

Virtual meeting via Skype 4.30pm

**AGENDA**

		Type	Lead
1	Apologies and Declarations of interest	Discussion	Ross Martin
2	Minutes and Matters Arising of Meeting of 1 April 2020 (Elements of this minute are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)	Approval	Ross Martin
3	Minutes of Committee Meetings – None		
4	Chairs Report (Verbal)	Discussion	Ross Martin
5	Principal's Report (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	Ken Thomson
6	Student Association Report	Discussion	Andrew Smirthwaite
7	FVSA ALF Application  (Paper 7 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)	Discussion	Andrew Smirthwaite

**STRATEGIC PLAN IMPLEMENTATION**

8	Forth Valley College Progress Visit Report February 2020 (Elements of paper 8 are withheld from publication on the Forth Valley College website under Section 27 Information Intended for Future Publication of the Freedom of Information (Scotland) Act 2002.)	Discussion	Kenny McInness
9	Impact of Covid19 - Scenario Planning (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	Ken Thomson
10	Application of Fair Work Framework During COVID-19	Discussion	Andrew Lawson
11	SFC Indicative Allocations 2020/21	Discussion	Alison Stewart

**OPERATIONAL OVERSIGHT**

12	2019-20 Mid-Year Return (Reforecast) (Paper 7 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)	Discussion	Alison Stewart
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13 Futures Programme (Verbal)

Discussion Andrew Lawson

**GOVERNANCE**

14 Review of Risk

Discussion All

15 Any other competent business

Discussion All

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**Skype Meeting, (Commencing at 2pm)**

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

Apologies: Andrew Carver  
Beth Hamilton

In Attendance: Andrew Lawson, Depute Principal and Chief Operating Officer (DPCOO)  
David Allison, Vice Principal Information Systems and Communications (VPISC)  
Kenny MacInnes, Vice Principal Learning & Student Experience (VPLSE)  
Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)  
Katherine Graham (observer)  
Stephen Jarvie, Corporate Governance and Planning Officer and Deputy Board Secretary (CGPO)

**B/19/060 Welcome**

The Chair welcomed members to the meeting.

**B/19/061 Update from Chair and Principal (Verbal)**

The Principal updated members on the ongoing communication activities with the Board, students, staff and stakeholders.

He discussed the ongoing, online activity of staff in support of College activities, noting more than 380 staff were actively engaged with a digital learning community on the MS Teams platform.

He noted that the College student support functions were particularly active, remotely supporting students who are experiencing a range of issues and being proactive with those individuals most at risk to ensure the College is maintaining active contact.

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He informed members that the Scottish Funding Council (SFC) had engaged with the College early into the current situation to confirm funding arrangements for the rest of the year. [REDACTED]

He outlined additional activity which was ongoing to support the communities throughout the Forth Valley area. He noted that food supplies from the College had been passed to the Salvation Army for distribution to those most at need. He confirmed that, while limited in numbers, the College was collecting PPE equipment to pass to local care homes.

He also commended a member of staff who had been producing face shields for the NHS at home on his 3D printer. He informed members that, once the College became aware of this, access had been arranged for him to utilise the 3D printers in the College which would significantly increase the amount of materials he could produce.

The Principal informed members that EIS-FELA were going ahead with an online demonstration to protest what they are terming redundancies at the College, despite the College having confirmed last week that there are no redundancies as part of the Futures Programme consultation which was launched in November 2019. He noted that this had been covered in TESS magazine but that he had also had the opportunity to contribute a piece showing the College's position.

He discussed his recent work leading on a sector wide digital ambition piece which, given the current level of remote working, was now more apt than ever. He also confirmed to members that the application to the Arm's Length Foundation for a digital hub approved at the last meeting was particularly relevant now.

The Chair informed members that he was concerned that EIS-FELA seemed intent on proceeding with out of date information and that he would contact the EIS General Secretary to ensure he has the most up to date information.

He also informed members that he had been in contact with the Forth Valley College EIS-FELA branch yesterday with an update but again this had not been taken into consideration regarding the on-line demonstration.

The DPCOO informed members that he had been in contact personally with every staff member involved in the current consultation exercise and that the responses to the College approach to proceeding with this to reach conclusion had been primarily positive.

Members queried whether SFC had committed to continuity of existing funding or whether additional funding was being made available?

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The Principal confirmed that the commitment was to continuity of funding at this time. He highlighted that, as students were not currently travelling to College during the UK lockdown the College had been authorised to move these monies into the hardship fund which was accessible to students who qualified for bursary funding.

The VPFACA confirmed to members that the sector Finance Directors group was developing a range of queries for SFC to obtain clarity on areas such as flexible workforce development funding and what the impact on Colleges may be if they are unable to meet their current credit targets.

She informed members that the College was currently working on a revised Q2 budget to take into account as much as possible the impact of coronavirus and, when this was ready, it would be used by SFC alongside other College's to inform discussions with the Scottish Government.

Members queried how students who qualified would be made aware of the hardship funding. Following discussion, it was agreed that a joint statement on this matter would be issued to students via the student e-zine from the Principal and Student President.

Members queried if there was support available for self-funding students who could no longer pay the remainder of their course fees owing to the current situation.

The VPFACA confirmed that those that qualified could obtain support from the hardship fund and that this would be looked into further.

Members recorded their appreciation for the incredible work done by the College staff to move to a 'virtual' campus in such a short timescale.

The Principal informed members that he had recorded a message for all staff that would be issued on Thursday 2 April 2020 and that he would copy members in on this message.

He acknowledged the work done to date and highlighted to members that SMT had been scenario planning for the months following the Easter break to see what can be done if the lockdown continues for an extended period of time, to continue to develop a digital pedagogy to support remote delivery and the transition back to physical delivery.

Members requested that the scenario planning be brought to the meeting on 30 April 2020. The Principal confirmed that this would happen.

Members queried what training was available to staff to support remote delivery. The Principal confirmed that there were resources but highlighted a significant level of peer developed support on platforms such as MS Teams which had developed organically between staff. He highlighted in particular the contributions of Bill

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Crawford, Nader Jarmooz and Jasmin Hodge who were excellent in supporting their peers and answering queries as they arose.

Moving beyond the current situation, he also confirmed that the digital hub would be a key ongoing resource to support digitisation of learning.

The Principal informed members that it was intended to continue with the schedule of Board and Committee meetings in member's calendars, with papers being issued in advance as normal and the meetings themselves to be held virtually or in person depending on the circumstances at the time.

a) Members noted the content of the update

B/19/062

**Minute of Extraordinary Board Meeting 27 March 2020**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

B/19/063

**Report from Forth Valley College SMT**

The Principal informed members that the update paper was accurate as of the date of writing but that matters continue to progress. He highlighted that, at the request of the Chair, he had been gathering some case studies from staff members to give the

Board a feel for how staff are managing in the current situation and confirmed that these would be circulated to members once complete.

Members queried whether the College had seen a dip in recruitment for the next academic year. The VPISC noted that, in the days following the closure, there had been an understandable reduction in applications but that this had picked up again and that, as of that morning, the College was only down 14 applications on where it was last year at this time.

Members had noted concerns made by universities in relation to international students and asked whether this would impact the College. The VPISC confirmed that, while the College did not have international students, there was a concern that Universities may target individuals who would normally go to College to make up for the shortfall arising from international applications.

The Principal confirmed that the College continued to strongly market our portfolio. He confirmed to members that more information on recruitment would be brought to the next few meetings to update members.

Members noted the concerns raised by Business Development in the paper and welcomed scenario planning being in place to try and mitigate the impact of this.

Members queried whether the College had furloughed any staff, for example those whose duties cannot be conducted remotely. The Principal confirmed to members that, as SFC had committed to continuity of funding for the remainder of the year, the College had taken the decision not to furlough staff so that they could all receive their full salaries.

The VPCOO informed members that staff were also active outside of College, volunteering in their local communities. Members welcomed this information and noted that this should be publicised wider.

a) Members noted the content of the report

**B/19/064**

**Q&A**

This item was conducted as part of the previous agenda points.

**B/19/065**

**AOCB**

Members asked the student Board members whether there was any additional action that the Board or College could be taking to support them at this time.

The Student President and Vice President reported on their activities to support students during the closure and there was no specific additional support required at this time.

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Fiona Campbell updated members on the work to develop a history of the College the Principal had mentioned at the last meeting. She informed members that she was supporting Ian Scott on this matter.

The Chair noted that John Blackie, former Board Member, had experience in preparing historical accounts and may be of assistance in developing this piece of work.

Meeting concluded.

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1. Purpose

To present to the Board of Management the twenty fifth Principal's report on key and strategic activity undertaken since the Board meeting in February 2020.

2. Recommendation

The Board should note and comment on the activity undertaken by the Principal since February 2020.

3. Key Highlights

- 3.1 On the 17<sup>th</sup> March 2020 all campuses were closed following a reported case of a student testing positive with COVID-19 at our Raploch Campus. Unfortunately, her lecturers had visited all campuses over the previous few days and so we decided to close, as was the procedure in other educational establishments and pending an enhanced clean of the buildings. We had met previously as a SMT Business Continuity Group (SMT BCG) and had plans in place for full and partial closedown. On the Friday, the Depute First Minister closed all schools with immediate effect and on the following Monday, 23<sup>rd</sup> March 2020, the Prime Minister ordered a UK wide lockdown which has, at the time of writing, been in place for five weeks. Our staff and students are working virtually with over 400 staff now working with colleagues and students across MSTeams and our Moodle virtual environment. Our Marketing and Communications Department have been excellent in keeping staff and students up to date with events including 4 videos of myself talking to staff and students before and after Easter. Prior to the Easter break I had two comprehensive update emails to the Board and we all virtually attended two Board meetings, one a Q&A on the crisis and the other an extraordinary meeting to approve a new arrangement with Gannet Developments and the sale of the old campus. I have also met between one and two times a week with Ross Martin, Chair of the Board, to update on everything from the Futures Programme to Employee relations, from economic recovery to community engagement.

I have to say I have been immensely impressed with my senior team in the way they have galvanised to respond to the COVID-19 crisis, every one of them working closely with their teams and supporting our learners, our employees, our stakeholders, our communities and our staff. I could not have asked any more of them as we connected virtually every day. I also have to mention the numerous community projects the college have been involved with and initiated, from the 3D masks being turned out by Ross McGeever who has been in the Falkirk Campus, to the work our Hospitality team have been doing with the Salvation Army, to our Health and Social Care staff and students now working to support our NHS and Care Homes. We are also aware of many other staff and students who are volunteering to support people during this crisis. In addition, David Allison has led on a project to distribute over 300 laptops to students and apprentices who have been without IT. These pieces of kit have been distributed throughout Forth valley and beyond with one of our apprentices having his laptop couriered to Irvine. We needed to be consistent with all our identified vulnerable student.

Throughout the last five weeks – we did close the college for a week to ensure all staff were able to take a well-earned break, we have continued to engage with a high percentage of

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students in their learning and teaching and Kenny MacInnes, Vice Principal Learning and Student Experience and Helen Young, Head of Curriculum and Quality and their teams have done a fabulous job to pull all the guidance information from SQA into one document so our staff and students understand what is expected of them and how we will generate evidence through assessment and finally certify our students.

From a financial point of view, we have been very pleased with the approach of SFC and SQA in moving quickly to provide guidance on financial and assessment criteria respectively. However, the sector have been very disappointed in SDS's lack of engagement and we still wait to hear how they will treat financing our apprentices and foundation apprentices.

I have also written a paper, for discussion later in the meeting, on our planning for short, middle and long term scenarios and ensuring we are covering all bases and are able to move at pace with conviction and clear lines of communication to our students and staff as we receive information from Scottish Government, SQA, SFC, SDS and our other stakeholders.

