

Board of Management

You are invited to attend a meeting of the **Board of Management** to be held on **Thursday 25 September 2014** in room **A202, Alloa** at **2.00pm**. Lunch/Refreshments will be available from 1.15 pm

MEETING AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Principal's Report Ken Thomson

FOR APPROVAL

4. Minute of Board of Management of 26 June 2014
5. Matters Arising
 - a) B/13/052 Principals Report
 - b) B/13/060 Board Calendar of Meetings
 - c) B/13/065 Operational Plan Monitoring Demonstration
 - d) B/13/055 HR (Inc. Nomination) Committee Minute -17 June 2014
6. Minutes and draft minutes of other Committees:
 - a) Strategic Development Committee – 11 September 2014
7. Fellowships Hugh Hall
8. Board Recruitment – Non Executive Members Alison Stewart

FOR DISCUSSION

9. Student Association Update Lorraine Simpson
10. Review of Risk
11. Any other competent business

STRATEGIC DISCUSSION 2.30pm – 5.00pm

12. Implications of being an Arm's Length Public Body (Presentation) John Ford
 13. International Strategy Colette Filippi
- (Paper 13 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.)
14. Community Planning Partnership Ken Thomson
 15. National Bargaining (Presentation) Andrew Lawson

Board of Management

Subject: Principal's Report	Agenda Item: 3
Date: 25 September 2014	FOR DISCUSSION

1. Purpose of Report

To present to the Board of Management the third Principal's report on activity undertaken since the last Board meeting in June 2014.

2. Recommendation

The Board should note and comment on the activity undertaken since June 2014.

3. Key Highlights

- Following agreement with the Board and the Strategic Development Committee we are now well advanced on the Outline Business Case for the new Falkirk Estate. We are also in the process of going to tender for the demolition of Middlefield with all the preparation work including identification of asbestos sites now complete. It is anticipated the work will begin in November and be concluded by March 2015. Tom Gorman, Alison Stewart and I met with SFC and Scottish Futures Trust in July and then again at a workshop in August to understand the Not for Profit Distribution (NPD) model for a potential new build. We have been asked to provide information on the overall construction costs and the build timeline which we have provided as £68 million and completion by December 2018. This is of course information that will be provided in the OBC and will require to be signed off by the Board at the December meeting. Our understanding is that we may be one of two FE projects identified for investment through the NPD model at the budget announcement in October and that the NPD model will provide funding for stage 1 and 2 of the new build leaving the college to cover the cost for any non-fixed equipment etc. That being the case the Board would re-introduce the Estates Development Steering Committee and create a communication strategy to maximise the opportunity. Lyndsay Condie is already working with SFC in the event of a positive response.
- I noted in my June report that two of the SMT position were yet to be filled. I am delighted to note that Colette Filippi has been appointed Associate Principal and Executive Director for Business Development and Fiona Brown as Associate Principal and Executive Director for Learning and Teaching. A big thank you to Andrew Carver and Nigel Scott from the Board who participated in the interview panel. SMT are now progressing through a 360 development programme which will culminate with a day's workshop at the end of October. This Executive Training programme has been designed and delivered by People Positive Development.

- On 15 September 2014 I signed a Memorandum of Agreement with Steve Dunlop, CEO for Scottish Canals to take forward a number of innovative projects. These include progression to seasonal placement for pre-apprenticeship construction crafts students; progression to full time programmes for Canal College Employability students completing their 14 week programme; developing links to the 2+2 Heritage and Conservation degree programme with Stirling University and an opportunity to take forward the College's Grapevine Project as a potential innovative tool for training in situ on the canal.
- The College has been shortlisted for the Beacon Award through the UK Association of Colleges for the Most Innovative College in the UK. Three assessors will be visiting the College on the 1 October and Caryn Jack and Nigel Scott will represent the Board. We have also been shortlisted for 4 awards through the Colleges Development Network (known as the Scottish College Oscars).
- We have had a very good start to session. We have currently recruited 3,042 full time enrolments which represent a 2% increase in full time enrolments compared to this time last year. Our target is 3282.

4. Local College News

- As part of my own development I spent two days at the start of session in a "Back to the Shop floor" exercise and became a Facilities Assistant (Jannie) for the day (starting at 5.45am) followed by a half day with Student Services and the Information staff on Reception. This was an excellent two days for me and I reported my experiences back to the College through the Principal's eFOCUS newsletter.
- The successful SCOTS model with Falkirk schools has now been launched with Stirling schools with another 120 young people attending the Stirling Campus. The model is a good practice model with the Wood Commission, now known as "Developing Scotland Young Workforce". The two SCOTS programmes are funded entirely by the Local Authority.
- In August I hosted a group of Chinese visitors with an interest in Instrumentation and Control. The group had visited Oxford University, Manchester College and Forth Valley College. The group were led by the British Council.

5. Networking

- I attended a short life working group on industry recognised qualifications organised by Scottish Government and Education Scotland and in response to Developing Scotland's Workforce.
- Tom Gorman and I attended the Grand Parade at Queen Victoria School as part of our on-going school college partnership programme.
- I attended the second meeting of the Falkirk Economic Partnership where the development of a task group to prepare an Economic Strategy to 2025 was agreed. Colette Filippi will lead for the College on this important group. Also on the agenda was Scottish Government's proposal to maximise efficiencies in energy.
- I attended a Falkirk Civic Reception in honour of a number of Chinese industrialists who were visiting Falkirk following our visit to China in May.
- I attended the Stirling Highland Games as guest of the Forth Valley Chamber of Commerce

6. Presentations

- Fiona Brown, Steve Dougan from Falkirk Council gave a presentation to Scottish Government and the Curriculum for Excellence Management Committee on the SCOTS programme at their Board meeting held in the Stirling Campus.

