activities of the Committee and requested comment from members.

Members noted that the cover paper for the report was unnecessary for a report of this kind and the Principal agreed that a new format for presenting this type of report would be developed.

Members also noted an error in relation to the authorship of the paper and it was agreed to revise this.

a) Members approved the report subject to the amendments being made

A/23/024 Response to Mazars Letter to those charged with Governance

The Chair presented members with the draft response to the annual letter from the External Auditor to the Committee.

Members noted a couple of minor changes to the wording of the letter.

Members also noted the reference to a potential employment tribunal and asked if there was any update. The VPFACA provided members an update of the current position and noted a key upcoming date.

a) Members approved the letter

/23/025 College Data Policy

The VPIC presented an updated data policy for the College to members. He highlighted the key changes to the document to reflect the implementation of UK specific legislation and highlighted that training for staff would be updated once the policy was agreed.

Members queried if the College had retention periods for data and it was confirmed these are set at departmental level.

Member queried the response timescale for a breach that the College works to. The CGPO provided members with an overview of the process for assessment, and if necessary, reporting of breaches to both data subjects and the ombudsman.

a) Members approved the College Data Policy



4.3 Audit Committee – 21 November 2023

For Noting

7 December 2023
BOARD OF MANAGEMENT

A/23/026 Presentation of Internal Audit Reports

Graham Gillespie presented three internal audit reports for members' consideration.

Credits Audit 2022/23

He highlighted that this related to the main funding for the College and confirmed that the College is in line with SFC guidance and that no recommendations had been made.

a) Members noted the content of the report

Student Support Funds 2022-23

He informed members that this had been a clean audit with no areas to highlight to members.

a) Members noted the content of the report

Educational Maintenance Allowance 2022-2023

He informed members that this had also been a clean audit with no areas to highlight to members.

a) Members noted the content of the report

A/23/027 Cyber Security Landscape

The HIT presented members with a report outlining the current cyber landscape for Colleges and Universities.

He confirmed that the College like the sector continues to be a target and noted a change in that the external threat had shifted from not only encryption of data for ransom but that data is also removed and sold on.

He noted an increase in targeting of Office365 accounts, mainly though phishing but that also fake Office365 authentication requests were becoming more prevalent.

He outlined the work done by the College to mitigate threats noting that it remained a balance between protection and disrupting services. He noted changes to software systems, increased security working with third parties and disaster recovery practice for the IT team.

Members welcomed the overview of the ongoing work.

Members discussed the risk associated with people rather than systems and discussed good password management and recommended considering ethical phishing.



4.3 Audit Committee – 21 November 2023

For Noting

7 December 2023
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The HIT informed members that these issues would be looked at further.

a) Members noted the content of the report

A/23/028 Progress Report on Audit Recommendations

The CGPO provided members with an update on the status of audit recommendations within the College. He highlighted that the number of recommendations were low and that no new issues identified with any of these.

a) Members noted the content of the report

A/23/029 Risk Management

The VPFACA presented the strategic risk register to members.

She noted that there were three changes since the last meeting of the Committee and outlined what these were.

She also highlighted to members that, following discussion with the Chair, it was the intention to refresh the format of the risk register to make it more user friendly.

a) Members noted the content of the report and the intention to review the register

A/23/030 Fuel Change Lessons Learned Recommendation Tracker

[REDACTED]

[REDACTED]

A/23/031 Compliance Report

The CGPO presented a report outlining the College's performance in relation to complaints, data protection and freedom of information requests in 2022/23.

He discussed the handling of these requests and noted that there were no clear trends identified in area except an ongoing issue with email related potential data breaches. He outlined the reasons for these and confirmed that the College was piloting a new control measure which, if successful, would be implemented across the College to mitigate this risk to a degree.



4.3 Audit Committee – 21 November 2023 For Noting

7 December 2023
BOARD OF MANAGEMENT

Members queried in relation to complaints, whether there were still serial complainers contacting the College. The CGPO confirmed that there were some in the period covered and outlined how the College was handling these.

a) Members noted the content of the report

A/23/032 Review of Risk

Members noted that the potential for qualified accounts was a risk

A/23/033 Any Other Competent Business

None

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7. Student Association Report For Discussion

7 December 2023
BOARD OF MANAGEMENT

1. Purpose

To provide members with an update on the recent activities of the Forth Valley Student Association (FVSA).

2. Recommendations

That members note the contents of this report.

3. Background

To inform the Board of FVSA activities.

4. Key Considerations – Since the last Board of Management FVSA have conducted several activities.

Student Engagement

The Student President and the Vice President have now completed all class visits. There was a total of 69 class visits across all departments. After receiving positive feedback, FVSA will continue to engage with students via the Teams Student Community Page, which currently has 459 members.

Class Representatives

The FVSA have now finished the first block of class representative meetings, with 80 registered attendees from across all 3 campuses. A second block of meetings are scheduled in for February 2024. These meetings are attended by members of FVC SMT (Senior Management Team) to support this process.

Executive Officer Update

The Executive Officers have now completed their initial training, 2 have completed the PVG check. FVSA have allocated time each month where the Sabbatical and Executive officers provide a report on campaigns and activities they have participated in, can ask questions, and give advice. This is also a time where items for approval, opportunities for Executive officers and other items can be discussed.

