

Stirling Campus, Kildean Suite 3pm (refreshments available from 2.30pm)

**AGENDA (3pm – 3.45pm)**

- 1 Declarations of interest
- 2 Apologies

**FOR APPROVAL**

- 3 Draft Minutes of meeting of 25 August 2016
- 4 Matters Arising
  - a) B/16/006 Falkirk Estate Full Business Case
- 5 Minutes of Committee Meetings
  - Strategic Development Committee 8 September 2016
  - Draft Audit Committee 15 September 2016
  - Falkirk Campus Project Board (To Follow) 22 September 2016
- 6 Appointment of Board Member Beth Hamilton  
(Elements of paper 6 are withheld from publication on the Forth Valley College website under Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)
- 7 Conditional Sale Contract for Branshill Tom Gorman  
(Paper 7 is withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)

**FOR DISCUSSION**

- 8 Student Association Plan and Update Alan Buchan
- 9 Board Self Evaluation Activity and Chairs Evaluation (Verbal) Hugh Hall
- 10 Review of Risk
- 11 Any other competent business

**FOR INFORMATION**

Principal's Report

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**Board Strategic Session**

3.45 – 4.15	Overview	Hugh Hall/Ken Thomson
4.15 – 5.00	FVC 2022	SMT
5.00 – 5.30	FE Sector Discussion	John Kemp
5.30 – 6.00	Board Top Strategic Areas	SMT
6.15	Dinner	

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**Boardroom, Falkirk Campus (commencing at 4.30pm)**

Present: Mr Hugh Hall (Chair)  
Mrs Anne Mearns  
Dr Ken Thomson (Principal)  
Mr Andrew Carver  
Ms Beth Hamilton  
Mr Ken Richardson  
Mrs Caryn Jack  
Mrs Lorna Dougall  
Mr Alan Buchan (Student Union President)  
Mrs Karen Williams  
Mr Steven Tolson  
Ms Angela Winchester  
Mr Liam McCabe  
Mr Colin Alexander

Apologies: Mrs Fiona Campbell

In Attendance: Mr Tom Gorman, Associate Principal and Executive Director Estates Development  
Mrs Alison Stewart, Associate Principal and Executive Director of Finance  
Mr Stephen Jarvie, Corporate Governance and Planning Officer  
Mr Neil Gillespie, Reiach and Hall (For Item B/16/006 Only)  
Mr Mark Dawson, Reiach and Hall (For Item B/16/006 Only)  
Mt Trevor Stone, Aecom (For Item B/16/006 Only)  
Mr Colin Campbell, Aecom (For Item B/16/006 Only)  
Mr Keiran McCallum, QMPF (For Item B/16/006 Only)

The Chair welcomed Alan Buchan to his first meeting as Student Association President and also welcomed Karen Williams to her first meeting of the Board as student member.

The Chair also reported on a recent visit by Forth Valley Student Association to Strathclyde University to meet with himself and their Student Association.

He noted that there was discussion on the roles of the new Vice Presidents and that it was agreed that there should be informal meetings set up this year with the Board for each of the two Vice Presidents to report on their areas.

**B/16/001      Declarations of Interest**

None.

**B/16/002      Minute of Board of Management Meeting of 21 June 2016**

The Minute of the meeting of 21 June 2016 was accepted as an accurate record.

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**B/16/003 Matters Arising**

a) B/15/040 Outcome Agreement 2016-17

It was noted that owing to changes in senior SFC staff, it was more appropriate to invite Damien Yates from SDS to attend the Board Strategic Dialogue meeting.

b) B/15/045 Board Self Evaluation Activity (Verbal)

The Chair noted that he would be carrying out individual assessments with members and encouraged those who had not already done so to submit their self-evaluation information.

The Chair asked whether the College had received final guidance on the independent assessment required under the Code of Governance. The Associate Principal and Executive Director Finance confirmed that this had not been received at this time.

Once the framework is received, this would be brought to the Board and an independent assessor would then be appointed.

**B/16/004 Minutes and draft minutes of other Committee**

**a) Finance Committee – 16 August 2016**

The Chair noted that this was a fair reflection of the committee discussions and that the points raised had been incorporated into the Full Business Case (FBC) cover paper.

**b) Falkirk Campus Project Board – 18 August 2016**

The Chair noted that this would be covered under the FBC agenda item.

**B/16/005 Honorary Fellowship Nominations**

The Associate Principal and Executive Director of Finance presented members with a recommendation to award an Honorary Fellowship to Nigel Scott, former Board member. She outlined the work done by Nigel Scott which underpins the recommendation.

a) Members approved the award of an Honorary Fellowship to Nigel Scott

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**B/16/006 Falkirk Estate Full Business Case**

The Associate Principal and Executive Director Estates Development presented members with the FBC for the new Falkirk Campus along with a covering paper. He noted that Project Management, Design and Finance specialists from the project team were in attendance at the meeting to answer member's queries.

He outlined the rationale for the project and the progress made culminating in the production of the FBC.

He highlighted that the paper contained a number of key assumptions around finance and risk mitigation and confirmed that SFC would be expressly asked to sign up to these assumptions.

Mark Dawson, Reiach and Hall, gave a presentation outlining the design of the new campus.

Ken Richardson, as Chair of the Falkirk Campus Project Board, noted that the current building is not fit for purpose and would require a huge investment to be brought to an acceptable standard. He highlighted the opinion of the Falkirk Campus Project Board that the new campus represented value for money and that they were recommending the FBC for Board approval.

He discussed some of the financial assumptions within the FBC, noting that the values for the Alloa and Falkirk land contained in the FBC were very conservative but had been based upon independent valuations.

Members queried the programme, and that there was a lot of detailed work to be conducted between now and January 2017, most of which involved extensive consultation on room data sheets. Did the College think this was an adequate amount of time?