7. Key meetings

I undertook the following key meetings in the period June 2014 to September 2014:

- Dr Janet Brown, CEO SQA – to discuss opportunities for Creative Learning; our collective response to Scottish Government's short life working group on "Industry Recognised Qualifications" and used it as an opportunity to showcase FVC's Grapevine and our Curriculum Planning System.
- Paul Houlden, Chairman of CDN – I met twice with Paul over the three month period on the request of Paul as the new Chairman for College Development Network. The Stirling Campus will host the next Board meeting of CDN.
- James Brodie – China Britain Business Council – FVC to become member
- Bryan Buchan, new CEO for Scottish Engineering – FVC to become member.
- Marc Croathall, new CEO of Scottish Tourism Alliance – FVC to become member.
- Craig Martin, Leader of Falkirk Council – to discuss Estate and TIF opportunities.
- Joy Lewis, CEO Adopt an Intern – HR now taking forward this initiative as a potential for short term project staff.
- Colette Filippi, Fiona Brown and I met with Jonathan Clarke, Director SDS and Bryan Humphries SDS – FVC will develop a potential strategy for delivering advanced apprenticeships in engineering and construction and foundation in care and hospitality.
- Jon Grey, Projector Director for Developing Scotland's Workforce – to understand SG position and to showcase our work on Employer Engagement.
- Douglas Wheeler of Wheeler Associates, consultant commissioned by Falkirk Council to develop a plan for regenerating Falkirk.
- Simon Kerr, Owner of the Old Bridge Inn – introductions to Hospitality Department and potential work placements for students.
- Gordon Grant – Operations Manager for Ineos, to identify new management team and discuss strategy for support in the event of a new Falkirk Campus.
- Steve Dunlop CEO Scottish Canals and Rhona Geisler, Director Falkirk Council – visionary thinking for the Falkirk Gateway site and links to the Helix development.

8. Colleges Scotland

- Attended first meeting of the Project Board for Colleges Action Learning and the development of a new framework for Quality Assurance and Improvement. I am the College Principal's representative.
- Attended two meetings of the Colleges Principals Group (CPG). Andy Lawson attended a further meeting where the discussion focussed on National Bargaining.
- Met with Stewart McKillop, Principal of South Lanarkshire College for tour and discussion on Colleges Scotland.
- Hugh Hall, Lorraine Simpson and I attended the Education Cabinet Secretary's Annual Strategic Forum held at West Lothian College which this year focussed on Student Associations.

9. Community Planning Partnership

- I attended one meeting of the Falkirk Community Planning Partnership Leadership group.
- I attended two Stirling Community Planning Partnership Leadership Group meetings with Anne Mearns as Forth Valley College Board representative and had two meetings as strategic Lead for Employability, tackling barriers to employment & increasing skills through the Stirling LEP.
- The College hosted the very successful first Annual Conference of the Stirling LEP. 85 attendees enjoyed the daylong conference.

Author: Ken Thomson	SMT: Ken Thomson
Date: 18 September 2014	Date: 18 September 2014



Board of Management

Meeting:	Board of Management
Location:	FG.03, Falkirk Campus
Date:	26 June 2014 (commencing at 4.30pm)

Present: Mr Hugh Hall (Chair)
Dr Ken Thomson (Principal)
Mr David Gentles (Student Union President)
Dr Bill Blair
Mr Colin Alexander
Ms Beth Hamilton
Mr Andrew Carver
Mrs Fiona Campbell
Mr Ken Richardson
Mrs Caryn Jack
Mr Nigel Scott
Mr Bob Gil

Apologies: Mrs Anne Mearns (Vice Chair)
Mrs Shona Struthers
Mr Liam McCabe
Mr Robert Addie
Mrs Elaine McGeorge

In Attendance: Mr David Allison, Director of Information Services
Mrs Alison Stewart, Director of Finance and Corporate Services
Mr Tom Gorman, Director of Estates Developments
Mr Stephen Jarvie, Corporate Governance & Planning Officer (Minute)
Ms Lorraine Simpson, Student Union President Elect
Mr Peter Connelly, Education Scotland (item B/13/050)

The Chair welcomed Lorraine Simpson, Student Union President Elect, to the meeting which she was attending as an observer.

B/13/050 Education Scotland Annual Engagement Visit Presentation

Mr Peter Connelly, Education Scotland, presented members with an overview of the annual engagement visit. He noted that this was a very positive visit with clear evidence of high quality learning, learner engagement and of a quality culture.

He noted that the College mission statement of "Making Learning Work" had been well received and understood by staff, students and stakeholders.

He also highlighted two areas of excellent practice – Connect Forth radio and the SCOTs programme and informed members that these would be included on the Education Scotland website.

- a) Members noted the content of the presentation
- b) Members congratulated the College on achieving a very successful outcome to the Annual Engagement visit

B/13/051 Declarations of Interest

None

B/13/052 Principal's Report

The Principal presented a report outlining his activities since the last meeting of the Board of Management.