Diversity & Inclusion Officer – Rheagane Kennedy
Education Officer – Adler Mota Velasco Flores
Wellbeing Officer – Ethan Vazquez Aldrich

Student Partnership Agreement (S.P.A)

Using the student feedback collected from focus groups, FVSA have created a draft action plan to fulfil the agreement. The Student President has spoken with Sarah Higgins-Rolo and the Directors



7. Student Association Report For Discussion

7 December 2023
BOARD OF MANAGEMENT

of Curriculum to ask for their input on the highlighted actions and what could be done going forward. FVSA are working on finalising this document.

Student Council

Student Council is the major decision-making body of the Students' Association. It consists of class representatives, Executive officers, Sabbatical officers, and the wider student body. The key discussion points are:

- Motions and voting on issues
- Vote for changes on FVSA constitution
- Provide feedback on student learning experience
- Hold Sabbatical officers to account

Any prominent issues or areas of improvement discussed on Student Council; the Students' Association try to act upon the best way they can. Students' views shape the work of the FVSA.

The Student President and Vice President have created reports to outline the work they have been undertaking for the FVSA and to give manifesto updates.

FVSA have also created a budget report to illustrate how FVSA have allocated funds to projects, events, and day-to-day activities. It is important as a Students' Association to be honest and transparent.

The forum is held twice per year and the upcoming dates for the first student council are:

- Falkirk – Monday 27th November 1pm-3pm
- Alloa – Tuesday 28th November 2pm-4pm
- Stirling – Thursday 30th November 10am-12pm

Monthly Meetings with the Principal

The FVSA continue to hold monthly meetings with the principal where FVSA give updates on activities done by the Students' Association as well as prepare actions. We also bring forward any student complaints and provide him with data on student engagement.

Tell Us Tuesdays

The FVSA Team have started a new initiative to gather feedback on the Student Community Teams page. Published fortnightly, it allows FVSA two weeks to analyse and act upon feedback gathered. Tell Us Tuesdays began with a question asking what peer support groups students would be most interested in.

Constitution Review



7. Student Association Report For Discussion

7 December 2023
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FVSA team continue to review the Constitution based on advice, guidance and feedback from Stephen Jarvie, Corporate Governance & Planning Officer alongside Lisa Baxter, Student Association and University Partnership Manager.

College Open Evenings

The Student President and Vice President attended the college open evenings to represent FVSA, to inform potential students on how they can be involved, receive support and who FVSA are. It was also a chance to collaborate with other departments and organisations such as Transform Forth Valley.

Graduation

On the 6th of October the Student President, and Vice President, attended FVC Graduation Ceremonies. Both attended as members of the Board of Management and as graduates.

National Union of Students (NUS) "The Gathering" Conference

The FVSA Student President attended this conference, organised by NUS, sabbatical officers from various colleges and universities gathered to discuss how to deliver an effective campaign.

SPARQS (Student Partnership and Quality Scotland) Student Engagement Award

The former Student Engagement Co-ordinator, Andrew Kinnell was shortlisted for the SPARQS Student Engagement Award, unfortunately he did not win the award, the nomination was a fantastic for Andrew, FVSA and FVC

Paws Against Stress

The Vice President worked in collaboration with David Gentles from FVC Learning Resource Centre (LRC) to provide TheraPet sessions for students. This is an important initiative for health and wellbeing. In previous years FVSA and LRC hosted separate TheraPet sessions but this year the Vice President initiated collaboration between FVSA and FVC LRC, developing a close working relationship between departments.

Fire Evacuation and Free Movie

The FVSA and Vue Cinema once again hosted the Fire Evacuation and free movie event. This event involves collaborative working between FVSA and Vue cinema to encourage FVC students to take part in a mock fire evacuation training exercise completed by a free viewing of a movie.



7. Student Association Report For Discussion

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Re-Fresher's

The FVSA Team are currently planning for Re-Fresher's, this event welcomes new students, also returning block 2 students, to FVC. Following the excellent feedback received for Freshers, FVSA are encouraged engagement will again be high. Re-Fresher's events are taking place on the following dates

- Falkirk Campus - Tuesday 6th February
- Alloa Campus - Wednesday 7th February
- Stirling Campus – Thursday 8th February

Student Awards Planning

Each year FVSA organise the FVSA Awards to celebrate students' achievements and give them recognition for "going that extra mile." The FVSA are hoping to continue the relationship, with several college departments and external organisations, to ensure the event is a memorable evening for all. FVSA are also in the process of researching sponsors for the event.

The FVSA Student Awards are being held on Thursday 23rd May 2024.

Paper Author/s – Kirsten Kennedy VP, Steve Kemlo SP



11. Audit Committee Chair's Report to the Board of Management For Approval

7 December 2023
BOARD OF MANAGEMENT

1. Purpose

To present to members the annual report from the Chair of the Audit Committee to the Board of Management.

