

Board of Management

You are invited to attend a meeting of the **Board of Management** to be held on
Thursday 19 September 2013 in the **Tower Suite, Alloa Campus** at **4.30pm**.
Refreshments will be available from 4.00 pm

Presentation by Andrew Brawley, Education Scotland on the annual engagement visit and Education Scotland revised Review Framework

Agenda

1. Apologies for Absence
2. Declarations of Interest

FOR APPROVAL

3. Minute of Board of Management of 20 June 2013
4. Matters arising
 - a) B/12/051 Risk Register Alison Stewart
5. Minutes and draft minutes of other Committees:
 - a) Strategic Development Committee – 13 June 2013
 - b) Audit Committee – 5 September 2013
 - c) Strategic Development Committee – 5 September 2013
 - d) Finance Committee – 10 September 2013 (to follow)
6. Year-On Report to SFC on Outcomes of Education Scotland Review Fiona Brown
7. Re-Appointment of Board Members Andrew Lawson

FOR DISCUSSION

8. Student Union Report David Gentles
9. ONS Reclassification of Colleges (Verbal Update) Alison Stewart
10. Student Activity David Allison
11. Risk Management Alison Stewart
12. Review of Risk
13. Any other competent business



Board of Management

Meeting:	Board of Management
Location:	Boardroom, Stirling Campus
Date:	20 June 2013 (commencing at 4.00pm)

Present:

- Mr Hugh Hall (Chair)
- Mrs Shona Struthers
- Mrs Linda McKay (Principal)
- Ms Beth Hamilton
- Mr David Gentles
- Mrs Anne Mearns (Vice Chair)
- Mr Andrew Carver
- Dr Bill Blair
- Mr Bob Gil
- Mr Colin Alexander
- Mr Ken Richardson

Apologies:

- Mrs Elaine McGeorge
- Mr Robert Addie

In Attendance:

- Dr Ken Thomson, Depute Principal
- Mr Jim Callander – Co-opted member
- Mr David Allison, Director of Information Services
- Mr Andrew Lawson, Associate Principal – HR and Student Services
- Mr Stephen Jarvie, Corporate Governance & Planning Officer (Minute)

B/12/039 Declarations of Interest

None

B/12/040 Minute of Board of Management of 28 March 2013

The minute of the meeting held on 28 March 2013 were approved subject to the correction of a typographical error in item B/12/033.

B/12/041 Matters Arising

a) B/12/035 2013-14 Funding (Current Position)

The Director of Information Services updated members on the final funding and sums allocation for the College, noting that this was overall a much better position compared to the initial allocation figures earlier in the year.

B/12/042 Minutes and draft minutes of other Committees:

a) HR Committee – 25 April 2013

The Chair of the HR Committee updated members on the content of the meeting and highlighted the risks associated with a potential move to national bargaining.

b) Nomination Committee – 25 April 2013

The Chair of the Nomination Committee updated members on the meeting and noted that there were two candidates considered and recommended for Board approval.

c) Finance Committee – 6 June 2013

The Chair of the Finance Committee reported on the meeting, noting that there was a very full agenda. In relation to the budget, this item had been further considered beyond the meeting by the Chair and the Director of Finance and Corporate Services to incorporate suggested changes and finalise the budget which is being presented for approval at this meeting of the Board.

In the context of future public body status Finance Committee members commented on the uncertainty regarding capital spend in association with the use of the Middlefield Building.

The Principal indicated that a number of options were being considered to ensure the College secures best value from any moves and that changes benefit College learners.

a) It was agreed that further information on the Falkirk campus masterplan would be brought to the September meeting of the Board of Management

B/12/043 Appointment of Board Members

The Associate Principal – HR and Student Services presented a paper outlining the nomination process undertaken and the recommendation to the Board of Management to appoint Mr Colin Alexander and Mr Ken Richardson as members.

The Chair of the Nomination Committee confirmed the content of the paper and the recommendations made by the group.

a) Members approved the appointment of Mr Colin Alexander and Mr Ken Richardson to the Board of Management

B/12/044 Budget 2013/14

The Principal presented the 2013/14 budget for approval. She highlighted that, since circulation of the papers, there had been progress in the negotiation of a number of commercial contracts and that the risks associated with these had therefore diminished since the discussions with the Finance Committee.

The Chair noted that there was a growing expectation for Colleges to increase the proportion of their budget from non-SFC sources.

- a) Members approved the Budget for 2013/14
- b) Members agreed that there should be a Board session to examine non-SFC income generation at the start of the 2013/14 academic year

B/12/045 Barclays Loan Letter of Variation

There was produced to the meeting a letter of variation (the Letter of Variation) from Barclays Bank PLC (the Bank) to the Borrower setting out the amendments to a facility agreement dated 30 September 2010 pursuant to which the Bank has offered the Borrower (as defined in the Letter of Variation), the Facility (as defined in the Letter of Variation).

IT WAS RESOLVED

1. That the amendments set out in the Letter of Variation are in the interests of and for the benefit of the Company and are most likely to promote the success of the Company for the benefit of the members as a whole and that such terms and conditions of the Letter of Variation be and are approved and accepted.
2. That Linda McKay, Principal, and Alison Stewart, Director of Financial and Corporate Services, are authorised to sign the Letter of Variation on behalf of the Company to indicate acceptance of the terms and conditions.
3. That the Bank is authorised to act in all matters concerning the Facility as amended by the Letter of Variation upon instruction from the Company, in its capacity as Borrower of the Facility, signed in accordance with the Bank's mandate for any of the accounts of the Company held with the Bank current from time to time.

B/12/046 FVC/SFC Outcome Agreement 2013/14

The Director of Information Services presented the final version of the Outcome Agreement document. He noted that, in line with the decision at the last meeting of the Board of Management, the document had been reviewed by a sub-group of members. He also noted that the SFC Outcome Agreement Manager for the College has signed off on the content.

- a) Members approved the Outcome Agreement for 2013/14

B/12/047 Board Calendar of Meetings for 2013/14

The Depute Principal presented the draft calendar of meetings for comment and approval.

The Chair of the Strategic Development Committee requested a change to one of the Committee meeting dates and the Corporate Governance and Planning Officer confirmed that this change would be made.

- a) Members approved the Board of Management calendar of meetings for 2013/14 subject to the agreed change.
- b) The College executive office will circulate a finalised version to members.

B/12/048 Appointment of Principal

The Associate Principal – HR and Student Services outlined the arrangements for the new Principal.

- a) Members approved the recommendations as presented

B/12/049 Student Union Report

The Student Union President presented a report outlining recent Student Union activity.

He noted that the work on revising the Student Union constitution was continuing and that this document would be taken to the Student Council for approval later in 2013 and then brought to the Strategic Development Committee and the Board of Management for final approval.

He also circulated a new guide document that has been developed to promote the work of the Student Union.

The Student Union President outlined the results of the recent elections where he had been re-elected to serve as President for a second year. He highlighted the significant increase in votes cast over previous years. He also noted that two of the three campus vice-presidents had been appointed.