- 3.2 Unfortunately we have had to cancel all events through to the summer including the official opening of the Falkirk Campus on the 1<sup>st</sup> April and the making Learning Work dinner in May. The new date for the official opening with the First Minister has been confirmed for 16 September 2020. On the Falkirk campus sale, we are currently agreeing final terms which should take three to four weeks from writing, we will then have the sale agreement signed and the funds transferred. David Logue is anticipating completion within two months. Further information is appended to the end of this report.
- 3.3 Our Future Programme Consultation was launched on Wednesday 13 February and completed on the 20<sup>th</sup> March 2020. Andy Lawson, Depute Principal and Chief Operating Officer and college lead on the programme will update members on progress to date later in the meeting. For information, over the last few weeks we have dealt with a great deal of media coverage and I have spoken with two local MSP's and Ross Martin has spoken with Larry Flanagan, General Secretary EIS. In addition we have had positive feedback from SFC on our process and have been very proactive with our communications. Colleagues can see our most up to date press release on <https://www.forthvalley.ac.uk/about-us/futures-programme/>. We continue with the process.
- 3.4 In addition, and as a consequence of the COVID-19 crisis, I continue to meet on a weekly basis with the College Principals Group (CPG) with membership across all 27 Colleges and 13 regions. In addition I have been involved in three teleconference meetings with Richard Lochhead, Minister for FE/HE and Science and Karen Watt, CEO SFC. I am also lead Principal on developing the sectors Digital Ambition which has come very much to the fore as a consequence of the emergency move to whole sector on line and supported learning. Finally as a Board member of SQA, I also chair their expanded Qualification Committee which will have an important role over the next few months given the cancellation of the exam diet and the need for continuous assessment in the vocational qualifications.
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**4 Networking**

4.1 Between our last Board meeting in February and the college closing on the 17<sup>th</sup> March I had attended a TES Scotland reception and had met with the [REDACTED]. In addition I attended a Jisc strategic Board event in Bristol and was involved in a very successful meeting again with our Minister, Richard Lochhead and John Swinney, Depute First Minister with Colleges Scotland to discuss the spending review and the Scottish Budget announcements.

**5. Presentations**

5.1 We had a very successful MA graduation in Alloa Town Hall in March with Keith Brown MSP as key note speaker. I was also a key note speaker at our first conference held at the Falkirk Campus with CBI Scotland and over 75 attendees. As a first event, our Marketing and Communications team did an excellent job.

**6. Key Meetings**

I undertook the following key meetings in the period 20 February to 13<sup>th</sup> March 2020:

6.1 Ross Martin and I have met formally on two occasions in the time period but have then met regularly in a virtual world. In addition I met twice with the Student Association and again twice on line with one Student Council meeting held via Zoom.

6.2 As part of profiling the new campus, I hosted meetings with Karen Watt CEO SFC and Alison Meldrum, our SFC Outcome Agreement manager; Kenneth Lawrie, CEO Falkirk Council; Michael Matheson MSP; [REDACTED]; Anne Galbraith CEO SECTT; Alison Harris MSP, Louise Owen, Balfour Beattie; and [REDACTED]

**7. Colleges Scotland (CS)**

7.1 Colleges Scotland CPG has met meets weekly since mid-March and I have attended one virtual meeting of the Funding and Finance Group.

**8. Community Planning Partnership**

8.1 There was one meeting of the Strategic Board in Falkirk prior to the COVID-19 crisis. We have been officially in touch with partners to offer our services, many of which have been reported earlier in the paper.

**9. Financial Implications**

None

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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.

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

Paper Author – Ken Thomson

SMT Owner – Ken Thomson

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

1. Purpose

To provide members with an update on the recent activities of the Forth Valley Student Association (FVSA)

2. Recommendation

That members note the content of the report.

3. Key Considerations

We have had a busy few months after settling into the New Falkirk Campus in January along with the other departments, finding our way around the fabulous new building & getting a feel of where everyone is stationed in the building.

There was lots planned for the next few months but as I'm sure you are aware that the outbreak of COVID-19 has put a stop to this.

The SA Staff & Sabbaticals are supporting one another as well as reaching out to other College departments helping wherever we can to make sure that we all get through this difficult time together. We are making sure that the Students get the best support that they can from us, and we are sure this is the same for every other department/member of Staff at FVC.

**NUS Scotland Conference**

NUS Scotland Conference is where delegates from students' associations across Scotland come together to discuss, debate and vote on the policies for NUS Scotland, and to elect the new student officers to represent them for the forthcoming year. This year's conference was due to be held in Dundee this year but was held online over Skype instead. We put ourselves forward for three awards but didn't receive any nominations due to the outstanding work other Unions and Associations. The policies passed at conference were around mental health, transport, housing and student funding. The new NUS Scotland President was announced as Matt Crilly (University of Strathclyde).

**NUS UK Conference**

The UK Conference was due to run from the 31st March to the 2nd April but again the event was cancelled & held online. The policies passed at conference were around mental health, Housing, funding, ending student exploitation. The new NUS UK President was announced as Larissa Kennedy (University of Warwickshire).

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### **Student Elections**

As mentioned, this is a very busy time for the Student Association with Elections due to take place. Both the Student President & Vice President roles are up for grabs. Nomination period ended 3<sup>rd</sup> April & we have one student running for Student President and 2 students running for Vice President.

With all the uncertainty at present due to the Covid-19 pandemic, the elections are still going to take place. The candidates will be briefed on their campaign by the FVSA staff but as you will know, campaigning will be a lot more different to that of any other years in the past & will be performed electronically.

Campaigning will begin 27<sup>th</sup> April until 1<sup>st</sup> May, with results being announced on 14<sup>th</sup> May on all our usual platforms.

### **Microsoft Teams section for Class Reps**

Both FVSA Admin (Lynne McClelland) & FVSA Co-ordinator (Angela Muirhead) have worked hard in creating a separate area on MS Teams for our Class Reps & signed them up to the platform. This allows the SA to have conversations directly with the class reps.

### **Student Council**

We are due to host our April Student Council meetings. Once again, due to the current Pandemic, we will be conducting this online on Microsoft Teams where FVSA staff have done a fantastic job in creating a section for this. We will announce in our next update the outcome of this meeting.

### **Communication**

We have used multiple different ways to communicate with the students to ensure they know everything they need to know. On the first day we released a short video from outside our office at the Stirling Campus, followed in the next couple of days with a short FAQ, contacts and links to the College FAQ. We kept up some cheer by continuing our march month of gender equality with our submissions from students and staff alike. As well as small updates from the Student President. See appendix for Screenshots.

### **Care Experienced Students**

The SA have been working collaboratively with Student Support as well as external partners to make sure that CE Students have the right support in place for them during this unsettling time. In cases, Local Authority guidance has been passed over to the College & we have fed back in what support we have for our Students.

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**ALF Fund**

FVSA are in the middle of applying for funding again. At the time of writing this update, we do not know the outcome, but we will inform the board of the result when we receive this.

**4. Financial Implications**

**Please detail the financial implications of this item** – FVSA carries out all activities within our operational budget. As the Strategic Plan progresses there may be requirements to review the budget of FVSA, however FVSA will not implement any plans/activities that require additional funding before seeking the support of the college SMT & Board of Management.

**5. Equalities**

**Assessment in Place? – No**

**If No, please explain why** – Not applicable

**6. 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

**7. Other Implications –**

Please indicate whether there are implications for the areas below.

**Communications – Yes**

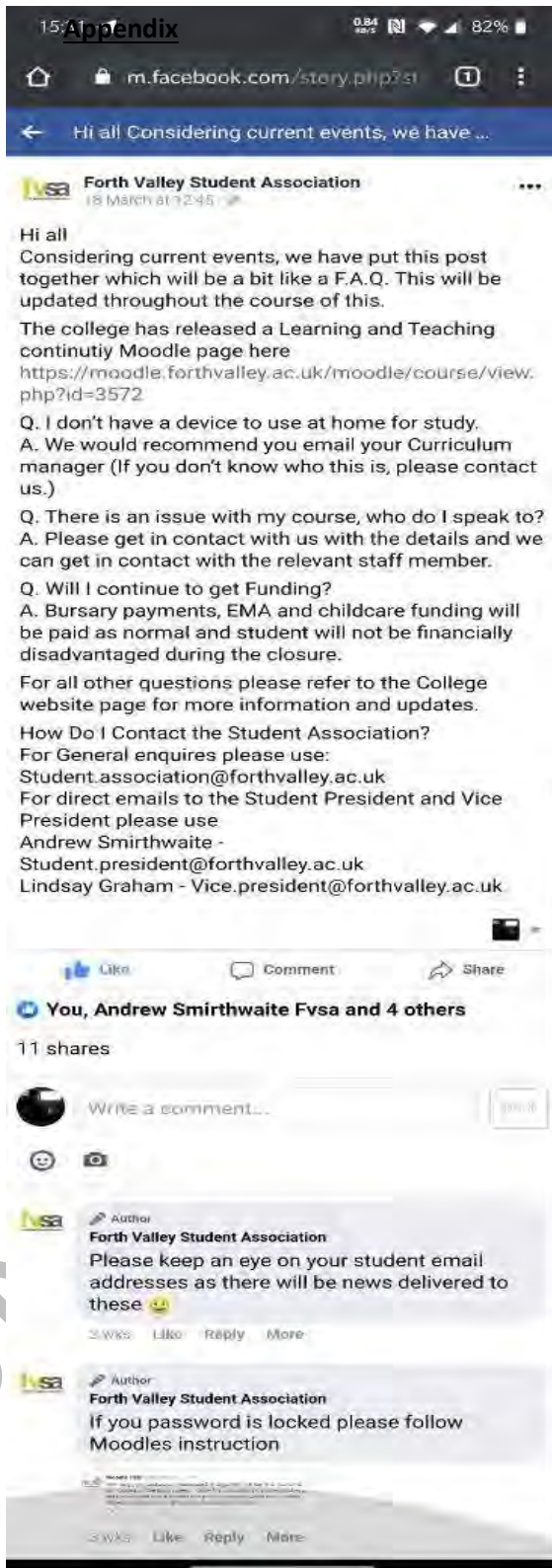
**Health and Safety –No**

**Please provide a summary of these implications** – FVSA extensively promote events, clubs and opportunities to be involved in the work of the association.

**Paper Author** – Lindsay Graham

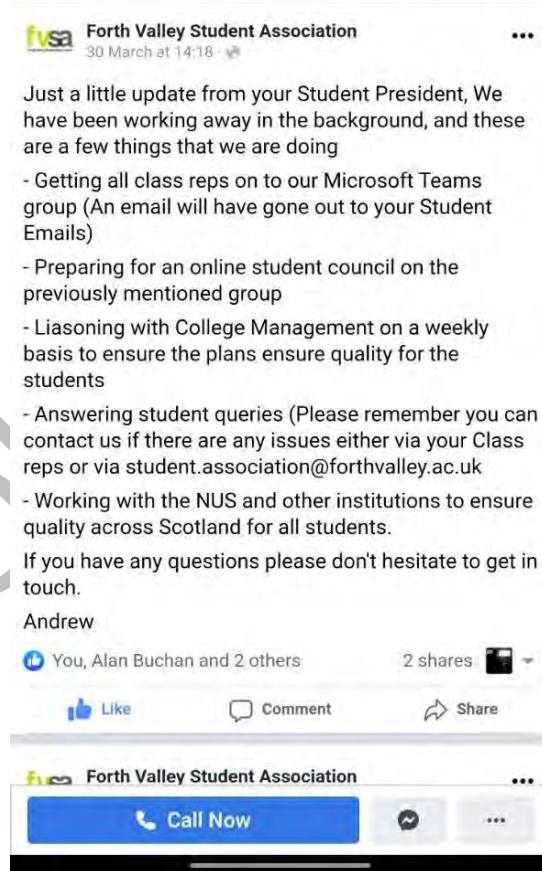
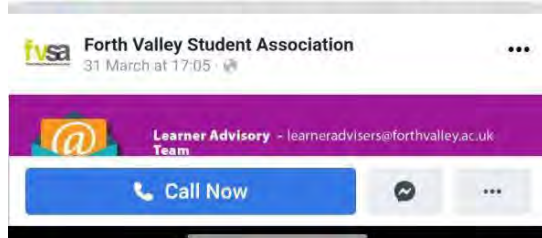
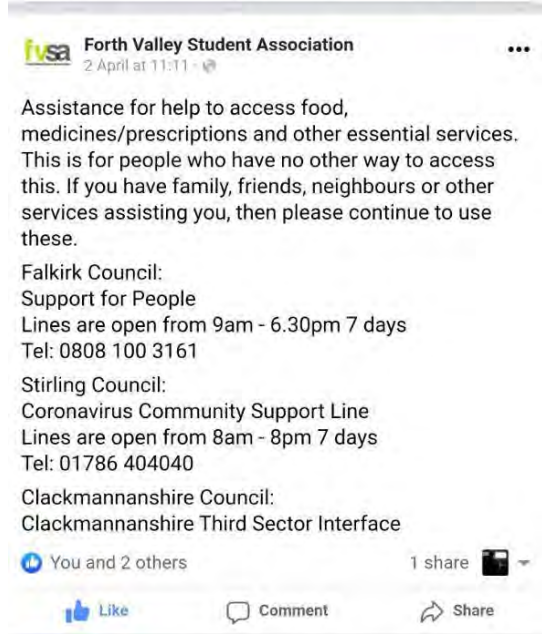
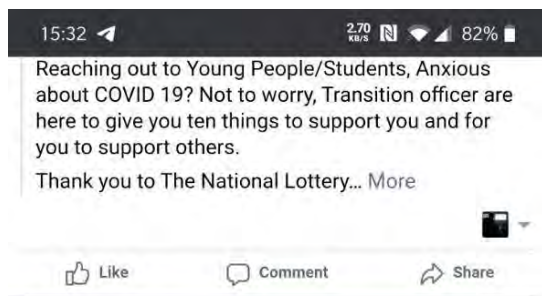
**SMT Owner** – Kenny MacInnes





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# Strategic Plan 2018-2022



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# Introduction

Since we were formed in 2014, FVSA have been in a position of sustained development. We have continued to build and adapt to meet the needs of our members and students.