Mark Dawson replied that there was already an extensive user meeting process underway and that specific time had been allocated to allow work on room data sheets to be completed, with current progress being around 25% of room data sheets complete.

The Principal reported that the process used would mirror that of the Alloa and Stirling builds which were important steps to minimise change control during the construction and fit out stages and therefore maximise value.

Members queried the energy unit mentioned within the FBC and questioned whether this would require external consent which is outwith our direct control.

The Associate Principal and Executive Director Estates Development noted that there were a number of energy related steps with the new build and that work had already commenced to obtain the necessary permissions for these works.

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The Chair noted that the current programme had the new campus opening after the start of the academic year and asked if it would be possible to have the opening at the start of the academic year.

The Associate Principal and Executive Director Estates Development noted that the programme had been extended owing to the delay in the decision on the Arts Centre from Falkirk Council.

The Principal also noted that there was significant experience among staff following the Alloa and Stirling moves and that additional resource would be put in place to ensure the move did not impact activity.

The Chair of the Finance Committee discussed financial aspects of the FBC. He noted that overall affordability is reliant upon SFC approval of the assumptions contained within the financial case.

He also discussed the associated risks which were outlined in the cover paper for the FBC. He noted that the College Fundraising activity had been added as a mitigating factor but requested this be removed as it would be hard to accurately quantify the contribution from this activity.

He commented on lifecycle maintenance costs for the new build. He noted that, as the College is not permitted to retain surpluses, there was a risk to how the College could react to a larger scale issue. This would require SFC assistance and he noted that this was another of the assumptions that SFC would be asked to agree to when approving the FBC.

The Chair queried the levels of staff, student and stakeholder engagement. The Associate Principal and Executive Director Estates Development confirmed that this had been substantial and the Principal updated members on letters of support which had been received from stakeholders for the new campus.

- a) Members approved the Full Business Case for submission to the Scottish Funding Council

Members noted that the approval was for a significant investment of capital and asked that, in the worst case scenario, what level of liability would Board members as individuals have. The Association Principal and Executive Director Finance provided a brief overview of Board liability and agreed to circulate additional materials to members for information.

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**Boardroom, Falkirk Campus (commencing at 4.30pm)**

Present: Mrs Anne Mearns (Chair)  
Mr Alan Buchan, Student Association President  
Mrs Fiona Campbell  
Ms Karen Williams, Student Association

Apologies: Mr Andrew Carver  
Mrs Lorna Dougall  
Mrs Caryn Jack  
Mr Liam McCabe  
Ms Angela Winchester

In Attendance: Mr David Allison, Associate Principal and Executive Director Information Services and Communication  
Mrs Fiona Brown, Associate Principal and Executive Director Learning Services  
Mrs Colette Filippi, Associate Principal and Executive Director Business Development (For item S/16/004 only)  
Ms Pauline Barnaby, Development and Fundraising Manager (For item S/16/004 only)  
Ms Kerry Kay, Lecturer (For item S/16/005 only)  
Mr Stephen Jarvie, Corporate Governance and Planning Officer

The Chair welcomed Karen Williams to her first Committee meeting.

**S/16/001 Declarations of Interest**

None

**S/16/002 Minute of meeting held on 31 May 2016**

The Minute of the meeting of 31 May 2016 was accepted as an accurate record; however approval could not be given owing to the meeting not being quorate.

**S/16/003 Matters arising**

None

**S/16/004 "Making Fundraising Work" - Fundraising Strategy**

The Chair informed members that this item had been marked down on the agenda as 'for approval' but was in fact being brought for discussion.

The Associate Principal and Executive Director Business Development provided an introduction to the new College Development and Fundraising Manager.

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She noted that this was a new post and that the strategy had been developed within the first 12 weeks of the post being created.

The Development and Fundraising Manager gave a presentation outlining the new College Fundraising strategy. She noted that the strategy not only focused on financial benefits to the College but also on the ancillary benefits fundraising could deliver to the College and students.

She outlined the key objectives of the strategy and discussed prospects developed to date. She acknowledged that the targets set by the College were ambitious ones.

Members queried whether this activity was in addition to existing mainstream and commercial funding models and how would the College manage the different bureaucratic demands associated with various funding streams.

The Associate Principal and Executive Director Business Development confirmed that this activity would be in addition to existing activity and that each bid would be reviewed prior to submission to ensure it delivers benefit to the College.

Members expressed their support for these developments and asked that the Board be considered to assist in networking events etc.

- a) Members welcomed the presentation and recommended that the strategy be taken to the Board of Management

**S/16/005 Creative Learning Conference (Presentation)**

The Associate Principal and Executive Director Learning Services gave a presentation on the Creative Learning Conference for teaching and front facing staff which had occurred on 10 August 2016.

She highlighted the increase in participation levels and the continued sharing of best practice.

Kerry Kay provided members with her perspective as one of the leaders of the group activities. She had noted the positive engagement from staff and the willingness to embrace creative practices within their own teaching.

Members queried whether all staff were engaging in the process. The Associate Principal and Executive Director Learning Services confirmed that a significant amount of work had been undertaken with HR staff to ensure attendance.

She also noted that, in terms of evaluation, over 90% of respondents had noted that they felt inspired by the day.

- a) Members welcomed the report and encouraged the College to maintain the momentum of creative learning
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**S/16/006      Safeguarding Our Learning Community**

The Student Services Manager presented an update on referrals to the safeguarding process since the last Committee meeting.

She updated members on measures taken to increase student support including increasing the amount of counselling support available for students to access and making counselling support available for evening students as well.

Members queried whether online counselling was a potential development. The Student Services Manager confirmed that this had been trialled but feedback was that students preferred face to face counselling.

The Student Services Manager also noted the continued move toward mental health related referrals and noted that the services were adapting to support this requirement.

