

Skype 2pm

AGENDA

		Type	Lead
1	Welcome	Discussion	Ross Martin
2	Update from Chair and Principal (Verbal)	Discussion	Ross Martin/Ken Thomson
3	Minute of Extraordinary Board Meeting 27 March 2020 (Elements of this minute are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)	Approval	Ross Martin
4	Report from Forth Valley College SMT (Elements of this paper are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)	Discussion	SMT
5	Q&A	Discussion	Ross Martin

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Skype Meeting, (Commencing at 11am)

Present: Ross Martin (Chair)
Dr Ken Thomson
Fiona Campbell
Trudi Craggs (Vice Chair)
Lorna Dougall
Davie Flynn (Vice Chair)
Jennifer Hogarth
Liam McCabe
Ken Richardson
Andrew Smirthwaite
Steven Tolson
Hazel Burt

Apologies: Naila Akram
Andrew Carver
Andrew Caldwell
Pamela Duncan
Lindsay Graham
Beth Hamilton

In Attendance: Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
David Logue, Falkirk Campus Project Director (FCPD)
Stephen Jarvie, Corporate Governance and Planning Officer and Deputy Board Secretary (CGPO)

B/19/059 Sale of Falkirk Campus

[REDACTED]

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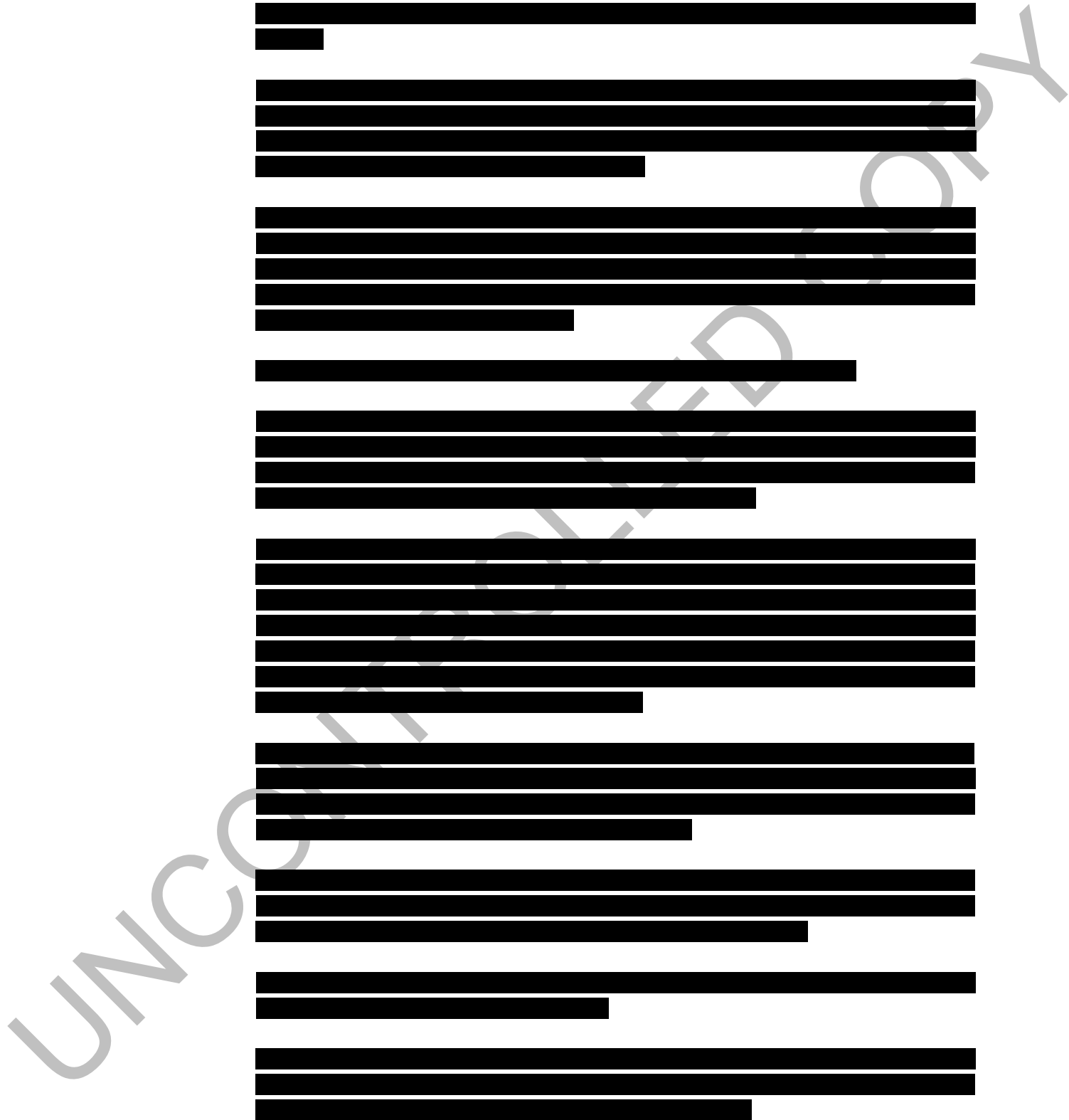
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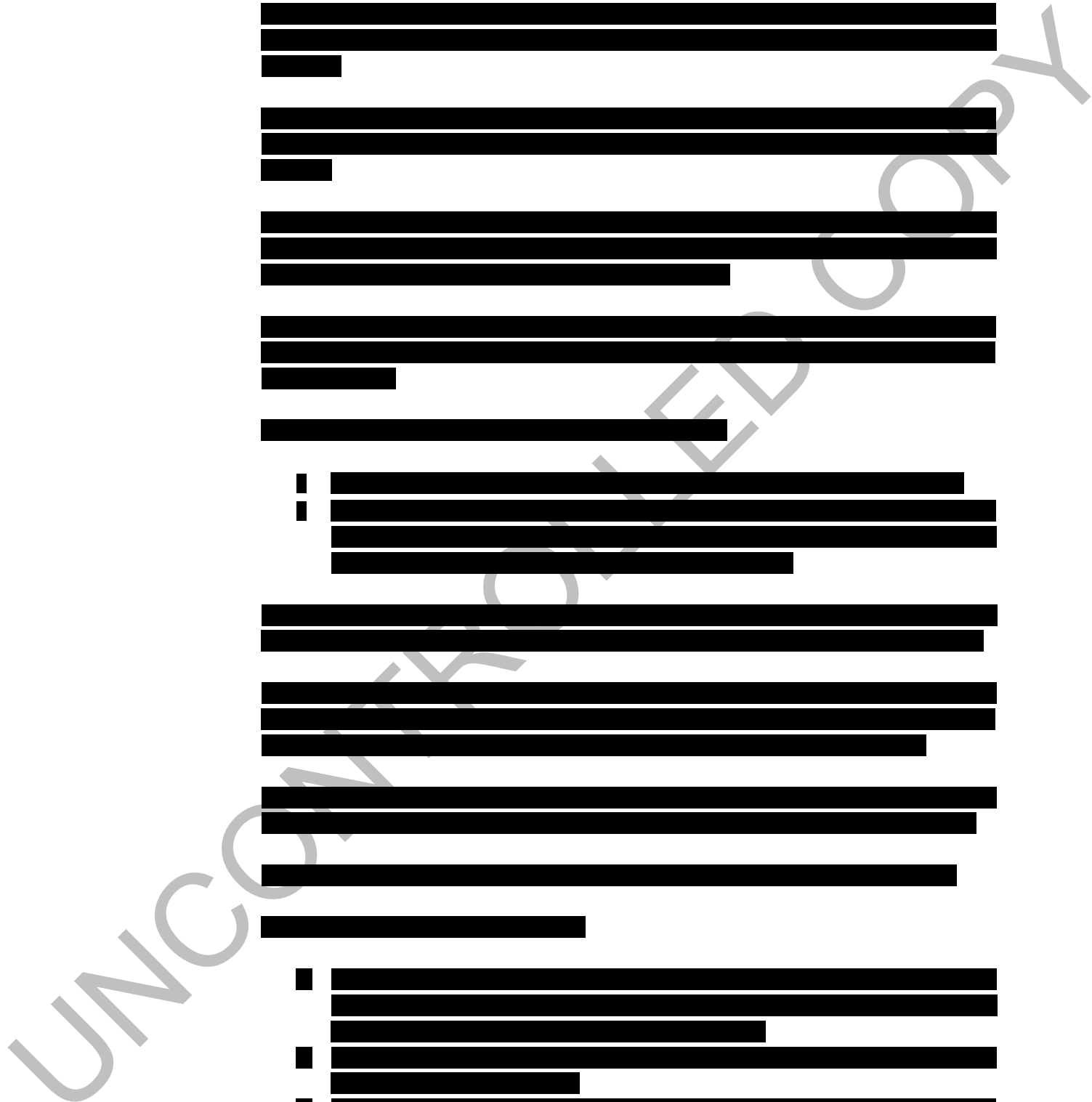
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1. Purpose

To provide members with background information ahead of the video conference scheduled for 1 April 2020.

2. Recommendation

That members note the content of the updates in this paper

3. Senior Management Team Information

The Principal has asked members of the SMT to collate some key points on their and their teams' activities during this period of remote working following the decision to close the College campuses on 17 March 2020.