FVSA have worked with students, class representatives, liberation & executive officers, sabbatical officers, staff and our partners to develop this plan. Throughout the process we have empowered our members to shape our goals and our vision to ensure that we are truly a student led organisation.

FVSA would like to thank Forth Valley College staff and management for their continued support, as well as the Forth Valley College Board of Management for the support and encouragement given to us by Board Members.

Thanks also to our community partners, including Stirling University Union, for the support and collaboration that has provided a benefit to both FVSA and our members.



We will be the Student Association that our students need us to be; available, accessible and empowering students to make positive change

- NUS Scotland Enterprise Award Winner 2016
- 3 Star Healthy Body Healthy Mind Award 2016/17
- Shortlisted for NUS Scotland Campaign Award 2017/18
- Shortlisted for NUS Scotland College SA of the Year 2017/18
- Implemented FVC Carers Charter 2017/18





To become a sustainable organisation that is able to develop our officers and staff to be the people that our students need them to be

We will build the Association through developing a volunteering culture that adds benefit to our volunteers and the Association. We want all our volunteers, officers and staff to develop their own skills and knowledge throughout everything they do for the Association, and for all of our volunteers to be awarded in a way that boosts their future prospects by verifying what they have learned. There will be clear progression routes for everyone involved in the Association to progress through our organisation and onto new opportunities.

We will do this by:

- Increasing our presence across the College in order to ensure students are able to access the representation, support and opportunities we provide.
- Developing a strong volunteer culture throughout the Association, identifying and creating further opportunities to volunteer and opportunities for development and accreditation for all of our volunteers.
- Building a sense of community across both the Association and the College through events, clubs & societies and other networking opportunities for students.
- Oversee the develop of staff and officers to ensure they have the skills and knowledge to exceed in their roles, and the opportunity to progress within the Association and externally.

## Cultivating a transparent, student led organisation that influences change for the better

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We will build an Association where students know not only who we are, but what we do throughout the year. We want students to get involved in the work we do, not only through giving feedback, but by helping us plan and carry out activities, campaigns and events. We want our students to know that their voice and votes count throughout our elections, leading to meaningful elections that are well contested and where elected leaders are truly the student voice in our College. Our leaders will escalate the student voice across our communities and at a national level to shape the wider student experience in Scotland.

We will do this by

- Strengthening our communication with students and partners, making sure that all students are able to feed into, and hear back on the work of the Association.
  - Engaging our members in carrying out work, in order to increase our capacity, empower our students and develop them into future leaders.
  - Improving our democratic procedures to increase accountability of elected officers.
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## To develop strong and equal partnerships across our community that will benefit our members and students

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We will develop our partnership with FVC, identifying new and existing partnerships where we can work together to improve the student experience. Students will know who we work with, how they can get involved and what the benefits are. We will work with students and the College to engage with the local community, ensuring students can access the opportunities, support and facilities available across Forth Valley.

We will do this by

- Developing our partnership with FVC, strengthening how we work with departments across the College by sharing information, increasing support and providing better opportunities for students.
  - Increase awareness of existing partnerships, both of the Association and the College, and how these benefit students.
  - Engaging with external partners to support the development of our students through volunteering, external learning opportunities and providing support to students in the community.
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**fvsa**  
Forth Valley Student Association





# Student Partnership Agreement

We have been really pleased to work closely with our award winning Forth Valley College Student Association (FVSA) in developing this partnership agreement. Whether full time, part time, apprentices, school pupils or evening class, students are at the centre of everything we do. This partnership agreement is a great example of the professional approach the College and FVSA have in ensuring we all do the best for our students.

**Dr Ken Thomson**  
Principal

Forth Valley Student Association are very proud to have in place our Student Partnership Agreement with the College, this document is one great example of the partnership and collaborative work between FVSA and the FVC. We are always receiving compliments from our external partners around our collaborations with the College and in particular, this document. I look forward to seeing the outcome from the work around the agreement.

**Liam Williams**  
Student President

# Introduction

Our Student Partnership Agreement outlines how students, represented by FVSA, and staff, represented by Forth Valley College, will meaningfully collaborate to improve the student learning experience. The agreement aims to establish an ethos of partnership at all levels of the College where students are active and valued participants in enhancing the learning experience.

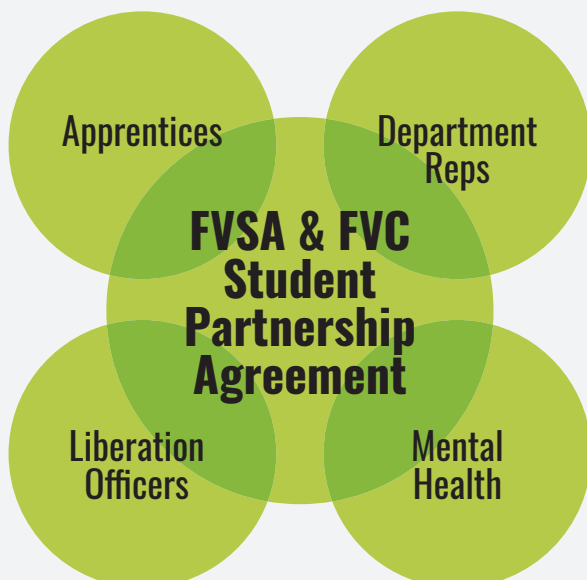
Both FVC and FVSA set strategic priorities to engage in partnership activities.

## FVSA:

- Becoming a sustainable organisation that is able to develop our officers and staff to be the people that our students need them to be
- Cultivating a transparent, student led organisation that influences change for the better
- Developing strong and equal partnerships across our community that will benefit our members and students.

## FVC:

- Creating a superb environment for learning
- Cultivating a vibrant learning organisation where learners develop skills, achieve qualifications valued by industry and progress seamlessly
- Instilling an energy and passion for our people, celebrating success and innovation
- Leading as a business that is a champion for governance, financial control and balanced risk taking
- Enhancing our position as the business and community partner of choice
- Delivering a whole system approach. Simple, effective, efficient and consistent.



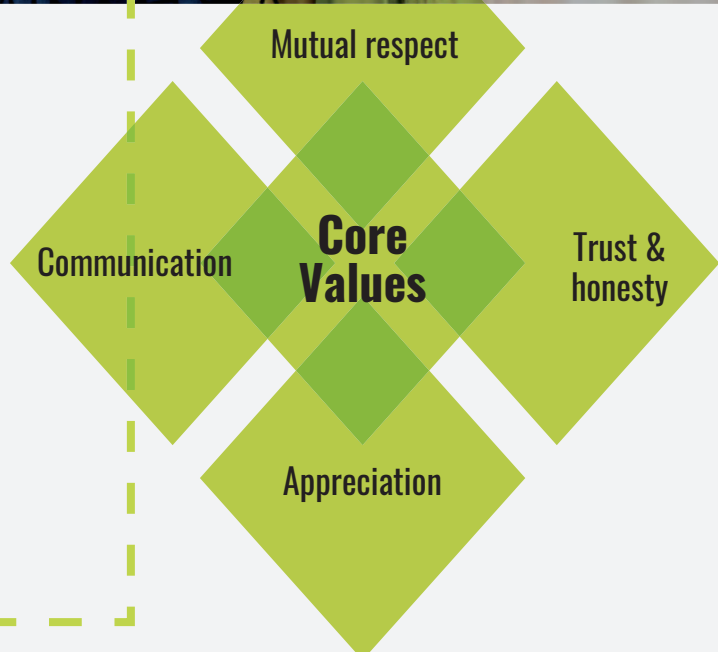
# Core Values

Our partnership is based on the empowerment and engagement of both parties. This is built on the values of:

- Mutual respect
- Trust and honesty
- Regular and robust communication between all parties
- The appreciation of the validity of both perspectives and that both students and staff are learners.



Working in partnership will support the College and FVSA to achieve the College's mission of "Making Learning Work" for students, staff, external partners and the local community.



# Part 1

Part One outlines how students and staff will work together to share feedback, engage in decision making and make changes. There are a number of both formal and informal opportunities for students and staff to work together with the College and the Association. Through building these core processes, it will allow a culture of partnership to develop throughout the institution.

## **Student Feedback Opportunities**

All students are provided with opportunities to give feedback on their learning experience in various ways and influence key decisions in the College. FVC and FVSA work together to support students to be able to give open and honest feedback.



## Surveys and Questionnaires

There are a number of surveys that happen throughout the year to gather the views of students, these include the College student satisfaction survey, the national Student Satisfaction and Engagement Survey and other department feedback surveys.

## Informal Conversations

Students will have the opportunity to give feedback through informal conversations through social media/Moodle/Class Representatives and in person with staff or the Student Association.

## Class Representatives

FVSA and FVC will engage with students to listen and take on board their concerns through the Class Representatives, which are elected by students and trained to be able to support students in giving feedback and signposting students to support services.

## Listening to Learners/Focus Groups

The Listening to Learners forum takes place twice per year for every course in the College, this forum allows students to feedback on their learning experience and anything which

impacts on the experience. This information is used to shape the curriculum and course planning each year.

## Student Council

Student Council is held twice per year and is the decision making forum for FVSA, but also allows the student body to give feedback on their experiences. FVSA and FVC work together to identify actions based on the feedback and report this back to the student body.

## Board of Management

The Student President and Vice President represent the student voice as members of the College Board of Management, providing a key link between the Board and students.

Board Members also support FVSA through participation in the Student Advisory group, using their experience to support the activities of the group.

The Board drives the strategic direction of the College and monitors progress against established targets, ensuring that the College continues "Making Learning Work"



# Student Representation

FVC provide support to and work with FVSA to ensure that students are represented fairly across the College and are able to influence decisions in all relevant areas. This representation includes a number of key roles;

## **Class Reps**

The Class Reps are elected from each course, to represent and share the views of their fellow classmates. These Class Reps attend training and two student council meetings facilitated by FVSA to raise concerns and give feedback on matters that are important to them as well as shaping the work and development of FVSA and FVC.

## **President/Vice President**

These are elected sabbatical student representatives who lead the FVSA Executive Committee. Each officer has a different remit and are responsible to students and work on projects/campaigns throughout the year to improve the student experience.

## **FVSA Executive Committee**

These are elected voluntary student representatives who ensure the voices of students and Liberation groups are able to influence the decision making of both FVSA and FVC.

## **Student Body**

All students enrolled at FVC, no matter what mode of study, are able to feedback on their experience at FVC, and are represented by FVSA.



# Part 2

## Current Objectives

**Better Engagement with Apprentices**

**Improve representation and engagement of Liberation groups\***

**Embed the role of Department Reps into the College**

**Maximise benefit from first class facilities, resources and services relating to Mental Health**



# Part 3

## Impact of partnership

Through students and staff working together, we can make BIG changes to improve the student experience at FVC.

This part outlines the changes and impact made from the partnership activities. Through the process of providing feedback

and undertaking enhancement activities, a number of valuable and significant changes have been made which improve the student experience. The final part of the partnership journey is implementing positive changes, and communicating the improvements to the student community.

\*Liberation groups are not fairly represented within society, it is important to work with students who personally identify within these groups to give them the opportunity to make positive change and support others who have a shared experience. FVSA Liberation groups are LGBT, mature, black minority & ethnic, women and disabled students.

# Student Charter

## Induction

### What you can expect:

A comprehensive Induction Programme that introduces you to the College and your course that will help you to quickly settle into college life.

### Your responsibility:

Actively engage in the induction process and complete any induction activities

## Learning, Teaching and Assessment

### What you can expect:

All staff will consistently facilitate high quality, engaging, inclusive, collaborative and creative approaches to learning, teaching and assessment, making best use of a range of technologies to enhance and extend learning and empower students.