He advised members on the recent changes to the Senior Management Team structure, highlighted some key meetings with local stakeholders and provided an overview of his recent visit to China with Falkirk Council.

Members queried how the China visit may form part of international activity and the resource implications.

The Principal confirmed a paper would be brought to the next meeting to allow for discussion on the College's proposed international strategy.

- a) Members noted the content of the update

B/13/053 Minute of Board of Management of 27 March 2014

The minutes of the meeting held on 27 March 2014 were approved.

B/13/054 Matters Arising

- a) B/13/0039 College Operational Plan

The Chair noted that a demonstration of the operational plan monitoring system would be provided later in the meeting.

- b) B/13/0040 College Process for Working with Foundation

The Director of Finance confirmed that £4.4m had been transferred to the Forth Valley College Foundation as approved at the March Board meeting.

- c) B/13/041 Capital and Maintenance Budget 2014/15

The Director of Finance confirmed that the Scottish Funding Council had been approached and approval secured for the movement of funds as outlined at the March Board meeting.

B/13/055 Minutes and draft minutes of other Committees:

a) Audit Committee – 1 May 2014

The Chair of the Audit Committee confirmed that there were no substantive items to report.

b) Strategic Development Committee – 12 June 2014

No items were highlighted.

c) HR (Inc. Nomination) Committee – 17 June 2014

The Chair of the HR (Inc. Nomination) Committee commented that a risk had been highlighted on the impact of National Bargaining on the College.

He also informed members that Colette Filippi had been appointed as the Director of Business Development.

The Chair noted that a paper should be prepared and brought to the next meeting for discussion to brief Board members on the national position re National Bargaining and the current implications for the College.

d) Finance Committee – 17 June 2014

No issues were highlighted.

e) Audit Committee – 17 June 2014

The Chair of the Audit Committee confirmed that there were no substantive items to report.

B/13/056 External Auditor Annual Report and Letter of Representation

The Director of Finance presented the report prepared by Henderson Loggie, external auditors, and highlighted that the College had received an unqualified opinion. She further noted the tight timeframes that were associated with this audit and the work of the Finance team to secure a positive outcome.

a) Members approved the External Audit Annual Report

B/13/057 Annual Report and Financial Statements 2013/14

The Director of Finance presented the annual report and financial statements for 2013/14.

She highlighted that the statements covered an 8 month period as a result of the College sector's reclassification as Public Bodies and the resultant change to the financial year end.

She explained that the change in year-end dictated the presentation of the results and the number of one-off adjustments incorporated resulting from the ONS reclassification. Also as a result of the transfer to Forth Valley College

Foundation, the College was in breach of the banking covenants in relation to the Term Loan Facility with Barclays.

She reported that the College had been in contact with Barclays throughout this process to ensure that they were aware of the changes the College was undertaking as a result of reclassification.

The Chair asked if it was known what the decision would be from the bank regarding the breach.

The Director of Finance indicated that, while it was unlikely to be a significant problem, the College would not have final official confirmation until such time as the accounts are made public.

The Chair noted that Shona Struthers, Chair of the Finance Committee, had submitted a note that supported the information provided by the Director of Finance and that she had also requested that the Board record their thanks to the College Finance team for the significant amount of work that had gone into preparing the accounts.

- a) Members approved the Annual Report and Financial Statements
- b) Members noted their thanks for the efforts of the Finance Team

B/13/058 * Annual Report of the Audit Committee to the Board of Management

- a) Members approved the content of the report

B/13/059 Draft Budget 2015/16

The Director of Finance presented the draft budget for 2015/16 and explained that this was a requirement from the Scottish Funding Council. She outlined to members the assumptions that had been used in preparing the budget.

She also confirmed that a final budget would be brought to the March meeting of the Board.

The Chair highlighted that as well as generating new income the College should continue to review staff costs with a view to generating surpluses which can be transferred to the Foundation.

- a) Members approved the draft budget 2015/16

B/13/060 * Board Calendar of Meetings

The Director of Finance circulated a revised calendar of meetings which had been prepared based on feedback received.

The Chair queried whether there would be a Board strategic discussion session scheduled. It was agreed the College would look to see if this could be incorporated into one of the existing dates.

Members queried the timings of the nomination committee meetings. The Director of Finance confirmed that these were provisional dates and that they would be finalised once final guidance on the process had been received from the Scottish Government.

The Chair expressed his hope that members would consider re-applying to serve on the Board.

- a) Members approved the calendar subject to the amendments discussed
- b) A finalised version of the calendar will be circulated once the timelines for the Nomination activity are known

B/13/061 Proposal for Demolition of Middlefield Campus, Falkirk

The Director of Estates Developments presented a paper outlining the proposal for the demolition of the Middlefield campus and seeking approval for the demolition and associated expenditure which is being funded by the Scottish Funding Council.

Members queried the intended use for the land once the demolition was completed. The Director of Estates provided members with an overview of the proposed future development of the Falkirk campus and associated land.

- a) Members approved the demolition of the Middlefield building
- b) Members approved the expenditure of £490,000 to undertake this work

B/13/062 * Code of Conduct for Members of the Board of Management

- a) Members approved the adoption of the Code of Conduct for Members of the Board of Management

B/13/063 Student Union Report

The Student Union President outlined the activities of the union since the last meeting of the Board.