Andrew Lawson – Depute Principal and Chief Operating Officer

- 1 staff member has been confirmed as positive for coronavirus
 - No other student has been confirmed since the one at Raploch two weeks ago who is now recovering
 - Engagement with staff to ensure good health and wellbeing
 - Maintain a high level of engagement with students encouraging programme delivery with online support
 - Maintaining consultation process including VS applications and coms with union - Skype Meeting with EIS re Consultation process
 - Maintaining Tribunal Claim
 - A comprehensive standby and security rota has been implemented that allows for flexibility to accommodate ad hoc requests and Servest will continue to provide emergency cover
 - Maintain access for statutory and essential maintenance. Some of which has already been agreed.
 - Continue to liaise with Balfour Beatty on the closure to determine which remedial works planned for the Easter holidays can proceed
 - Explore remote delivery as an option, we will link in with Business Development to offer out remote delivery options within Flexible Workforce Development Fund. Companies may choose to replace existing scheduled face-to-face delivery with remote activity. This in turn will allow us to restart FWDF activity prior to college campuses reopening.
 - Exploring opportunities for MAs not currently in work to access voluntary placements in order to continue gathering work-based evidence. This is at an early stage and MA safety would need to be considered before any opportunities are taken forward. This option will not be progressed without SMT approval.
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David Allison – Vice Principal Information Systems and Communications

Student Records

- Recruitment for 2020/21 is continuing as normal with interviews moving from face to face to telephone/Skype, or selection being based on information within the application form with a supplementary online/email task.
- To date we have received 3,907 applications for full time courses and have made 961 offers. By way of comparison at this point last session we had received 4,083 applications and had made 972 offers.
- The processing of student entries and results with awarding bodies can continue as normal, as all internal and external processing is online.

IT

- The IT Helpdesk is now remote, and focused on supporting staff working remotely, and supporting staff to remotely deliver learning and teaching.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Plans were developed but are currently on hold due to current travel restrictions, to issue laptops to students where students don't already have access to a laptop. Priority has been given to our most vulnerable students. The plan will be put in place when the current restrictions/advice are relaxed.
- Discussions have begun with Falkirk Council in relation to any temporarily unused IT kit we may have to support key services, following the above exercise.

Business Transformation

- All systems are being maintained and supported remotely, and developments/projects are continuing as normal.
- Key projects are currently Student Finance and Bursaries, Business Development Processes and SharePoint 365 migration.

Communications and Marketing

Overview

The Communications, Marketing and Print Services team are currently working a rota system in line with our crisis comms protocol – ensuring our channels are monitored and updated throughout the College closure. This includes:

- Checking all mailboxes and responding to enquiries
 - Updating our FAQs daily
 - Monitoring and responding to queries on social media
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- Issuing e-zines to our key audiences
- Handling media enquiries
- Preparing PR for local and national media outlets

In addition, work continues on our planned projects, including the development of a range of recruitment campaigns for new students and delivering a number of “keep applicants engaged” campaigns. This will ensure the College remains in regular contact with applicants, which we hope will in turn support the conversion of applications into enrolments, when the College reopens.

Website

We have developed a dedicated area on the College website – link for your reference. <https://www.forthvalley.ac.uk/coronavirus> Our FAQs are updated on a daily basis or when new information becomes available. From 16 March 2020, to today’s date the student info landing page has received 5496 views. 4906 of these views were Coronavirus FAQs.

SharePoint

A dedicated FAQ page was also created on SharePoint to share information with staff that should not be available to the general public.

Direct emails

Since 31 January, we have issued 47 direct emails and letters to our key audiences. This has been extremely effective in keeping a consistent message throughout this period.

- Students
- Staff
- Stakeholders/Partners
- Applicants
- Schools
- Suppliers
- Customers

Media

We have received 18 media enquiries since 21 February. All enquiries received a response. We continue to keep in regular contact with our local media contacts and will be keeping them updated on the activities of our staff and students through a number of positive news releases and case studies.

Social Media

Since the closure, the decision was taken to reduce the College’s activity on social media to focus our efforts on developing our FAQs and to encourage students and staff to make direct contact with their Line Manager/Curriculum Manager. This approach has been extremely successful and

we are now building up our content online with a weekly social media planner. This will include a mix of good news stories, blogs with useful information and advice, information from third parties and provide specific updates from FVC.