### Your responsibility:

To engage positively with your academic studies, the broader curriculum, your diverse peer group and with other opportunities that support your academic, professional and personal growth

Have a professional attitude, attend all timetabled classes, prepare for and participate fully in class and ask for advice if you are having difficulties with your academic studies

Use assessment as a tool for learning and reflection, adhere to the college regulations and procedures and engage with the design of your learning.

## Support

### What you can expect:

Resources to support learning are available, both digitally and physically, in a variety of engaging and inclusive formats and are easily accessible anywhere and anytime and from any device

Access to dedicated teams in place to help you at all points in your college journey - from choosing the right course to applying to university or looking for a job.

### Your responsibility:

Be proactive in looking for help and information, to seek out relevant support services, to access published information, to familiarise yourself with your programme handbook, college policies and procedures.

## Respect (including Equality and Diversity, staff and student relationships)

### What you can expect:

You can work and study in an environment that is free from discrimination, harassment and victimisation and that everyone can progress equally.

### Your responsibility:

Respect and value differences, contribute positively to the learning of others and to recognise and engage with diversity as an opportunity for growth.

## College Environment

### What you can expect:

Flexible learning spaces and environments, both physical and virtual, are modern and appropriate and that support your learning, both individually and in groups.

Spaces and facilities that encourage extra-curricular social and sports activities with other students and promote a sense of belonging.

### Your responsibility:

To use these environments creatively to access resources and to develop and enhance your learning

To work within these environments respectfully and in ways that do not impact negatively on others.

## Facilities and Equipment

### What you can expect:

Consistent, ready and reliable access to the right equipment, resources and technical support to enable you to work and study effectively

Easy access to facilities and resources to support learning for all students.

### Your responsibility:

Use these facilities creatively to access resources to underpin your independent learning and to work within these environments respectfully and in ways that do not impact negatively on others.

## Representation and Feedback

### What you can expect:

To be able to shape the life and work of the college.

### Your responsibility:

To actively engage with both the college and Student Association in giving open, honest and constructive feedback via the appropriate channels.

## FVSA

Email:

[student.association@forthvalley.ac.uk](mailto:student.association@forthvalley.ac.uk)

Telephone:

01324 403 290

An accessible version of this document can be found online.  
Contact FVSA for further details.

## Forth Valley College

Grangemouth Road,

Falkirk,

FK2 9AD

Telephone:

01324 403000





**fvsa**

**Forth Valley Student Association**

**Annual Report**  
**2017-18**

**Last updated: 20 April 2020**



# FVSA Highlights of 2017/2018



#fvsafreshers

#fvsa17

#fvsa18

#fvsawelcome

#fvsaelections

#fvsafe

#fvsareprtraining



@forthvalleySA



Shortlisted for NUS Scotland Campaign Award 2017/18

Shortlisted for NUS Scotland College SA of the Year 2017/18

73 students trained in Scottish Mental Health First Aid Training

Implemented FVC Carers Charter 2017/18

211 Class Representatives trained

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## Introduction

Welcome to Forth Valley College's FVSA Annual Report 2017-2018. It has been a remarkable academic year for FVSA and this report will detail all the hard work that has gone into ensuring our students have the most productive and enjoyable learner experience possible.

We would like to thank our members, volunteers, and partners for their continued support in making the student experience at Forth Valley College the best it can be.

## About Forth Valley Student Association

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

### FVSA Strategic & Operational Plan

Strategic Plan 2016-18: [Click here](#) to view the Strategic Plan for 2016-2018

Operational Plan 2017/18: [Click here](#) to view the operational plan for 2017/18.

### FVSA Constitution

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

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

The FVSA Constitution also outlines the FVSA structure and role profiles for each Executive Officer. The current version of the Constitution was published in April 2017

[Click here](#) to view the FVSA Constitution.

### Student Council

Student Council is the decision making body of FVSA, and forum for students to hold elected officers to account, give feedback to FVSA on the learner experience and to shape the work of the SA based on the views of students. Students can put forward motions, vote on issues and vote for changes to the FVSA constitution. FVSA are responsible to the student body via the constitution, which outlines what the Association and its members can and cannot do.

Student Council takes place twice a year (block 1 and block 2). The meetings are always well attended and also gives the Class Reps/students a chance to feedback on their learning experience directly to a member of the Senior Management Team (SMT) through an open floor discussion.

## FVSA Team 2017/18

### FVSA Executive Committee:



Alan Buchan  
Student President



Amy Scobbie  
Vice President



Claire Green  
Disabled Students Officer



Liam Slaven  
Executive Officer



Regina Nurney  
Executive Officer



Stewart Kirkland  
Mature Student Officer



Shannon Easton  
LGBT+ Officer

### FVSA Staff:



Angela Muirhead  
Student Liason  
Officer



Elena Semple  
Student Activities  
Co-ordinator

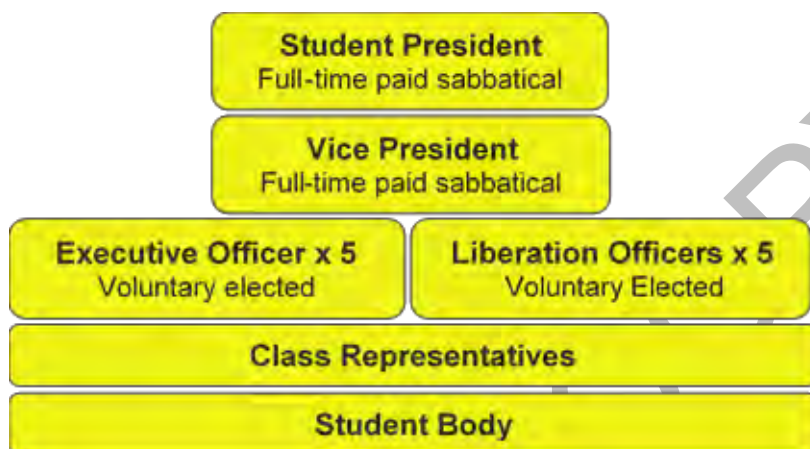


Lynne McClelland  
Administration Assistant

## FVSA Structure

### FVSA Student Members

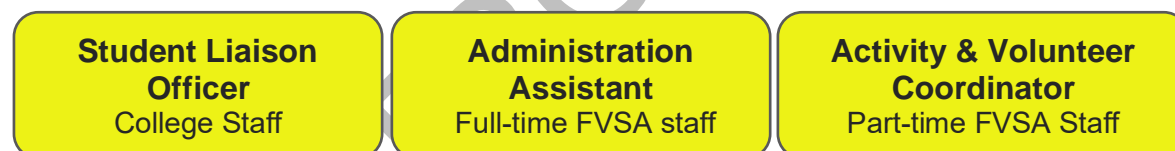
The Sabbatical officers lead the work of FVSA through the Executive Committee, which consists of the Sabbatical and Voluntary officers. All elected members are responsible to the Student Council, which is made of class reps and students from across the College. This ensures that students are fairly represented and able to hold



officers to account for their work. Student Council is also the forum where any larger decisions are voted on by the student body, as set out in the FVSA Constitution.

The five liberation<sup>1</sup> officer roles are Black & Minority Ethnic, Disabled, LGBT+, Mature & Womens. This structure follows the liberation/sections representation that the National Union of Students offers on a national level, with our local officers ensuring under represented student groups have a voice within FVSA, and are able to take this to a national platform through NUS Scotland and NUS UK.

### FVSA Staff Members



The Student Liaison Officer supports FVSA Officers and Staff and is responsible for supporting FVSA to deliver on the Strategic Plan. Staff members are line managed through the Student Liaison Officer, however they support the work of FVSA as set out in by the Executive Committee, and within the Strategic Plan.

### FVSA Advisory Group

FVSA currently have an advisory group in place, made up of students, sabbatical officers, College Board members, College Staff and an independent member from another Student Union. The group are responsible for supporting the development of FVSA, advising on HR or other challenges we are facing and for advising us on managing our relationship with the College. This is recognised by NUS Scotland as good practice in ensuring good governance within FVSA.

<sup>1</sup> The term 'liberation' is used as the role of these officers is to remove barriers for under-represented groups, 'setting them free'.

## Highlights of 2017-18

This has been another fantastic year for FVSA with many success stories. Some of our highlights are listed below.

### Class Representative Training

A full review of the Class Rep Training took place in the summer 2017 to analyse how we wanted to train our Class Reps and to make this work not only for the students but for the College. The training included interactive activities such as scenarios of how to signpost students, as well as informing students how to be an effective Class Rep. Feedback from these sessions was greatly received.

The Class Rep training area on Moodle was also updated to provide more comprehensive training materials and resources for reps to access throughout the year. This improved the skills and engagement levels with Class Reps.

182 Class Reps attended the physical training session and 29 Class Reps completed the training online.

### SMHFA Training

Throughout the session 2017/18 there has been an increasing demand for Scottish Mental Health First Aid (SMHFA) training. This is a training initiative run by the NHS to train participants in mental health awareness, signs and symptoms of the most common mental health issues such as Psychosis, Depression and Anxiety and how to sign post people effectively to both internal and external services in relation to this. Participants also learn how to respond to crisis situations such as when someone is having a panic attack. Mental Health First Aid is an initial response to distress and all participants on the course understand that this help is given only until other suitable or professional help can be found.

FVSA trained 73 participants in 2017-18 mainly consisting of students and key members of staff.





## Clubs and Societies

For the first time through FVSA students set up various clubs and societies throughout the year by providing fun and engaging activities. These included:

- Carers Club
- Robocraft
- Cricket Club
- Forth Valley Creative Writing
- Brazilian Jiu Jitsu
- SAGA (LGBT+ Society)
- Disability Awareness

These have been a great opportunity for students to meet new people, learn new skills whilst enjoying their time at College.

## Strategic Planning

FVSA have been working on a new strategic plan over the course of the year. This plan sets out the further development of FVSA between 2018-2022.

At the beginning of the year the executive committee carried out a self-evaluation against the NUS 'framework for the development of strong and effective student associations'. Officers and staff also carried out a number of strategic planning workshops, discussing the future vision for FVSA, conducting a swot analysis, identifying current and strategic partnerships and reviewing current activity.

Student workshops were carried out alongside our Student Council in April. Students were asked to discuss the future of FVSA based around 3 key areas of activity. These were Partnerships, Representation, and People. From these sessions we have developed a strategic plan that will allow FVSA to enhance its position as a strong and effective student association.

## Voluntary Elections

Elections for Liberation and Voluntary took place during the year and we successfully welcomed to the team:

- Disabled Student Officer
- Mature Student Officer
- LGBT Officer
- Executive Officers x2

These roles help shape the work of FVSA and to help support students throughout their year. (see team on page 6)

## Carers Can

FVSA launched a Carers Charter in partnership with FVC. This promotes a culture that recognises carers and their needs and helps them to remain in education. A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support. The new charter highlights how FVC values the vital work done by carers and is committed to working with them to help them continue with their education.



## Newly Appointed Activities and Volunteer Coordinator

FVSA successfully appointed a new Activities & Volunteer Coordinator in August 2017, Elena Semple has brought a wealth of experience and connections from her time at City of Glasgow College as a student volunteer, and from her current role as NUS Scotland VP Communities. Elena hit the ground running in developing a local support network for our liberation officers, engaging potential student volunteers and promoting student led clubs and societies.

## Student Charter

FVSA worked with the College Quality Manager to update the College Student Charter. The new charter reflects the positive environment that both FVSA and FVC will strive towards. We hope to include the student charter within our Student Partnership Agreement that will be published later this year.

## Student Democracy

### Student Council

This year we updated our format for the meetings to increase the accountability of officers, encourage more discussion on FVSA activity and to encourage students to shape the work of FVSA through the use of motions/voting.

- Block 1 – [Minutes of the Meeting](#)
- Block 2 – [Minutes of the Meeting](#)

### NUS Scotland

The FVSA team attended the NUS Scotland Conference in Dunblane this year. The conference elected the new NUS Scotland President and Vice Presidents, and set out the priorities for NUS Scotland for the year ahead.

FVSA sent 3 delegates to conference. Delegates took the opportunity to network with fellow SA Staff and Officers, and to vote for motions which reflect the needs of our students.