He discussed the recent elections and provided an overview of the new team that is in place, supported by funding from the Scottish Funding Council for those positions which allowed some positions to be funded as sabbatical positions.

- a) Members noted the content of the report
- b) Members congratulated Lorraine Simpson on being voted president

B/13/064 Commission for Developing Scotland's Young Workforce – Final Report

The Principal presented a report outlining the recommendations from the final report of the Wood Commission which impact upon the College.

He informed members that Angela Constance, Cabinet Secretary for Training, Youth and Women's Employment, had visited the College on the day before the announcement of the final report and had filmed with some STEM students.

Members queried the gender balance within STEM areas and recommended that the College should pursue additional funding to increase activities to redress the imbalance.

- a) Members noted the content of the report

B/13/065 Operational Plan Monitoring Demonstration

The Director of Information Services gave a demonstration of the online monitoring system which will be used to track progress against College operational targets.

Members queried who would have access to this information. The Principal agreed to discuss this further with the Senior Management Team

a) Members noted the content of the presentation.

B/13/066 Review of Risk

Members noted that there were risks associated with –

- Embarking on International activity
- Maintaining the independence of the Forth Valley College Foundation
- Making best use of the Falkirk campus resource
- The implications of National Bargaining

B/13/067 AOCB

The Chair highlighted that this was the final meeting for two members.

The Chair commented that Bill Blair had been the longest serving Board member, having joined the Clackmannanshire Board back in 2004. Bill had been heavily involved in the work of the HR committee and was a constant at Board meetings for years, and would be missed.

David Gentles was completing his second term as Student Union President and was instrumental in developing the Student Union to where it is today.

Both members were presented with farewell gifts.

B/13/068 Remuneration Committee Minute 21 May 2014

The Chair of the Remuneration Committee presented the minute for the 21 May meeting and outlined the discussions which had taken place.

a) Members noted the content of the minute



Strategic Development Committee

Location:	Boardroom, Falkirk Campus
Date:	11 September 2014 (commencing at 4.30 pm)

Present: Mrs Anne Mearns (Chair)
Mrs Fiona Campbell
Mr Andrew Carver
Ms Lorraine Simpson, Student Association President
Mrs Caryn Jack
Mr Robert Addie
Mr Colin Alexander

Apologies: Mr Ken Richardson

In Attendance: Mr David Allison, Executive Director of Information Services
Mr Tom Gorman, Executive Director of Estates Developments
Mr Stephen Jarvie, Corporate Governance and Planning Officer
Dr Ken Thomson, Principal

S/14/001 Declarations of Interest

None

S/14/002 Minutes of meeting held on 12 June 2014

The Minute of the meeting of 12 June 2014 was accepted as an accurate record.

S/14/003 Matters arising

a) S/13/028 Protection of Children, Young People and Adults as Risk of Harm - Annual Update

The Chair noted a report from the College regarding disclosure checks for contractors. The College reported that there is a Facilities Management provider in place and that they check staff as part of their hiring practices.

b) S/13/041 Equalities Report

The Chair noted that the College was proposing to have an equalities training session as part of the December Board meeting and that this would also form part of the ongoing induction process for new Board members.

S/14/004 Forth Valley College Foundation Annual Project Plan 2014/15

The Executive Director of Information Services presented a report which outlined the College's intent not to request funds from the foundation for 2014/15.

Members queried whether there had been proposals brought to SMT. It was confirmed that proposals were brought however these could be funded from existing budgets.

a) Members noted that there are no requests to be submitted to the Forth Valley College Foundation

S/14/005 Proposed New Falkirk Campus (Presentation)

The Executive Director of Estates Developments presented members with an overview of the proposed new campus and anticipated timescale. He outlined the options that had been considered and the initial drawings from the architects on the concept for the new build which would follow the same design cues as Alloa and Stirling.

He also updated members on discussions with the Scottish Funding Council (SFC) on the potential funding models for the new campus.

He discussed the demolition of the Middlefield campus, confirming that funding had been received from SFC and an environmental due diligence had been carried out.

Members queried where the risks lay with the demolition. The Executive Director of Estates Developments noted that the contract for demolition would be awarded to a company who would take on the associated risks and who would also be responsible for managing specialist sub-contracting activity.

Members queried the size of the new campus, asking whether the proposed build was large enough. The Executive Director of Estates Developments noted that SFC would expect any plan to show a smaller build and that the proposal would meet needs and provide expansion for the future if needed.

- a) Members noted the content of the presentation
- b) Members welcomed the intention to build the Falkirk campus in the same style as the other two campuses

S/14/006 Outcome Agreement 2015-16

The Executive Director of Information Services reported on the new guidance which had been received from SFC on Outcome Agreements and outlined the key changes.

Members noted the change in SFC terminology and targets from wSUMs to credits. The Executive Director of Information Services noted that a paper will be brought to the November meeting exploring this in more detail.

The Executive Director of Information Services also noted that the College would undertake self-evaluation activity in relation to outcome agreements and that this would also be brought to the November meeting.

a) Members noted the content of the report

S/14/007 Student Association Report

The Student Association President highlighted developments within the Student Association. She outlined the activities undertaken to date and touched on key upcoming events such as Class Representative training and the Fresher's Fayre.