- a) Members noted the content of the update
- b) Members congratulated David Gentles on his re-election as Student Union President
- c) Members requested that there be an opportunity to meet with the individual campus vice-presidents when there is a Board meeting at their campus

B/12/050 ONS Re-classification of Colleges

The Principal presented a paper to members outlining the potential impact of the ONS re-classification of Colleges in Scotland as public bodies.

She noted that there were a number of significant implications for the College and highlighted these for members.

Members discussed the issues raised and expressed concerns regarding the impact upon the College financial and governance arrangements.

- a) Members noted the content of the report and asked for this issue to be discussed more fully at the next meeting.

B/12/051 Risk Register

The Depute Principal presented a refreshed version of the College strategic risk register for comment and feedback.

Members commented that the risks presented should be reviewed to consider the scores associated with the risks and the grouping of risks.

Members also requested further commentary on the consequences of each risk.

- a) Members noted the content of the report

B/12/052 Review of Risk

Risks were highlighted in the papers associated with each item

B/12/053 Any Other Competent Business

The Associate Principal – HR and Student Services informed members that the College had recently received the Chartermark for Inclusiveness. He noted that Forth Valley was the first College in the UK to achieve this standard and that we would be used as a benchmark for the sector.

The Principal informed members that the Stirling campus had won the education category at the 2013 Royal Incorporation of Architects in Scotland awards ceremony and that it had also won the 'Educational Excellence' category from the Royal Institute of British Architects.

Members asked that their congratulations be passed to the team.

The Principal reported that Ross McMillan, a Modern Apprenticeship Chef at the Stirling Management Centre, had won the VQ Learner of the Year award for Scotland. This is the second year in a row that a College student has won this award.

The Chair highlighted that this was the last meeting of the Board of Management for Linda McKay. The Board thanked her for her service to the College and the Board since 1999.



Strategic Development Committee

Meeting:	Strategic Development Committee
Location:	Boardroom, Falkirk Campus
Date:	13 June 2013 (commencing at 4.30 pm)

Present: Mrs Anne Mearns (Chair)
 Dr Bill Blair
 Mr Andrew Carver
 Mr Robert Addie
 Mr David Gentles

Apologies: None

In Attendance: Dr Ken Thomson, Depute Principal
 Mr Stephen Jarvie, Corporate Governance and Planning Officer
 Mr David Allison, Director of Information Services
 Mrs Angela Muirhead, Student Liaison Officer (for item S/12/038 only)
 Mrs Fiona Brown, Head of Curriculum, Quality and Learning Services
 (for item S/12/040 and S/12/041 only)
 Mrs Mhairi Shillinglaw, Equalities Manager (for item S/12/039 only)
 Mrs Jane Fowell, Learning Resources Manager (for item S/12/042 only)

S/12/035 Declarations of Interest

None

S/12/036 Minutes of meeting held on 29 November 2012 and 14 March 2013

The minutes of 29 November 2012 and 14 March 2013 were approved.

S/12/037 Matters arising

a) S/12/024 Student Union Constitution

The Director of Information Services noted that this was covered under item S/12/038

b) S/12/025 Hospitality Business Case

The Director of Information Services noted that members had requested an updated risk register for the Hospitality Business Case and that this was attached to the papers for information.

S/12/038 Student Union Report

The Student Liaison Officer presented an update on Student Union activities.

She noted that the revised Student Union Constitution had been drafted and would be presented to the Student Council for approval in November before being brought to the Committee for approval.

She also reported on the recent Student President elections, noting that the elections received the highest number of votes in recent years. David Gentles had been elected to continue as Student Union President.

- a) Members noted the content of the report
- b) Members congratulated David Gentles on his re-election as Student President

S/12/039 Equality and Diversity Update

The Equalities Manager presented members with an update on progress towards the College's Equalities targets.

She noted that the College Equalities Plan had been integrated into the College Outcome Agreement and that the College was the only one to have done this.

She also reported on the College receiving the BRITE Inclusiveness Award and that the College was the first FE/HE organisation to achieve this award.

- a) Members noted the content of the report

S/12/040 Forth Valley College Learning Strategy

The Head of Curriculum, Quality and Learning Services presented members with the new Forth Valley College Learning Strategy for comment.

She noted that the strategy builds upon previous versions of the document which were well received by Education Scotland.

A member queried the use of classroom observation and it was agreed that this would be examined further by the SMT.

- a) Members noted the content of the report

S/12/041 Annual Engagement Report

The Head of Curriculum, Quality and Learning Services presented the College response for SFC on the Education Scotland annual engagement report.

She highlighted the main points contained within the feedback and noted that the issues raised in the report were all minor and have been addressed.

- a) Members noted the content of the report

S/12/042 Learning Resource Centre Report

The Learning Resources Manager presented members with a report outlining utilisation of the College Learning Resource Centres on each campus.

She highlighted recent investment in additional IT equipment in Falkirk and that procedures had been developed to allow for flexible access to resources for students.

She noted that Education Scotland had identified some IT related issues and this had been used as the basis for the improvements.

- a) Members noted the content of the report

S/12/043 Student Activity

The Director of Information Services presented an update on student activity within the College. He noted that the wSUMs activity was proceeding as expected and that the College was confident it would meet the delivery targets set by SFC.

He also noted that recruitment activity for 13/14 to date had been positive and that there were no issues identified regarding recruitment.

Members queried whether the Scottish Government had progressed with the development of a common application process. The Director of Information Services noted that there had been a few initial meetings but no real progress to date.

- a) Members noted the content of the report

S/12/044 Risk Register/Review of Risk

The Corporate Governance and Planning Officer presented members with an excerpt of the main College Strategic Risk Register which related to the remit of the committee.

Members queried whether National Bargaining should appear as a risk on this list. The Corporate Governance and Planning Officer confirmed that this was on the main risk register and was allocated to the HR (Inc. Nomination) Committee.

- a) Members noted the content of the report

S/12/045 Any Other Competent Business

The Depute Principal noted that Stirling Council were finalising their Single Outcome Agreement and that the College would be required to sign up to this as a partner.

- a) Members requested that further information be brought to a future meeting of the Committee.

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Audit Committee

Meeting:	Audit Committee
Location	S1.18 Stirling Campus
Date:	5 September 2013 (commencing at 5.30pm)

Present: Mr Bob Gil (Chair)
Mrs Beth Hamilton

Apologies: None

In Attendance: Mr Stephen Jarvie, Corporate Governance and Planning Officer
Mrs Alison Stewart, Director of Finance and Corporate Services
Ms Claire Monaghan, Baker Tilly
Mrs Cathie Wyllie, Henderson Loggie
Mrs Colette Filippi, Acting Associate Principal Business Development

A/13/001 Declarations of Interest

None

A/13/002 Minutes of meeting held on 7 February 2013

The Minutes of meeting of 7 February 2013 were approved as a correct record.

A/13/003 External Auditor Annual Plan

Cathie Wyllie, Henderson Loggie, outlined the intended audit plan for the 2012/13 annual accounts. She noted that there were no current issues identified relating to the College beyond those being experienced across the sector.

Henderson Loggie have conducted an interim review which has not highlighted any issues.

