



## Falkirk Campus, 4.30pm

### AGENDA

		Type	Lead
1	Apologies and Declarations of interest	Discussion	Trudi Craggs
2	Draft Minutes and Matters Arising of Meeting of 25 April 2024	Approval	Trudi Craggs
(Elements of paper 2 are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)			
3	Minutes of Committee Meetings		
	3.1 Audit 16 May 2024	Noting	Rhona Geisler
	3.2 Learning & Student Experience 6 June 2024	Noting	Lorna Dougall
	3.3 Finance, Resource & Infrastructure Committee 11 June 2024	Noting	Liam McCabe
(Elements of paper 3.1 and 3.3 are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)			
4	Principal's Report	Discussion	Kenny MacInnes
(Paper 4 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.)			
5	Chair's Update	Verbal	Trudi Craggs
6	Student Association Annual Report 2023/24	Discussion	Kirsten Kennedy
<b>STRATEGIC PLAN IMPLEMENTATION</b>			
7	Draft Revenue and Capital Budgets 2024-25 For Discussion and Approval (Capital Only)	Approval/ Discussion	Senga McKerr
(Paper 7 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.)			
8	Financial Forecast Return 2023-2027	Approval	Senga McKerr
(Paper 8 is withheld from publication on the Forth Valley College website under Section 27 Information Intended for Future Publication of the Freedom of Information (Scotland) Act 2002.)			
9	Consultation Update	Verbal	Alison Stewart
10	College Purpose, Values and Strategic Aims	Discussion	Kenny MacInnes



## GOVERNANCE

- |   |  |            |                            |
|---|--|------------|----------------------------|
| 11  | Mazars Board Update June 2024                              | Discussion | Michael Speight,<br>Mazars |
| (Paper 11 is withheld from publication on the Forth Valley College website under Section 27 Information Intended for Future Publication of the Freedom of Information (Scotland) Act 2002.) |  |            |                            |
| 12  | Fuel Change Update   | Verbal     | Alison Stewart             |
| 13  | Chair Recruitment (Subject to confirmation of Appointment) | Verbal     | Alison Stewart             |
| 14  | Honorary Fellowship Nominations                            | Approval   | Kenny MacInnes             |

(Paper 14 is withheld from publication on the Forth Valley College website under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)

## OPERATIONAL OVERSIGHT

- |    |                                     |            |                |
|----|-------------------------------------|------------|----------------|
| 15 | College Operational Dashboard       | Demo       | David Allison  |
| 16 | Review of Risk                      | Discussion | All            |
| 17 | Any Other Competent Business        | Discussion | All            |
|    | 17.1 Scottish Prison Service Tender | Verbal     | Colin McMurray |

## FOR INFORMATION

- |    |   |
|----|---|
| 18 | Board Calendar 2024/25 and 2025/26 (Subject to review by new Chair) |
| 19 | Skills Transition Centre – Progress Report                          |

(Paper 19 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.)



## 2. Draft Minutes of Meeting of 25 April 2024 For Approval

20 June 2024

BOARD OF MANAGEMENT

### Kildean Suite, Stirling Campus, 3.45pm

Present: Trudi Craggs (Chair)  
Kenny MacInnes, Principal  
Craig Arthur  
Paul Devoy  
Lorna Dougall  
Rhona Geisler  
Katherine Graham  
Annemarie Harley  
Philip Harris  
Liam McCabe  
Alistair McKean  
Emma Meredith  
Campbell Ure

Apologies: Jennifer Hogarth  
Graham Leebody  
Steve Kemlo  
Kirsten Kennedy

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)  
Stephen Jarvie, Corporate Governance and Planning Officer and Deputy Board Secretary (CGPO)  
Karina Buchanan, Human Resources Business Partner (HRBP) for B/23/085  
Sarah Tervit, Head of Inclusion and Student Services (HISS) for B/23/085  
Martin Loy, Head of Estates, Facilities Management & Health & Safety (HEFMHS) for B/23/089  
Valerie Armstrong Surgeonor, Morton Fraser MacRoberts LLP for B/23/087  
Alan Meek, Morton Fraser MacRoberts LLP for B/23/087

The Chair welcomed Annemarie Harley to her first meeting of the Board of Management.

#### **B/23/082 Apologies and Declarations of interest**

Apologies are noted above.

#### **B/23/083 Minutes & Matters Arising of Meeting of 22 February 2024**

The minutes of the meeting of 22 February 2024 were approved.



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### Matters Arising

The Chair noted that there had been an electronic approval request for the contract for fresh butcher meat sent out since the last meeting and recorded that the Board had approved the procurement.

B/23/084

### Minutes of Committee Meetings

#### 3.1 Draft Finance, Resource & Infrastructure Committee – 26 March 2024

The Committee Chair reported on the business considered, noting that there were a lot of matters considered across the full remit of the Committee.

He noted that the Committee was pleased to welcome Graham Leebody, support staff union representative to the Committee.

He confirmed to members that the 2024/25 Tuition Fees policy had been considered and approved.

He also discussed a very comprehensive paper on the College's finances which had been considered as well as a number of dashboards that provided members with an overview of areas within the College and supported useful discussions with the relevant senior staff for these areas.

The VPFAA provided members with an update on the current status of the College External Auditors Annual report and the College Annual Accounts.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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She informed members that the delay with the accounts now meant that the College would not be able to meet the filing deadline for accounts with the Office of the Scottish Charity Registrar (OSCR) and that Audit Scotland are also aware that the filing deadline will be missed. She noted that Audit Scotland are comfortable with missing the filing deadline to ensure the correct audit opinion is reached. She noted however that the reaction of OSCR to this is not known.

She confirmed to members that OSCR have been made aware of the ongoing issues and that she was working with the College lawyers to draft a letter providing a further update and confirming that the College will not be able to meet the submission deadline.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

a) Members noted the content of the report

### STRATEGIC PLAN IMPLEMENTATION

B/23/085 Forth Valley College Foundation – Grant applications

#### 4.1 Widening Participation /Student Support Activity

The HISS presented a paper outlining the proposed application to the Arm's Length Foundation (ALF) for funding to support students. She outlined that the two areas where funding was being requested involved continuation of the free student meals scheme and the extension of the Widening Participation project for another year.

She acknowledged that the ALF was not an ideal long term funding model for student support and confirmed part of the widening participation project extension would be to look at embedding these services as business as usual.



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Members queried whether this would be possible within a year and what would change to ensure additional funding would not be needed. The HISS informed members that the funding would be used to develop the new systems of practice but once these were in place, the College would have the resource to run this moving forward.

Members queried whether the additional staffing could be consultancy rather than roles. The HISS clarified that there was only one additional role being brought in to support this and that the rest would come from existing resource.

Members queried whether existing relevant partners could be brought in to support the efforts of the widening participation process and the HISS confirmed that this would be part of the planned activity over the year.

Members queried, particularly around the student meals, whether local supermarkets had been approached to sponsor/support this. The Principal noted that this was a good idea and that it would be looked into further prior to the ALF application being submitted.

a) Members approved the submission of the application to the ALF, with discussed changes should these be required.

### **4.2 Health and Wellbeing: The Wellbeing Project - Results and Funding Request**

The HRBP presented members with an overview of the proposed application to the ALF to support further wellbeing activity and interventions for staff.

She outlined the activity to date and highlighted data on the positive outcomes from interventions.

She informed members that additional, targeted activity had been identified for 2024/25 and this was the reason to request continued funding for the next academic year.

She discussed the action plan which has been approved by College management and outlined some of the key activities.

It was highlighted that previous activity looking at work task analysis had been met with some scepticism by some staff and that better communication could increase participation in a range of the activities.

Members queried the costs outlined for some of the activities for consultants and asked if this could be brought in house.

The VPLSE noted that the cost reflected the depth of data gathered and that this allowed management to 'drill down' and identify staff frustrations and concerns.



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The Principal also noted that it was felt staff may engage more with an external company rather than an internal colleague to give staff comfort that the process was transparent.