Members noted the age profile of students accessing support and queried whether the College had advance notice from schools regarding individuals who may require support.

The Student Services Manager confirmed that, while there were good working relationships in place, there were no formal links in this regard. As with all applicants to the College, students coming from schools are asked if they require support at interview stage and the support available is also highlighted during induction.

- a) Members noted the content of the update

**S/16/007      Student Association Plan**

The Student Association President presented the operational plan for the Student Association. He highlighted the benefits to the team of having a strong plan in place and how this would allow the team to track and evidence to students the progress being made and to receive their input and feedback.

Members noted that the Student Association may benefit from having an independent assessment of progress conducted at the end of the year.

Members queried whether the open badges system would be continuing this year. The Student Association President confirmed that this would continue.

- a) Members welcomed the creation of the Operational Plan and requested regular updates on progress
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**S/16/008 Operational Plan Monitoring**

The Associate Principal and Executive Director Information Services and Communication presented an update on progress against College Operational Planning targets. He noted that there was one item categorised red at this time, which related to the Full Business Case which is currently with the Scottish Funding Council for consideration.

- a) Members noted the content of the report

**S/16/009 Student Recruitment Monitoring Report**

The Associate Principal and Executive Director Information Services and Communication updated members on student recruitment. He highlighted that, while overall recruitment was healthy, there had been a dip in HE students starting as a number of universities had loosened their entry criteria just before the start of the academic year.

Members asked how the College could mitigate against this type of last minute change in the future.

The Associate Principal and Executive Director Learning Services suggested that strengthening integrated degree programme activity would likely help to counterbalance a proportion of this loss.

- a) Members noted the content of the report and requested a sub-group be commissioned to investigate mitigating actions

**S/16/010 Annual report on institution-led review of Quality/ Outcome Agreement self – evaluation**

The Associate Principal and Executive Director Information Services and Communication informed members that, since the issue of the papers, SFC had released further guidance which meant for this coming academic year, the College did not have to produce the annual report on institution-led review of quality.

He noted that the Outcome Agreement self-evaluation activity would still need to go ahead and, like last year, the reporting dates for this were outside the normal committee calendar. He requested volunteers to serve on a short-life sub-group to ensure Board input into the document.

Anne Mearns, Fiona Campbell and Alan Buchan volunteered to serve on the sub-group.

- a) Members noted the content of the update
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**S/16/011      Review of Risk**

Risk was highlighted within individual papers.

**S/16/012      Any Other Competent Business**

The Chair noted that there was an additional item for consideration. The College was seeking approval to make a grant application to the Forth Valley College Foundation to support the estates strategy. She noted that, while the FBC contained the Foundation funding, and had received full Board approval, internal processes required the Committee to consider and approve any actual applications.

It was agreed that, owing to the meeting not being quorate, the Corporate Governance and Planning Officer would circulate the paper electronically to the group to seek approval.

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**Boardroom, Falkirk Campus (commencing at 4.30pm)**

Present: Mrs Lorna Dougall (Chair)  
Mrs Beth Hamilton  
Ms Angela Winchester

In Attendance: Mrs Alison Stewart, Associate Principal and Executive Director of Finance  
Mr Stephen Jarvie, Corporate Governance and Planning Officer  
Mr Michael Smith, Scott Moncrieff

**A/16/001 Apologies for Absence**

Mr Colin Alexander

**A/16/002 Declarations of Interest**

None

**A/16/003 Minute of Audit Committee of 2 June 2016**

The Minute of 2 June 2016 was approved as accurate.

**A/16/004 Matters Arising**

**a) A/15/021 Internal Audit Programme Progress Report**

The Chair noted that the Risk Workshop had been discussed with the Board Chair. The Committee recommend that a short risk workshop be part of the December Board of Management meeting.

**b) A/15/034 Progress Report on Audit Recommendations**

The Corporate Governance and Planning Officer updated members on the recent Business Continuity Test. He outlined the scenario used and lessons learned from the test.

**c) A/15/036 Review of Risk**

The Corporate Governance and Planning Officer confirmed that the Information Governance risk had been updated to reflect the outcome of the IT Health check audit.

**A/16/005 Internal Audit Plan 2016/17**

Michael Smith, Scott Moncrieff, presented the 2016/17 plan for approval.

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He provided an overview of the planned activity for the year and how this tied into the previously approved three year plan.

Members noted the 'audit universe' section which seemed to indicate not all identified areas of audit activity were covered within the three year plan. Mr Smith confirmed that the items highlighted would normally form part of a five year cycle and that the 'audit universe' section ensured these would be picked up for consideration at the end of the current three year plan.

- a) Members approved the Internal Audit Plan 2016/17

**A/160/006 Presentation of Internal Audit Reports**

Michael Smith presented the two internal audit reports which had occurred since the last meeting of the committee. He noted that the follow up review audit had confirmed that the College was making excellent progress in implementing audit recommendations.

For the SFC Financial Return audit, he highlighted that the audit was focussed on the processes involved rather than the actual information presented to SFC. He noted that the audit had only picked up a single housekeeping issue from their review.

The Associate Principal and Executive Director of Finance noted that this report would also be taken to the Finance Committee to provide reassurance on the management of SFC Financial reporting.

- a) Members noted the content of the audit reports

**A/16/007 Internal Audit Annual Report**

Michael Smith presented the annual report covering 2015/16 internal audit activity. He noted that there had been no high recommendations made and no control objectives classified as red or black.

He confirmed that the College had a clean audit opinion for the year and thanked the staff who had supported him and his team throughout the audits over the year.

- a) Members noted the content of the report

**A/16/008 Progress Report on Audit Recommendations**

The Corporate Governance and Planning Officer presented the update on progress against audit recommendations. He noted that there were some recommendations where an extension was requested and outlined the rationale for each of these.