Mrs Wyllie highlighted the proposed fee for this activity of £22,753.

a) Members approved the External Auditor Annual Plan

A/13/004 Internal Audit Annual Report

Claire Monaghan, Baker Tilly, presented the internal audit annual report and noted that, while the report does highlight the low level of audit activity to date, that Baker Tilly and the College have agreed on timescales to utilise the remaining audit activity. She noted that two of these audits were currently underway.

Ms Monaghan provided members with an overview of the outstanding audit activity and associated timescales.

Members queried whether the delay in internal audit was a concern to Henderson Loggie. Mrs Wyllie noted that the interim review conducted and the work to date did not raise any areas of concern.

The Director of Finance and Corporate Services also highlighted the change to the financial year end owing to the re-classification of College's by ONS. As this would affect the timings for external audit in future years, she sought input from members on how best to schedule internal audit activity.

- a) Members approved the content of the Internal Audit Annual Report.
- b) Members recommended that the Internal Audit plan for 2013/14 be an 8 month plan and that the College should move to annual plans from 1 April 2014 onwards
- c) Baker Tilly agreed to issue an Internal Audit Annual Report reflecting the activity completed between August and September 2014 prior to the finalisation of the External Audit

A/13/005 Matters arising

- a) A/12/026 Progress Report on Audit Recommendations

The Corporate Governance and Planning officer reported that this matter would be covered in the Committee reports.

- b) A/12/028 Risk Management/Risk Review Session

The Corporate Governance and Planning officer reported that this matter would be covered in the Committee reports.

A/13/006 SDS Audit Report

The acting Associate Principal Business Development provided members with an overview of the College's relationship with Skills Development Scotland (SDS), the types of activity we are contracted to conduct for SDS and the audit scrutiny associated with this.

She noted that the value of the contract with SDS has grown in recent years and that, accordingly, the College is audited twice per year. Copies of the most recent reports were appended to the paper.

Members welcomed the report and overview of the SDS contracts. Members also requested that, owing to the significant value of these contracts and the requirement to bid for these on an annual basis, consideration should be given to include this activity in the College Strategic Risk Register.

- a) Members noted the content of the report

A/13/007 Progress Report on Audit Recommendations

The Corporate Governance and Planning Officer presented members with an update on progress against audit recommendations since the last meeting of the Committee.

He noted that some recommendations had requested an extension to their completion dates and outlined the reasons for each of these.

- a) Members noted the content of the report
- b) Members approved the extensions as per the appendix to the report

A/13/008 Risk Management

The Director of Finance and Corporate Services presented members with the new College Strategic Risk Register. She noted that this had been revised following the June meeting of the Board of Management to incorporate comments from Board members.

Members noted that the layout was very clear and easy to follow.

- a) Members noted the content of the report

A/13/009 Review of Risk

SDS contract activity

A/13/010 Any Other Competent Business

None



Strategic Development Committee

Meeting:	Strategic Development Committee
Location:	Boardroom, Falkirk Campus
Date:	5 September 2013 (commencing at 4.30 pm)

Present: Mrs Anne Mearns (Chair)
 Dr Bill Blair
 Mr Andrew Carver
 Mr Robert Addie
 Mr David Gentles

Apologies: None

In Attendance: Dr Ken Thomson, Principal
 Mr David Allison, Director of Information Services
 Mrs Jane Fowell, Learning Resources Manager (item S/01/004 only)
 Ms Karen Richardson (minute)

S/13/001 Declarations of Interest

None

S/13/002 Minutes of meeting held on 13 June 2013

The minute of 13 June 2013 was approved.

S/13/003 Matters arising

a) S/12/040 Forth Valley College Learning Strategy

The Principal reported that the Strategy had been approved by SMT and had been updated to reflect a reduced number of outcomes reliant on learner observation. SMT have agreed on the requirement and therefore a proposal on learner observation will be considered at a future SMT meeting. Mr Addie acknowledged that the proposal will take the form of a voluntary arrangement of peer assessment and CPD opportunity.

b) S/12/045 Stirling Council Single Outcome Agreement

The Principal reminded members that the College was required to sign up to the Stirling Council Single Outcome Agreement as a partner. The Community Planning Partnership (CPP) have appointed a leadership group to oversee the new process and Mrs Mearns has agreed to be our representative on the CPP Board. Further information will be presented to the Committee in due course.

The Principal also advised that our Internal Auditors are undertaking an audit of how we work and liaise with CPPs in each local authority area within Forth Valley with a view to adopting a common approach. This report will be made available.

S/13/004 Learner Engagement Strategy

The Learning Resources Manager presented members with the Learner Engagement Strategy, explaining how this was a strand of the recently approved College Learning Strategy and met Scottish Funding Council guidance on learner engagement.

She explained the consultation had been undertaken with both staff and learners and how the strategy was developed and based on the nationally agreed framework developed by SPARQS (Student Participation in Quality Scotland).

She noted the next steps in terms of roll out to Class Representatives and inclusion in college staff's PTS&Rs. It is proposed to evaluate the strategy on an annual basis.

A member queried how this fitted with the Learning Strategy "Empowering Learners" and the Principal explained this would become clear in his presentation later in the meeting.

A member asked how positive results will be achieved/captured for evaluation purposes and the Learning Resources Manager explained how this will be measured.

A member suggested that in addition to qualitative targets, quantitative targets in the strategy would be beneficial and it was agreed this would be considered for inclusion.

It was agreed this would be included in the Committee workplan at a suitable time so that progress could be reviewed.

a) Members noted the content of the report.

S/13/005 2014/15 Outcome Agreement

The Director of Information Services updated members on recent Scottish Funding Council guidelines for completion of the 2014/15 College Regional Outcome Agreement.

He highlighted the change to a three year cycle with annual adjustments and the significant change to the format of the documentation.

He explained the revised timelines in relation to submission of the draft, updated and final Agreement and how this will be reviewed and approved by the Committee and the Board.

Members raised the protracted discussions of the last submission and it was agreed the process going forward should prove to be much smoother.

Members agreed an update on the HEI programmes would be welcome at the next meeting.

a) Members noted the content of the report.

S/13/006 Student Union Report

The Student Union President advised members of the planned operational activities in the Student Union.

He reported that evaluation of Class Representative training and the activities undertaken has been done to ensure this is measureable and consistent across the College as this activity is certified by Volunteer Scotland.

He updated members on the structure of the Student Union and the current recruitment.

He noted the development of the Student Union "Fusion" publication and the very positive feedback received. Members acknowledged the Promotional Literature Award received last year from Scotland's Colleges in relation to the Fusion magazine and suggested it could be put forward for entry into other competitions. The President agreed to look into this further.

He reported that the Student Union Constitution has been reviewed and refreshed and will be approved by the Student Council (in November) prior to being submitted to this Committee and the Board for approval.

a) Members noted the content of the report.

S/13/007 Student Activity

The Director of Information Services presented an update on student recruitment for session 2013-14 and reported that we are meeting targets.

He reported that we are now able to include Modern Apprenticeships in this recruitment material and will bring a further update to the next meeting.

A member queried whether we could accommodate additional learners on construction related courses if the sector economic position improved during the course of this session. The Principal advised that we are already looking into this possibility and would continue with our provision in this area, unlike the decision some other colleges have been forced to make.