2. Recommendation

That members approve the attached report

3. Chair's Report

ANNUAL REPORT OF THE AUDIT COMMITTEE TO THE BOARD OF MANAGEMENT

1. Introduction

This report covers the 12 month period from 1 August 2022 to 31 July 2023. Committee attendance was as follows:

Name	Attendance Record
Lorna Dougall (Chair)	3 of 3 meetings
Hazel Burt	3 of 3 meetings
Paul Devoy	1 of 3 meetings
Alistair McKean	2 of 3 meetings
Emma Meredith	2 of 3 meetings

The Committee met on the following dates:

8 September 2022
15 November 2022
18 May 2023

2. Internal Audit

Internal Audit is governed by the Code of Audit Practice, as published by the Scottish Funding Council (SFC). The Code requires the Internal Auditors to adopt a risk-based approach to the programme, and to undertake follow-up work to ensure that all recommendations accepted by College management have been implemented.

Audit Provider:

Henderson Loggie were the College Internal Auditors, with their appointment ending on 31 July 2023. Their charge for the period was £23,124. (Fees are based upon the degree of responsibility and skill of staff, and the time involved in the work. Fees for additional services or assignments are agreed separately in advance).



11. Audit Committee Chair's Report to the Board of Management For Approval

7 December 2023
BOARD OF MANAGEMENT

Annual Report on Audit Activities: The Internal Auditor's report on audit activities carried out during the year 2022-23 was considered by the Audit Committee at its 7 September 2023 meeting. Internal Audit assignments for this period were carried out broadly in accordance with the Audit Plan presented to the Audit Committee on 15 November 2022 and approved electronically following the meeting.

Achievements: The audit assignments were identified based upon a review of the College risk register, the identification of new systems being implemented within the College and those audits (i.e. credits) required on a rolling basis.

The specific audit reports produced for each assignment made recommendations for the improvement of internal procedures and controls, and each recommendation was given an agreed target date for implementation. The monitoring of internal audit recommendations is a standing agenda item on Audit Committee agendas.

Effectiveness: While identifying one area within the College which was classified as requires improvement, on the basis of the other work undertaken during the year the auditors have expressed an overall opinion that the College has –

“adequate and effective arrangements for risk management, control and governance. Proper arrangements are in place to promote and secure Value for Money.”

3. External Audit

Audit Provider: Mazars.

Auditors Report: The External Auditor's report on the Financial Statements for the year 2022-2023 is included in the papers. The audit was carried out during October/November 2023.

Management Letter: During the course of the audit the Auditors performed overviews of the key financial systems of the College to assess their adequacy for the purposes of ensuring that accurate, timely and complete accounting records were being maintained. The recommendations resulting from this exercise are set out in the report of the External Auditor.

4. Other Matters

During the past 12 month period, in addition to receiving reports from the Internal and External Auditors, the Committee also considered the Risk Register and treatment of significant risks.

The Audit Committee also met with the Internal and External Auditors without College staff in attendance at their meeting of 21 November 2023.



11. Audit Committee Chair's Report to the Board of Management For Approval

7 December 2023
BOARD OF MANAGEMENT

5. Adequacy and Effectiveness

The Committee accepts the views of the internal and external auditors that Forth Valley College's internal financial and management systems are adequate and that the Board of Management's responsibilities have been satisfactorily discharged.

Lorna Dougall
Chair
7 December 2023

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Meeting	Academic Year 2023/24				
Board of Management	Thursday 28 September 2023 Falkirk – Steeple Suite	Thursday 7 Dec 2023 Stirling – S1.18 and S1.19 (Morning Meeting and Xmas lunch)	Thursday 22 Feb 2024 Falkirk – Steeple Suite	Thursday 25 Apr 2024 Falkirk – Steeple Suite	Thursday 20 June 2024 Falkirk – Steeple Suite
Remuneration					
Audit	Thursday 7 Sept 2023	Tuesday 21 Nov 2023 5pm Falkirk – Steeple Suite			Thursday 16 May 2024
Finance, Resource and Infrastructure	Tuesday 19 Sept 2023	Tuesday 21 Nov 2023 4pm Falkirk – Steeple Suite		Tuesday 26 Mar 2024	Tuesday 11 June 2024
Learning & Student Experience		Thursday 26 Oct 2023	Thursday 8 Feb 2024		Thursday 6 June 2024
Nominations	As required				
Other Key Dates		Graduation 6 October 2023 Falkirk Campus			



For Information – Approved Board Calendar 23/24 and 24/25

7 December 2023
BOARD OF MANAGEMENT

Meeting	Academic Year 2024/25				
Board of Management	Thursday/Friday 26/27 September 2024 Strategic Session Venue TBC	Thursday 5 Dec 2024 Stirling – S1.18 and S1.19 (Morning Meeting and Xmas lunch)	Thursday 20 Feb 2025 Falkirk – Steeple Suite	Thursday 24 April 2025 Falkirk – Steeple Suite	Thursday 20 June 2025 Falkirk - Steeple Suite
Remuneration					
Audit	Thursday 5 Sept 2024	Tuesday 19 Nov 2024 5pm Falkirk – Steeple Suite			Thursday 15 May 2025
FRAIC	Tuesday 17 Sept 2024	Tuesday 19 Nov 2024 4pm Falkirk – Steeple Suite		Tuesday 25 Mar 2025	Tuesday 10 June 2025
Learning & Student Experience		Thursday 24 Oct 2024	Thursday 6 Feb 2025		Thursday 5 June 2025
Nominations	As required				
Other Key Dates		Graduation TBC			