- a) Members noted the content of the report and agreed to the extensions requested within the report
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**A/16/009 Risk Management**

The Associate Principal and Executive Director of Finance presented the current Strategic Risk Register. She noted that one risk had been downgraded and also requested approval for the removal of risk 15 as this activity had now occurred and was contained in the College budget.

Members queried whether the risk associated with the Forth Valley College Foundation was still relevant. The Associate Principal and Executive Director of Finance confirmed that, as the Foundation is independent of the College and had yet to fully allocate their funds, this was still worth retaining on the risk register.

- a) Members noted the content of the report and agreed to the removal of risk 15

**A/16/010 Review of Risk**

Members noted that the delay to conducting the risk workshop was a risk.

**A/16/011 Any Other Competent Business**

None.

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**1. Purpose**

To seek approval to recommend to Scottish Ministers a candidate for the existing non-executive vacancy and the co-option of two additional candidates.

**2. Recommendation**

That members consider and approve the content of the paper for recommendation to Scottish Ministers.

**3. Background**

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

Recruitment activity also has to be conducted under the guidelines of the "College Sector Board Appointments: 2014 Ministerial Guidance" (the Guidance).

**4. Advertising and Interview**

The recruitment process used was an open one as per the Guidance. Vacancies were widely advertised via traditional and on-line methods to reach a wide audience both across Forth Valley as well as nationally.

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

There were 11 expressions of interest received and the interview panel shortlisted this to 4 applications.

**5. Appointment**

Following the panel interviews, it is recommended by the Nomination Committee to offer the current non-executive vacancy to Davie Flynn (CV attached).

Additionally, the panel were impressed with two of the other shortlisted candidates and is seeking approval to appoint two other members, Trudi Craggs and Steven Torrie (CV's attached) on a co-opted basis. These members would be used to fill future vacancies when they arise.

The advantage to the co-option method is, beyond giving the Board the ability to utilise two very qualified candidates, this will also allow the Board to fill any upcoming vacancies in a much more timely manner, by removing the need to undergo a full recruitment process.

An examination of the guidance would also indicate that, as long as the College declares that this is their intended methodology, this approach should be acceptable to Scottish Ministers.

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**6. Financial Implications**

There are no financial implications.

**7. Equalities**

Assessment in Place? – Yes  No

Not applicable.

**8. Risk**

Please indicate on the matrix below the risk score. Risk is scored against Impact and Likelihood as Very Low through to Very High.

	Likelihood	Impact
Very High		
High		
Medium		
Low		
Very Low	X	X

The process involved in the recruitment has been very robust and mirrors that used during the last round of Board applications.

**Risk Owner** – Ken Thomson

**Action Owner** – Alison Stewart

**9. Other Implications –**

Communications – Yes  No

Health and Safety – Yes  No

**Paper Author** – Stephen Jarvie

**SMT Owner** – Alison Stewart

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1. Purpose

To inform members of the Student Association plans for academic year 2016/17 along with a verbal update on recent Student Association activity.

2. Recommendation

That members note and comment on the proposed operational plan and verbal update.

3. Background

The Student Association has a new team of officers this year and has developed an operational plan for the year ahead based on the officer manifestos. The plan will be published alongside the SA Constitution for students and will tie into a Strategic Plan document which is in development.

4. Key Considerations

The Operational Plan has been developed with five key themes in mind in a similar way to the College's Making Learning Work model. The SA was keen to model our planning structures alongside those of the College in order to retain the strong partnership which has been developed, and reinforce our identity as a part of the College.

Appendix 1- SA Operational Plan

5. Financial Implications

**Please detail the financial implications of this item** – The SA has an operational budget and all activities are planned within this budget.

6. Equalities

Assessment in Place? – Yes  No

**If No, please explain why** –Some of the planned activities will require impact assessment, however this will be done on an individual basis.

**Please summarise any positive/negative impacts (noting mitigating actions)**

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7. Risk

Please indicate on the matrix below the risk score. Risk is scored against Impact and Likelihood as Very Low through to Very High.

	Likelihood	Impact
Very High		
High		
Medium		
Low	X	X
Very Low		

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

Risk Owner – Alan Buchan

Action Owner – Alan Buchan

8. Other Implications –

Please indicate whether there are implications for the areas below.

Communications – Yes  No

Health and Safety – Yes  No

Please provide a summary of these implications – The operational plan will be published on Moodle for students to access. Printed copies will be required to be available for students at each campus office for accessibility.