A member highlighted that the material doesn't show building/room capacity versus utilisation for each campus. The Principal and Director of Information Services explained the planning processes undertaken looking at rooms and staffing. Members agreed it would be helpful to expand the current

information to include this and the Director of Information Services is working on a dashboard, for Committee and Board discussion, which will include this information.

Members welcomed the Principals suggestion to show and explain how the College undertakes curriculum planning.

a) Members noted the content of the report.

S/13/008 SMT and Board Corporate Planning (Presentation)

The Principal presented his Mission, Vision & Values presentation and explained the planned roll out to staff at the forthcoming departmental briefings.

Members welcomed the refreshed approach and suggested amendments which the Principal was pleased to receive and update. It was agreed the Committee would have sight of the draft Corporate Plan at the next meeting, prior to the December Board meeting.

A member asked about an International Strategy and the Principal advised that a consultant has been appointed to look at this area and this work will result in a Regional International Strategy.

a) Members welcomed the presentation.

S/13/009 Review of Risk

Members agreed all business covered at the meeting was low risk.

S/13/010 Any Other Competent Business

None.

Board of Management

Report:	Year-On Report to SFC on Outcomes of Education Scotland Review
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Date:	19 September 2013
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Agenda Item No.	6
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1. Purpose of Report

The purpose of this report is to seek Board of Management approval for the college's report to SFC on the outcomes of the Education Scotland review report of May 2012.

2. Background

The college is required to submit a brief report to SFC setting out its response to the outcomes of its Education Scotland review, one year after this has taken place. SFC guidance also requires that we make this report available on the college website with a link from the Education Scotland website.

The report was to be submitted to SFC by 24 June 2013. As the Board were unable to consider the report on the agenda of their meeting of 20 June, a draft report was submitted to SFC by the deadline. The report now requires to be approved by the Board of Management and the final, endorsed report resubmitted to SFC by 24 September.

A copy of the report is at Appendix 1.

3. Risk

Low.

4. Recommendation

It is recommended that the Board of Management approve the report to SFC.

Fiona Brown
Head of Curriculum, Quality and Learning Services
10 September 2013

Introduction

Forth Valley College was reviewed by Education Scotland in March 2012 and the resulting report was published on 25 May 2012. The college is required to return a brief report to SFC on its response to the outcomes of its Education Scotland review one year after the publishing of the report. Consequently, this college report summarises the actions taken by the college in response to the Education Scotland review outcomes.

Background

Education Scotland's review report of Forth Valley College stated that Education Scotland was confident that:

- Learners are progressing well and achieving relevant, high quality outcomes;
- The college has in place high quality learning and teaching processes;
- Learners are actively engaged in enhancing their own learning and the work and life of the college; and,
- The college is led well and is enhancing the quality of its services for learners and other stakeholders.

The report identified numerous key strengths, three examples of excellence and no main points of action. The college was very pleased with the outcome of the review and felt that the report accurately reflected the college's position.

Within the text of the report there were, however, six observations that indicated areas for some improvement. The paragraphs below outline the action that has been taken by the college in the intervening period to bring about these improvements.

Low Retention and Attainment Rates in a Few Subject Areas

The review report stated that "*College managers monitor effectively three-year trends in early retention, student retention and student outcomes, and take appropriate corrective actions. Early retention and student retention rates are high overall, and have been maintained over the three year period.... Student outcomes for FE and HE programmes are high, with only minor fluctuations over the three year period.*" However, the report also observed that retention and attainment rates were low in a few subject areas (page 5).

Learner performance indicators are analysed in detail at programme level as part of the college's Portfolio Review and self-evaluation reporting processes and actions to improve retention and attainment are planned and monitored at programme and department level. The college is pleased that its 2011-2012 learner performance indicators continue to compare very well with the sector, but is nonetheless aware that pockets of less successful retention and attainment require continued attention.

A variety of actions have been taken to address specific programmes with lower success rates since the review. The actions were informed by unit attainment statistics, feedback from learners (through Listening to Learners focus groups), input from staff within the programme team and the experiences and practices of more successful programmes within the college and elsewhere. Actions have included curriculum redesign, changes to recruitment practices and, in one case, discontinuing a programme altogether.

A number of these actions have already proved very successful. For example, in the case of FT FE Media, changes to curriculum for 2011-2012 led to a significant increase (+15%) in learners successfully completing their programme. In HE Sport programmes there was an overall 5% increase in successful completion. In a few other areas, the interventions have not yet delivered the full extent of the targeted improvements and work continues to address this.

Access to ICT resources at the Falkirk campus

The review report stated that *“Access to ICT resources at the Falkirk campus during and outwith class times is not fully effective. This occasionally constrains access to college resources for more than a few learners....Limited access to ICT at Falkirk campus for a few class groups constrains the range of learning and teaching approaches for them.”* (pages 8 and 9)

At the time of the review, the college was already well-advanced in the implementation of plans to enhance IT resources and infrastructure on the Falkirk campus, to meet the ever-increasing demands of our learners for more extensive and faster IT access, and we have continued to develop this during 2012-2013.

Additional PCs have been added to the 65 already available in the Falkirk Learning Resource Centre and increased provision has also been made for learners to access power for their own devices, in response to a significant increase in learner demand. The college wireless network has been further enhanced to support access in less central areas of the Falkirk estate, such as engineering and construction workshop areas. An additional PC room has been made available in the Construction department and access to CAD software made available in the Learning Resource Centre, again in response to learner feedback.

The college now has, on average, 450 devices attaching to its wireless network each day and its virtual learning environment, Moodle, will be fully mobile for session 2013-2014, with the introduction of a mobile app. A survey of learner satisfaction with IT services was carried out in March 2013 and this indicated that almost all learners were happy with this aspect of their learning experience.

Involving Learners in Planning Learning

The review report states that *“Most teaching staff involve learners in planning learning activities” and that “In most classes, learners contribute effectively to the opportunities provided by staff to influence learning and teaching approaches and negotiate approaches that best meet their learning needs.”* However, the report also observes that *“in a few classes, teaching staff do not actively encourage learners to contribute to planning lessons”* and *“A few teaching staff are insufficiently proactive in discussing teaching approaches and lesson planning with learners.”* (pages 9 and 11)

The college was aware that this was an area for enhancement and had identified this in its own self-evaluation report. Learner involvement in planning is a specific strand in the college's Learning Strategy: Engaging Learners 2010-2013 and is included as a key element of its Learning Activity Planning Tool. The college was pleased that the implementation of their learning strategy was identified as an example of excellent practice in the review report and were aware that this implementation was still work in progress.

During the remainder of the year, further progress was made and, in the evaluation of progress towards the strategy at the end of year 2 in June 2012, department teams were able to report overall a 23% increase in their evidence-based self-evaluation scores in

relation to learner involvement in planning over June 2011 (52% complete in June 2011 and 75% complete in June 2012).

Listening to Learners focus group feedback for 2011-2012 also evidenced an increase in the number of learner groups reporting that they had actively been involved in planning learning over the previous two years, although this figure was already very high (91% in 2009-2010; 96% in 2010-2011 and 98% in 2011-2012).