She also reported that Fusion, the student magazine, would be moving from a print to an online version to match demand from students.

a) Members noted the content of the report

S/14/008 Operational Plan Monitoring

The Executive Director of Information Services presented a report showing operational plan monitoring activity. He noted that this was a new reporting format and that he was seeking feedback from members on the content.

Members provided feedback on the presented format and also discussed whether the committee should see all monitoring or just those objectives relating directly to the committee.

Following discussion, it was agreed that all monitoring would be brought to the Committee for information and that a cover paper would be provided to highlight key changes since the last committee meeting.

a) Members noted the content of the report

S/14/009 Student Activity

The Executive Director of Information Services provided members with an overview of student recruitment and enrolment to date. He reported that activity was overall in line with last year's performance and that there was no concern in meeting the overall College target levels.

Members noted that some courses had variances at the time and the Executive Director of Information Services confirmed that variances against target would be explored as part of the curriculum review process.

The Principal noted that this activity was used to inform the College curriculum planning activity and that this represented a snapshot into current levels.

Members also recommended, for areas where recruitment was not meeting expectations, that further work be done to examine how best to promote these, and suggested case studies relating to onward employment would be useful here.

a) Members noted the content of the report

S/14/010 Review of Risk

No new risks were identified.

S/14/011 Any Other Competent Business

The Principal highlighted that the College had been nominated for a number of the Association of College's Beacon Awards. Members welcomed this news.

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Board of Management

Subject: Fellowships	Agenda Item: 7
Date: 25 September 2014	FOR APPROVAL

1. Purpose of Report

To seek approval of the Board of Management award of Honorary Fellowship of Forth Valley College.

2. Recommendation

Forth Valley College Board of Management introduced a process for recognising outstanding contributions of individuals to College life and development through the award of an Honorary Fellowship. The Board may award up to two fellowships in any one session.

3. Proposal

Cathy Snedden

Cathy Snedden retired from Forth Valley College in 2013 after eleven years as Head of Creative Industries and four years previously as Senior Lecturer. Cathy was appointed as Estates Project Manager from 2008 to 2010 and was instrumental in ensuring close operational control of design and layout in the two new campuses. Following the completion of the Stirling Campus, Cathy led on the total migration of staff and students within the Creative Industries Department from Middlefield to Stirling. This strategic move has been very successful for the College with the Department representing a key strategic sector. Cathy has been an excellent advocate for the College within the Creative Industries sector within the Forth Valley Region. The success of her Department is a consequence of her leadership, professionalism, knowledge and enthusiasm for Forth Valley College and our students.

William Blair

Bill Blair served as a full member of the Board of Management of Forth Valley College from August 2006 to June 2014. This combined with his previous service with the Board of Clackmannanshire College from 2004 gave Bill the distinction of being one of the longest serving Board members.

Bill contributed to many of the Board Committees during his tenure, serving on:

- HR, later HR (Inc. Nomination Committee)
- Finance
- Nominations
- Learning and Teaching, later Learner Services and then Strategic Development
- Remuneration

During his tenure, Bill has been Chair of both the Learner Services Committee and the HR (Inc. Nomination) Committee.

Of particular note has been his continued participation in the various Nomination Committee activities over the years and Bill had the unique perspective of being able to note at his last meeting of the Board that he had been involved in the appointment of all the members present, excluding the elected staff and student members.

Bill was, and remains, a stalwart supporter of Forth Valley College and has never lost sight of the impact of the Board's activity on the staff and students of the College.

4. Recommendation

The proposals outlined above were passed to the HR (Inc. Nomination) Committee on 1 September 2014 for consideration.

Following approval by the HR (Inc. Nomination) Committee and in recognition of the significant contribution made to the College made by these individuals to the College, it is now recommended that the full Board approve that both Cathy Snedden and William Blair be awarded an Honorary Fellowship of Forth Valley College.

Author: Hugh Hall	SMT: Hugh Hall
Date: 17 September 2014	Date: 17 September 2014

Board of Management

Subject: Board Recruitment – Non Executive Members	Agenda Item: 8
Date: 25 September 2014	FOR APPROVAL

1. Purpose of Report

To inform members of the process for recruiting non-executive members to the Board of Management.

2. Recommendation

Members of the Board of Management note the process and delegate authority to the Chair of the Board of Management to appoint members following Ministerial approval.

3. Background

The Post 16 Education (Scotland) Act 2013 put in place transitional arrangements for Regional College Boards. All current non executive members' of the Forth Valley College Board of Management terms of office will expire on 2 March 2015.

Ordinarily non-executive board members will be appointed by the Board of Management, following Ministerial approval. However, as the recruitment process about to be undertaken requires all current non executive members to re-apply, if they wish to continue to serve on the Board, it is not permissible for them to be involved in any discussions or decisions relating to the appointment process.

The Further and Higher Education (Scotland) 1992 Act allows a Board of Management to delegate the performance of any of their functions to their chairman, to any committee appointed by them or to any member of their staff.

4. Recruitment Process

Ministerial Guidance for College Sector Board Appointments has recently been issued. The key points to note from this guidance are

- there must be a fair, open and merit-based recruitment process
- a nominations committee must be convened which should be chaired by the Chair of the Board of Management and include an independent member
- the Board must obtain approval of both its Chair and Scottish Ministers before making appointments.