Members appreciated the point made and requested that there be some consideration of the opportunity cost of this.

a) Members approved the submission of the application to the ALF

### **B/23/086 Skills Transition Centre Update – Verbal**

The VPBI informed members that version 2 of the Outline Business Case was submitted on 2 February and that we are currently waiting for feedback. He informed members that work was on-going on the Full Business Case with submission set for 31st May 2024.

a) Members noted the content of the update

## **GOVERNANCE**

### **B/23/087 Charitable Trustee's Duties**

Valerie Armstrong-Surgeonor (VAS), Morton Fraser MacRoberts LLP gave a presentation to members on their duties as charity trustees and collective responsibility.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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[REDACTED]

a) Members noted the content of the presentation

**B/23/088**

### **Finance Update**

The VPFAA presented a paper outlining the overall financial environment the College is operating in as well as an overview of the College finances.

Members welcomed the overview of the current financial environment and the constraints in place for the College.

Members discussed the funding available in the ALF and the mechanism for requesting this. The Chair reminded members that the ALF is independent of the College and therefore not required to approve all requests made.

Members commented that the ALF funding has been used on an 'ad-hoc' basis to date and that there should be strategic principals developed to underpin requests being made as well as looking to see if the ALF funds can be topped up where possible.

The VPFAA presented the current College financial data based on the SFC funding announcement in March although she also stressed that the work towards a final budget was still underway.

She discussed the consultation starting on 2 May 2024 and confirmed that unions were being engaged on this ahead of the announcement.

She outlined the proposed savings identified in the consultation but cautioned that these alone were not enough to meet the projected deficit so there was still more work to be done on budgets.

[REDACTED]

She noted to members that the Chair recently met with SFC to highlight the ongoing underfunding of the College.

The VPFAA discussed some options that the College was considering, including looking at delivery models and credit achievement levels.

Members queried if the projected savings from the consultation included approved voluntary severance (VS).





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The VPFACA informed members that VS applications had not been finalised as it would depend on the outcome of the consultation to get the complete picture. Members welcomed the detail in the paper, noting their duties to balance the budget for the College and that, if there was to be a deficit, then there needs to be a clear plan presented to deal with that deficit.

Members queried if the College was aware of the position of others in the sector. The Principal noted that there were a number of colleges projecting significantly higher deficits than Forth Valley.

Members expressed concerns on the impact of cost cutting on staff workloads and the quality of the offering provided by the College.

The Principal reported that commercial and other income generating activities were being stretched to minimise the impact on staff.

a) Members noted the content of the report

### OPERATIONAL OVERSIGHT

#### B/23/089 Total Facilities Management Contract

The HEFMHS presented the outcome of the procurement exercise for the College Total Facilities Management (TFM) contract. He reported that a preferred supplier had been identified and he was seeking approval from the Board to appoint FES as the TFM provider from 1 July 2024.

[REDACTED]

[REDACTED]

He also noted that the new contract included a full time, on site manager from FES and that the hope is this will further increase efficiency.

Members queried whether there was any element of TUPE in the new contract for the College. The HEFMHS confirmed that there was not and that any staff to be TUPE'd would do so between the current TFM provider and FES.

The Principal noted that the College was aware that it needed to be diligent in the management of the TFM contract to ensure projected savings are realised.

a) Members approved the awarding of the TFM contract to FES



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### **B/23/090      Review of Risk**

Members noted that finances continued to be the highest risk

### **B/23/091      Any other competent Business**

[REDACTED]

Members requested that the OSCR issue outlined above and the potential impact for Board members be included in the strategic risk register.

Members queried how the recruitment for a new Chair was progressing. The Chair informed them that the College was aware that there were applications for the position but nothing further at this time.



### 3.1 Audit Committee 16 May 2024 For Noting

20 June 2024  
BOARD OF MANAGEMENT

#### Zoom 4.30pm

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

In Attendance: Kenny MacInnes, Principal  
Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)  
David Allison, Vice Principal Infrastructure and Communications  
Michael Speight, Mazars (via Teams)  
Ben Fowler, Mazars (via Teams)  
Stephen Pringle, Wylie and Bisset  
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)  
Rob McDermott, interim Head of Learning and Quality (HLQ) exited after A/23/043  
Graeme Robertson, Head of Information Technology (HIT) for item A/23/042 only

#### **A/23/034 Declarations of Interest**

None

#### **A/23/035 Apologies**

None

#### **A/23/036 Minutes of meeting of 21 November 2023**

The minutes of the meeting of 21 November 2023 were approved.

#### **A/23/037 Matters Arising**

##### **4.1 A/23/027 Cyber Security Landscape**

The Chair noted that members had queried when the College would conduct a phishing exercise and confirmed this would be discussed under item 9 of the agenda.

##### **A/23/017 Annual Report and Financial Statements 2022/23**

The VPFACA informed members that the College accounts for 22/23 were still unsigned at this point and asked Michael Speight (MS) from Mazars to update members on the current situation.

MS outlined the work that was ongoing to reach a final decision in relation to the Fuel Change issue and that it seemed likely the outcome would be a qualified opinion on the accounts. In terms of timescale for completing this work, he noted that they were working with Audit Scotland and that he hoped to be in a position to have the matter finalised before the Board of Management meeting on 20 June 2024.



### 3.1 Audit Committee 16 May 2024 For Noting

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He also highlighted that, as the accounts were unsigned at this point, there was a requirement for the auditors to consider any implications that might arise from changes that happen until they are signed and that, as such, they will need to review the impact of the recent Triennial Local Government Pension Scheme calculations.

Members queried whether there was anything the College could do to progress matters and MS confirmed that there was not at this time.

The VPFAA informed members that the College had contacted their actuaries to support the triennial review and that she would check the dates for this work.

#### **A/23/018 Draft External Audit Annual Report to the Board of Management**

As outlined in the previous matters arising, this is sitting with Mazars and Audit Scotland at this time.

#### **A/23/038 Fraud Prevention Policy**

The VPFAA presented an updated fraud policy for member's consideration [REDACTED]

She informed members that the review had involved looking at the approach of other Colleges and also that of the Scottish Government's "Scottish Public Finance Manual".

Best practice from these sources has been incorporated and the result is a policy the College feels is more comprehensive.

She also noted that the Chair had identified some minor changes which did not affect the substance of the policy and asked whether members were content to approve pending the incorporation of these changes in consultation with the Chair.

Members noted the conflict of interest section and queried the process by which the College identifies these.

The VPFAA confirmed that the College leadership team undergo the same annual conflict of interest declaration process as Board Members to ensure transparency on this issue. She also confirmed that there were specific conflict of interest declarations as part of College procurement activity for all staff involved in assessing applications for the award of contracts.

a) Members approved the policy subject to the minor text amendments to be agreed by the Chair and VPFAA

#### **A/23/039 External Audit Plan**

MS presented the proposed plan to members, noting that it had been developed in consultation with the College.



He outlined the main areas to be covered during the audit and the risk areas which would be reviewed.

He also confirmed that there would be no carry over in relation to the Fuel Change project as this was a single project issue.

a) Members approved the external audit plan

**A/23/040**

**Policy Updates/Approvals**

**7.1 Copyright Policy**

The HLQ presented members with an updated Copyright Policy for approval. He confirmed that the document had been reviewed and, barring some changes to role titles, there were no other changes needed.

Members queried whether the policy is consistent with the rest of the sector.

The HLQ provided some background to the policy, noting that a number of Colleges had adopted a similar position and that they had similar policies in place.

He also gave a brief overview of how the policy contents will be disseminated to staff and students.

a) Members approved the Copyright Policy

**A/23/041**

**Presentation of Internal Audit Reports**

Stephen Pringle (SP) from Wylie & Bisset presented three internal audit reports for members' consideration.

**Strategic Planning**

SP presented the report on strategic planning which had received an overall rating of weak. He outlined the reasons for this, including Board involvement in the development of the strategic plan and the plan having objectives that were unmeasurable thereby making reporting of progress difficult.

The Principal confirmed that he had requested this review once he came into post ahead of beginning the development of the College's new strategic plan to identify areas to strengthen.