Learner involvement in planning was also a key theme of the college's staff development event in August 2012. A day of learning activities based around the college's Learning Strategy included a professional discussion activity for all teaching staff around involving learners in planning learning. As a result of this, individuals made personal commitments to developing their practice throughout 2013-2014 and these were linked to personal targets through the Personal Target Setting and Review (PTSR) process.

Sustainability in the Curriculum

The review report noted that "*Staff sometimes miss opportunities to promote sustainability in lessons*" (page 9). The college was aware that this was an area for enhancement and had identified this in its own self-evaluation report.

Sustainability awareness is one of the "strands" of the college's Learning Strategy: Engaging Learners 2010-2013 and is one of the aspects of learning highlighted for consideration by staff and learners on the college's Learning Activity Planning Tool. In the period since the review, further exemplification of how sustainability might be promoted in specific subject areas has been provided to staff via Moodle. Staff development workshops on the subject were facilitated in August 2012 and will be offered again in August 2013. In the college's revised Learning Strategy for 2013 onwards, sustainability awareness has been further strengthened as an "essential skill". The college believes it is making good progress with this.

In the evaluation of progress towards the current Learning Strategy at the end of year 2 in June 2012, department teams were able to report overall an 18% increase in their evidence-based self-evaluation scores in relation to promoting sustainability in lessons over June 2011 (49% complete in June 2011 and 68% complete in June 2012).

Feedback to Learners from Listening to Learners Focus Groups

The review report found that "*staff feedback to learners on issues raised in Listening to Learner forums is not always consistent, particularly with regard to ICT*" (page 11). The college was confident that feedback was being given consistently, however this was not always documented and fed back formally to learners and, as a result, not all learners had been aware of it.

To address this, the college has increased its use of "You said; we did" messages on posters and plasma screens, in particular extending these to specific actions relating to IT and the Learning Resource Centre services. In addition, a pro forma has been made available for Curriculum Managers to use to provide feedback to class representatives following Listening to Learners focus groups and teams have been asked to make specific reference to how feedback was provided to learners within their self-evaluation reports.

Student Union Awareness

The review report noted that “*despite its level of activity, many learners remain unaware of the work of the Student Union*” (page 12). The college was disappointed that this had been found to be the case, in spite of having a very active Student President and Student Executive in 2011-2012. As a result, a number of important developments have taken place to address this.

In 2012-2013, the Student Union appointed a Vice President on each of its three main campuses. This has worked very well and will be replicated for 2013 onwards. This, along with highly visible Student Union offices on the new Stirling and Alloa campuses and enhanced Student Union information pages on Moodle, have helped to raise the profile of the Student Union across all three campuses.

The Student Union constitution has also been completely reviewed, ahead of its due date, to ensure that it is fully relevant and up to date with the current aspirations. This was carried out with the full involvement of the student body and has also resulted in the creation of an attractive, user-friendly, learner facing version of the document, which will be used with learners from August 2013. This “Guide to Your Student Union” will include photographs and role profiles for each member of the Executive Team as well as useful information about how to get involved and a feedback/ideas slip for learners.

Conclusion

Forth Valley College is confident that it has addressed the points raised in the May 2012 Education Scotland review report and continues to further develop these and other quality enhancement priorities.

During the college’s Annual Engagement Visit in May 2013, reviewers discussed all of these points with a range of college staff and learners and the resulting report was very positive.

Approval and Endorsement of Report

This report was approved by the Senior Management Team on 4 June 2013 and the Board of Management Strategic Development Committee on 13 June. Endorsement by the full Board of Management of Forth Valley College will be requested at its meeting on 19 September 2013.

Board of Management

Report:	Re-Appointment of Board Members		
Date:	19 September 2013	Agenda Item No.	7

1. Purpose of Report

This report is to seek approval for the reappointment of two Board members.

2. Background

Members of the Board of Management are permitted to serve up to a maximum of 8 years, split into two 4 year terms.

While initial appointment of a member is conducted via the Nomination Committee function, re-appointment is decided via the Board of Management.

3. Board Membership

Hugh Hall (Chair) and Anne Mearns (Vice-Chair) were both appointed in 2009 and have reached the end of their respective first terms

Both are eligible for re-appointment for a further 4 year term and have indicated that they wish to be considered for re-appointment.

4. Risk

Low.

7. Recommendations

That members approve the re-appointment of Hugh Hall and Anne Mearns as Board Members in their current capacities as Chair and Vice-Chair respectively.

Andrew Lawson
Associate Principal – HR and Student Services

Board of Management

Report:	Student Union Report	
Date:	19 September 2013	Agenda Item No. 8

1. Purpose of Report

This report is to advise members of the Board of Management on planned operational activities in the Student Union to ensure another great start for learners.

2. Freshers' Fayre Event

Welcoming the new students for 2013-14 the Freshers' Fayre Event is due to take place 24th, 25th and 26th of September across campuses. There has been a fantastic response considering we are charging businesses to have a stall at the event.

There are over 25 exhibitors attending the event, such as volunteer companies, and local businesses. There will also be entertainment for the students to enjoy throughout the day.

3. Operational Planning for 2013/2014

Student Union staff and student team members have been working together over the summer break to ensure that the Student Union is fully operational for the new academic session such as Class Rep Training, Fusion, and other various events.

This year we have developed a work plan as part of the Class Rep role, to help establish the role and to support them to work more effectively, as we and other staff members felt that participation was lower than expected last year. This will take the form of a tick box sheet that each Class Rep will be given at their training and must complete throughout their term. This is measureable and I will be updating the list throughout the year.

To ensure consistency, the Student Union team have developed an E-portfolio page on Moodle for students to access. This will inform students on information such as Class Reps, how to get involved, Fusion, Elections etc. There is also be an opportunity for students to leave feedback and information on how to contact us.

A welcome edition of the award winning student magazine "Fusion" was sent out to over 3,000 students in the beginning of August. There has been a great response from this with a high volume of emails requesting more information on how to join the Student Union team.

4. Student Union Team

The Student Union team this year comprises of a Part Time Student President and three Campus Presidents. We are currently recruiting for student team members at each campus and hope to have a Student Union executive team based at each campus soon.

5. Full review of Constitution and Student Union Practices 2013/2014

At the last meeting of the Committee in June, we reported on the plans to review and refresh the Student Union Constitution. In regard to the revised document, Section 11 of the current version indicates that any amendments to this document must be approved by the Student Council prior to being submitted for Board approval. It is intended to take the revised document to the next meeting of the Student Council in November 2013.

6. Mental Health and Well being

The Student Union in partnership with the Department of Care, Health & Sport were delighted to uphold its three star award this year in the NUS initiative Healthy Body's Healthy Minds (HBHM). There is a strong correlation between mental and physical health and working with the Department is one way we will continue to promote the mental health and wellbeing of our Forth Valley learners. New lunch clubs, walks and other activities were organised and well attended by learners last year and this will be replicated this year.

A HBHM working group will take continue to take place in September to support this years plan and ensure we are well placed to apply for a four star award in 2014 from NUS.