Implementation of Trade Union Nominees to College Boards/Glasgow Colleges Regional Board/Lanarkshire Board

Revised Timeline of Activity

Period	Stage
End October 2023	Scottish Government to lay Draft Order to the Scottish Parliament to allow for the amendments to be made to the 1992 Act and the 2005 Act (<i>requires 54 days</i>).
Early December 2023	Recognised trade unions to prepare for election process.
23 rd December 2023	Draft Order passed through the Scottish Parliament.
Early January 2024	Recognised trade unions to commence election process (3-4 weeks).
31 st January 2024* <i>* boards will be given a few weeks of flexibility to complete this stage.</i>	New board members to be formally elected to boards and associated announcements made.
February to March 2024	New board members to: <ul style="list-style-type: none"> • undertake internal board induction programmes • undertake CDN board member induction training programmes • start attending scheduled board meetings • be formally ratified by the board.
End March 2024	Sector to fully implement the governance reform to allow for TU Nominees on Boards.

Good Governance Steering Group
October 2023



College
Employers
Scotland

Annual Report

1 August 2022 –
31 July 2023

Introduction



The past year for myself as Chief Executive of Colleges Scotland and College Employers Scotland stands out as a year of progress and change, alongside

some challenging circumstances for our members.

There has been marked progress in our interaction with Scottish Government on the future of the college sector. Our staff and members have made significant contributions to landmark reports and reviews which are sure to see major structural changes coming to colleges in the future.

On the theme of change, as an organisation we have adapted to new ways of working following the pandemic and fully embraced our strategic plan, bringing good results for our members.

But conditions for our members are undoubtedly challenging. Colleges Scotland has worked tirelessly to promote the college story and to advocate for more resources for our members, even as our own running costs are impacted by inflation.

Colleges Scotland has collaborated with Ministers, civil servants, Scottish Funding Council (SFC), and other key partners, such as Skills Development Scotland, training agencies, and College Development Network, to ensure the sector is best placed to continue to provide world-class and inclusive learning opportunities for everyone.

The brand of College Employers Scotland has matured during 2022/23 to become the recognised voice of the employers for industrial relations in the college sector.

Finally, I would like to thank the senior leadership teams and boards within each of our colleges and regional strategic bodies for their continued support and I look forward to working closely with each of you over the next 12 months.

When colleges thrive, Scotland thrives.

Shona Struthers
Chief Executive



Corporate

Colleges Scotland has continued using a hybrid working model throughout 2022/23 which has allowed staff to work more flexibly between the office and other locations depending on the needs of the business. Following the return to office working, we have also seen an increase in engagement and participation with staff regularly attending face-to-face meetings with members and key stakeholders.

As at 31 July 2023, Colleges Scotland employs 19 (16.9) full-time equivalent (FTE) members of staff which includes a secondee from the sector. The Policy, Corporate, Communications and Public Affairs teams comprise 10 members of staff (9.3 FTE). The College Employers Scotland team comprises 9 members of staff (7.6 FTE) and is continuing to recruit to fill vacancies.

Colleges Scotland has been an accredited **Living Wage Employer** since November 2020.



Corporate Social Responsibility is a key part of the Colleges Scotland strategy. Staff are supported to volunteer and take part in fundraising which reflects their personal interests and encourage professional development. A number of our staff also sit on charity boards as trustees.

Colleges Scotland welcomed four **new board members** during the year – Laurie O'Donnell (Regional Chair, Dundee and Angus College), Nora Senior (Regional Chair, Edinburgh College), Trudi Craggs (Interim Chair, Forth Valley College), and Susan Elston (Regional Chair, North East Scotland College).

The Colleges Scotland board met **4** times during 2022/23 and the Annual General Meeting was held in March 2023.



Colleges Scotland achieved a successful audit for Year End 31 July 2022.

Our digitally connected meeting rooms at Argyll Court, Stirling have been utilised throughout the year for sector meetings and events. It has also been used by members as a hub, as well as being offered as a commercial venue for non-members.

We continue to provide accommodation for two sub-tenants – ESP (Energy Skills Partnership) and WorldSkills UK, Scotland.

Policy Activity

Colleges Scotland has invested significant time throughout the year advocating for the future direction of the college sector through the opportunities provided by both the various reviews and workstreams that occurred during the course of the year, as well as through supporting the Think the Unthinkable workstream.

Colleges Scotland co-ordinated the timings and ensured consistent messaging in relation to these pivotal areas. We sought college sector views, input these into the consultation processes, and spoke directly to individuals involved in the following key work areas this year:

- National Discussion on Education
- Independent Review of the Skills Delivery Landscape
- Independent Review of Qualifications and Assessment
- Scottish Government's Purpose and Principles for Post-school Education, Research and Skills.