A nominations Committee has been established and is made up of Hugh Hall, Chair of the Board of Management, Bob Gil, Board Member (not seeking reappointment) and Ian Sneddon (Independent Member).

The recruitment process will run from September to December 2014 /January 2015 dependent upon when Ministerial approval is received.

5. Risk

Risk Description – New Board of Management not in place by the end of the transitional period - 2 March 2015.

Mitigating Actions – Nominations Committee established to undertake recruitment process.

Author: Alison Stewart	SMT: Alison Stewart
Date: 17 September 2014	Date: 17 September 2014

Subject: Student Association Update	Agenda Item: 9
Date: 25 September 2014	FOR DISCUSSION

1. Purpose of Report

To advise the Board about the activities which are currently being undertaken by the Student Association for the year ahead.

2. Recommendations

That members of the Board note the content of the report.

3. New Student Association

Following the receipt of funding from the Scottish Funding Council as set out in the last report to the Committee, there is a new Student Association team now in place.

1 x Full time Sabbatical President – Lorraine Simpson
 1x Full time Admin Assistant – Lynne McClelland
 3 x Part- time (6 hours) Campus Presidents – David Gentles for Stirling, Debbie Jackson for Falkirk and the Alloa campus role is still vacant.
 1 x Part- time (6 hours) Learning Engagement Officer – Tony Smith
 1x Part-time (6 hours) Education Officer- Madison Graham

These are all paid positions and the officers have all now commenced their roles. They will work at all three campuses on a rotational basis.

4. Developing the Student Association

To start off, the old signage with the Forth Valley Student Union logos were taken down and rebranded with the new Forth Valley Student Association logo. Marketing also made postcards with information on what the Student Association offers and a who's who guide on the back. A Student Association guide booklet was also made with the new logo. The aim for the association this year is to raise the profile, so a Facebook page and student association e-mail has been set up.

The team have been meeting with various different contacts to arrange events for the coming year including articulation, sustainability and equalities.

The first event on the agenda is the Better Together and Generation Yes coming to each campus. The next big event will be the Fresher's Fayre.

There have also been meetings with other Presidents/ student associations at other colleges to discuss ideas and how their association works.

As well as this, the team have been working on updating the Class Representative training. It is hoped that the training will be more interactive this year.

5. Healthy Body Healthy Mind feedback

We were disappointed to have only received one star this year, as opposed to our previous three star award with regards to Healthy Body Healthy Mind. When we asked for feedback on this it was noted that this was not because the college had not done enough, but the report was not written as in depth as it had been previously and was missing evidence of some events. This feedback will be used to ensure a more comprehensive submission in the future.

6. Fusion Magazine

The student magazine will be going online this year. Marketing decided this would be the best course of action due to numbers of the magazine print depleting. They are asking for the Student Association to help recruit writers and each member of the team has started by writing a piece for the first launch date, which is still to be confirmed.

They have set up a credit scheme which means when students write articles they receive a 'credit', and once they collect 10, they will receive a high street or iTunes voucher.

7. Risk Analysis – Low

Author: Lorraine Simpson	SMT: Andrew Lawson
Date: 28 August 2014	Date: 28 August 2014

Internationalisation Plan 2014-2018
September 2014

Introduction and Background

Forth Valley College (FVC) has recently launched a Strategic Plan for 2014/18 with a clear mission of Making Learning Work. We are committed to delivering the highest quality of learning and teaching and to do this on a local, national and international basis. Capitalising on our successes to date with students, businesses and stakeholders we will seek to drive forward the momentum of the college at an international level. The mission of Making Learning Work is supported by 6 strategic themes which form the business model for FVC and internationalisation is a key dimension of the strategic theme - enhancing our position as the business and community partner of choice.

A full international review process was completed in early 2014 to assess if it would be beneficial for FVC to pursue an international strategy taking recognition of previous experience, current opportunities and strengths, and the potential risks involved. Appendix 1 highlights a SWOT diagram in relation to the international position and this demonstrated that a balanced risk approach to international engagement for FVC would be beneficial. At this stage the SMT agreed to pursue the development of an international plan and to start the process of developing international links within business development and key academic departments.

Key Considerations

In driving forward a plan for internationalisation consideration had to be taken of areas of expertise, links and connections to other colleges and universities, the capacity and availability of resources and also the playing field of international activity with colleges across Scotland. The main areas of expertise for FVC are within the oil and gas sector with both the engineering and science departments where globally recognised organisations are seeking to access not only the newly developed facilities of the VCR (virtual control room) but also the expertise of the industrial trained staff. However recognition needs to be taken of the size of FVC and hence by linking with partners such as OGAS (Oil and Gas Academy of Scotland) and other colleges and universities we can create greater capacity and presence in an international field. Furthermore the newly formed regional colleges have agreed to adhere to a Framework for the Future of Internationalisation and Appendix 2 indicates the elements of activity each college should have when embarking on an international strategy. It is important that FVC takes cognisance of our partners and other stakeholders in the international arena and not only works with them to take forward our plans but also benefits from their connections and expertise with overseas partners and specific overseas markets.

Vision

That FVC drives forward the international agenda in line with the mission of Making Learning Work and thus enhancing our position as an international partner of choice.