7. Recommendations

That members note the content of this report

Angela Muirhead
Student Liaison Officer

Report: Student Activity

Date: 19 September 2013

Agenda Item No. 10

1. Purpose of Report

To update the Board of Management on student recruitment for Session 2013-14.

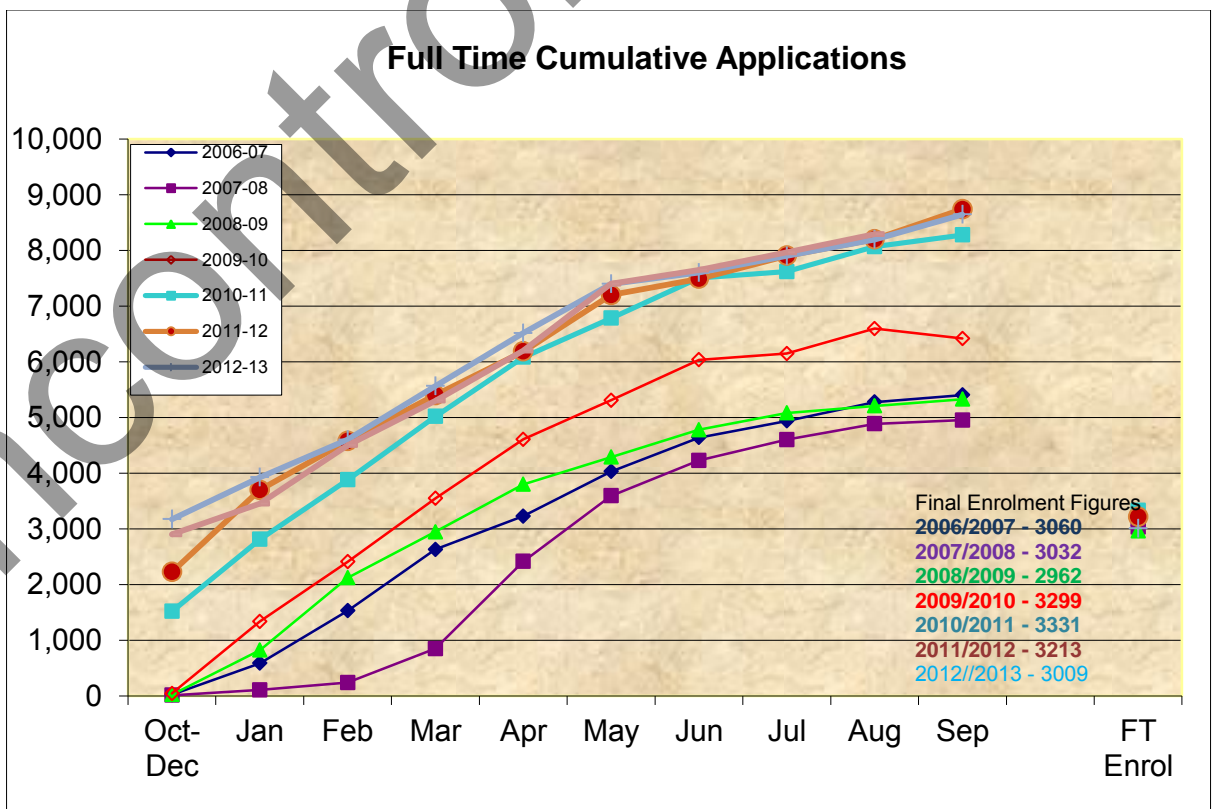
2. Background

A healthy full time recruitment is essential for the College to meet its wSUMs target, with approximately 65% of all wSUMs being generated from full time enrolments.

3. Main Body of Report

Full time recruitment is healthy for session 2013-14. The trend chart below demonstrates that demand for places continues to grow year on year.

Figure 1 – Full Time Cumulative Applications



From Figure 2 we can see that the college has received 103 more applications for Session 2013-14 compared to Session 2012-13 at the same date, representing a 1% increase. The overall number of FE applications received is down by 98 on last session, which can largely be attributed to the fall in applications for construction courses, which reflects the drop in availability of construction jobs. There has been a 7% increase in HE applications, which is due largely to an increase in students progressing from FE level to HE level.

Figure 2 – Full Time Application 2013/14 as at 25/8/13

Level	Department	Target from Curriculum Planning	Applications as at 25/08/2013	Applications as at 25/08/2012	Variance against last session	% Variance against last session
FE	Access & Progression	156	406	389	17	4%
	Business	190	565	513	52	10%
	Creative Industries	170	493	446	47	11%
	Construction	184	503	625	-122	-20%
	Care, Health and Sport	400	1,374	1,458	-84	-6%
	Engineering	120	438	495	-57	-12%
	Hospitality and Salon Services	422	936	984	-48	-5%
	Science & Computing	190	451	354	97	27%
	FE Total		1,832	5,166	5,264	-98
HE	Access & Progression	18	59	35	24	69%
	Business	260	599	523	76	15%
	Creative Industries	254	508	434	74	17%
	Construction	98	232	160	72	45%
	Care, Health and Sport	190	661	783	-122	-16%
	Engineering	85	223	238	-15	-6%
	Hospitality and Salon Services	92	284	241	43	18%
	Science & Computing	273	560	511	49	10%
	HE Total		1,270	3,126	2,925	201
Total		3,102	8,292	8,189	103	1%

Figure 3 demonstrates that overall we are on target to fill all available places. On a course by course basis a small number of places are still available, and we are receiving applications daily. As always at this time of year we are experiencing churn with some applicants withdrawing, or not achieving their expected qualifications. The college is being pro-active to match learners to courses, and accessing waiting lists to ensure that all available places are taken.