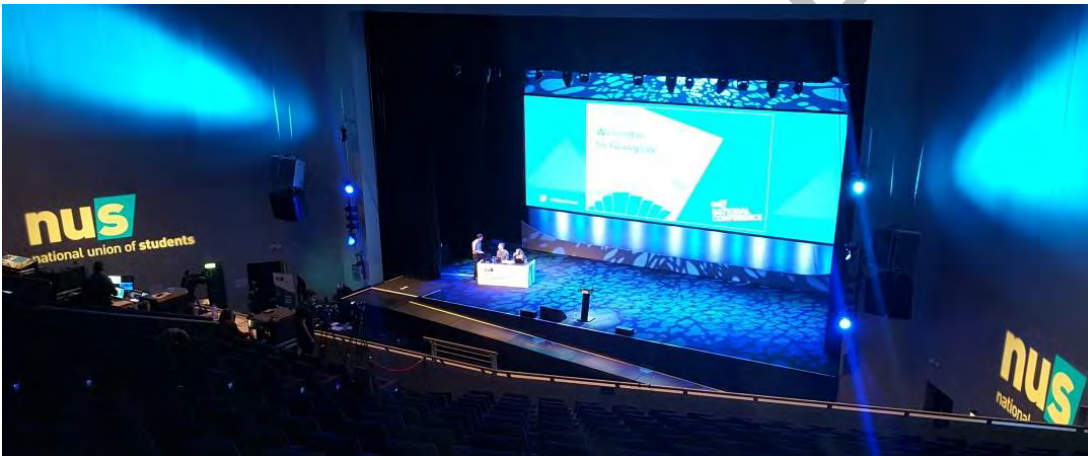
FVSA also successfully passed two motions at conference that will help shape the work of NUS on behalf of our students, one on tackling Student Homelessness and the other on the continuation of the College SA Development Project.



## NUS National Conference

The NUS UK Conference took place in Glasgow this year. FVSA voted in the elections for the new NUS UK executive team and on a number of motions which will impact on our students.

Delegates and observers of FVSA spent time networking with officers and staff members across the UK.



## Campaigns

### Fairtrade

FVSA marked the Fairtrade fortnight by running a taste test on each campus, seeing if staff and students could taste the difference between Fairtrade products and supermarket brands. This year we had chocolate, bananas and a quiz with the chance to win a Fairtrade Hamper. The tasting was very successful and allowed FVSA to interact with students across three campuses.

### Christmas Gift Appeal

FVSA visited Signpost Recovery in their Alloa office in December to drop off our gift appeal of toys and food for people and families of those recovering from addiction. During our appeal FVSA spent time raising awareness of the charity and asking for donations.



### #BudgetForBetter Campaign

FVSA collaborated with NUS Scotland to contribute to the national #BudgetForBetter campaign. The campaign aimed to push the government to meet the recommendations set out in the 2017 Student Support Review. The three main asks of the campaign were:

- A higher repayment threshold for graduates to start repaying student loans. It is currently £17,775 in Scotland but £25,00 in England and Wales.
- Better investment in bursary support, to reduce the levels of debt students have to take on while studying
- Ring-fenced funding for mental health support in Colleges and universities, to make sure all colleges and universities have support in place for students experiencing poor mental health.

FVSA held tables across each campus and spoke to students about the campaign. We gathered 444 signatures for a petition which NUS took to the Scottish Government.

As part of this campaign FVSA met up with Alex Rowley MSP for Mid Scotland and Fife to discuss the campaign and seek support.

## Student Transport

Based on a number of concerns raised by students across FVC, FVSA have been campaigning to improve the affordability and availability of public transport. FVSA conducted a survey on student travel to and from the College, carried out researching on travel costs and reached out to our colleagues at Stirling University Students Union who have faced similar issues.

From the research it was identified that students found it difficult to access bus transport between the three local council areas and between the Stirling Town Centre and FVC.

FVSA passed a motion at Student Council which means that FVSA will continue to work on student transport next year.

FVSA recently met with both Bruce Crawford MSP for Stirling, and a number of senior Stirling Council members to discuss opportunities and transports links to and from the Stirling Campus.



### #fvsafe

FVSA ran a Safety Campaign across the College. There was a range of information to help our students look after themselves in the run up to and during the Winter break, and focused on tackling the January blues in the last few weeks of block one and up to ReFreshers.

The campaign covered fire safety, alcohol & drug safety, smoking cessation, self-care, stress management, managing finances, physical fitness, tackling hate crime and preventing and responding to violence against women.

The campaign also linked with the national 16 Days of Action campaign for preventing violence against women, the #notafavour campaign by Ash Scotland and with Police Scotland around the Choices for Life campaign.

## Student Opportunities/Events

FVSA has provided a number of opportunities for students and supported student events throughout the year.

### FVC Student Tourism Conference

The Student President was invited to attend a conference organised for all Travel & Tourism students within the College. There were a number of guest speakers including Marc Crothall, Chief Executive of The Scottish Tourism Alliance and Tracey Martin, Economic Development Officer for Visit Falkirk.

<https://www.forthvalley.ac.uk/news-events/student-tourism-conference-is-a-success-at-stirling-campus/>

### Choices for Life Workshops

FVSA worked in partnership with Police Scotland, the Army and Young Scot to develop a 'Choices for Life' Event for FVC students. The workshops were aimed at providing preventative messaging about the harms and risks of substance misuse and highlighting positive life choices to young people. It also offered practical advice in the form of first aid training so that the young people can assist their peers should they fall into a state of collapse through alcohol or drugs. This was identified as a need based on recommendations set out in the FVSA stress report where students identified that they would like to further develop their basic life skills.



## ESOL Hollywood Event

FVSA attended the 'Day in Hollywood' event organised by the Falkirk campus ESOL students. The event aimed to raise money for Quarriers in Falkirk. We were joined by Neal Black, Student President of Edinburgh College SA, who was on a visit to share good practice between our Associations.



<https://www.forthvalley.ac.uk/news-events/esol-students-bring-hollywood-to-forth-valley-college/>

## Step Count Challenge

FVSA, along with groups of students and staff members took part in a 2-week step count challenge, arranged by our Activities & Volunteer Coordinator. The challenge aimed to promote walking as a form of exercise and to get students and staff to think about how active they are on a daily basis. The challenge was a great success, with FVC Library staff taking the prize, and a student team winning most improved. The combined steps over 5 teams was equivalent to 6 trips along the West Highland Way, with an average of 32 miles per person!



## Nurdle Hunting

FVSA team attended a 'nurdle hunt' at Bo'ness and Kinneil nature reserve, alongside a group of Creative Industries students and lecturer Gail English.

Nurdles are small plastic pellets which are produced by the plastic industry, which are washed up on beaches across the world. There is a particularly high volume of nurdles deposited on the banks of the river Forth.





## ReUnion: Canal clean up day

FVSA team attended a canal cleanup day organized in partnership with ReUnion Canal Boats, who operate out of Lock 16 on the Union Canal. The event was promoted to students throughout the ReFreshers events in the hope that students would take part in community work and sign up to the volunteering opportunities available through ReUnion. This is part of an effort by FVSA to reach out to local communities and encourage FVC students to do the same.



## Vue Cinema

FVSA, in partnership with Vue cinema, offer free movie viewings to students who attend a mock fire evacuation at the cinema in Stirling. This usually takes place twice a year and this year students have been able to watch the brand new movies, Justice League and Deadpool 2, for free and without any trailers or adverts beforehand. Students are also able to bring along friends/family to these events.

## Freshers & Re-Freshers Fair

This year's Fresher's Fair, held in September, was very successful. All campuses were busy and we received great feedback from our participants and students. This year's theme was Scottish and we had a fully packed hall/reception area with local businesses and



voluntary organisations providing freebies/prizes throughout the week. We also provided students with popcorn/candy floss and stalls in which students could win various prizes. We raised over £340 this year which was raised for our Clubs and Societies fund.

Following on from our main Freshers event, the team held their annual Re-Fresher's Fair for the fourth year running. This allows a welcome event for our new January start students and any students who may have missed the original Fresher's Fair in September. During the event, we had various exhibitors, hosting stalls and celebrated the local community in each campus. There were a range of exhibitors who were offering opportunities to students within the community and FVSA also promoted and raised awareness for the Liberation and Volunteer positions within FVSA.

We also hosted some fundraising stalls with a number of competitions and all proceeds went towards FVSA Clubs and Societies fund. A total of over £190 was raised.

As well as the main events, Vue Cinema also provided our students with the opportunity to watch a free movie in turn to help them out with a fire evaluation test in Stirling which was a great success.

## Meetings

FVSA attended various meetings held throughout the year. These included the following:

<b>22/11/17</b>	Student Council Meeting Stirling	All team
<b>23/11/17</b>	College Development Network awards	VP
<b>24/11/17</b>	Student Council Meeting Falkirk	All team
<b>28/11/17</b>	Sparqs College Advisory Group	President
<b>28/11/17</b>	NUS/sparqs Oversight and Direction group -The Student President is attending this group which has the responsibility of discussing the project to develop College Students Associations.	President
<b>6/12/17</b>	FVSA Advisory Group Meeting	
<b>8/12/17</b>	FVSA Advisory Group Meeting	
<b>13/12/17</b>	Visit from Luke Humberstone NUS Scotland President regarding the #BudgetForBetter campaign and discussion on the work of NUS Scotland for this year.	All team
<b>9/1/18</b>	Meeting Matt Woodthorpe and Jamie Grant from Stirling University Union	President and SLO
<b>10/1/18</b>	Meeting with John Holleran from Scottish Families Affected by Alcohol and Drugs	VP & SLO
<b>12/1/18</b>	Meeting with Katy Gowing, NUS Scotland regarding HBHM	All team
<b>12/1/18</b>	Meeting with Lesley Young from Re-Union Canal Boats	All team
<b>16/1/18</b>	Meeting with Jill Stevenson, Head of Student Support Service at Stirling University regarding their #Isthisok? campaign	VP
<b>18/1/18</b>	Stirling University Union AGM	President
<b>19/1/18</b>	Launch of Scotland's colleges delivering for all	VP
<b>22/1/18</b>	Meeting with Ross Martin	President & VP
<b>23/1/18</b>	Meeting with Laura Riley, Senior Communications Officer FVC regarding FVC Carers charter	VP
<b>24/1/18</b>	Think Positive - Learning, Sharing & Networking Event	AVC
<b>24/1/18</b>	Anne Fowler, FVC Learning & Teaching Manager to discuss FVSA supporting the promotions of the JISC Digital Student Tracker Meeting	President
<b>25/1/18</b>	Meeting Astrid Smallenbrook & Jamie Grant from Stirling University Union regarding student issues with First Bus	President, SLO and AVC
<b>25/1/18</b>	NUS Black Students Conference	AVC
<b>26/1/18</b>	SWOT analysis/Framework self-evaluation meeting	All team

<b>26/1/18</b>	NUS Trans Student Conference	LGBT+ Officer & student
<b>27/1/18</b>	NUS Scotland LGBT Conference	LGBT+ & Exec Officers & AVC
<b>31/1/18</b>	Mental Health network Child & Adolescent MHFA training	VP
<b>19/2/18</b>	Meeting Ross Martin	VP & President
<b>19/2/18</b>	Meeting with MSP Alex Rowley	VP & President
<b>23/2/18</b>	TES FE awards	VP
<b>27/2/18</b>	Sparqs Event - Shaping the Professional Standards for Lecturers in Scotland's Colleges	VP & Exec Officer
<b>14/3/18</b>	Neal Black, Student President Edinburgh College SA	VP, President & AVC
<b>15/3/18-16/3/18</b>	NUS Scotland Conference & Awards	All team
<b>21/3/18</b>	Sparqs annual support meeting, David, Sparqs	All team
<b>26/3/18</b>	FVSA Advisory Group Meeting	All team
<b>27/3/18-29/3/18</b>	NUS UK National Conference	All team
<b>4/4/18</b>	Meeting Bruce Crawford MSP	President
<b>17/4/18</b>	Meeting with Susan McCurry, SDS - Short introduction meeting for Susan, who is now lead for SDS delivery in College.	President
<b>17/4/18</b>	NUS Scotland Women's Conference	AVC & LGBT+ Officer
<b>18/4/18</b>	NUS Scotland Disabled Students' Conference	AVC
<b>18/4/18</b>	Student Council Meeting – Alloa Campus	All team
<b>19/4/18</b>	Meeting Scott Robertson to discuss Choices for Life workshops	President
<b>19/4/18</b>	Student Council Meeting – Falkirk Campus	All team
<b>20/4/18</b>	Student Council Meeting – Stirling Campus	All team
<b>30/4/18</b>	Meeting with Morven Stewart, Sparqs – discussion about apprentice rep training	President & SLO
<b>4/5/18</b>	Meeting Bruce Crawford MSP and Stirling Council representatives to discuss park & ride route.	President & Admin. Assist.
<b>16/5/18</b>	Meeting with VP Communities @ Stirling Student Union	President
<b>17/5/18</b>	Choices for Life workshops	SLO, AVC & Admin. Assist.
<b>17/5/18</b>	Edinburgh College Award ceremony – The Student President presented one of the awards	President, SLO & Admin. Assist.