Members welcomed the focus on more measurable objectives which would support reporting to the Board on the progress with the Strategic Plan but also noted that there were some elements such as organisational culture that are harder to quantify but that still deserved to be strategic targets.

The Principal thanked members for pointing this out and confirmed this would be considered as the plan develops.

a) Members noted the content of the report

### **Overall Financial Controls**

SP presented this report, highlighting that it had received a rating of Strong. He outlined the areas reviewed and highlighted that several examples of good practice had been identified.

He reported that there was one low grade recommendation in regards to bank reconciliation.

a) Members noted the content of the report and welcomed the positive outcome

### **Estates Management – Maintenance**

SP presented the report which had focused on estates maintenance and informed members that this was another area where strong assurance had been received. He commented that the College approach compared favourably to similar institutions and that there had only been two low grade recommendations made.

a) Members noted the content of the report

**A/23/042**

### **Quarterly Update on Cyber Security Landscape**

The HIT provided members with an update on College cyber security matters.

He confirmed that a programme of phishing tests had been conducted and that while a significant majority of staff had identified the email, a small number of staff had fallen for the test and had been approached for additional training.

He informed members that testing at a range of difficulty levels would continue with a test every month or so conducted by an in-house team.

He also discussed disaster recovery plans and the testing that has taken place to date on recovery processes.

He outlined work being done with external partners to mitigate against cyber risks and maintain the training of the team. He also highlighted work to move away from legacy equipment to mitigate risk.

Members noted that the report identified the risk remained high despite the mitigations in place. The HIT confirmed that the risk remained high and that there was a significant amount of work needed to keep up to date with the latest developments in the field.

Members welcomed the work on the ethical phishing campaign and also noted that the legacy equipment matter should be added to the risk register.

a) Members noted the content of the report

20 June 2024

## BOARD OF MANAGEMENT

**A/23/043      SQA Systems Verification and Action Plan**

The HLQ reported on the systems verification visit from the SQA who are the main awarding body for the College. He noted that prior to the audit visit, the College completed a self-evaluation of our systems and that this formed the basis for the review.

He commented on the main aspects of the report and provided detail on the areas for improvement which have now been actioned.

Overall the visit verified that robust systems were in place and this provides assurance to management and the Committee

a) Members noted the content of the report

**A/23/044      Review of Fuel Change Lessons Learned Action Plan**

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[REDACTED]

a) Members noted the content of the report

## A/23/045 Progress Report on Audit Recommendations

The CGPO presented the regular report on the status of audit recommendations. He commented on the low number of recommendations and noted that one recommendation relating to medium term financial planning needed to be extended from its original completion date owing to the late announcement of funding levels by SFC which had had a knock on effect on our budgeting processes.

a) Members noted the content of the report



### 3.1 Audit Committee 16 May 2024 For Noting

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#### A/23/046 Risk Management

The VPFACA presented the strategic risk register to members. She commented that the report format used to date was quite complex and that a new format had been developed and used in the cover paper for members consideration.

She highlighted that the new format was designed to provide an overview for members and that more detailed risk information would be provided on an exception basis where a risks score had changed or a risk was added/removed. She commented that it would also be possible to host more detailed information on each risk in Admincontrol for members to access if they wanted to.

Members discussed the presentation of risks and commented that the new approach seemed good. Members asked if there was a way members could 'drill down' from the report into individual risks and it was agreed that the College would check if this was technologically feasible.

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

#### A/23/047 Review of Risk

Risks were noted in the cover papers/

#### A/23/048 Any Other Competent Business

The VPFACA informed members, re the triennial pensions review work mentioned at the start of the meeting, that she had checked with the Head of Finance who thought it would be feasible to provide the information to the external auditors ahead of the next Board meeting if the existing timescales are met by our actuaries.





## 3.2 Learning & Student Experience 6 June 2024 For Noting

20 June 2024  
BOARD OF MANAGEMENT

### Zoom (commencing at 4.30pm)

Present: Lorna Dougall (Chair)  
Anne Marie Harley  
Jen Hogarth  
Liam McCabe  
Emma Meredith

Apologies: Anna Fenge  
Steve Kemlo, Forth Valley Student Association president (FVSAP)  
Campbell Ure

In Attendance: 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/23/029 Declarations of Interest

None.

### L/23/030 Minute of Meeting of 8 February 2024

The minutes of the meeting of 8 February 2024 were approved.

### L/23/031 Matters Arising

#### 4.1 L/23/022 PI Prediction Review Dashboard

The VPIC confirmed updated meeting dates were being considered by the VPFACA who would then discuss them with the new Chair once appointed.

### L/23/032 Learning and Digital Skills Academy Ambition Dashboard

The HLQ presented members with the final dashboard for the Learning and Digital Skills Academy (LDSA) project.

He reported that the project had reached its intended end point and outlined the successes over the life of the project, noting the levels of both staff and student engagement.

Members queried if the staff numbers used skewed the results somewhat as it was not part of some staff roles to engage with LDSA so the percentage engagement may be underreported. The HLQ commented that, while there may be an element of that,



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teaching activity was only one part of the LDSA output and other staff engaged with LDSA in areas such as systems utilisation and more general digital skills development.

Members noted that there had been some difficulty in delivery owing to staff and particularly student access to equipment. The HLQ agreed that this can be an issue and members agreed that this should be looked at further.

a) Members noted the content of the report

#### **L/23/033 Learning and Digital Skills Academy Implementation Plan**

The HLQ presented members with a plan for the next steps beyond LDSA to build on the work and developments to date.

He commented that there was a need to maintain learning and teaching enhancement and to develop lecturer's skills as part of overall CPD and also GTCS requirements.

The manner in which the team engages with staff will change and ownership of activity will be transferred to Departments to lead.

He highlighted that the paper contained a timeline for these future developments.

Members welcomed the continuation of the good work of LDSA, the commitment to support GTCS work and commented that some of the timelines may be a bit ambitious.

a) Members noted the content of the report

#### **L/23/034 Freshdesk Demo**

The DOO provided members with a demonstration of Freshdesk, which is a customer engagement system introduced to the College.

She described the roll out to key areas within the College and the manner in which the system facilitates both tracking of enquiries to ensure they are completed to the ongoing development of knowledge banks to allow queries to be answered at the point of enquiry wherever possible.

She reported that the system has handled approximately 5,000 enquiries since launch and has enabled tracking of enquiry management.

Moving forward, she reported that a short life working group had been created to look at the overall customer service strategy for the College and that Freshdesk would be an element of this.



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Member's queried what would happen if the system did not work. The DOO confirmed that this would be considered as part of the overall customer service strategy.

Members recommended that end users such as Curriculum Manager's be involved in the group as well.

a) Members noted the content of the report

#### L/23/035 **Student Journey Update**

The DOO provided members with an update on the student journey project. She noted that the dashboard provided as part of the report was a first draft and welcomed feedback on its content.

She reported on some key developments, including a move to provide timetable information to students earlier than was currently provided.

Members welcomed the range of information contained in the dashboard and commended the College on getting timetable information out earlier, as this would be beneficial to students who need to make care or work related arrangements to accommodate their classes.

a) Members noted the content of the update

#### L/23/036 **QAA Update (Verbal)**

The HLQ provided members with an update on the Quality Assurance Association (QAA) and what this meant for the College.

He outlined the areas QAA would inspect and how this would be managed.

Members queried if there was enough existing resource to accommodate additional verification.

The VPLSE confirmed that this was a different approach and would be resource heavy but that the College has been engaging positively as the process has developed to ensure arrangements are in place.

The Principal commented that QAA was going to be live in the sector and it was best to be front facing in terms of the changes coming. He acknowledged that it was going to be different and confirmed this would be added to the College risk register until the impact was known.

a) Members noted the content of the update



## 3.2 Learning & Student Experience 6 June 2024

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#### L/23/037      **PI Prediction Review Dashboard**

The VPLSE presented the dashboard and accompanying cover paper to members. She confirmed that the data in the report was based on the April PI prediction data and also took into account the Continuous Curriculum Improvement meetings which had taken place over May.