Figure 3 – Full Time Recruitment Session 2013-14

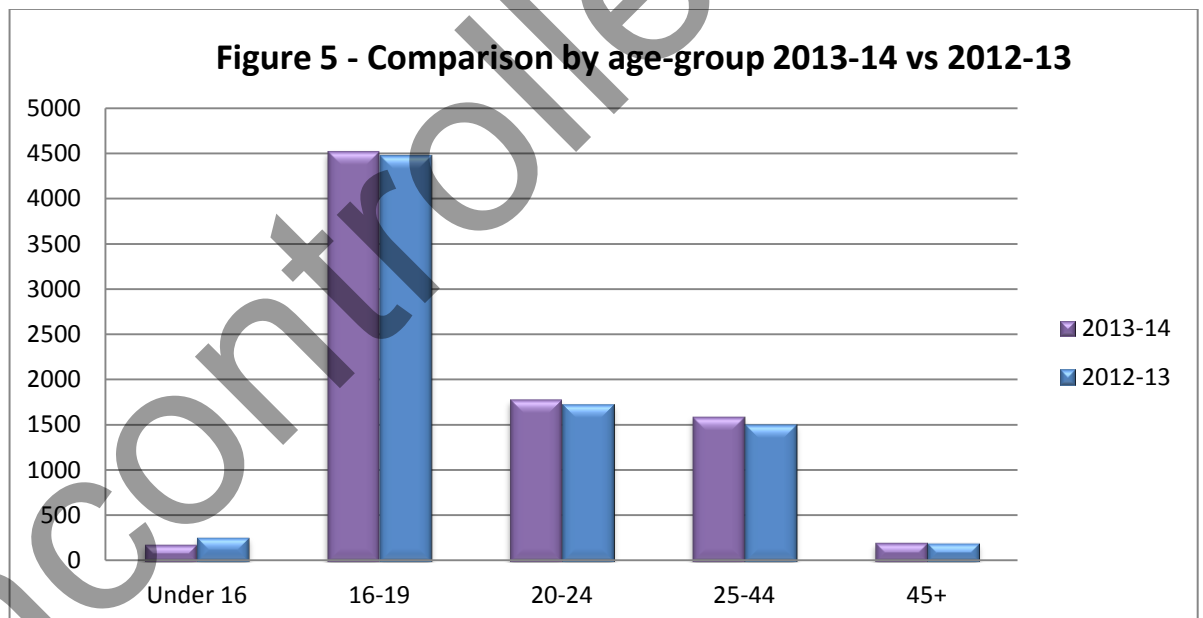
Level	Department	Target from Curriculum Planning	Potential Enrolments as at 25/08/2013	Variance (Potential Enrolments vs Target)	% Variance (Potential Enrolments vs Target)
FE	Access & Progression	156	145	-11	-7%
	Business	190	208	18	9%
	Creative Industries	170	172	2	1%
	Construction	184	185	1	1%
	Care, Health and Sport	400	398	-2	-1%
	Engineering	120	127	7	6%
	Hospitality and Salon Services	422	430	8	2%
	Science & Computing	190	183	-7	-4%
	FE Total		1,832	1,848	16
HE	Access & Progression	18	20	2	11%
	Business	260	275	15	6%
	Creative Industries	254	255	1	0%
	Construction	98	87	-11	-11%
	Care, Health and Sport	190	193	3	2%
	Engineering	85	83	-2	-2%
	Hospitality and Salon Services	92	92	0	0%
	Science & Computing	273	278	5	2%
	HE Total		1,270	1,283	13
Total		3,102	3,131	29	1%

With a background of the Government’s “Putting Learners at the Centre – Delivering our Ambitions for Post 16 Education” and “Opportunities for All” it is useful to consider the age profile of applications received. The table below shows that 55% of all applications for Session 2013-14 have been received from the 16-19 year old age-group, and 77% of all applications have been received from the 16-24 year old age-group.

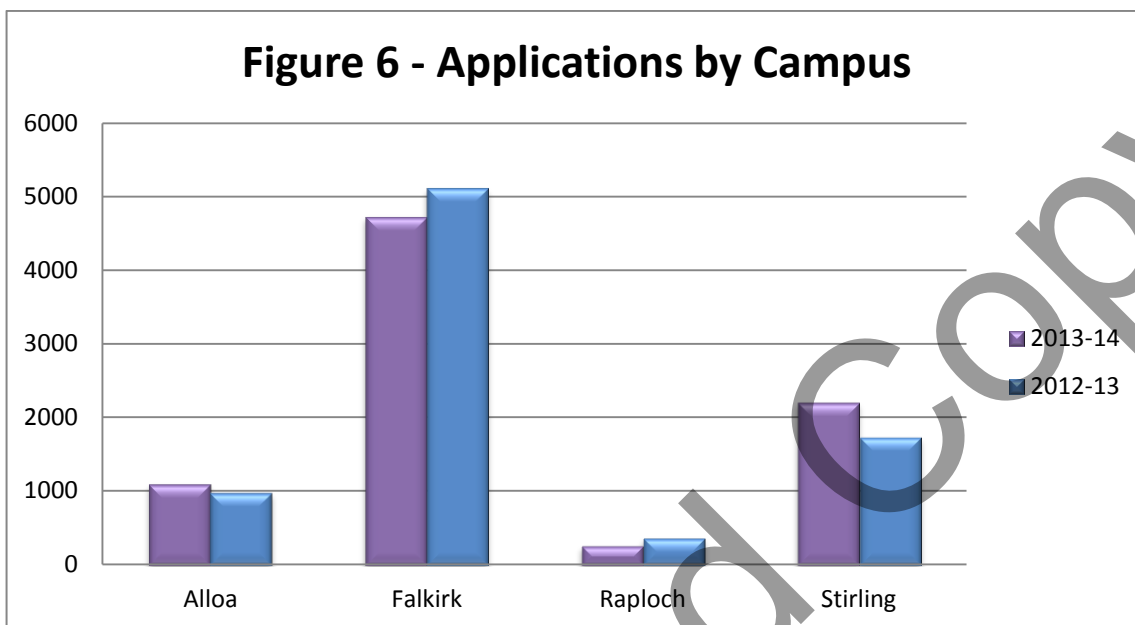
Figure 4 – Age Profile of 2013-14 Applicants

Age-group	2013-14 %	Applications	Applications	% Variation
		As at 25/8/13 2013-14	As at 25/8/12 2012-13	
Under 16	2%	186	256	-3%
16-19	55%	4,519	4,481	1%
20-24	22%	1,785	1,736	3%
25-44	19%	1,596	1,513	5%
45+	2%	206	203	1%
Total	100%	8,292	8,189	1%

A comparison of Session 2013-14 applicants against the age profile of applicants for Session 2012-13 at the same time shows a very consistent pattern, which can be seen in the graph below. Overall there has been a 1% increase in applications, with a fairly consistent spread of this increase across the various age-groups.



As evidence of our regional curriculum strategy, and reflecting the opening of our Stirling Campus, the table below shows the split of applications by campus for Sessions 2013-14 and 2012-13, and it reflects a significant increase in applications for our Stirling Campus. There has been an increase of over 470 applications for Stirling, which represents a 27% increase. There has also been an increase in applications for our Alloa campus by 12%. The move of some Construction courses to Stirling and Alloa has seen a 7% decrease in applications for our Falkirk campus.



The table below shows a comparison of applications by Council Area of residence, and demonstrates a consistent pattern over the 2 sessions.