## Looking ahead to 2018/19

The year ahead for FVSA will provide a real opportunity to improve the level of engagement with students. The development work carried out in the last twelve months have laid the foundations for a successful year, which will start out with solid plans, based on self-evaluation, evidence gathered through student feedback and the elected officers' plans.

### Student Partnership Agreement

Over the summer we are reviewing and updating our SPA agreement to identify shared goals and projects that we can deliver in partnership with FVC. This will strengthen our positive relationship and support the development of new partnerships across the College.

### Sabbatical Elections

FVSA had excellent participation in the sabbatical elections this year, with a total of five candidates coming forward for the two election categories; Student President & Vice President. Each candidate showed great enthusiasm for their role and elections were highly visible around the College. Our newly elected Student President and Vice President was decided in May 2018 and will take up their new role from 1<sup>st</sup> July 2018.

**Student President, Liam Williams:**

**Vice President, Lindsay Graham:**





**Forth Valley Student Association**

# **Annual Report**

## **2018-19**

**Last updated: 20 April 2020**

UNCONTROLLED COPY

# FVSA Highlights of 2018/2019



#fvsafreshers

#fvsa18

#fvsa19

#fvsawelcome

#fvsaelections

#fvsafe

#fvsareprtraining



@forthvalleySA



Shortlisted for NUS Scotland Student of the Year Award 2018/19

Shortlisted for NUS Scotland Officer Team of the Year 2018/19

Shortlisted Class Representative of the Year SPARQS 2018/19

Launch of Forthy the Fox - FVSA Mascot

Student Stationery Agreement Launch

Implemented Student Partnership Agreement

184 Class Representatives trained

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## Introduction

Welcome to Forth Valley College's FVSA Annual Report 2018-2019. It has been a remarkable academic year for FVSA and this report will detail all the hard work that has gone into ensuring our students have the most productive and enjoyable learner experience possible.

We would like to thank our executive team, student members, volunteers, and partners for their continued support in making the student experience here at Forth Valley College the best it can be.



## About Forth Valley Student Association

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

### FVSA Strategic & Operational Plan

Strategic Plan 2016-18: [Click here](#) to view the Strategic Plan for 2018-2022

Operational Plan 2018/19: [Click here](#) to view the operational plan for 2018/19.

### FVSA Constitution

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

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

The FVSA Constitution also outlines the FVSA structure and role profiles for each Executive Officer. The current version of the Constitution was published in April 2017 however changes were made to the document which were approved at Student Representative Council in April 2018.

[Click here](#) to view the FVSA Constitution.

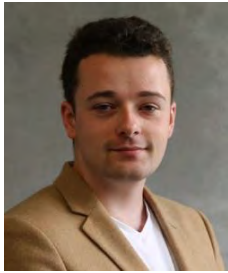
### Student Council

The Student Council is the decision making body of FVSA, and a forum for students to hold elected officers to account, provide feedback to FVSA on the learner experience and to shape the work of the Student Association based on the views of students. Students can put forward motions, vote on issues and vote for changes to the FVSA constitution. FVSA are responsible to the student body via the constitution, which outlines what the Association and its members can and cannot do.

Student Council takes place twice a year, once in block 1 and once in block 2. The meetings are always well attended and gives the Class Representatives/students a chance to provide feedback on their learning experience directly to a member of the Senior Management Team (SMT) through an open floor discussion.

## FVSA Team 2018/19

FVSA Executive Committee:



Liam Williams – Student President



Lindsay Graham - Vice President



Claire Green – Disabled Students Officer



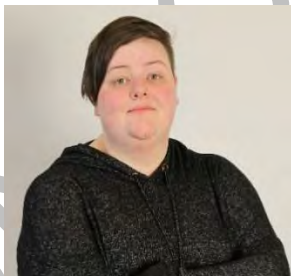
Theo Blyth – LGBT+ Students Officer



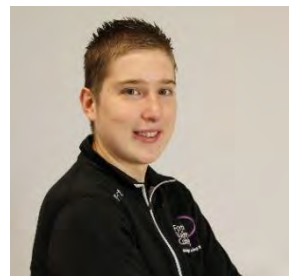
Elizabeth Clark – Executive Officer



Andrew Smirthwaite – Mature Students Officer



Shannon Easton – Executive Officer



Aidan Brewins – Executive Officer

No image supplied:

- Black and Minority Ethnic Students Officer - Waban Fernades
- Womens' Officer - Lesley McPerson (Feb 2019 – May 2019)
- Executive Officer - Jack Laurenston (Feb 2019 – May 2019)

FVSA Staff members:



Angela Muirhead – Student Association  
Co-ordinator (maternity leave block 2)



Lynne McClelland – Administration  
Assistant (block 1) & Student Association  
Co-ordinator (block 2)



Elena Semple – Student Activities  
& Volunteer Co-ordinator

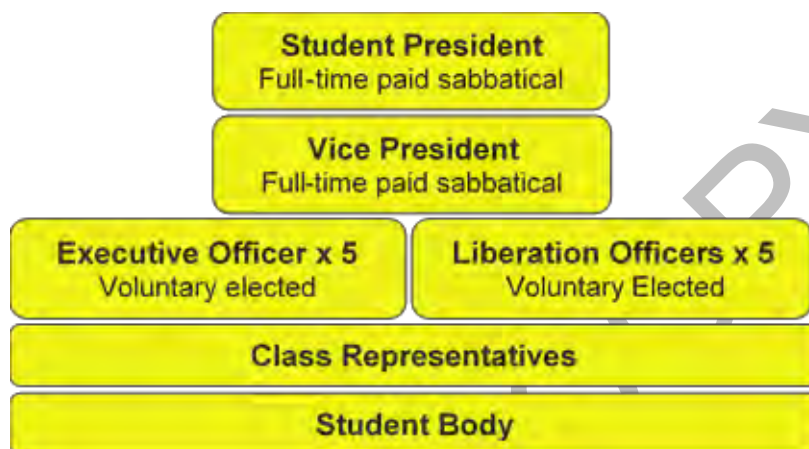


Luke Walker – Administration Assistant  
(May 2019 onwards)

## FVSA Structure

### FVSA Student Members

The Sabbatical officers lead the work of FVSA through the Executive Committee, which consists of the Sabbatical and Voluntary officers. All elected members are responsible to the Student Council, which is made of class reps and students from across the College. This ensures that students are fairly represented and able to hold officers to account for their work. Student Council is also the forum where any larger decisions are voted on by the student body, as set out in the FVSA Constitution.



The five liberation<sup>1</sup> officer roles are Black & Minority Ethnic, Disabled, LGBT+, Mature & Womens. This structure follows the liberation/sections representation that the National Union of Students offers on a national level, with our local officers ensuring under represented student groups have a voice within FVSA, and are able to take this to a national platform through NUS Scotland and NUS UK.

### FVSA Staff Members



The Student Association Co-ordinator supports FVSA Officers and Staff and is responsible for supporting FVSA to deliver on the Strategic Plan. Staff members are line managed through the Student Association Co-ordinator, however they support the work of FVSA as set out in by the Executive Committee, and within the Strategic Plan.

### FVSA Advisory Group

FVSA currently have an advisory group in place, made up of students, sabbatical officers, College Board members, College Staff and an independent member from another Student Union. The group are responsible for supporting the development of FVSA, advising on HR or other challenges we are facing and for advising us on managing our relationship with the College. This is recognised by NUS Scotland as good practice in ensuring good governance within FVSA.

<sup>1</sup>The term 'liberation' is used as the role of these officers is to remove barriers for under-represented groups, 'setting them free'.

## Highlights of 2018-19

This has been another excellent year for FVSA with many success stories. Some of our highlights are listed below.

### Student Partnership Agreement

The purpose of the above agreement between FVSA and FVC was to identify ideas on joint projects to work on together collaboratively over a 4 year plan which will run alongside our Strategic plan. From meeting with SMT the key headlines were drawn up:

- Mental Health
- Department Reps
- Liberation Officers (Undrepresented groups)
- Apprentice Engagement

The Student Partnership Agreement was published and launched in March. We are highly praised through our external partnerships about our joint agreement with the College and we are glad to now have this document published and available for students and staff to view. A copy of the agreement is attached for information.



## **Class Representative Training**

A full review of the Class Rep Training took place in the summer 2017 to analyse how we wanted to train our Class Reps and to make this work not only for the students but for the College. The training included interactive activities such as scenarios of how to signpost students, as well as informing students how to be an effective Class Rep. Feedback from these sessions was greatly received.

The Class Rep training area on Moodle was also updated to provide more comprehensive training materials and resources for reps to access throughout the year. This improved the skills and engagement levels with Class Reps.

123 Class Reps attended the physical training session and 67 Class Reps completed the training online.

## **Voluntary Elections**

Elections for Liberation and Exec took place in October 2018 and we successfully welcomed to the team:

- Claire Green - Disabled Students Officer
- Shannon Easton, Aiden Brewins - Executive Officer x2

By-Elections for Liberation and Voluntary Officers took place in February 2019 and we successfully welcomed to the team:

- Andrew Smirthwaite - Mature Student Officer
- Theodore Blyth - LGBT Students Officer
- Jack Laurenston, Elizabeth Clark - Executive Officer x2
- Lesley McPherson - Women's Officer
- Waban Fernades - Black & Minority Ethnic (BME) Students' Officer

These roles help shape the work of FVSA and to help support students throughout their year. (see team on page 6)

## Clubs and Societies

This year we have received requests for eight different clubs and societies, which is the highest number we have ever seen. FVSA students set up various clubs and societies throughout the year which provided students with fun and engaging activities. These included:

- Robocraft
- Knitters Anonymous
- SAGA (LGBT+ Society)
- Mature Students' Society
- Cheer Club
- Student Carers' Club
- Cricket Club
- Tabletop Games Society

SAGA has been recognised by NUS Scotland on their dedication to supporting LGBT+ students, and providing a space to plan LGBT+ activism.<sup>2</sup> It has also been an excellent platform to develop officers' skills and opportunities to feed into national policies. With over 50 students participating in various clubs and societies, we have seen a spectacular increase in engagement with students and their student-led groups.

The groups have been a great opportunity for students to meet new people, learn new skills whilst enjoying their time at College and has led to several students seeking additional opportunities with the student association.

## Student Mental Health Agreement 2019

The Student Mental Health Agreement has been now launched a document in partnership with the College and Student Association, with the launches having taken place between the 15th-20th of March across the three campuses. Many exciting interactions took place from the signing of the agreement, different internal and external stalls and activities, students and staff had many ways to engage at this time.

Marketing and NUS attended the event also and lots of publicity around the agreement has taken place.



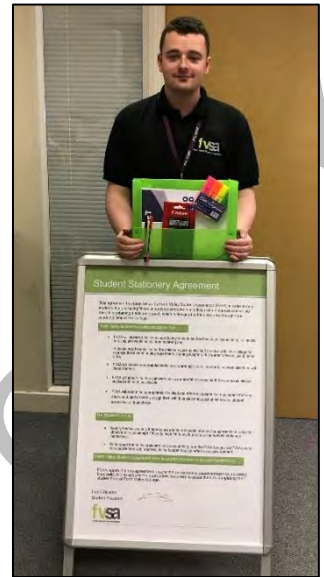
<sup>2</sup> <https://www.nusconnect.org.uk/articles/forth-valley-students-take-action-for-lgbt-rights>

## Student Stationery Agreement 2019

The Student President has been inspired through the student-funding department to set up a Student Association Student Stationery Agreement, which outlines that students in financial hardship or struggles may benefit from a stationery pack provided by the Student Association free of charge.

The packs contain essential stationery that students may require throughout their time at college. The system works by any College staff identifying the student that may most benefit from receiving one if applicable, (student's can also self identify for a pack, but that will be monitored to detur miss use), staff will refer students directly to us were they can collect the pack.

We are hoping to review the impact this agreement will have had on the selected students that use the provision and we look forward to analysing the feedback/outcome in 6 months' time.