She informed members that an exercise was planned to see how closely in year predictions meet the final PI information.

She also confirmed to members that the College was working with partners to mitigate the impact of action short of strike on progressing students.

Members queried whether the metrics highlighted as red would be likely to improve by the end of the academic year.

The VPLSE commented that staff are being quite cautious in their predictions and it is anticipated these metrics would improve.

Following discussion it was agreed that the College could look at sharing prediction data with students, perhaps as part of a one to one review a couple of times per year, to help them understand their own progress to date.

The Principal noted that there was now data covering a number of years and this can be reviewed for trends to assist staff delivering the qualifications.

a) Members noted the content of the dashboard

#### L/23/038      **Student Activity Dashboard**

The VPIC presented the dashboard outlining progress against student activity targets. He reported that overall the College was on track to meet the credits target.

He highlighted some variances compared to previous years in relation to evening provision and explained that this was as a result of changes to evening course provision, including there being no evening provision in Alloa.

a) Members noted the content of the dashboard

#### L/23/039      **Outcome Agreement Dashboard**

The VPIC presented the dashboard outlining progress against Outcome Agreement (OA) targets. He noted those areas coded amber or red had been discussed under the PI Prediction review agenda item and that there were no other areas to highlight at this time.

a) Members noted the content of the dashboard



## 3.2 Learning & Student Experience 6 June 2024

### For Noting

20 June 2024  
BOARD OF MANAGEMENT

#### L/23/040 Future Agenda Items

The VPIC informed members that new guidance on the Outcome Agreement process for 2024/25 had been released that day and that a paper would be brought to the Committee on this at the next meeting.

He noted, based on a cursory review, the main points seemed to be a reduction in bureaucracy, with the removal of targets and a move towards providing context statements based on prior academic year's information.

He confirmed that the 2023/24 self-evaluation document will be the last of this type of submission.

He also confirmed that legislation has been prepared covering the changes to SQA that the Scottish Government are looking to introduce. Further information will be brought on this topic at an appropriate point in the process.

Members queried whether the changes to OA meant a lighter touch. The VPIC confirmed that it is being sold as such by utilising existing data sets but that it is hard to be definitive until further guidance is released.

a) Members noted the content of the report and the intention to bring papers to the Committee at appropriate times.

#### L/23/041 Review of Risk

Members recommended that the changes to quality review and the potential reputational damage be considered.

#### L/23/042 Any Other Competent Business

Members noted that the next date of the Committee is yet to be set.



### 3.3 Finance, Resource & Infrastructure Committee

11 June 2024

For Noting

20 June 2024

BOARD OF MANAGEMENT

#### s1.19, Stirling Campus (commencing at 4.30pm)

Present: Liam McCabe  
Craig Arthur  
Philip Harris  
Graham Leebody

Apologies: Paul Devoy  
Kirsten Kennedy, FVSA Vice President (FVSAVP)

In Attendance: 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)  
Moir France, Finance Manager (FM)  
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)  
Pauline Jackson, Development and Fundraising Manager (DFM) for item F/23/043

#### F/23/039 Declarations of Interest

None

#### F/23/040 Minutes of Meeting of 26 March 2024

Members considered the minutes of the previous Committee meeting

a) Members approved the minute of the meeting of 26 March 2024

#### F/23/041 Matters Arising

##### Update on Accounts

The DOF updated members on the current status of the finalisation and sign off of 2022/23 annual accounts, noting that the current indications from the College's External Auditors, Mazars, are that they will issue a qualified opinion based on a breach of regularity.

She also informed members that the accounts would need to be updated to take accounts of developments since they were originally prepared up to the date of signing.

Members queried what these updates may be and whether they would have a significant impact on the figures in the accounts.



### 3.3 Finance, Resource & Infrastructure Committee

11 June 2024

For Noting

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BOARD OF MANAGEMENT

The DOF noted the changes would include a change to note 21 regarding the change in pension liabilities notified to the College and matters such as Board membership changes but that the underlying figures would not change significantly from what was initially presented to the Board.

She informed members that Mazars intend to discuss the accounts at the upcoming Board of Management meeting and then move to signing them shortly after the meeting.

The Chair indicated that the dates should be firmed up and Mazars should put the resource in to achieve this, recalling issues the College has had with communication delays from Mazars which have contributed to the length of time this matter has taken to conclude.

[REDACTED]

a) Members noted the update

#### 3.2 F/23/028 HR Policies – New

The VPFACA confirmed that there had been no significant changes to the Professional Relationships policy following consultation so there was no need to bring this back to Committee.

a) Members noted the update

#### 3.3 F/23/031 Tuition Fees and Fee Waiver Session 2024/25

The VPIC confirmed the members that the level of international fee's had been discussed and it was agreed to be set at £8,000 per annum in line with the delegated authority limit provided by the Committee.

a) Members noted the update

#### F/23/042 Accounting Policies for year ended 31 July 2024

The FM presented the accounting policies for member's consideration and approval. She noted that the only change from the previous year's policy was in relation to the addition of an intangible asset policy.

a) Members approved the accounting policies for year ended 31 July 2024

#### F/23/043 Development and Fundraising Strategy 2023 - 2025



### 3.3 Finance, Resource & Infrastructure Committee

11 June 2024

For Noting

20 June 2024

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The DFM gave a short presentation on the updated strategy for the Committee's consideration and approval. She provided some context on progress with fundraising to date and outlined the three strategic objectives of the strategy.

She confirmed College staff who have been involved in fundraising activity were consulted on the content of the strategy and that it was aligned to the overall College strategic timeline.

Members noted that the references in the strategy to grant in aid and commercial income levels were a bit confusing and recommended these be removed. The DFM confirmed that this would happen.

Members also queried how the success metrics in the strategy fed into the overall strategic objectives of the College.

The DFM confirmed that the success metrics feed into the wider ASC operational plan which in turn underpins key strategic objectives.

Members noted the significant amount raised to date and queried, when all costs to the College including staffing and overheads were taken into account, whether the fundraising work was a net gain.

The DFM confirmed that fundraising projects were designed to add value to the College and that the resource allocation was carefully managed. She noted that there had not been a cost/benefit analysis carried out but this could be conducted if members wanted to see it.

Members agreed a cost/benefit analysis of fundraising would be worthwhile in consideration of the overall effectiveness of this activity.

The DFM provided an overview of some of the funded projects and outlined the benefits the College and students received from these.

a) Members approved the Development and Fundraising Strategy 2023-2025

#### **F/23/044 Q3 High Level Forecast Outturn 2023-24**

The FM presented the Q3 high level forecast, noting that an operating surplus was still being forecast, although it is slightly lower than forecast at Q2. She noted that a breakdown of movements since Q2 is included in the annex 2.

She discussed the ongoing risks such as the pay award for lecturing staff which had still not been accepted by EIS-FELA.





### 3.3 Finance, Resource & Infrastructure Committee

11 June 2024

For Noting

20 June 2024

BOARD OF MANAGEMENT

Members queried whether the projected surplus took account of the agreed Corporate Services pay award and the projected level of severance from the College consultation. The FM confirmed this was the case.

a) Members noted the content of the report

#### **F/23/045 Revenue and Capital Budgets 2024-25, F/23/046 Financial Forecast Return 2023-27 and F/23/047 Consultation Update (Verbal)**

(Note, given the interconnection between these three agenda points, these were considered in a single discussion)

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### 3.3 Finance, Resource & Infrastructure Committee

11 June 2024

For Noting

20 June 2024

BOARD OF MANAGEMENT

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### 3.3 Finance, Resource & Infrastructure Committee

11 June 2024

For Noting

20 June 2024

BOARD OF MANAGEMENT

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### 3.3 Finance, Resource & Infrastructure Committee

11 June 2024

For Noting

20 June 2024

BOARD OF MANAGEMENT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

After a long and full discussion, the following conclusions were reached:

- a) Members endorsed the budget to be presented to the Board with the caveat mentioned earlier by the VPFA that this was not for approval at this time. Members also requested that the work being done to close the gap between spend and funding be highlighted to the Board as this would result in substantive change in activity and organisation.
- b) Members approved the FFR and the preparation of an accompanying letter to be taken to the Board for submission to SFC.
- c) Members noted the update on the Consultation.