Colleges Scotland facilitated and steered the work of the senior sector leaders over the past 12 months regarding the Think the Unthinkable work. Colleges Scotland convened **5 Conventions** during the year with all chairs and principals, and co-ordinated **4 Working Groups** with the purpose of drawing on the sector's appetite for the changes envisaged and desired. By the end of the year, these initial thoughts were crystalising, and implementation plans starting to form, to ensure the continued input into the thinking of the Scottish Government at this critical time.

The work around Think the Unthinkable included facilitating a webinar for sector leaders with the Organisation for Economic Co-operation and Development (OECD) to hear case study evidence of other vocational and tertiary systems. This was a well appreciated session and offered members valuable information of other country systems.

Colleges Scotland also supported meetings of the College Principals' Group.





Other significant areas of policy work included:

- Working in partnership with the Mental Health Foundation Scotland to deliver a report on student mental health and wellbeing. The **Thriving Learners** research, funded by The Robertson Trust, prompted a series of recommendations from the Mental Health Foundation and Colleges Scotland including calls for sustained Scottish Government investment in mental health and wellbeing support in colleges.
- Collaborating and influencing the Scottish Government to ensure continued funding for the college sector from the **Young Person's Guarantee**.
- Assembling and delivering thematic documents, communications, and papers to the Scottish **Covid-19 Inquiry**, as well as leading on three roundtables with college principals to enable early input into the direction of the ongoing Inquiry.
- Continuing to engage with the SFC regarding implementing various workstreams emanating from the **SFC Review on Cohesion and Sustainability**, including advocating for the sector on working groups covering topics such as the review of the Funding Model and a new Tertiary Quality Framework, as well as the development of an Infrastructure Delivery Plan for the college sector and updated estates conditions survey.
- Developing deeper relationships with the **UK Government** at a time of increased direct funding and interventions from Westminster. This has included developing strong links with both the Scotland Office and the Department of Levelling Up, Housing and Communities, as well as establishing a regular stakeholder engagement meetings with the Under Secretary of State for Scotland.
- Facilitating knowledge exchange and research related to the opportunities for the college sector in relation to the green industries and mitigation of **climate change**.

- Commissioning the **Fraser of Allander Institute** to undertake updated research to show the economic value of the college sector.

Colleges Scotland worked throughout the year to secure new and additional funding for the college sector. The outcomes this year included:

- Successful advocacy resulting in £2.4m funding for mental health counsellors, which was funded until July 2023, with a further one-off fund of £3.21m for colleges and universities to utilise in 2023/24.
- Working in partnership with sportscotland and Scottish Student Sport to secure investment of up to £1.45m over the next two years to create a new Active Campus Network in colleges across the country through

the appointment of new Active Campus Coordinators who will work to increase participation opportunities for students.

- Strong engagement with the Scottish Government to secure a continuation of £10m from the Young Person's Guarantee, which was not available to the sector at the start of the year.
- Sustained intervention and advocacy resulting in the SFC prioritising additional funding of £350k for WorldSkills to allow its work to continue in Scotland. This funding solution also allows candidates from Scotland to continue in the competitions.

These are summarised in the table below.

New and Additional Funding Stream	Amount for 2022/23
Young Person's Guarantee	£10.00m
Mental Health	£2.40m
Active Campus Network	£1.45m
WorldSkills	£350k
TOTAL	£14.2m



Provided sector responses to the following consultations:

- Delivering Scotland's Circular Economy: A Consultation on Proposals for a Circular Economy Bill – August 2022
- National Care Service (Scotland) Bill (Detailed) – August 2022
- A Mental Health and Wellbeing Strategy for Scotland – September 2022
- National Discussion on Education – December 2022
- Independent Review of the Skills Delivery Landscape – December 2022
- Independent Review of Qualifications and Assessment – Response to Phase 2 – December 2022
- Policy Proposals to Add Trade Union Nominees to the Boards of College Institutions – January 2023
- Changes to Residency Criteria for Access to Financial Support in Further and Higher Education – March 2023
- Independent Review of Qualifications and Assessment – Response to Phase 3 – April 2023
- Levelling Up Fund – April 2023
- Draft Energy Strategy and Just Transition Plan – May 2023

Provided attendance and support to the following meetings:

3 Covid-19 related meetings	3 Covid-19 Inquiry related meetings	9 National Transition Training Fund and Young Person's Guarantee meetings
11 Mental Health related meetings	6 College Principals' Group meetings	7 Digital meetings
4 Capital and Infrastructure meetings (including college sector workshops)	14 Modern Apprenticeship Working Group/sub-group meetings	3 Skills Action Plan for Rural Scotland meetings

4 College Sector Finances Committee	2 College Funding Group meeting	9 Foundation Apprenticeship meetings
6 Articulation meetings	2 Adult Learning Strategic Forum for Scotland	1 Ministerial PACE Partnership meeting
2 Funding Model Review Focus Group meetings	17 Think the Unthinkable (including Transformational Theme working group meetings)	4 Careers Review related meetings
3 Tertiary Quality Framework Steering Group	4 CDN Research & Enhancement Centre Advisory Group	6 Fraser Allander Institute Project (FAI)
2 Student Support Stakeholder Engagement Group	5 National Transitions to Adulthood Strategy – Strategic Working Group	1 Further Education Student Support Advisory Group
2 Prevent Sub-group	4 WorldSkills meetings	4 SCDI Policy Committee meetings
3 New Deal for Business – Wellbeing Economy Sub-group	3 New Deal for Business – Sharing Key Metrics Sub-group	5 UK Department for Education Turing Scheme Colleges (FE/VET) Stakeholder Panel meetings

Colleges Scotland also supports additional short life working groups that the sector is involved with.