Focus

After consideration of the above factors the main areas of focus for international activity for FVC fall into 3 main sections as outlined in Figure 1:-

- Collaborations and Partnerships
- Oil and Gas Activity
- China; as a regional focus

Figure 1 – Areas of Focus



Strategic Objectives

Over the period 2014-18 the key objectives for international activity are:-

- To promote internationalisation within the college across various departments for staff and students
- To develop strong partnerships and collaborations with national and international stakeholders
- To deliver to international students and to grow this within the college
- To create and develop opportunities for FVC students to participate in overseas educational/work experiences

In terms of our key stakeholders:-

- Our Local Students
 - To deliver the highest quality of education to enable them to progress to positive destinations by offering opportunities to link overseas
- Our International Students
 - To deliver first class quality learning with industry recognised qualifications, equipment and teaching staff
- Our Businesses
 - To deliver talented work ready employees with the right skills and experience to contribute to their success
- Our Stakeholders
 - To collaborate with our partners to jointly deliver the right learning in the right place at the right time
- Our Local and National Economy
 - To provide real benefits and impacts to the local communities and economies in which we serve and to contribute to the national economy

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- Our Staff
 - To ensure they are developing their expertise and gaining opportunities both locally and internationally

Actions

The key areas of focus outlined above will require a resource to drive the plan forward in a coordinated and connected manner. An International Business Development Manager will be recruited by the end of October 2014 and they will be tasked with developing and driving forward this strategy and action plan. Table 1 highlights the key actions to be taken on the next 12 months to realise the ambitions of the college in internationalisation.

Table 1

Area of Focus	Actions	Timescale
Priority Sector	<ul style="list-style-type: none"> • Develop the business case for process/oil and gas to explore the opportunities both nationally and internationally 	By end 2014
	<ul style="list-style-type: none"> • Support and collaborate with OGAS and the Energy Skills Partnership to explore possible international opportunities 	On going
	<ul style="list-style-type: none"> • Work with SDI to explore opportunities in the oil and gas sector 	On going
Priority Region	<ul style="list-style-type: none"> • Continue to work with Falkirk Council to develop a clear strategic plan for working in the Yuqing province of China 	On going
	<ul style="list-style-type: none"> • Support and connect with the Scottish Government China Strategy 	On going
	<ul style="list-style-type: none"> • Explore options with Stirling University to connect with the China connections 	On going
Collaborative Approach	<ul style="list-style-type: none"> • Support the Framework for the Future of Internationalisation across the colleges 	On going
	<ul style="list-style-type: none"> • Support and participate in the International Directors Forum 	On going
	<ul style="list-style-type: none"> • Develop a broad partnership agreement between FVC and University of Stirling to support the development of regional international collaborative activity 	On going
	<ul style="list-style-type: none"> • Continue to work with our Community Planning Partners to explore overseas connections 	On going

Appendix 1

SWOT Analysis



Appendix 2

Commitments to Excellence in International Development

Colleges should :-

- Have in place a coherent strategy for international activity, developed in consultation with key internal and external stakeholders.
- Have in place efficient and effective mechanisms to identify, assess and develop international opportunities which are aligned to their strategic priorities and demonstrate best value.
- Ensure that timely indication of proposed international activity is noted to Colleges Scotland and where necessary to the Scottish Government when appropriate risk assessment has been carried out.
- Work with SDI, Colleges Scotland and other stakeholders as appropriate to develop mechanisms to support the internationalisation of Scottish Further and Vocational Education and expertise.
- Seek to work collaboratively, where appropriate, with other regional colleges, universities or other providers to optimise resources and promote the Scottish brand overseas through recognition of individual institutional strengths.
- Have in place robust criteria and a scheme of delegation, consistent with a college's strategy and which have been approved by the relevant Board of Governance.
- Have available a robust business case in relation to the likely financial gains as well as to any further added educational value to be secured by international activity.
- Establish the benefits of internationalisation for a college as whole in developmental terms for staff and students.
- Be able to demonstrate that the capacity to deliver any specific international activity has been assessed and that any consequences for a college's core business is accounted for.
- Be able to show when a sectoral collaboration would be inappropriate or constrain competition in relation to established niches or proposed areas of development identified strategically.
- Designate a Board Committee with responsibility for the oversight of international activity.
- Ensure comprehensive support for international students whilst studying and living in Scotland.
- Have in place up to date risk assessments, insurances and clear protocols for staff and students travelling or engaged in overseas activities.
- Look for best value when engaged in international recruitment and in-country delivery.

It is expected that these commitments are understood across the sector in a context both of working with SDI and Colleges Scotland to develop robust market intelligence to support international activity, growth and diversification and working to promote, on an annual basis, the achievements and impact of international activity across the sector.

Purpose

To update the Board of Management on college activity and involvement with the Community Planning Partnership process across three Local Authorities and to suggest a level of reporting to the Board.

Background on Community Planning Partnerships

Community Planning is a process which helps public agencies to work together with the community to plan and deliver better services which make a real difference to people's lives.

The aims of Community Planning in Scotland are:

- making sure people and communities are genuinely engaged in the decisions made on public services which affect them; allied to
- a commitment from organisations to work together, not apart, in providing better public services.

There are two further key principles in addition to the two main aims outlined above:

- Community Planning as the key over-arching partnership framework helping to co-ordinate other initiatives and partnerships and where necessary acting to rationalise and simplify a cluttered landscape;
- The ability of Community Planning to improve the connection between national priorities and those at regional, local and neighbourhood levels.