#### **F/23/048 Review of Risk**

Risks were identified in their covering papers

#### **F/23/049 Any Other Competent Business**

The Chair noted the internal audit report included as a for information paper and welcomed the rating of 'strong' achieved by the Finance team.



**Forth Valley Student Association**

**Annual Report  
2023-24**

**Last updated 10 June 2024**





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## Introduction

Welcome to Forth Valley Student Association's Annual Report 2023-24. It has been another successful year for FVSA. This report will detail some of the hard work that has gone in to ensuring we have delivered an efficient and effective Student Association for the benefit of Forth Valley College (FVC) students. With our events and other activities, we have also strived to ensure we have positively contributed to the overall student experience at the College.

FVSA would like to thank the Executive Officers, students, volunteers and departmental partners for their continued support in making our service, and impacts on the student experience, at FVC, the best it can be.

## About Forth Valley Student Association

Forth Valley Student Association (FVSA) is an autonomous organisation, within FVC, which is responsible for representing the voice of FVC students in order to improve the educational experience of its members and students of the College as a whole.

### FVSA Strategic & Operational Plan

Taking our Strategic Plan into consideration, we launched our Operational Plan for session 2023/24 in July 2023. We have met the majority of the objectives of our Operational Plan, with some activity being continued into the next Sabbatical Officer term. The team shall set the new Operational Plan in July 2024.

[FVSA Strategic Plan 2022-2026 .pdf](#)

[Operational Plan 2023-24.pdf](#)

### FVSA's Constitution

FVSA is required, by the Education Act 1994, to have a Constitution. The Constitution is a legal document which sets out the activities and procedures of FVSA. It provides a framework for the operation of FVSA by:

- Defining what the Association can, or cannot, do.
- Indicating how the Executive Committee can act on behalf of Association members.
- Outlining how Association members can air their concerns.

The FVSA Constitution also outlines the FVSA structure and key responsibilities of the Sabbatical and Executive Officers. The current version of the Constitution was published in April 2017. The team has made various changes to the format and content of the Constitution throughout session 2023/24, and further detail shall be provided in the Student Council section below.

### FVSA Structure 2023/24

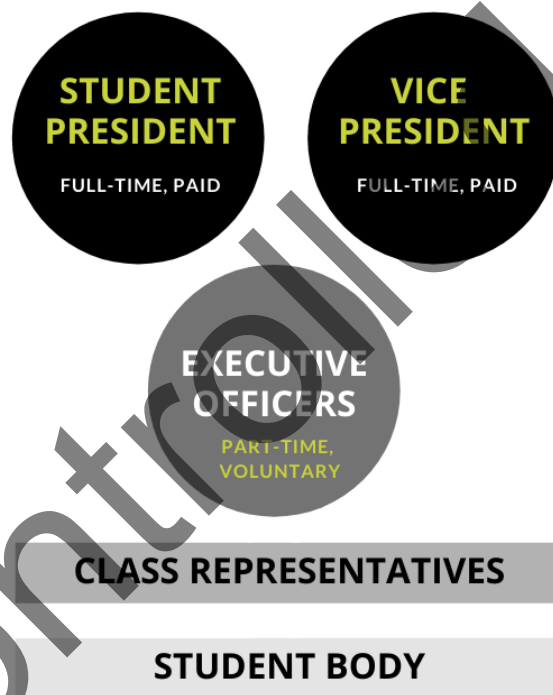
The Sabbatical Officers represent the student voice, leading on projects and activities to enhance the student experience, in accordance with their manifestos. Elected student volunteers also provide direct input of the student voice through their work on the



Executive Committee, which consists of Sabbatical Officers and Executive Officers. All Officers are elected by students, and they are responsible for acting on their election promises and responsibilities of their roles, being held accountable by students at meetings of the Student Council. The Student Council consists of students from across the College. This helps to ensure that students are fairly represented and are able to hold Officers to account for their work. Student Council is also the forum where any larger decisions are voted upon by the student body, as set out in the FVSA Constitution.

This structure follows the representation that the National Union of Students (NUS) offers on a national level, with local officers ensuring under-represented student groups have a voice within FVSA and are able to take this to a national platform through NUS Scotland and NUS UK. The governance structure of NUS UK and NUS Scotland is currently under review, and FVSA provided feedback to their consultation.

### Student Representative Structure



FVC'S Student Association & University Partnerships Manager (SAUPM), Lisa Baxter, and Head of Learning & Quality, Rob McDermott, supported FVSA Officers and staff throughout the year to deliver on FVSA's Strategic Plan and Operational Plan. FVSA team members are line managed by the SAUPM.

FVSA Executive Committee consists of the Sabbatical Officers and the Executive Officers.

Sabbatical Officers:

Steve Kemlo, Student President

Kirsten Kennedy, Vice President

#### Executive Officers:

Ethan Vasquez Aldrich (October 2023 – June 2024)

Adler Mota Velasco Flores (October 2023 – June 2024)

Rheagane Kennedy (October 2023 – January 2024)

Elena Strachan (March 2024 - June 2024)

#### FVSA Staff Updates

Lynne Tomlinson (Administrator) and Andrew Kinnell (Student Engagement Co-ordinator) started off in the new Student Association term, with Andrew being replaced by Kasia Słapek in August 2023, and Lynne being replaced by Nicole Ferri in January 2024. Nicole Ferri left the team in June 2024, and we shall be recruiting a new Administrator.

### HIGHLIGHTS OF 2023-24

#### Class Representatives

We had 240 active Class Reps across all College departments and levels of study at the height of engagement, reducing to the current total of 225 Class Reps as we reach the end of the academic year.

FVSA delivered Class Rep training in-person. The team looked at feedback from previous years and consulted a report compiled by Andrew, our previous Student Engagement Co-ordinator, which concluded that our Class Rep training process needed to be refreshed. As an example of how we improved our process, Student President Steve Kemlo recorded several information videos about Class Rep responsibilities, which were then embedded into the sign-up process as training modules. This allowed Class Rep training to be condensed into a shorter in-person group meeting.

#### Student Inductions & Class Visits

Inductions were held in September and February. FVSA hosted induction tables at all 3 campuses during the first week of the new Academic sessions in Block 1 and Block 2, to welcome new and returning students to FVC and to introduce them to the FVSA. Pens, pencils, guidebooks, campus information and campus maps were also handed out to students.

To help welcome new students and introduce them to the FVSA, Class visits were delivered across 3 weeks in Block 1 and 3 weeks in Block 2. Sabbatical Officers provided students with a brief overview of FVSA including team structure, upcoming events, Class Rep opportunities, clubs and societies, and the role of Sabbatical Officers.

We increased the number of our class visits from previous years to allow the Sabbatical Officers to visit as many classes as possible across all 3 campuses. 15-minute slots were available through a booking system. Emails were sent to all Curriculum Managers, LDWs and lecturers to encourage bookings and facilitate as many interactions with students as possible.

FVSA received positive feedback from staff on the increased availability for class visits. There were 77 visits in total.

### Clubs & Societies

FVSA continues to promote and facilitate student-led clubs and societies. Two clubs are affiliated through FVSA, Dungeons & Dragons Club and Badminton Club meet regularly. We are awaiting confirmation whether these clubs will continue into session 2024/25.

In addition to affiliated clubs and societies, FVSA also delivered various sports activities in conjunction with the Active Campus team throughout the year e.g. weekly Sports Taster Sessions.

### FVSA Student Awards 2024

FVSA hosted our fourth annual Student Awards on Thursday 23rd May at Falkirk campus. This event celebrated the wonderful achievements of students - and staff - across FVC. We welcomed a total of 80 guests amongst students, staff, guests, and sponsors. The Student Awards saw a decrease in categories this academic session from 10 in 2023 to 8 in 2024 due to a review of engagement, however due to the success of this year's event we are aiming to build back by increasing the number of categories for the 2025 ceremony. We received more nominations for the 2024 Awards, compared with 2023, and we aim to increase this further for the 2025 Awards.