Next Steps

- As we move forward, our approach to communications will adopt the following schedule:
- Staff – Monday, Wednesday and Friday
- Students – Tuesday & Thursday
- Stakeholders and Partners – Fortnightly or as required

Please help us to communicate our messages by sharing our content. Links to our official channels for your reference:

<https://www.facebook.com/Forthvalleycollege>

<https://twitter.com/FVCollege/>

<https://www.instagram.com/fvcollege/>

Kenny MacInnes – Vice Principal Learning & Student Experience

Learning & Quality

- 2019/20 Year-end completion strategy for FT/PT/Evening/School qualifications now in place working in conjunction with SQA and Awarding Body guidance.
- 2019/20 Year-end internal verification processes/activity being set in-line with assessment strategy.
- 2019/20 Student results to follow normal processes. Estimations results will be uploaded to the Colleges Enquirer systems as per normal timescales.
- 2020/21 Recruitment process for FT/PT/Evening/Schools programmes working well. Teaching Departments using telephone interviews and estimation results to offer places. Candidate uptake positive. 3,907 applications for full time courses and have made 961 offers. Of this there have been 700 applications from school pupils.
- 2021 Prospectus work in progress with Teaching depts and marketing Team.
- 2020/21 FA recruitment being taken forward by L&Q who are currently engaging with all 18 Secondary Schools.
- Curriculum Planning for 20/21 to be finalised by end of April.
- Taking guidance from SQA and other Awarding Bodies for External Verification.

Equality, Inclusion and Learning Support

- Student Support continuing to support our most vulnerable students through phone calls, skype, Teams, Moodle. Dealing with complex issues exacerbated by the lockdown. This continues to evolve as we work out what works best and how our students also prefer to engage.
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- Continuing to deliver counselling and mental health support. Again, staff dealing with complex issues made more challenging by lockdown and all contact through phone calls or digital media.
- Support Staff continuing to deliver general student support and personal learning support plans. The Team are triaging those most in need. They are maintaining their own group of students who were engaged prior to the closure and will also continue with reviews, but again based on a needs basis rather than a blanket approach to all students.
- Flexible learning courses are being offered to students to fill delivery gaps in practical work, as well as being offered to staff and external communities.
- Time4Me mentors are being coordinated by Sarah Tervit and are in contact with our most vulnerable care experienced students.
- Staff are continuing to support Flexible Learning queries/ enrolments/ supporting students and are also compiling reading lists for all departments following lead from CMs, OMs and lecturers
- Staff are continuing to support students applying for SAAS. Currently adapting all the information to be available online for the students so that the lecturers and LDWs can pass this on to the students.
- Supporting future students with course queries.

Alison Stewart – Vice Principal Finance and Corporate Affairs

Finance

When we took the decision to close the College on 17/3/20 we were mid-way through upgrading our core Financial System. The Finance team continued to come into the College until Friday 20th March, along with IT to ensure the upgrade was completed successfully. Our key priority was to ensure once closed we could continue to pay all staff and students and Childcare providers. Remote processing of payments was set up and tested prior to closing. The March payroll was processed from within the College to ensure all staff were paid on time on 26th March 20. Since then we have successfully paid student bursaries, childcare providers, suppliers and staff expenses. We have a number of Finance staff designated as key staff to ensure that should systems fail for remote processing for any reason, we can access the College to ensure all staff, students, childcare providers and suppliers are paid. We also have backups in place should any member of the key staff become unwell and unable to work to ensure we continue to make payments as they fall due.

Going forward Finance are working on the impact of the lockdown on our financial position. In the short term cashflow is not an issue. A revised forecast is currently being worked on.

Governance

Governance arrangements have been modified to ensure the Board of Management are informed during this time. A WhatsApp group has been set up for members to stay in touch and a video conference where members can ask questions from the SMT has been arranged for 1 April 2020.

In light of potential changes in relation to the sale of the old Falkirk campus, an extraordinary Board of Management meeting was held on Friday 27 March 2020 via video conference.

Business Development

- To date 42 MAs Furloughed or redundant, likely that there will be many more by the end of the week. Recruitment for MAs August 2020 starts will be very challenging, a number of engineering companies have put their recruitment on hold. Want to review options after Easter and consider postponing start to January 2021, need to see if this is feasible.
- Good engagement from Engineering apprentices, slightly less so in construction however their jobs are more at risk and feedback from their employers has reflected this.
- SDS strategic engagement has not been as forthcoming as the college sector would have liked. There is college sector group working on this via Colleges Scotland.
- COP 26: Apprenticeship Challenge – developing the concept of an online project collaborative project across companies on a national basis to focus on some business related challenges in a low carbon world. We want to give them something to focus on that they can work on virtually, have input from industry experts through guest lectures and webinars, launch on world earth day.
- Developing up offers for commercial delivery online to support businesses in these challenging times.
- Falkirk Investment Zone work is still on going in the background.

4. Equalities

Assessment in Place? – Yes No

If No, please explain why – Update only – not applicable

Please summarise any positive/negative impacts (noting mitigating actions) – Not Applicable

5. Risk

	Likelihood	Impact
Very High		
High		
Medium		
Low		
Very Low		

Please describe any risks associated with this paper and associated mitigating actions – update only – not applicable

Paper Author – Stephen Jarvie

SMT Owner – Ken Thomson