# Student Democracy

## Student Council

This year we updated our format for the meetings to increase the accountability of officers, encourage more discussion on FVSA activity and to encourage students to shape the work of FVSA through the use of motions/voting.

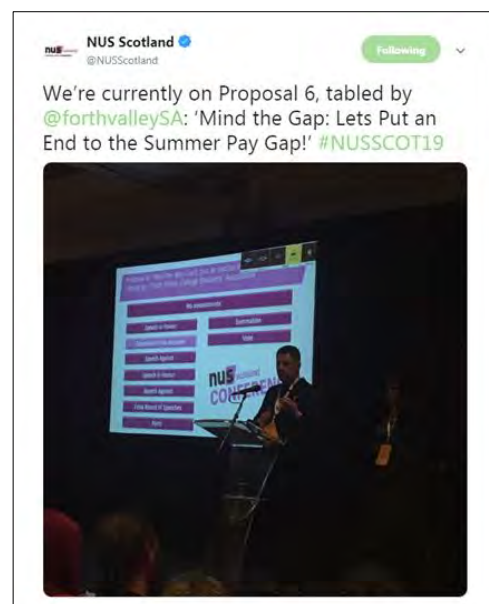
- Block 1 – [Minutes of the Meeting](#)
- Block 2 – [Minutes of the Meeting](#)

## NUS Scotland

The FVSA team attended the NUS Scotland Conference in Dunblane this year. The conference elected the new NUS Scotland President and Vice Presidents, and set out the priorities for NUS Scotland for the year ahead.

FVSA sent 3 delegates to Scotland conference. Delegates took the opportunity to network with fellow SA Staff and Officers, and to vote for motions which reflect the needs of our students.

FVSA also successfully passed three motions at conference that will help shape the work of NUS on behalf of our students, one on fighting for justice for estranged students – to ensure they support estranged students on the same terms as the Care Experienced students with regards to bursaries and that estranged students should not graduate with more debt than those with parental support due to their independent student status. The second motion passed raised by FVSA at conference was a motion to put an end to the summer pay gap in student maintenance payments and ensure there is parity for all students of all backgrounds in HE education. The final one saw NUS Scotland mandated to continue pushing for widening access in all institutions to ensure the 2021 target is met and that the ambitions of our sector extend beyond that date.



## NUS Scotland Liberation Conferences

Our Liberation Officer and self-defining Executive Officers attended three Liberation Conferences hosted by NUS Scotland in April – Women’s, LGBT+/Trans and Black Students Conference. Our delegates presented two motions, one to the Women’s Conference on mandating NUS Scotland to press for the implementation of an "Equalities Action Plan" for Modern Apprenticeships, which should set specific improvement targets for participation by gender, race and disability. Also to work with NUS Scotland and Scottish Government to improve access to work for women and to tackle gender segregation in apprenticeships and work environments.

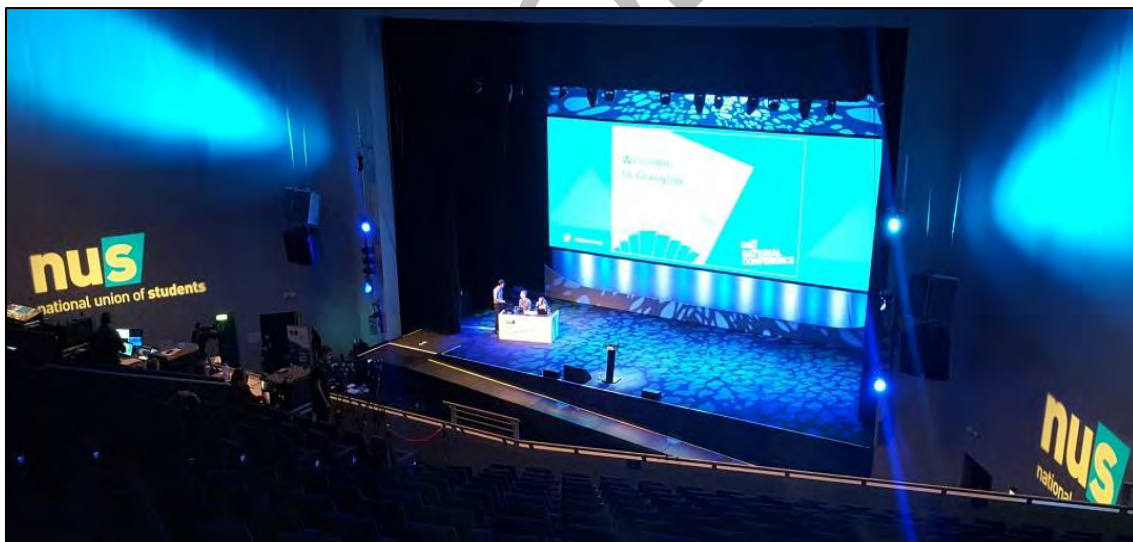
During the LGBT+ Conference, one of our first-time delegates presented a motion to conference floor about condemning Brunei’s decision to implement the barbaric laws that will see the death and suffering of international LGBT+ people and extend solidarity to LGBT+ people, at home and internationally, and to reaffirm the student movement’s stance on helping defend their human rights.

## NUS National Conference

The NUS UK Conference took place in Glasgow this year.

FVSA voted in the National elections for the new NUS UK executive team and on a number of motions which will impact on our students.

Delegates spent time networking with officers and staff members across the UK.



## Events and Campaigns

FVSA have provided a number of opportunities for students and supported student events and campaigns throughout the year.



### Fairtrade

FVSA marked the Fairtrade fortnight by running a taste test on each campus, seeing if staff and students could taste the difference between Fairtrade products and supermarket brands. This year we had chocolate, bananas and a quiz with the chance to win a Fairtrade Hamper. The tasting was very successful and allowed FVSA to interact with students across three campuses.

### Christmas Gift Appeal

FVSA visited Signpost Recovery in their Alloa office in December to drop off our gift appeal of toys and food for people and families of those recovering from addiction. During our appeal FVSA spent time raising awareness of the charity and asking for donations.



## Student Transport

Based on a number of concerns raised by students across FVC, FVSA have been campaigning to improve the affordability and availability of public transport. FVSA conducted a survey on student travel to and from the College, carried out researching on travel costs and reached out to our colleagues at Stirling University Students Union who have faced similar issues back in 2017.

From the research it was identified that students found it difficult to access bus transport between the three local council areas and between the Stirling Town Centre and FVC.

FVSA passed a motion at Student Council in 2017 which means that FVSA will continue to work on student transport next year.

FVSA has met with both First Bus and Stirling Council this year 2018/19 on several occasions, and a number of senior Council members to discuss opportunities and transport links to and from the Stirling Campus, the talks are still on going and First Bus now are aware directly and fully of all concerns raised by the students in our campus and we are keeping communications open to discuss and make further improvement in the near future.



## #FVSafe Campaign

FVSA ran a Safety Campaign across the College and on our social media. There was a range of information to help our students look after themselves in the run up to and during the Winter break, and focused on tackling the January blues in the last few weeks of block one and up to ReFreshers.

The campaign covered GBV, knife safety, smoking cessation, self-care, stress management, and tackling hate crime and preventing and responding to violence against women.

## Autism Awareness Day

The Student President, in collaboration with a student, had decided to run an Autism Awareness Day, which took place on March 25th in the Falkirk Campus. This was a great opportunity for the Student Association to engage with students around this important topic.

The day itself had stalls, games and entertainment. Some students who have Autism and study at the College also shared their experiences through media that was shown at the event. This also included how they have worked with the Student Association to overcome some of the challenges of studying and being a part of the college with a disability, such as implementing new sensory equipment that is now in place within the quiet room.



The event hopefully helped promote the support that the College has in place for students who identify with a disability and the support available within the wider community with invites for stalls at the event being taken up by Autism Scotland, Sensory Centre and internal College departments.

## Halloween

Students engaged with our trick or treat event on Halloween (Wednesday the 31st) at all 3 of the campus. The idea behind the event was to get student through our office doors by trick or treating us. The event seen Halloween freebies being well received and student engaging with us. This was great for our engagement work and increased student footfall through the FVSA office doors.



## FVSA Mascot

This year the student president wanted to add a Mascot to the Student Association Team, after much thought and a student survey the SA created Forthy the Fox. Forthy comes in a real life versions and also a teddy form so he can be at every event we offer. Students have really engaged with Forthy this year and its great to see the Joy he brings to the colleges students and staff.



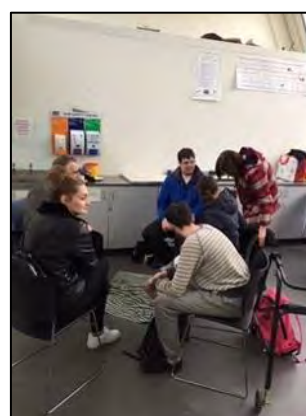
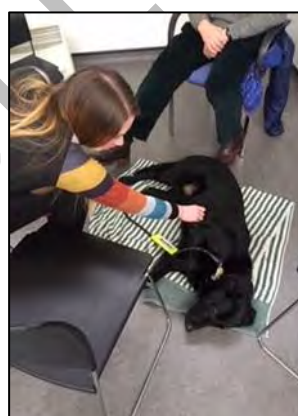
## President's Round Table, Scottish Parliament

On 29th January, the Scottish Parliament played host to the first ever student roundtable giving students' association officers from all over Scotland the chance to quiz Scottish Government ministers. The Vice President attend this event with Elena Semple on behalf of the Student President where we represented FVC. This was organised by NUS Scotland. Topics that were discussed at this event included mental health support, student housing, cost- of-living support, funding for student associations, the roll-out of Universal Credit, support for student parents and carers as well as gender based violence.



## Paws against stress

The Vice President in January held a paws against stress event which involved getting students to engage with therapeut dogs to help combat any stress or anxiety. The event was well attended with 53 places on offer taken mainly by students but also a few staff attended the event as well. From feedback gathered, this was very successful and students express an intrest in seeing the dogs return next year.



## International Café event

This was an event hosted by Lisa Hachemi the Vice President to help ESOL students feel integrated & welcome in College. The event was designed to showcase 9 countries that ESOL students at the College are from including Scotland. Countries included Hungary, Romania, Lithuania, Poland, France, Italy, Pakistan, Syria and India. Facts and culture documents were provided on tables for each country so that students could read about the different places. Dishes from each country were placed at the tables so that students could try different cusien from each place. This event was overwhelmingly attended by both staff & students. Feedback received from both students and staff.



## Step Count Challenge

FVSA, along with groups of students and staff members took part in a 2-week step count challenge, arranged by our Activities & Volunteer Coordinator. The challenge aimed to promote walking as a form of exercise and to get students and staff to think about how active they are on a daily basis. The challenge was a great success, with FVC students (holy walkamolies) taking the prize, and a student team winning most improved. The combined steps over 5 teams was equivalent to 6 trips along the West Highland Way, with an average of 32 miles per person!



## Vue Cinema

FVSA, in partnership with Vue cinema, offer free movie viewings to students who attend a mock fire evacuation at the cinema in Stirling. This usually takes place twice a year and this year students have been able watch the brand new movies, Robin Hood and John Wick 3, for free and without any trailers or adverts beforehand. Students are also able to bring along friends/family to these events.

## Freshers' & Re-Freshers' Fair

This year's Fresher's Fair, held in September, was very successful. All campuses were busy and we received great feedback from our participants and students. This year's theme was Scottish and we had a fully packed hall/reception area with local businesses and voluntary organisations providing freebies/prizes throughout the week. We also provided students with popcorn/candy floss and stalls in which students could win various prizes. We raised over £340 this year which was raised for our Clubs and Societies fund.



Following on from our main Freshers event, the team held their annual Re-Fresher's Fair for the fourth year running. This allows a welcome event for our new January start students and any students who may have missed the original Fresher's Fair in September. During the event, we had various exhibitors, hosting stalls and celebrated the local community in each campus. There were a range of exhibitors who were offering opportunities to students within the community and FVSA also promoted and raised awareness for the Liberation and Volunteer positions within FVSA.

We also hosted some fundraising stalls with a number of competitions and all proceeds went towards FVSA Clubs and Societies fund. A total of over £190 was raised.

As well as the main events, Vue Cinema also provided our students with the opportunity to watch a free movie in turn to help them out with a fire evaluation test in Stirling which was a great success.