The categories were:

- Class Rep of the Year
- Collaboration Award
- Academic Staff of the Year
- Inclusion Champion
- Corporate Staff of the Year
- Team of the Year
- Student Enterprise Award
- Student of the Year

Nominations were open during the month of March and a total of 82 nominations were received. A shortlisting panel, which consisted of FVSA members, FVC staff and 2 external members of the local community, narrowed down the nominees of the student award categories and selected the winners.

The staff categories went to a student vote and we received 279 votes.

The FVSA team worked with FVC's Hospitality and Facilities teams to set-up the Antonine Suite and adjoining room and provided a buffet and catering service for the event.

We wanted to include as many students as possible in the event. Entertainment at the event included:

- Music performance by student Iain Donald
- Student-led art exhibition
- Slide show of Student Success
- Student directed and produced music video
- Life Start arts and crafts stall
- Sensory art video

FVSA Vice President Kirsten Kennedy led on presenting at the event and Sarah Higgins (FVC's Vice Principal of Learning and Student Experience) delivered opening remarks. Guest presenters included in-coming Student President Elena Strachan, and FVSA Executive Officer Ethan Aldrich.

Working under the guidance of FVC's Fundraising Manager Pauline Jackson, for the first time ever we received corporate sponsorship of the event. The following five organisations kindly supported us: The Talking Rooms, Investors in People, OneFile, Forth Valley Chamber of Commerce, and Scottish Power Energy Networks. This also helped us to achieve financial sustainability objectives of our Strategic and Operational Plans.

(Pictured below: Student Awards 2024 Winners)



[Click here to read full article](#)

### Working in Partnership

As an example of the FVSA working in partnership with academic teams to benefit students, FVSA supported the NQ Introduction to Business and Administration class, in promoting their information station and tombola on 15<sup>th</sup> May. This was to raise money and awareness for MS society whilst also working towards the achievement of course units.





### Student Opportunities

FVSA staff worked with a variety of student groups throughout the year, providing them with opportunities to volunteer and to help at FVSA-run events. These opportunities provided students with some work experience, helped to improve their confidence, and often supported their coursework. We also facilitated work experience for an NC Business student in Block 2, which contributed to the achievement of a Unit.

Events that students supported FVSA in session 2023/24 include: Freshers Fair; Re-Freshers Fair; the Vice President's Health and Wellbeing event; and the Student Awards 2024.



For the third year running, FVSA worked with the College's Sound Production department to give students experience of setting up and delivering sound production for the Student Awards. Two HND Sound Production students, Daniel Easty and Matthew MacInnes, volunteered to support the event by setting-up all the sound equipment, and they controlled and monitored the audio for the duration of the event.



### Student Mental Health Agreement

In February 2023, FVSA and FVC launched a new version of their Student Mental Health Agreement ('SMHA'). The 2023/24 team inherited the document, and Action Plan. FVSA's Vice President, Student Engagement Coordinator and Student Association & University Partnerships Manager worked with the College's Student Services Manager to achieve as many objectives as possible throughout the majority of session 2023/24. From the Agreement, FVSA highlights support services available to students, as well as delivering mental health-focused events and activities throughout the year.

We have completed the *Think Positive!* evaluation and survey on this version of the Agreement. We will work throughout summer 2024 with college staff and *Think Positive!* consultants to create a new version for session 2024/25.

[Click here](#) to view the Student Mental Health Agreement.

### ON-GOING PROJECTS

#### FVSA's E-shop

Due to issues with licensing the design on existing stock, we suspended our e-shop in November 2023. We are continuing to work with the College's Comms & Marketing team to create a new design for merchandise, incorporating the College's logo, while maintaining that all profits go to FVSA. We are aiming to re-launch the e-shop in August 2024, selling hoodies and tote bags. We hope sales shall generate a profit which shall help to support our activities, as well as encourage a sense of student community across the three College campuses.

#### Student Pantry

In light of the on-going cost-of-living crisis, FVSA continued to deliver the Student Pantry, offering a collection box from which students could take free food and sanitary products. The FVSA primarily relied upon donations from staff and students to provide this service. We will look at options to sustain this service in session 2024/25, to continue to support students facing hardship throughout the year.

#### Tell us Tuesdays

Tell us Tuesdays is the series of fortnightly surveys FVSA hosts on FVSA's Student Community Teams group. We received overall good engagement from our surveys, and student feedback was often collated and delivered to SMT.

FVSA gathered feedback on a wide variety of topics such as: the effects of strike action on the student experience; meta skills awareness; feedback on transport within Forth Valley

region; and FVSA's Student Pantry. Following each survey, we aimed to provide students outcomes of any actions taken based on their feedback.

## STUDENT DEMOCRACY

### Student Council

The Student Council is the decision-making body of FVSA in terms of any motions – or policies – which students may wish the FVSA to pursue. The Student Council is the forum for students to hold elected Officers to account, provide feedback to FVSA on the student experience, and to shape the work of the Student Association. Students can put forward motions, vote on issues, and vote for changes to the FVSA's Constitution. The Sabbatical Officers and the Executive Officers are responsible to the student body, as established by the Constitution, which outlines what the Association and members can and cannot do.

Student Council sessions take place across all three campuses, twice per academic year, once in Block 1 and once in Block 2. The sessions provide students a chance to deliver feedback on their student experience directly to a member of SMT through an open-floor discussion.

This years' Student Council meetings took place in November 2023 (35 attendees) and April 2024 (9 attendees). Student Council meetings have not been as well attended as hoped for. Attendance must exceed 20 in order to meet quorum. As the Block 2 Student Council meetings were not well attended, we were unfortunately not able to have our newly updated Constitution approved by the student body. We shall take time during the summer to make further revisions to the Constitution, with the aim to achieve approval from students at the Block 1 Student Council meeting in session 2024/25. We shall then submit the Constitution document to the Board of Management for consideration, as the final part of the approval process.

### Sabbatical Officer Elections

The Sabbatical Officer Elections took place following the Easter break, with candidates campaigning on-campus, talking to students, displaying posters across the campuses. Social media platforms were also used for campaigns, and FVSA worked with the College's Comms and Marketing team to make promotional materials.

Although we received positive interest from a number of students for the posts, one candidate ran for each Sabbatical Officer position. Both candidates were given the



opportunity to attend Candidate Briefing sessions and were offered support by the Student Engagement Co-ordinator to prepare for the election.

A total of 130 students voted for the candidates. Given both candidates were sole runners in their categories, we were pleased to note that this turnout is an improvement on the 2021 and 2022 elections.

Elena Strachan was elected as Student President and Kirsten Kennedy was re-elected as Vice-President for session 2024/25.



### Executive Officer Elections

FVSA facilitated Executive Officer elections in October 2023. Successful candidates were elected to their Officer roles, as well as to the FVSA Executive Committee. From the nominees, three candidates were elected: Rheagane Kennedy (Diversity & Inclusion Officer), Adler Mota Valasco Flores (Education Officer) and Ethan Vasquez Aldrich (Wellbeing Officer). There remained 3 vacant positions on the Executive Committee. FVSA ran a by-election to fill the vacant positions in February 2024 – one of which became available due to the resignation of the Diversity & Inclusion Officer - and of the nominations, Elena Strachan was elected (Diversity & Inclusion Officer).

We aim to increase the recruitment, engagement, and impact of Executive Officers in session 2024/25, by proposing some changes to the Constitution to facilitate a more streamlined election/selection process, hopefully to increase the number of students involved with the FVSA, and also to help support a quicker on-boarding process which should result in more time being spent on activities to enhance the student experience.

### NUS Scotland Conference and Awards

The 2-day NUS Scotland Conference was held in Stirling Court Hotel, Wednesday 27th – Thursday 28th March. The Conference was attended by Steve (Student President), Kasia (Student Engagement Co-ordinator), and Lisa (SAUPM). Open discussions were had with NUS Scotland President Ellie Gomersall, and the Conference served as an excellent networking opportunity.