"This has been another significant year for Colleges Scotland as it continued to see positive outcomes for the college sector from its advocacy. I was particularly pleased with the opportunity taken to ensure co-ordination and consistent messaging between the various Reviews and the Think the Unthinkable work. I am also delighted with the additional funding that my team's sustained interventions delivered for the colleges."

— Andy Witty,
Director of Strategic Policy and Corporate Governance

Communications and Public Affairs Activity

Throughout 2022/23, **political engagement** remained high with MPs, MSPs, civil servants, and government Ministers. Colleges Scotland in this period held **15** meetings with Scottish Ministers and MSPs to discuss the college sector.

Humza Yousaf MSP was appointed as the **new First Minister of Scotland** in March 2023 and a **cabinet reshuffle** followed with Jenny Gilruth MSP being appointed as the new Cabinet Secretary for Education and Skills and Graeme Dey MSP as the new Minister for Higher and Further Education; and Minister for Veterans. Colleges Scotland facilitated early engagement with the sector through an all chairs and principals' meeting in Stirling with both the Cabinet Secretary and Minister.



Parliamentary activity has been high throughout the year, in particular with the Education, Children and Young People Committee conducting an inquiry into College Regionalisation. The Chief Executive and Director of Strategic Policy gave evidence to the Education, Children and Young People's Committee, and Colleges Scotland offered support to the seven college representatives who also gave evidence to the same Committee, culminating in a report being published

in March 2023 which reinforced the financial challenges of the sector.

We participated in and arranged speakers from the sector for **6** parliamentary Cross Party Groups in 2022/23 and providing the secretariat to the **Cross Party Group on Skills**, as well as supporting Universities Scotland with the **Cross Party Group on Colleges and Universities**.

Our annual **Parliamentary Reception**, hosted by Michael Marra MSP, did not go ahead as planned due to parliamentary business running late into the night, however, the evening did allow for some great networking and the opportunity to meet many colleagues from across the sector face-to-face for the first time since the pandemic.

We held a successful event in **March 2023** – an all chairs and principals' session in Stirling with two panel discussions followed and a dinner in the evening at Forth Valley College which was attended by a range of stakeholders.



Colleges Scotland has been working closely with CDN on a variety of initiatives and events throughout the year. This has included setting out a range of joint projects around **data and research** with their Enhancement Centre, our Chair

and Chief Executive presenting at the CDN Poverty Symposium, and Colleges Scotland exhibiting at the CDN College Expo.

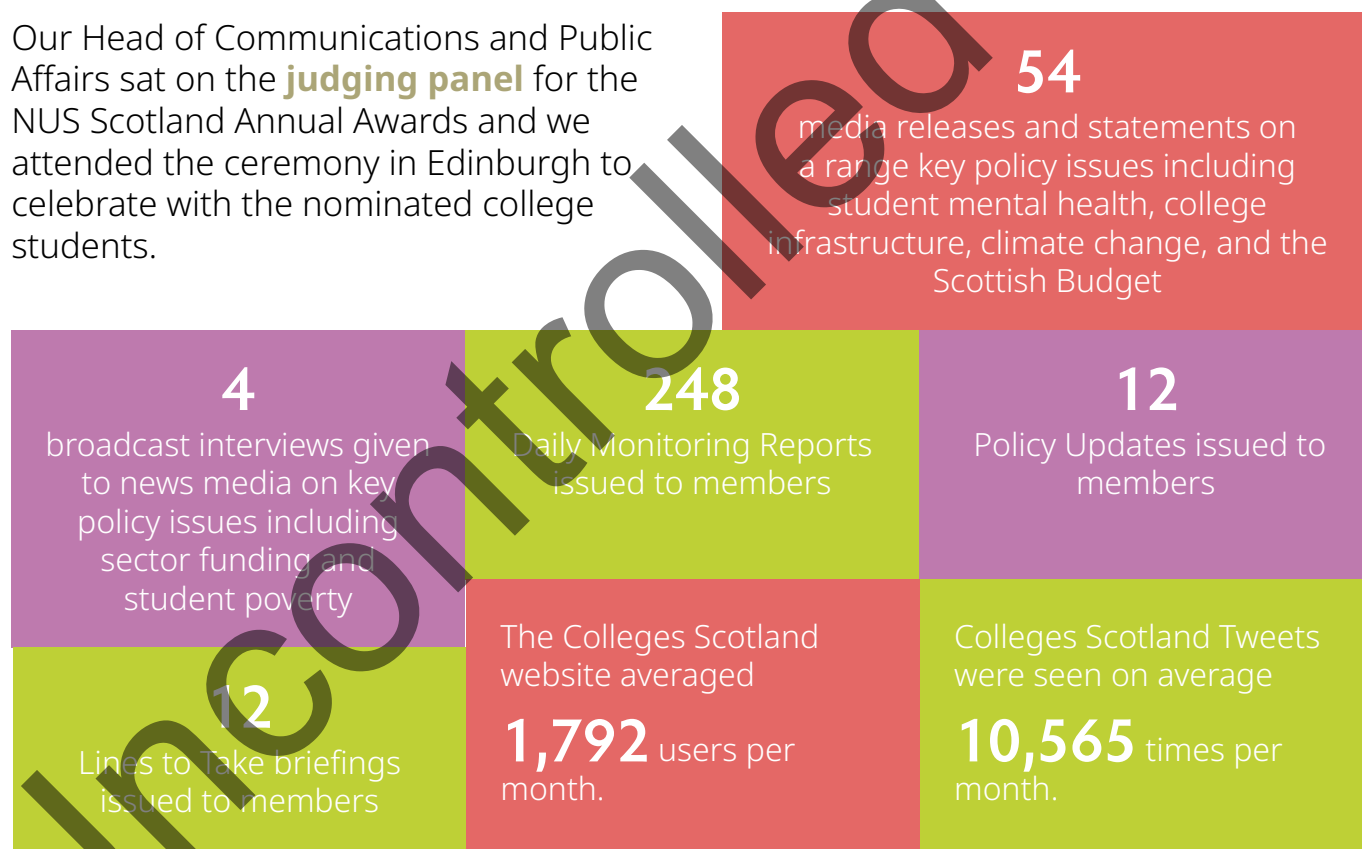
Colleges Scotland has been an active part of designing and delivering the successful annual **#ChooseCollege** and **#LoveScottlandsColleges** marketing campaigns in partnership with CDN and the Marketing Development Network.