Paper Author – Alan Buchan

SMT Owner – Andrew Lawson



**Forth Valley Student Association**

**Operational Plan**  
***Academic Year 2016/17***

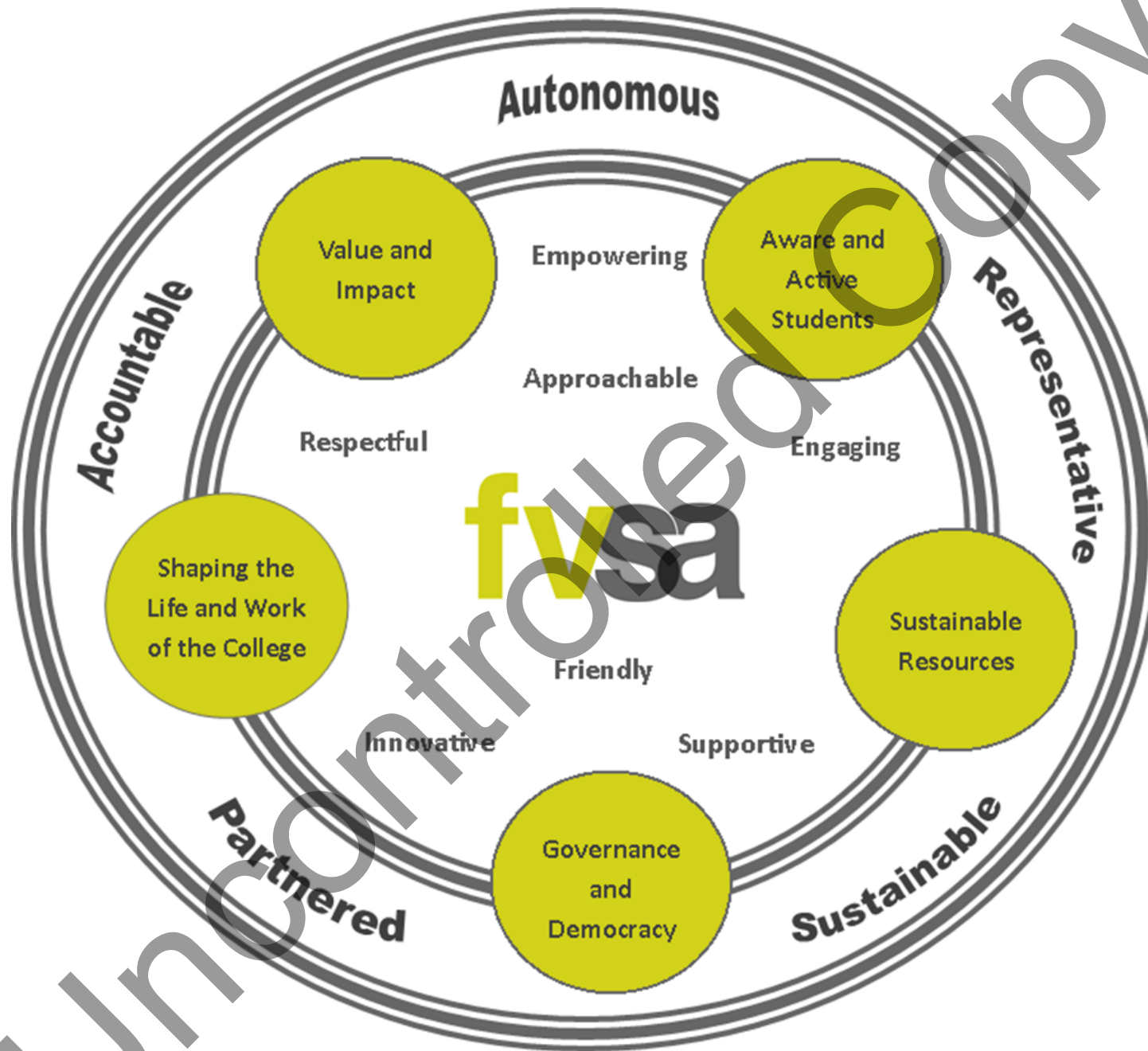
Last updated on: 23/09/16

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## **Our Values**

FVSA will always strive to maintain its core values and ensure that these values are represented in any of its actions.

### **Empowering**

FVSA will always endeavour to give students the information required to make decisions on issues affecting student life and ensure that these opinions are taken into account.

### **Engaging**

FVSA will maximise the number of opportunities for students to give feedback, both to the SA and to the College.

### **Approachable**

FVSA will maintain an active presence on every campus and visibly identify themselves to students as often as possible.

### **Respectful**

FVSA will respect the views of our students and will act on behalf of our students where possible.

### **Friendly**

FVSA will always endeavour to have positive communications and good relationships with students and staff within the College.

### **Innovative**

FVSA will maintain a forward thinking approach and work with the College in delivering new initiatives which benefit our students.

### **Supportive**

FVSA will fully support our students when required and if necessary will refer them to support providers when we are unable to assist.

## Operational Plan

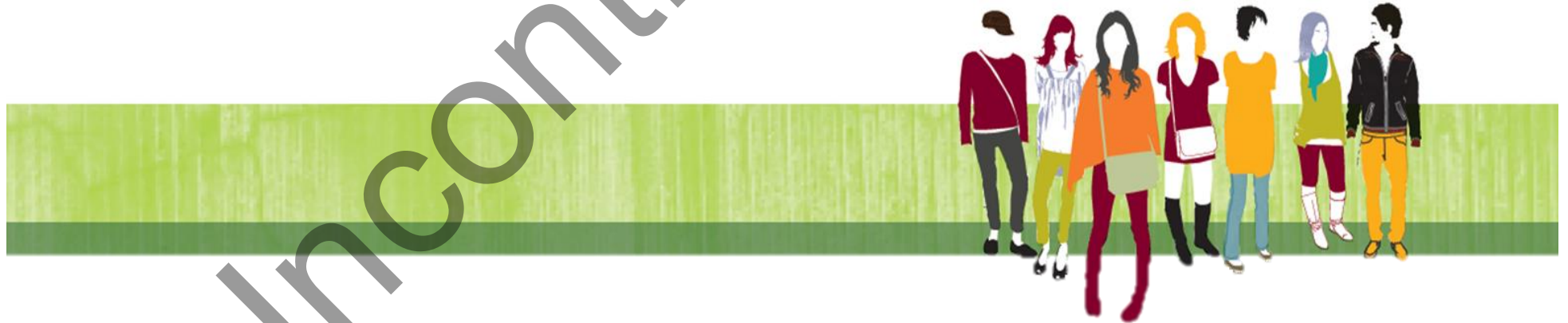
Forth Valley Student Association has developed an operational plan for the academic year 2016/17 which aims to maximise effectiveness for students. The plan has factored in a number of key goals, which were identified via student feedback, elected officer manifestos and tying in with the operational and strategic plans of Forth Valley College.

The Student Association aims to provide our students and partners such as the College with a clear identification of our priorities for the year ahead, and will allow the opportunity for our achievements to be measured.

The operational plan will tie into a two year strategic plan, which will set out a vision for the future of the Student Association within Forth Valley College. All plans will retain the core values of the Student Association and will reflect the voice of our students.