The NUS Scotland Awards ceremony took place on the evening of 27th March, attended by Steve and Lisa. The team had nominated Steve in the Community & Solidarity Award category for his projects working with ESOL students and lecturer Duncan Carmicheal. We were delighted that Steve was shortlisted, although he missed out on winning.

[https://www.nus-scotland.org.uk/nus\\_scotland\\_awards\\_2024](https://www.nus-scotland.org.uk/nus_scotland_awards_2024)

## EVENTS & CAMPAIGNS

### Freshers Fair

Freshers' Fair kicked off in September 2023 across all three campuses. The Fair featured lots of stalls, freebies, competitions, and useful information for new and returning students. Students were encouraged to get involved in many activities and follow-up events including:

- Crazy Golf (Falkirk & Stirling campus only)
- Smoothie Bike
- Hair and beauty department offering services

The Fairs were a big success as hundreds of students were involved across the three campuses. It was also a great opportunity for FVSA staff and Sabbatical Officers to talk to students and make them aware of the services available. There were prizes to boost student engagement, teams channel sign ups and event feedback, first prize was a tablet and second a £50 hamper. Students who completed all three student engagement tasks were entered into a prize draw to win.



### Re-Freshers Fair

Re-Freshers' Fair took place in February. The FVSA team enjoyed planning and implementing this event, which included lots of student involvement. The Salon Services team ran a stall offering free hair and beauty treatments, and photo props. The LifeStart class fundraised by selling products that students had hand-crafted.

Similar to Freshers' Fair in September, the event featured stalls, freebies and activities, including smoothie bike and reaction pods as entertainment. There were prizes to boost student engagement, Teams channel sign-ups and event feedback. First prize was a tablet, and second prize was a £50 hamper. Students who completed all three student engagement tasks were entered into a prize draw to win.

We are re-branding these events to 'Welcome Week' for session 2024/25 and shall continue to deliver them in September and February for new and returning students. We shall be considering a new event format during our summer planning sessions, aiming to increase student engagement, promotion of FVSA services and opportunities for students, and to improve the overall quality and relevance of the events.



### Paws Against Stress

FVSA collaborated with the LRC to bring in *Canine Concern Scotland* on two occasions during session 2023/24, facilitating pet therapy sessions for students. The sessions, called Paws Against Stress, took place across all three campuses in December 2023 and in May 2024. Students were able to book tickets in advance and were able to spend 15 minutes with the therapy dogs while chatting with the dogs' owners. This was one of FVSA's most popular events of the year with approximately 315 tickets booked across both events in total. We intend to work with the LRC in welcoming *Canine Concern Scotland* back in session 2024/25.

### Step Count Challenge

FVSA collaborated with the College's Active Campus team, delivering the annual Step Count Challenge over a period of 4 weeks, from Monday 19th February to Sunday 17th March 2024. The Challenge was open for student and staff participation, either as solos or as teams.

25 teams were up for the challenge. There were 105 participants in total. The winning team clocked up a total of 2,105,181 steps. The winners' names were engraved on Step Count Challenge plaques, and they also received a medal, vouchers and some smaller prizes. The runners-up in both categories also received a medal and a goody bag.

FVSA's involvement in this activity helps to raise the profile of the team and contributes to our calendar of student health and wellbeing activities.

### Wellbeing Day

This event was co-led by the Vice President and the Student Engagement Coordinator and was delivered on Falkirk Campus on 13th March. Kirsten and Kasia worked with College staff and representatives from third sector organisations to deliver information stalls, and a wellbeing workshop which was delivered by an external practitioner. This event helped to

fulfil one of Kirsten's manifesto objectives, and contributed to FVSA's calendar of wellbeing events, helping to meet an objective of the Student Mental Health Agreement.

### Brit Challenge 2024

The [Brit Challenge 2023/24](#) was delivered over two months, January – March 2024, at FVC. The Challenge was designed to highlight the importance of student mental health, wellbeing and physical fitness and offer opportunities to develop innovative approaches to meeting these needs. FVSA actively participated in the cross-college BRIT challenge steering group helping various teams such as Inclusion & Student Services, Health & Wellbeing team, Hospitality and Events curriculum area, and the Gym assistants to develop, deliver and promote a varied programme of activities that sought to promote the health and wellbeing of the both the student and staff community.

### Open Evening

FVSA staff attended FVC's Open Evenings in November 2023. This provided the team with opportunities to represent the FVSA and promote our activities to prospective students.

## WHATS NEXT SESSION 2024-25

### Sabbatical Officers

Elected in May 2024, Elena Strachan (Student President) and Kirsten Kennedy (Vice President) will represent FVC students in session 2024/25.

### FVSA's Self-evaluation

The team completed their Self-evaluation in May - *How Good is FVSA?* We reflected on our activities throughout session 2023/24, acknowledging success and considering how to further develop and improve our service. We look forward to implementing our recommendations in session 2024-25.

[How Good is FVSA 2023-24 Self-evaluation.xlsx](#)

### Staff Structure

As we have secured ALF funding to support the four full-time posts within FVSA to July 2025, the team make-up for session 2024/25 will not differ from session 2023/24.

The FVSA team will continue to be supported by college staff, including line management by Lisa Baxter (Student Association & University Partnerships Manager), with support and guidance also being delivered by Rob McDermott (Head of Learning & Quality). Staff from college teams such as Finance, Comms & Marketing, Facilities, Hospitality and HR will continue to work with, and support, the FVSA.

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## 10. College Purpose, Values and Strategic Aims For Discussion

20 June 2024

### BOARD OF MANAGEMENT

#### 1. Purpose

To present to members the College's proposed Purpose, Values and Strategic Aims for the next strategic period 2025/2029.

#### 2. Recommendation

That members note the proposed Purpose, Values and Strategic Aims and comment where appropriate.

#### 3. Background

The current strategic plan expires at the end of this year 2022-2025 and a new strategic plan needs to be created to take the College forward beyond 2025. The current proposal is to have the plan cover from 2025/2029.

Following a review of our strategic planning process by our Internal Auditors the audit report identified a "weak" status regarding the College's approach to strategic planning and engagement across our Board, College staff and key partners.

This feedback resulted in the Principal arranging a Strategy Day with our Board, LMT, staff and key partners to review our current College purpose, values and strategic aims to consider if these were relevant or if new direction was required.

#### 4. Key Considerations

The following is the outcome from the strategy day proposing a new purpose, values and strategic aims.

College strategy Purpose / Values / Aims		
	Existing	Proposed
Mission	Making Learning Work	NA
Purpose	Right learning; Right Time; Right Place	Deliver excellence in education and skills that are transformational for our students and partners
Values	<ul style="list-style-type: none"><li>• Respectful</li><li>• Innovative</li><li>• Trusted</li><li>• Excellence</li></ul>	<ul style="list-style-type: none"><li>• Inclusive</li><li>• Innovative</li><li>• Integrity</li></ul>
Strategic Themes/Aims	<ol style="list-style-type: none"><li>1. Leading on the economic recovery</li><li>2. Delivering a successful student journey</li><li>3. Driving a sustainable future</li><li>4. Creating a thriving college community</li></ol>	<ol style="list-style-type: none"><li>1. (We will) Deliver an excellent student experience</li><li>2. (We will) Be a people centred organisation that promotes health and well-being</li><li>3. (We will) Grow through Innovation and entrepreneurship that strengthens our community and partner relationships</li><li>4. (We will) Drive transformation to deliver a sustainable future</li></ol>





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#### Proposed objectives

##### 1. **(We will) Deliver an excellent student experience**

###### Strategic objectives

- By providing excellent learning and teaching
- By prioritising personalised support to our students
- By providing modern facilities that are fit for purpose
- By offering flexible learning options
- By providing relevant industrial experience
- By being digitally enabled
- By using data to enhance our decision making