A **Summer Blog Series** was created and published on the Colleges Scotland website in July 2023, where thinkers and experts outwith the sector were invited to give their views on colleges in Scotland and on what the future may hold.

Our Head of Communications and Public Affairs sat on the **judging panel** for the NUS Scotland Annual Awards and we attended the ceremony in Edinburgh to celebrate with the nominated college students.

In person **events and networking** returned in 2022/23, providing Colleges Scotland many opportunities to advocate for the sector. These included attending SCDI events, the Scottish Women in Business Reception, AoC Parliamentary Reception, NUS 50th Anniversary, Universities Scotland Parliamentary Reception, Commonwealth Education Day, Holyrood Festival of Education, Skills and Employability Summit, ESP Climate Emergency Skills Event, CDN College Awards, and the first Four Nations Study Visit to Belfast.

Media activity remained high and we continued to provide members with regular communications.



"During 2022/23 there was increased parliamentary interest in colleges, providing briefings and information to elected members of the college funding model and some of the other challenges facing the sector. The cost-of-living crisis and student mental health have been a media focus throughout the year and Colleges Scotland has worked with many news outlets to tell the college story."
— Jenifer Johnston, Head of Communications and Public Affairs

College Employers Scotland Activity

Enhanced delivery of National Bargaining activity for the benefit of the college sector was supported through SFC confirmation of £800k in funding for Academic Year 2022/23. This increased resource allowed College Employers Scotland (CES) to recruit a new National Bargaining Lead (Lecturing and Central Committee) and a full-time Communications and Public Affairs Officer, while also strengthening administrative support.

David Watt, Regional Chair of Fife College's Board of Governors, was appointed **Chair of CES** in November 2022. He took over from Alex Linkston, Regional Chair of the Board of West Lothian College, who stepped down after five years as CES Chair.

A new **National Menopause Policy** was developed and agreed in partnership with the trade unions and adopted by all colleges in Scotland. It will ensure every colleague experiencing the menopause receives adequate levels of support, including reasonable adjustments to working arrangements if required.

Significant progress has been made on the development of a **National Disciplinary Policy** and work has now begun on the model procedure for all college staff. This is being developed within the National Joint Negotiating Committee (NJNC), in partnership with trade unions and employers.

The General Teaching Council for Scotland (GTCS) approved the new **Provisional (Conditional) Registration** route for college lecturers, supporting staff professional development and underpinning the world-class learning offer at colleges. This achievement has been secured thanks to close partnership working between GTCS, CES, the Scottish Government, and the EIS-FELA.

A full and final **Lecturing Staff Pay Offer** of a £3,500 cumulative rise over AYs 2022/23 and 2023/24 was made. This was promoted with strong communications across CES digital and social media channels, and through written correspondence.

A full and final **Support Staff Pay Offer** of a £3,500 cumulative rise over AYs 2022/23 and 2023/24, along with commitments regarding Terms and Conditions, Job Evaluation and job security, was made. This was promoted with strong communications across CES digital and social media channels, and through written correspondence.

As part of the **National Job Evaluation Scheme**, progress was made with rank orders which were issued to 22 colleges. Proposals were agreed by employers to take forward two workstreams and commence discussions with the support staff trade unions.