The Operational Plan will focus on five key themes;

- Aware and active students
- Value and impact
- Shaping the life and work of the College
- Sustainable resources
- Governance and democracy



## Aware and Active Students

Objective	Assigned To	Start date	Due Date	Status	Update/Evidence
To introduce the SA to students via engagement at the annual Freshers event and SA attendance at inductions/enrolments.	SA Team	17/8/16	22/9/16	In Progress	Enrolments are underway, we will continue our introductory promotion until the end of our Freshers events.
To implement a social media strategy, encouraging a two way communication channel between the SA and Students.	Admin/ President	1/8/16	30/6/17	In Progress	To be measured continuously throughout the year using FB analytics.
To identify a core sport for students, by conducting various taster sessions and allowing students to decide which sport(s) to take forward.	VP for Health, Wellbeing & Sport	01/09/16	30/05/17	Not Started	Measure participation levels throughout the year and collate the information. Interview students who attend to get their perspective.
To promote safety and mental wellbeing via a number of safety kits. These kits will be distributed to students throughout the year.	VP for Health, Wellbeing & Sport	1/8/16	30/6/17	In progress	Materials for the kits have been identified and a launch date of 20/9/16 has been identified.
To promote mental wellbeing through the delivery of Scottish Mental Health First Aid Training to students and key staff members	VP for Health, Wellbeing & Sport	1/8/16	30/5/17	In Progress	Increase on sessions delivered/ number of participants against previous year. The first session has been delivered to SA team.
To promote future career prospects to students and tackle gender inequality in STEM subjects via a series of interviews with positive role models for our students.	VP Education & Learner Engagement	1/9/16	30/6/16	In Progress	Gather feedback and promote through Event.
To promote physical activity and mental wellbeing via a Weekly Walk.	VP for Health, Wellbeing & Sport	03/10/16	30/5/17	In Progress	Measure participation levels throughout the year.



## Value and Impact

Objective	Assigned To	Start date	Due Date	Status	Update/Evidence
To design a monitoring system in order to assess the impact of our class rep system and to allow for a review of the structure in order to ensure it remains fit for purpose.	VP Education & Learner Engagement/ SLO/President	9/1/17	30/4/17	<b>Not Started</b>	Gather feedback from class reps and students.
To carefully manage SA Rotas in order to reduce travel expenses and carbon footprint.	Student Liaison Officer (SLO)	1/7/16	30/6/17	<b>In Progress</b>	To be measured by a reduction in travel expenses against previous year.
To carefully manage the SA budget and ensure that expenditure is reviewed on a monthly basis.	SLO/ President	1/8/16	30/6/17	<b>In Progress</b>	To be measured at the end of the academic year.

## Shaping the life and work of the College

Objective	Assigned To	Start date	Due Date	Status	Update/Evidence
Work with the College to implement gender neutral bathrooms within the College, alongside a campaign to reduce the stigma surrounding gender identification.	President	1/8/16	21/12/16	In Progress	Implementation of new signage for accessible bathrooms. Engagement levels with students around information campaign.
Work with the College in order to improve the affordability and accessibility of public transport across the College, particularly within Stirling	President	1/8/16	30/11/16	In progress	Recommendations from SA adopted within travel plans.
Work with the College Catering department in order to promote affordable, healthier options within the refectory.	President/ VP for Health, Wellbeing & Sport	1/9/16	30/1/17	Not started	Secure an agreement and implement a plan on pricing and promotion which improves affordability and promotes healthier options.
To implement a peer mentoring system within the College	VP Education & Learner Engagement	1/8/16	30/5/17	In progress	Successful trial of a peer mentoring system within specific departments which can then be spread into other areas of the college.
To develop learning communities within the college, in order to allow students to share similar interests, experiences and to build social networks within the college.	VP Education & Learner Engagement	1/9/16	30/6/16	Not started	Facilitating sessions in the beginning and ensure feedback is gathered.
To implement a seasonal foodbank project, where students and staff can donate to help our students in the form of emergency food packs and relieve pressure on local foodbanks.	VP Education & Learner Engagement	1/11/16	1/3/16	In Progress	Students will be referred by Student Services and the number of emergency donations will be tracked in order to identify the impact to our students.
To work with the college to establish and maintain a student position on all relevant College committees.	President/SLO	1/7/16	30/6/17	In Progress	Review committee activity on a regular basis and request invitations to attend any new working groups or committees.

## Sustainable Resources

Objective	Assigned To	Start date	Due Date	Status	Update/Evidence
To reduce the paper output of the SA by moving to paperless meetings where possible	Administrator	1/7/16	30/6/17	In Progress	Reduce the printing of meeting papers where possible.
To attend and contribute (where possible) to the College Sustainability and Fairtrade committees.	SA Team	15/9/16	30/6/17	Not Started	Review committee activity on a regular basis and continue to raise awareness throughout the year.
To develop a Strategic Plan, in line with that of the College in order to promote the sustainable growth of the Student Association.	SLO/President	1/8/16	31/8/16	In Progress	Strategic Plan in place and passed by students at the first Student Council meeting.
To secure long term funding for the SA and officer positions.	SLO/President	1/11/16	1/3/17	Not started	Acceptance of business case by the College.