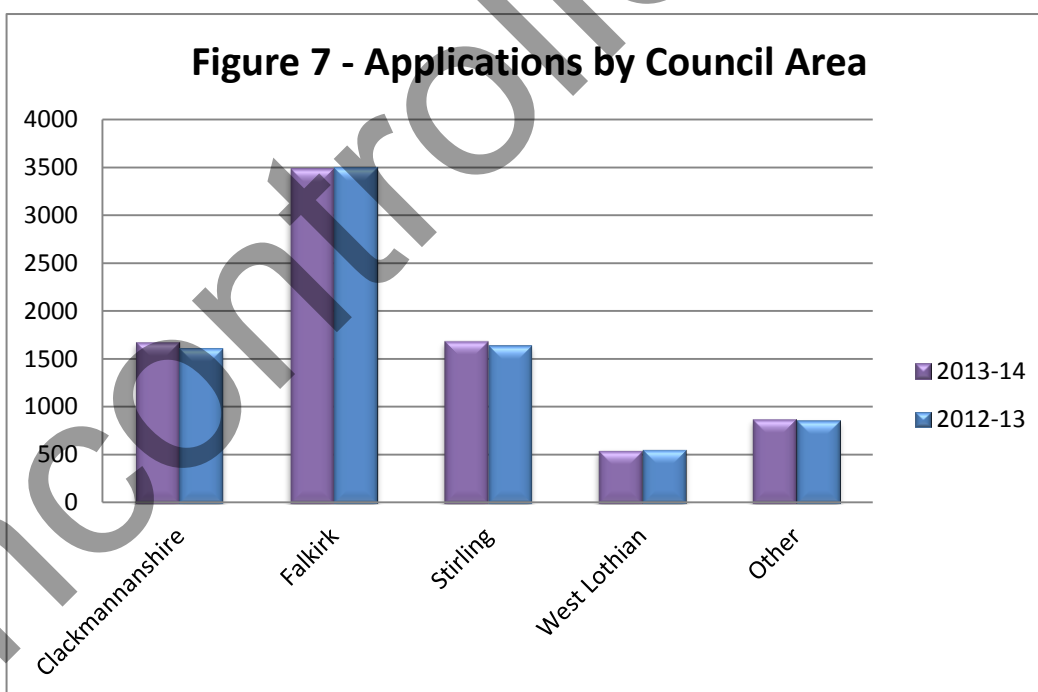


Figure 8 shows that there have been small increases in applications from residents from Clackmannanshire and Stirling, 4% and 3% respectively, but overall a very consistent pattern of applications over the 2 years.

Figure 8 – Applications by Council Area

Council Area	2013-14	2012-13	Variance	% Variance
Clackmannanshire	1,678	1,618	60	4%
Falkirk	3,488	3,498	-10	0%
Stirling	1,692	1,645	47	3%
West Lothian	553	561	-8	-1%
Other	881	867	14	2%
Grand Total	8,292	8,198	103	1%

As part of streamlining processes the College this year integrated recruitment for Modern Apprentices within its mainstream recruitment processes. We received 457 applications for 104 Engineering places and 21 applications for 14 places within Science.

4. Risk

Low risk – recruitment for Session 2013-14 is healthy.

5. Recommendation

That members note the content of the report.

David Allison
 Director of Information Services
 25/8/13

Forth Valley College Strategic Risk Register

Risk Management and Mitigation				Owners			Initial Risk Score			Score After Mitigation			Date Added
Area	There is a real or perceived risk that...	Potential Consequences	Mitigating Actions	Board Committee	SMT Risk Owner	Action Owner	Likelihood	Impact	Risk Score	Likelihood	Impact	Risk Score	
Estates	there will be inadequate facilities for learners due to lack of capital investment	<ul style="list-style-type: none"> • Reputational damage • Inability to deliver quality learning facilities to the same standard as Alloa and Stirling Campuses • Prohibitive on-going maintenance costs for Falkirk • Restriction on ability to grow commercial income 	<ul style="list-style-type: none"> • Preparation of revised Falkirk Masterplan • Development of funding case which will require SFC approval • Maximising receipts from existing assets 	B	DED	DED	VH	VH	25	VH	H	20	Aug-13
Governance	Changes to sources of funding and funding methodology create financial uncertainty	<ul style="list-style-type: none"> • Inability to plan for the long term owing to uncertainty over future funding levels • Ability to fund pay increases curtailed 	<ul style="list-style-type: none"> • Representation on Principal's Funding Group to promote FVC approach and also gain early sight of upcoming developments • Chair and Principal input into relevant national groups/bodies to continue promoting a 'Fair Deal for Forth Valley' 	F	P	P	H	H	16	H	M	12	Aug-13
Governance	Implementation of Post-16 Education (Scotland) Act will impact on the autonomy of the Board of Management	<ul style="list-style-type: none"> • Less control over strategic direction • Reduction in College influence (now small region vs. large College previously) • Implementation of National Bargaining • Uncertainty over Board membership and tenure • Failure to attract appropriate Board members • Inability to respond to local and national priorities • Reduction in HE provision at College level • Reduced range and flexibility of provision as a result of national policy focus on 16-24 year old 	<ul style="list-style-type: none"> • Regional Chair input into FE Strategic Forum with direct links to influence Scottish Government and Minister • Principal and Chairs input into Colleges Scotland position papers, consultation documents and evidence to Scottish Government • Representation on Principals Funding Group to influence the development of sectoral best practice • College representation on key local and national group and communities of practice to support efforts at strategic levels • Active recruitment and Nomination committee sourcing high quality Board members 	B	P	P	VH	VH	25	VH	L	10	Aug-13
Governance	The reclassification of Colleges by the Office of National Statistics will have a prolonged impact on College operations	<ul style="list-style-type: none"> • Loss of control over the ability to utilise cash and reserves after 1 April 2014 • Change of accounting year end out of sync with academic year • Increase reporting requirements to SFC and Scottish Government • Implementation of government accounting • Loss of control over assets assigned to a potential arms length trust 	<ul style="list-style-type: none"> • Finance Committee Chair on sector project team enabling direct College input into discussions • Board approval to create an arms length charitable trust with a robust constitution to protect surplus cash reserves • Implementation of revised budgeting and forecast processes to support decision making 	F	DFCS	DFCS	VH	VH	25	VH	L	10	Aug-13
SDC	Significant on-going changes and timescales (ONS, Post-16, legislative) across sector impacting upon limited staff resource	<ul style="list-style-type: none"> • Resource diverted from core priorities by external drivers • Inability to capitalise upon existing strengths and opportunities 	<ul style="list-style-type: none"> • Operational Planning processes to ensure prioritisation on key areas • Board contribution to strategic planning to set priorities • Programme Management office approach to managing key resource 	SDC	DIS	DIS	VH	M	15	VH	L	10	Aug-13
HR	Financial restrictions limit the ability to fund pay increases	<ul style="list-style-type: none"> • Low staff morale • Inability to attract and/or retain key staff 	<ul style="list-style-type: none"> • Implementation of alternative benefits (i.e. additional holidays, salary sacrifice schemes, season ticket loan for travel, Edenred Staff Benefits system) • Clear communication with staff and engagement with Unions on funding restrictions 	HR	APASS	APASS	H	H	16	H	L	8	Aug-13
Strategic	Failure to deliver upon targets within Outcome Agreement impact upon the College	<ul style="list-style-type: none"> • Impact on future financial settlements • Reputational damage • Potential removal of Board members 	<ul style="list-style-type: none"> • KPI reporting to relevant committees to ensure appropriate monitoring occurs • Robust internal monitoring processes to ensure KPI achievement • Regular engagement with SFC on progress and expectations 	SDC	DIS	DIS	L	VH	10	L	M	6	Aug-13
Finance	Implementation of auto-enrolment of pensions will impact on College finances	<ul style="list-style-type: none"> • Unavoidable increased pension costs • Potential staff dissatisfaction 	<ul style="list-style-type: none"> • Provision included within 13/14 budget • Clear communication with staff on the requirements placed upon the College 	F	DFCS	DFCS	VH	M	15	VH	VL	5	Aug-13

Risk Management and Mitigation				Owners			Initial Risk Score			Score After Mitigation			Date Added
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