Attendance and support were provided to the following meetings:

39 Management Side Meetings and Briefing Sessions		5 College Employers Scotland Executive Group Meetings					
6 College Employers Scotland Meetings	15 NJNC Side Table (Lecturing) Meetings		11 NJNC Side Table (Support) Meetings				
1 Central Committee	5 Full Secretariat Meetings		1 NJNC Support Staff Job Evaluation Working Group Meeting				
5 CES Representatives Meetings with Support Staff on Job Evaluation	4 Job Evaluation Management Side Meetings		4 NJNC Support Staff Terms and Conditions Working Group Meetings				
4 NJNC Lecturing Staff Hybrid Working and Learning Practices Working Group Meetings	2 Fair Work Working Group Meetings		3 National Policies Working Group Meetings				
1 NJNC Central Committee Meeting	1 National Policies HR Strategic Group/CES Team Full Day Fair Work Session		1 Negotiation Training Session				

31 Communications briefings and email updates were provided to members: Updates following Side Table and Central Committees (25); Circulars issued to the sector (1); Industrial Action Guides (2) and Job Evaluation joint sector comms (3).

28 media releases and statements (including an extended comment piece in The Scotsman) were issued on pay negotiations, as well as other developments such as GTCS approval for Provisional (Conditional) Registration for college lecturers and the appointment of a new CES Chair.

3 broadcast news interviews involving the CES Director were facilitated, including one with Channel 4 News for a UK-wide TV news package.

6 in-person visits to colleges to hear directly from Principals and Senior Leadership Teams.

6 sets of Key Facts and a Q&A guide were issued to support local communications activity during the 2022/23 industrial dispute period.

10 engagement meetings were held with MSPs (7) and Ministers (3). Separate engagement meetings were also held with NUS Scotland, SQA, and Universities Scotland.

Letters providing updates on pay negotiations for AYs 2022/23 and 2023/24 were sent to the Further Education Minister (1) and to college principals (1) to issue to staff. In addition, a joint letter from CES and the EIS-FELA was sent to the then Minister to express concern over funding for TQFE given the financial challenges facing colleges.

CES provided written evidence to the **College Regionalisation Inquiry** undertaken by the Scottish Parliament's Education, Children and Young People Committee. A detailed response was also submitted to the Committee that set out how colleges have addressed the recommendations of the Strathesk **Lessons Learned Report**.



"This academic year has been another challenging period for National Bargaining in Scotland's colleges, especially set against a backdrop of increased inflationary pressures and industrial unrest across the public sector. Despite this, College Employers Scotland has sought to assist and advise members and has made some real progress, especially in the area of national policy development".

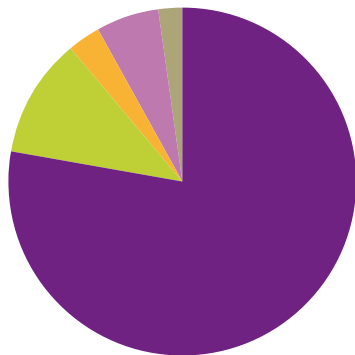
— Gavin Donoghue, Director of College Employers Scotland

Funding

Colleges Scotland funding comes from two sources – sector subscriptions for Policy, Communications and Corporate, and funding from the Scottish Funding Council (SFC) for College Employers Scotland.

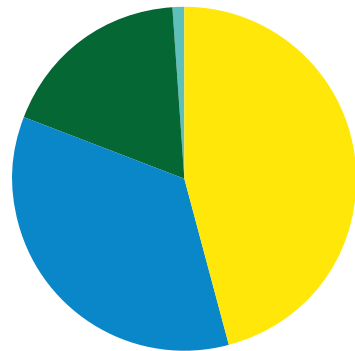
In 2022/23, income from sector subscriptions was £893k for Policy, Communications, Public Affairs and Corporate activity. **Every £1 invested in Colleges Scotland yields a £14 return.** Income from the SFC for College Employers Scotland was £400k, and a proportion is for corporate service support.

A breakdown of spend and analysis of key activities is outlined below:



Colleges Scotland Spend

- Staffing = 78%
- Service Level Agreement and Office Facilities = 11%
- Communications, Hospitality and Consumables = 3%
- Other Staffing and Professional Fees = 6%
- Depreciation = 2%



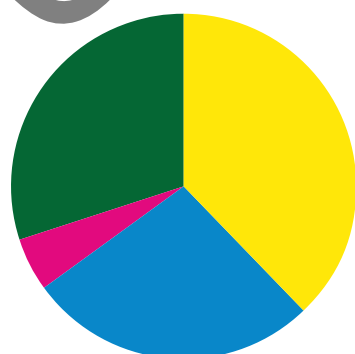
Colleges Scotland Activity

- Policy and Advocacy Activity = 46%
- Colleges Scotland Board and Committees = 35%
- Communications, Parliamentary and Stakeholder Engagement = 18%
- Servicing National Bargaining = 1%



College Employers Scotland Spend

- Staffing 62%
- Service Level Agreement and Office Facilities 13%
- Communications, Hospitality and Consumables 10%
- Other Staffing and Professional Fees 14%
- Depreciation 1%



College Employers Scotland Activity

- Supporting the NJNC = 38%
- Supporting CES Activity = 27%
- Job Evaluation = 5%
- Communications, Parliamentary and Stakeholder Engagement = 30%



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