## Governance and Democracy

Objective	Assigned To	Start date	Due Date	Status	Update/Evidence
To review the election process and implement any identified changes based on student feedback.	SLO/President	9/1/17	1/3/17	<b>Not started</b>	Updated process in place ahead of promoting elections.
To promote the SA elections to all students with the goal of improving engagement with the election process	SLO/Admin	1/3/17	30/4/17	<b>Not started</b>	Success will be measured on number of candidates/number of votes cast.
Seek approval for Strategic Plans at Student Council Meetings	President	17/11/16	23/11/16	<b>Not Started</b>	Approval/implement any necessary changes.
To review the class rep system for non-mainstream students such as apprentices and hold focus groups in order to design a more fit for purpose structure which allows for fairer representation for these students	President/SLO/VP Education & Learner Engagement	1/9/16	30/1/17	<b>Not Started</b>	Implement recommendations made through focus groups for a trial in block 2. Review impact alongside class rep monitoring at end of year.
To complete an impact assessment at the end of the academic year as part of the SA Annual Report.	President/ SLO/ Admin	1/4/17	30/5/17	<b>Not Started</b>	Assess improvements based on PI's against previous year.

## Calendar of Events

Block 1 (August - December, 2016)

Event	Date	Campus
Fresher's Fayre	20th September	Falkirk
	21st September	Alloa
	22nd September	Stirling
Senior Class Rep Training	6th October	Falkirk
Class Rep Training	18th – 20 <sup>th</sup> October	Falkirk
	25 <sup>th</sup> – 26 <sup>th</sup> October	Stirling
	27th – 28 <sup>th</sup> October	Alloa
Additional Class Rep Training	2nd November	Falkirk
1 <sup>st</sup> Student Council Meeting	17 <sup>th</sup> November	Alloa
	18th November	Falkirk
	23rd November	Stirling
16 Days of Action	25 <sup>th</sup> November – 10 <sup>th</sup> December	All
Progression Event	29 <sup>th</sup> November	Alloa
	30 <sup>th</sup> November	Falkirk
	1 <sup>st</sup> December	Stirling

**Block 2** (January - June, 2017)

<b>Event</b>	<b>Date</b>	<b>Campus</b>
Re-Fresher's Fayre	31st January	Alloa
	1st February	Falkirk
	2nd February	Stirling
Class Rep Training	21 <sup>st</sup> February	Falkirk
	22 <sup>nd</sup> February	Alloa
	23 <sup>rd</sup> February	Stirling
Healthy Body Healthy Mind	7 <sup>th</sup> March	Falkirk
	8 <sup>th</sup> March	Stirling
	9 <sup>th</sup> March	Alloa
No Smoking Day	9 <sup>th</sup> March	All
2 <sup>nd</sup> Student Council Meeting	15th March	Falkirk
	16th March	Stirling
	17th March	Alloa
Student Association Elections	May	All

**1. Purpose**

To present to the Board of Management the eleventh Principal's report on activity undertaken since the last scheduled Board meeting in June 2016.

**2. Recommendation**

The Board should note and comment on the activity undertaken by the Principal since June 2016.

**3. Key Highlights**

- 3.1 The Board of Management approved the Full Business Case for the Falkirk Campus and by the time you read this Tom Gorman, APED Estates, Alison Stewart, APED Finance and I will have presented the FBC to the SFC Board for approval. We hope to have more information at the Board's Strategic Workshop on the 29th September.
- 3.2 Over the summer months I have been very busy meeting with the new MSP's for the area. I have now met with Alexander Stewart MSP, Bruce Crawford MSP, Angus MacDonald MSP, Alison Harris MSP and I am meeting Keith Brown MSP and Michael Matheson MSP both in the new two weeks. I also had the opportunity to host a visit by the Minister for FE, HE and Science, Shirley Anne Somerville MSP and the Education and Skills Committee Convenor, James Dornan MSP. The visit by the Minister was well covered in the press and our own internal college eFOCUS communications. The visit by the Minister was originally arranged for one hour but extended to two hours when Scottish Government asked if our Marketing team could cover the event including an interview with the Minister and also to share any outputs with the Government's communication team.
- 3.3 I am delighted to inform Board members that the College has been shortlisted for three awards at the College Development Network Awards in November. The shortlisted entries are for: Essential Skills, Developing a Regional Curriculum Award and the Student Association's work on Health and Wellbeing, Health Promoting College Award.
- 3.4 I have been nominated for the Provost Award which will be held in Stirling Castle at the end of October. The category is for Academic Excellence.
- 3.5 Finally, whilst the College continues to support the National Bargaining process through its signatory to the NRPA, I have already advised the Board that we have received notification of a second day of industrial action by UNISON support staff and a further notification of a work to rule for UNISON members working as first aiders and fire wardens. This follows on from industrial strike action earlier in the year by EIS FELA staff. This is a frustrating time for the College where, under local bargaining, our industrial relations were very good with no examples of local strike action over recent years. I hope the national negotiating process can find a successful conclusion to this in the near future.
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#### **4. Networking**

- 4.1 I attended the Stirling Voluntary Enterprise Awards for Inspiring Volunteers.
- 4.2 As a guest of Robertson Group I attended the CBI (Scotland) annual dinner in Glasgow where the American Ambassador to the UK was key note speaker.
- 4.3 I was invited to the Education Scotland sponsored "Expanding College Provision in the Senior Phase" event. This was attended by a wide range of stakeholders, including Scottish Government.
- 4.4 I attended the SDS/OECD international conference in Glasgow on Work-Based Learning.
- 4.5 I attended two Board meetings of the Historic Environment Scotland and one meeting of the Staff Governance Committee as Chair.
- 4.6 As a Board member and Trustee of Jisc, I attended the June Board meeting in Bristol.
- 4.7 I have met twice with the Student Association and once with the Student President.
- 4.8 As a guest of Douglas Henderson, Chairman of Falkirk Football Club, I discussed partnership opportunities with the Falkirk Football Club Foundation and potential future opportunities with our new estate.
- 4.9 As a member of the CBI Scotland Council I attended one meeting in Edinburgh at the Standard Life Headquarters. The Apprenticeship Levy was a key agenda item being discussed.