This process is enshrined in the Local Government Scotland Act 2003, and each CPP enters into a Single Outcome Agreement (SOA) which sets out the outcomes the CPP wishes to deliver over a set period of time. Partners include educational institutions, local authorities, the health board, police and fire services and the voluntary sector.

In addition, and in developing the next version of SOA, CPP's have taken into account recommendations from the Commission on the Future Delivery of Public Services, chaired by Dr Campbell Christie published in June 2011 which focussed on intervention and prevention strategies and an objective for "Public Service organisations to work together effectively to achieve outcomes specifically by delivering integrated services which help to secure improvements in the quality of life and the social and economic well-being of the people and communities of Scotland"

As the college covers three local authority areas; Stirling, Falkirk and Clackmannanshire, we are heavily engaged in the CPP process across Forth Valley, with senior College representation in each area. Indeed, our Strategic Plan and Regional Outcome Agreement have been written with the three SOA's in mind to ensure a coherent and where possible, integrated approach to planning.

In 2013, the three CPP's published their new SOA's with Falkirk leading with a three year plan and Clackmannanshire and Stirling with a 10 year SOA's, all of which to reflect the challenges in the area providing appropriate targets and outcomes. All three CPP's are managed by a Board with a number of sub groups to identify and address specific issues. The attached diagram provides an overview of all activity in which the College is currently involved.

Specifically, and by Local Authority area:

Clackmannanshire

The CPP in Clackmannanshire works under the banner of the Clackmannan Alliance and is focused on achieving the aims outlined in the 2013-2023 SOA for the area. The College is heavily involved in supporting the work in this area, with Andrew Lawson leading the Local Employability Partnership and representing the College on the Clackmannan Alliance Executive Group.

The nine key outcomes for Clackmannanshire are –

- Clackmannanshire has a positive image and attract business and people;
- Communities are more inclusive and cohesive;
- People are better skills, trained and ready for learning and employment;
- Communities are and feel safer;
- Vulnerable people and families are supported;
- Substance misuse and its effects are reduced;
- Health is improving;
- Our environment is protected and enhanced;
- Our public services are improving

Falkirk

Falkirk is operating under a shorter SOA (2013-2015) with more focussed objectives aimed at delivering sustainable change for the area. Ken Thomson represents the College on the Leadership Board of this area and Colette Filippi is active in the Local Employability Partnership.

The seven key outcomes for Falkirk are –

- Our area will be recognised as having a culture and ethos of aspiration and ambition;
- The wealth and prosperity of our area will increase;
- Our workforce will be highly skilled;
- The quality of our infrastructure will help promote the growth of the local economy;
- Developing a consistent and coherent joint employment and skills approach across the Community Planning partnership which focuses on increasing the numbers in sustainable employment;
- Supporting employers to grow their business while securing their support to help unemployed people realise sustainable employment; and
- Developing a single coherent partnership offer to job seekers and employers pulling together national and local elements of support to provide a simplified service to meet local needs.

Stirling

Similar to Clackmannanshire, which is understandable considering the level of shared services, the Stirling CPP SOA covers 2013-2023. Ken Thomson, along with Anne Mearns, Vice Chair to the FVC Board, represents the College at the Leadership Group, with Ken also leading the Local Employability Partnership.

The seven key outcomes for Stirling are –

- Improved outcomes in children’s early years
- Improved support for disadvantaged and vulnerable families and individuals
- Communities are well served, better connected and safe
- Improved supply of social and affordable housing
- Reduced risk factors that lead to health and other inequalities
- Improved opportunities for learning, training and work
- A diverse economy that delivers good quality local jobs

Key Considerations

SMT and the College’s Audit Committee recognised the important work yet complex nature of CPP’s across three Local Authorities and asked Baker Tilly to undertake a comprehensive review of current activity and processes and to help provide recommendations for improvement.

The final report recognised the College commits considerable resource to the CPP’s. They noted the need for SMT to be able to record and demonstrate outcomes whilst ensuring no duplication of resource. Specifically the report suggested the following:

- Regular, formal, internal meetings to take place to discuss the College’s involvement in the three CPPs;
- A register should be maintained of all projects relevant to the CPP which should be reviewed internally on the regular basis;
- A matrix should be in place to chart all CPP outcomes, SOA outcomes and objectives per the College’s Strategic Plan;
- There could be more collaboration across the College when determining what outcomes and indicators will be contributed to for each CPP;
- Documents relevant to each CPP, including the individual SOAs, should be made accessible to all relevant staff to ensure sharing of information;
- There should be regular reporting to the Board

In response to the recommendations, Andrew Lawson has been identified as the lead SMT for CPP. As the landscape is complex, we are developing SharePoint as the repository for all activity with a working group to coordinate activity and to ensure a high level of coordination.

Benefits to the College from CPP involvement

- Civic leadership
- Coordination and Engagement with partners at a strategic level
- Involvement in “intervention and prevention” type projects
- Access to funding
- Through partnership, identifying better ways for utilising resources.

Recommendation

The Board should decide the level and detail of reporting required ensuring appropriate understanding of the level of resource, activity, benefit and contribution by the College and staff.

Dr Ken Thomson
Principal

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