##### 2. **(We will) Be a people-centred organisation that promotes health and well-being**

###### Strategic objectives

- By focusing on the wellbeing of our employees and students
- By prioritising the health and safety of our employees, students and visitors
- By offering flexible working arrangements
- By ensuring our staff are trained appropriately and have career development opportunities
- By fostering a culture of engagement, inclusion and diversity
- By recognising achievement
- By being a reflective organisation

##### 3. **(We will) Grow through Innovation and entrepreneurship that strengthens our community and partner relationships**

###### Strategic objectives

- By ensuring our curriculum is innovative, relevant and efficient
- By raising our profile regionally, nationally, internationally
- By forging new partnerships and strengthening existing Partnerships: Be the partner of choice
- By managing the College's risk appetite to deliver successful opportunities
- By growing our commercial income and maximising our areas of expertise
- By cultivating long-term strategic partnerships with key community organizations, government agencies, and industry partners to foster collaboration
- By delivering the skills needs regionally for our employers

##### 4. **(We will) Drive transformation to deliver a sustainable future**

###### Strategic objectives

- Continue to deliver financial sustainability in a challenging environment
- Make investment to enhance the student experience
- Maximise our use of digital technology and digital learning to provide high quality learning and flexibility of delivery to a wide ranging audience
- Maximise the use of our campuses ensuring they remain fit for purpose and maintained to the highest possible standard
- Work with our college community and with partners to accelerate our drive toward zero net carbon





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#### 5. Resource Implications (Financial, People, Estates and Communications)

The creation of the strategic plan does not have significant resource implications, however due to the current financial challenges the College faces this is probably the most important strategic plan the College has devised. At the heart of this plan is financial sustainability and the objectives need to drive transformation, efficiency and growth.

#### 6. Equalities

**Who does this impact?** As this is a proposal no impact at this stage.

**Assessment in Place?** – No. These are proposed changes and need to be agreed before an assessment is considered.

#### 7. Communities and Partners - As this is a proposal no impact at this stage.

#### 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 – Not at this stage as proposal only.

The likelihood of not setting the right objectives is low, but the impact of not delivering is very high.

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

Total Risk Score – 10

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.



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

The aims and objectives need to deliver on securing a sustainable future through transformation, efficiency and growth. All staff need to be committed to delivering on the agreed aims and objectives.

Is the score above the Board Risk Appetite level? No

**Risk Owner** – BoM

**Action Owner** – Kenny MacInnes

**Paper Author** – Kenny MacInnes

**SMT Owner** – Kenny MacInnes

31 October 2023	Audit Close Meeting	No indication of any significant issues
FRAIC & Audit November	Draft Annual Audit Report presented by Mazars	Anticipate unqualified regularity opinion with note that not concluded on FC project
21 November	Email from Mazars	Setting out thoughts on regularity matters – issue of whether fraud or not, and procurement breaches whether qualitatively material or not
23 November	VPFCA email to Board members	Update on the audit report following the email of 21 November from Mazars
23 November	DoF email to Mazars	Further Fuel Change documentation and detail provided – ROSI report, accounts and analysis of Paradigm Futures expenditure
27 November	DoF email to Mazars	Summary of FVC view of the impact of the suspected fraud and procurement breaches on the 2022-23 financial statements, and to address concerns noted by Mazars from the lessons learned report. Meeting requested to discuss.
27 November	Teams Call	To discuss documentation provided 27 <sup>th</sup> November and the technical guidance that Mazars is working to
7 December	Teams Call	To obtain update on the potential qualification prior to the BoM meeting
11 December	VPFCA email to Mazars	Review of the procurement regulations by AS an update on Police Scotland contact
14 December	Email response from Mazars following request for update from VPFCA	Update to provide SFC on timescales for Accounts, “matter is expected to be concluded as early as possible in 2024”
19 January 2024	DoF email to Mazars	Advising that all documentation now provided to Police Scotland with request for a meeting between Mazars and Police Scotland Asking for update on all of the documentation provided in regard to the regularity of transactions
26 January	Email from Mazars	Response – key outstanding matters are Police Scotland decision on whether to proceed with investigation and to initiate discussions between Mazars and Audit Scotland
8 February	VPFCA email to Mazars	Email providing Police Scotland’s contact details
19 February	VPFCA email to Mazars	VPFCA asking for update on whether a meeting had taken place with Audit Scotland
28 February	Email from Mazars	Follow up from VPFCA email of 11 December on procurement observations
29 February	VPFCA email to Mazars	Expressing concern that the focus now on internal procurement procedures following internal conversations within Mazars, and the excessive time being spent by all parties

5 March	Audit Scotland meeting with Mazars	Mazars seeking advice from Audit Scotland
7 & 8 March	VPFCA email to Mazars	Seeking update on Audit Scotland meeting.
8 March	Email from Mazars	Update on meeting with Audit Scotland
15 March	Teams meeting with Mazars. VPFCA email	Email sending details of Ross Martin's and Ken Thomson's resignations and confirming reasoning for why KT was paid PILON. Mazars to send note of Audit Scotland advice – <b>not received</b>
18 April	DoF email to Mazars	Request for update prior to the Board meeting on 25 <sup>th</sup> April, and expressing concern over the lack of a targeted end date – no response received
29 April	VPFCA email to Mazars	Advising of Board concerns expressed at the meeting on 25 <sup>th</sup> and requesting an update
29 April	Email from Mazars	Noting that the publication of the Falkirk Council pension scheme triennial valuation at the end of March was now an issue that needed to be addressed by Mazars due to the accounts not being signed yet
30 May	Teams call with Audit Scotland, Mazars, DoF & VPFCA	To discuss Audit Scotland advice to Mazars. Audit Scotland not willing to share this.
5 June	HoF email to Mazars	Providing updated schedules following receipt of an amended FRS102 schedule from Hymans, to be audited and incorporated in to the financial statements
11 June	DoF email to Mazars	Request for update prior to the FRAIC meeting – same day response confirmed no change to the opinion on regularity and request for finalised accounts. "Subject to that and finalisation of the consultation process, including with Audit Scotland, we will be in a position to sign"
13 June	DoF email to Mazars	Asking if paper being provided for the Board meeting on 20 June – paper received 14 June
14 June	DoF email to Mazars	Request for clarification on the order and timing of signing the accounts – response received same day noting that provisionally agreed the narrative for the Audit Opinion, still requires central sign off of the wording with Mazars (in progress) and also run the draft wording via Audit Scotland (to occur). Annual Audit Report also requires internal sign-off.
14 June	DoF email to Mazars	Updated accounts sent with tracked changes



## 18. Board Calendar 2024/25 and 2025/26 For Information

20 June 2024  
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	Thursday 21 Nov 2024 5pm Falkirk – Falkirk Campus			Thursday 15 May 2025
FRAIC	Thursday 12 Sept 2024	Thursday 21 Nov 2024 4pm– Falkirk Campus		Thursday 27 Mar 2025 Stirling Campus	Thursday 12 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			



## 18. Board Calendar 2024/25 and 2025/26 For Information

20 June 2024  
BOARD OF MANAGEMENT

Meeting	Academic Year 2025/26 (All meetings start at 4.30pm unless stated otherwise)				
Board of Management	Thursday/Friday 25/26 September 2025  Strategic Session Venue TBC	Thursday 4 December 2025  Stirling Campus (Morning meeting and xmas lunch)	Thursday 19 February 2026  Falkirk Campus	Thursday 23 April 2026  Falkirk Campus	Thursday 19 June 2026  Falkirk Campus
Remuneration		Thursday 4 December 2025 (preceding Board meeting)			
Audit	Thursday 4 September 2025  Online	Thursday 20 November 2025  Stirling Campus 5pm start			Thursday 14 May 2026  Online
FRAIC	Thursday 18 September 2025  Stirling Campus	Thursday 20 November 2025  Stirling Campus 4pm start		Thursday 26 March 2026  Stirling Campus	Thursday 11 June 2026  Stirling Campus
Learning & Student Experience		Thursday 23 October 2025  Falkirk Campus	Thursday 5 February 2026  Online		Thursday 4 June 2026  Online
Nominations	As required				
Other Key Dates		Graduation TBC			