#### **5. Presentations**

- 5.1 I was delighted to be asked to be key note speaker at the Bo-ness Academy Awards event in June. A group of pupils will have a starring role performing at our Graduation Ceremony in Stirling Castle.
  - 5.2 I presented certificates to all attendees at the Creative Industries two week summer school, aimed at school pupils. The summer school was supported by staff and students from the Creative Industries Department.
  - 5.3 I launched the second Creative Learning Conference at our Stirling Campus for all our teaching staff. This was an excellent event with key note speaker, David Cameron followed by workshops in the morning and afternoon. At the plenary, representatives from each workshop provided feedback to all participants. The outcomes from the event will be included in all staff PRD's. This was a very well received CPD activity for teaching staff.
  - 5.4 I was key note speaker at the West Lothian College Staff Conference describing our Making Learning Work journey and the introduction of our Creative Learning strategy.
  - 5.5 Fiona Brown, APED for Learning and Teaching, and I hosted senior staff from Moray College UHI and their new Principal, David Paterson, on a day long session/workshop to showcase our Creative Learning strategy. The visit came as a result of our TES (FE) award in London.
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5.6 I presented certificates to 15 students from Sonangol, Angola. These were students who had attended a two week programme, fully funded by their employer, in Process and Mechanical Engineering. The students were all graduates of UK Universities attending our College to experience practical and workshop activities in the curriculum area.

## 6. Key Meetings

I undertook the following key meetings in the period 21 June 2016 to 22 September 2016:

- 6.1 Further to the previous reported meetings with the University College Isle of Man, the college again hosted a meeting with the Isle of Man Minister for Education and Children and their Director of Education. The new Principal of the University College Isle of Man, Jo Pretty was also in attendance. We had a tour of Falkirk Campus and signed an MoU to promote commercial and curricular activities as well as student and staff exchange. We will be visiting the Isle of Man University College in November to take forward opportunities in partnership.
  - 6.2 Colette Filippi, APED for Business Development, and I hosted Steve Gold, Oracle VP UK Sales and Country Leader, Scotland and Iris Lanny, the Programme Manager for Oracle Education, to highlight key areas in computing and examples of digitalisation through our Creative Learning Strategy.
  - 6.3 I had a lunch meeting with Adrian Gillespie, Operations Director for Scottish Enterprise, Julia Brown Regional Officer Scottish Enterprise, and Colette Filippi APED Business Development to gain support for the Falkirk Campus project. We received a letter of support from Scottish Enterprise a couple of weeks later which has been incorporated into the FBC.
  - 6.4 Colette Filippi and I met with Ross Martin, CEO of Scottish Council Development Industry on two occasions with a proposal to develop STEM activity, particularly progressing our own involvement with the University of Stirling and local schools in this area.
  - 6.5 Hugh Hall and I attended the retirement event for Lawrence Howells, outgoing CEO of the Scottish Funding Council.
  - 6.6 I met with Andrew Youngson, Scottish Funding Council and Jeff Sanders of the Royal Society of Antiquaries, Scotland to discuss potential opportunities for a summer school in Stirling.
  - 6.7 The Head of Department for Creative Industries, Martin Boyle, and I met with Harvey Wheaton, CEO of Codeclan, to increase awareness of college activity in computing.
  - 6.8 Colette Filippi and I met with Douglas Farquhar of the Falkirk Business Hub and Alistair Campbell OBE to discuss the college estate proposals, including the potential for student accommodation. Alistair also shared proposals for a new Falkirk town centre development proposal.
  - 6.9 I met with Dominic Munro, the new Director of Fair Work, Employability and Skills to discuss the Employability funding and the role of Local Employability Partnerships.
  - 6.10 I met with Liam Spillane, Commercial Director of University of Stirling. One of the areas discussed was the potential for student seasonal work.
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- 6.11 I met with Dr John Bostock from the University of Stirling to further progress our relationship with the Universities Aquaculture Innovation Centre, particularly in the area of process engineering.
- 6.12 I met with the Depute Rector of Dollar Academy to highlight opportunities with the College particularly in STEM programmes.
- 6.13 I met the new CEO of Historic Environment Scotland (HES) at the Stirling Campus. The relationship with HES was recognised including the forthcoming SQA Star Award nomination for partnership working. The outcome of this will be announced on 11th November 2016.
- 6.14 I met with John Kemp, Interim CEO for the Scottish Funding Council who accepted an invitation to attend the Board's strategic discussion in September.

## 7. Colleges Scotland

- 7.1 In the three months since the last Board meeting I have attended one meeting of the College Principals Group; one meeting of the Colleges Scotland Finance and Funding Committee, one meeting of the SFC Innovation Group which covered discussion on the Construction Innovation centre and also the first meeting of the newly formed Colleges Principals Policy Committee.

## 8. Community Planning Partnership

- 8.1 Since the last Board meeting I have attended one meeting of the Falkirk Community Planning Leadership Board where a new Board structure was discussed. The College will continue to be a lead partner in the new structure.
- 8.2 I have attended one meeting of the Stirling Community Planning Leadership Group.
- 8.3 As a Stirling City Commissioner I attended the recent workshop at the Council Chambers where the five projects City Deal was discussed. The City Commissioners will host a Holyrood Reception at the Scottish Parliament and I am pleased that Forth Valley College Hospitality students will provide the front of house service.

## 9. Financial Implications

None

## 10. Equalities

Assessment in Place? – Yes  No

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

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

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**11. Risk**

Please indicate on the matrix below the risk score. Risk is scored against Impact and Likelihood as Very Low through to Very High.

	Likelihood	Impact
Very High		
High		
Medium		
Low		
Very Low	X	X

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

Risk Owner – Ken Thomson

Action Owner – Ken Thomson

**12. Other Implications –**

Please indicate whether there are implications for the areas below.

Communications – Yes

No

Health and Safety – Yes

No

Please provide a summary of these implications – N/A

Paper Author – Ken Thomson

SMT Owner – Ken Thomson