## Meetings

FVSA attended various meetings/events throughout the year. These included the following:

04/07/18 - 05/07/18	NUS UK Awards (Birmingham UK)	AVC & SP
10/07/18 - 11/07/18	NUS Scotland Lead & Change (Training Event in Livingston)	SP
8/08/18 - 09/08/18	That's Quality Sparqs Confrence (Dundee)	SP & VP
23/08/18	NUS The Gathering Event (GCU)	All SA Team
31/08/18	Sparqs Apprientice Engagement (Morven)	All SA Team
3/09/18	Think Postive Launch Event (3 Campuses)	VP
5/09/18	Meeting with Stirling University Union	All SA Team
10/09/18	Safeguarding Training (Falkirk Campus)	All SA Team
20/09/18 - 21/09/18	Board of Mangagement Residential (Stirling Court Hotel)	SP & VP
Oct 18	Class Rep Training	All SA Team
31/10/18	Trick or Treat Halloween Event	All SA Team
22/11/18	NUS Scotland Zones Conference	Exec Deligates
5/12/18	Meeting with Stirling Council (Transport)	SP & AVC
17/12/18	Donations giving to Clackmannanshire Womens Aid	All SA Team
14/01/19 - 01/02/19	Annual FVSA Step Count Challenge	All SA Team
17/01/19 - 24/01/19	Bystander Training hosted by Rape Crisis Scotland	Admin & SP
21/01/19	Blue Monday – Mental Health Event (Therapets)	VP
29/01/19	Presidents' Roundtable hosted by NUS Scotland in Scottish Parliament	VP & AVC
31/01/19	CSREC Equality & Transphobia Awareness	All SA Team
22/02/19	Purple Friday – LGBT+ Students Stalls	Exec Team
25/02/19 - 28/02/19	Fairtrade Tasting Event	All SA Team
05/02/19	Falkirk Funders' Fayre	SAC, Admin & SP
07/03/19 - 08/03/19	Class Rep Networking Sessions	All SA Team



21/03/19 - 22/03/19	NUS Scotland Conference - Dunblane	SP, VP & AVC
25/03/19	Autism Awareness Event – Falkirk Campus	SP & Admin
28/03/19	Sparqs Conference & Student Engagement Awards	Admin, SP & AVC
03/04/19	International Café Event - Falkirk	VP & SAC
03/04/19	LGBT+/Trans NUS Scotland Conference - Edinburgh	Exec & AVC
04/04/19	Women’s Scotland NUS Scotland Conference - Edinburgh	Exec & AVC
05/04/19	Black Students NUS Scotland Conference - Edinburgh	Exec & AVC
9/04/19 - 11/04/19	NUS UK Conference	SP & VP
23/04/19	International Café Event	VP & SAC
30/04/19	Careers Fair - Falkirk Campus	SP & SAC
13/05/19	NHS Sexual Health Training	SP & AVC
29/05/19	Free Cinema Event & Fire Evacuation (John Wick 3)	All SA Team
12/06/19 - 13/06/19	College Expo Event 2019	SP, VP & AVC
19/06/19	GBV Training with Rape Crisis Scotland	All SA Team

**SP** - Student President

**VP**- Vice President

**SAC** - Student Association Co-ordinator

**AVC** - Activities & Volunteer Co-ordinator

**Admin** - Administration Assistant

**Exec** - Executive Officers

## Looking ahead to 2019/20

The year ahead for FVSA will provide a real opportunity to improve the level of engagement with students. The development work carried out in the last twelve months have laid the foundations for a successful year, which will start out with solid plans, based on self-evaluation, evidence gathered through student feedback and the elected officers' plans.

### Sabbatical Elections

FVSA had excellent participation in the sabbatical elections this year, with a total of five candidates coming forward for the two election categories; Student President & Vice President. Each candidate showed great enthusiasm for their role and elections were highly visible around the College. Our newly elected Student President and Vice President was decided in May 2019 and will take up their new role from 1<sup>st</sup> July 2019.

**Student President, Liam Williams**

**Re-Elected**



**Vice President, Lindsay Graham**

**Re-Elected**





# Student Activities & Volunteer Coordinator

Progress Report 2017 - 2019

# INTRODUCTION

The report to date report provides a summary for Student Council and other stakeholders of the more detailed operational plan of the Activities & Volunteer Coordinator to ensure delivery of the FVSA Strategic Plan.

There four key priorities from the Strategic Plan that they will be ultimately be measured through our performance in the Student Experience Survey, awards which the organisation has won or has been shortlisted and our Annual Report.

## **The Student Association aims to:**

- Represent the student body within the college & local community through events & key college groups, and at national level through affiliation to the National Union of Students (NUS);
- Provide support & training for Class Representatives;
- Invite students to engage with the Student Association & seek feedback on all aspects of the student experience;
- Act on the views & wishes of the student body, in order to improve the student experience;
- Host social events & activities throughout the year in order to promote engagement & provide opportunities to students.

# ROLE CONTEXT




## Purpose

- The Co-ordinator shall liaise with Student Association Coordinator (SAC), Student President in organising events and raising awareness of events and activities organised by the Student Association.
- Shall attend relevant conferences, training and courses on behalf of the Student Association that support the role.
- Support and encourage the development of Clubs and Societies within the College.
- Lead and engage with all student association volunteers.
- Assist the SAC, in facilitating Class Rep Training and delivering the workshops.
- Facilitate engagement opportunities within the college including class visits, facilitation of staff surveys and student attendance in Class Rep training/Student Council.
- Support the Student Association President/Team and SAC, by implementing partnership projects in conjunction with stakeholder partners of the College.
- Attend relevant conferences and courses on behalf of the Student Association.
- Engaging with local volunteer organisations and external partners to identify and develop new opportunities for students.

## To facilitate engagement with Students across the college campuses to ensure an excellent educational and experience

Objectives	Prior to 2017	Year 1 2017 -2018	Year 2 2018 - 2019	Year 3 2019 - 2020
Develop student led clubs & Societies in order to develop a sense of community across the college and tackle social isolation	No clubs / societies	7 clubs created ↓ 27 student members	5 clubs created 11 clubs affiliated ↓ 50 student members	4 operating clubs 1 new society created 12 clubs affiliated ↓ 38 student members
Develop training for students on submitting motions at student council in order to improve the ability of students to shape the work of FVSA	No training provided  No motions submitted	Basic training given to student executive officers during induction ↓ 3 motions submitted to FVSA Student Council	Online Moodle training available to class reps  Motion writing training session offered to <b>all</b> class reps ↓ 7 motions submitted to FVSA Student Council	Enhanced motion writing training for executive officers during induction  Motion writing training session offered to <b>all</b> class reps

## To promote the employability of students through the accreditation of volunteering and co-curricular activity

Objectives	Prior to 2017	Year 1 2017 - 2018	Year 2 2018 - 2019	Year 3 2019 - 2020
Support FVC students in developing Clubs and Societies, and provide promotion, support & guidance in order to sustain activity in this area	No clubs / societies	<p>27 student members</p> <p>Groups range from coding to craftivism to peer support</p> <p><b>Set up</b> fund/process for allocation of funds to clubs &amp; societies.</p>	<p>50 student members</p> <p><b>Created and published</b> FVSA Volunteer Policy</p> <p>3 Saltire Award recipients for society convenors for over <b>150 hours</b></p> <p><b>Setup</b> online facility for club and societies member sign up</p>	<p>38 student members</p> <p><b>Delivering</b> personalised society convenor training</p> <p><b>Establishing</b> club leadership sustainability processes</p>
Create formalised training process that gives volunteers the skills that they need	No specific training highlighted	<p>Created <b>basic</b> induction checklist for volunteers</p> <p style="text-align: center;"></p> <p>5 Executive Officers</p>	<p><b>Designed</b> specific induction programme for society convenors to cover fundraising, marketing, etc.</p> <p><b>Created</b> executive officer induction training to equalities and equity concepts, diplomacy, etc.</p> <p style="text-align: center;"></p> <p>7 Executive Officers</p>	<p><b>Restructured</b> training to cover 4 main areas: sustainability, mental health, welfare and citizenship</p> <p><b>Created</b> pilot modules to offer class reps on 4 areas covered by student association</p> <p style="text-align: center;"></p> <p>2 Executive Officers before by-election</p>

## Support FVSA by implementing partnership projects in conjunction with the College

Objectives	Prior to 2017	Year 1 2017 -2018	Year 2 2018 - 2019	Year 3 2019 - 2020
Plan and implement the 2nd year of the Department Rep pilot	No department representatives	Department Rep pilot and training created by Student President	Department Rep pilot launched with one course area  Only one student rep so pilot was expanded to one department across three campuses for 2019/2020 term	AVC <b>renovated</b> induction / training session for Dept. Reps  <b>Pairing</b> reps with student association mentors to provide support through the term
Developing support for students through implementing liberation groups.	No liberation officers	<b>Developed</b> internal networks internally and with local community organisations, as well as promoting liberation groups to students.  <b>Helped</b> officers liaise with NUS liberation officers/committees on relevant campaigns through regular contact.  <b>2</b> FVSA officers elected to NUS Scotland LGBT+ Committee  <b>7</b> Liberation events	<b>Supported</b> officers to engage with liberation campaigns on national level by offering support in motion writing  <b>Increased</b> number of awareness days celebrated by FVSA to support Liberation groups – <b>10</b> Liberation events	Liberation officers receive <b>training</b> in 4 areas of Mental Health, Sustainability, Citizenship and Student Welfare as a foundation to ensure students can <b>receive specialised representation in student committees and external events</b>



## Support FVSA by implementing partnership projects in conjunction with the College

Objectives	Prior to 2017	Year 1 2017 - 2018	Year 2 2018 - 2019	Year 3 2019 - 2020
Develop and pilot Mental Health Awareness training for student volunteers	The Vice President Health, Wellbeing & Support trained <b>140</b> participants in 2016/2017 in Scottish Mental Health First Aid Training.	The Vice President Health, Wellbeing & Support trained <b>73</b> participants in 2017/2018 in SMHFA Training.  Student VP left position and FVSA lost trainer.	No mental health aid training offered by FVSA but signposted to NHS.	Mental Health First Aid Training still available through NHS.  AVC has <b>created</b> awareness module will be piloted with exec officers and class reps to better suit their time commitments.
Represent FVSA on college committees	Two Sabbatical Officers split responsibilities of attending various college committees.	Two Sabbatical Officers split responsibilities of attending various college committees.	Student Association Coordinator represents SA on Sustainability Committee  AVC represents SA on Equalities Sub-Committee	AVC represents SA on Equalities Sub-Committee and Sustainability to help student executive officers feed into work

## Establish and maintain contact with offices in other colleges, universities and relevant organisations in order to identify and maintain best practice

Objectives	Prior to 2017	Year 1 2017 -2018	Year 2 2018 - 2019	Year 3 2019 - 2020
Formalise partnership with Stirling Students' Union to raise awareness of mutuality agreements	Informal agreement to promote Stirling clubs and societies to FVC students	<p>Informal agreement continued to promote Stirling clubs and societies to FVC students</p> <p>Student Union sent representatives to Fresher's event to promote clubs and societies</p>	<p><b>Co-wrote</b> a student proposal for Stirling Student Union to begin to <b>formalise</b> partnership with clubs and societies for FVC students</p> <p>Student Union sent representatives to Fresher's event to promote clubs and societies</p>	<p>Student Union sent representatives to Fresher's event to promote clubs and societies</p> <p><b>Presenting</b> ideas to include FVSA in the training for society convenors for Stirling Union society convenors</p> <p><b>Laying</b> the groundwork to start a partnership for sports due to sports union being separate to clubs and societies</p>
Aid liberation student officers reaching out to relevant organisations for support	No Liberation officers elected	<p>Exec Officers received training and support from external organisations for:</p> <p>Period Poverty Black History Month Trans Alliance LGBT+ History Month Gender Equality – Feminism 101</p>	<p>Exec Officers received training and support from external organisations for:</p> <p>Period Poverty Black History Month Rape Crisis – Reclaim the Night LGBT+ History Month Gender Equality Disability Awareness</p>	<p>Exec Officers receiving training and support from external organisations for:</p> <p>Black History Month Faith Awareness LGBT+ Awareness Days Bystander Training Trustee Training Sustainability + Liberation Disability Awareness</p>

# Success Criteria

**To facilitate engagement with Students across the college campuses to ensure an excellent educational and experience**

- Effective representation
- Engagement and improvement in student-led groups
- Increased satisfaction in quality of service of the association from Clubs and Societies

**To promote the employability of students through the accreditation of volunteering and co-curricular activity**

- Recognition for student engagement and activities
- Awareness and engagement in voluntary opportunities within our environmental work

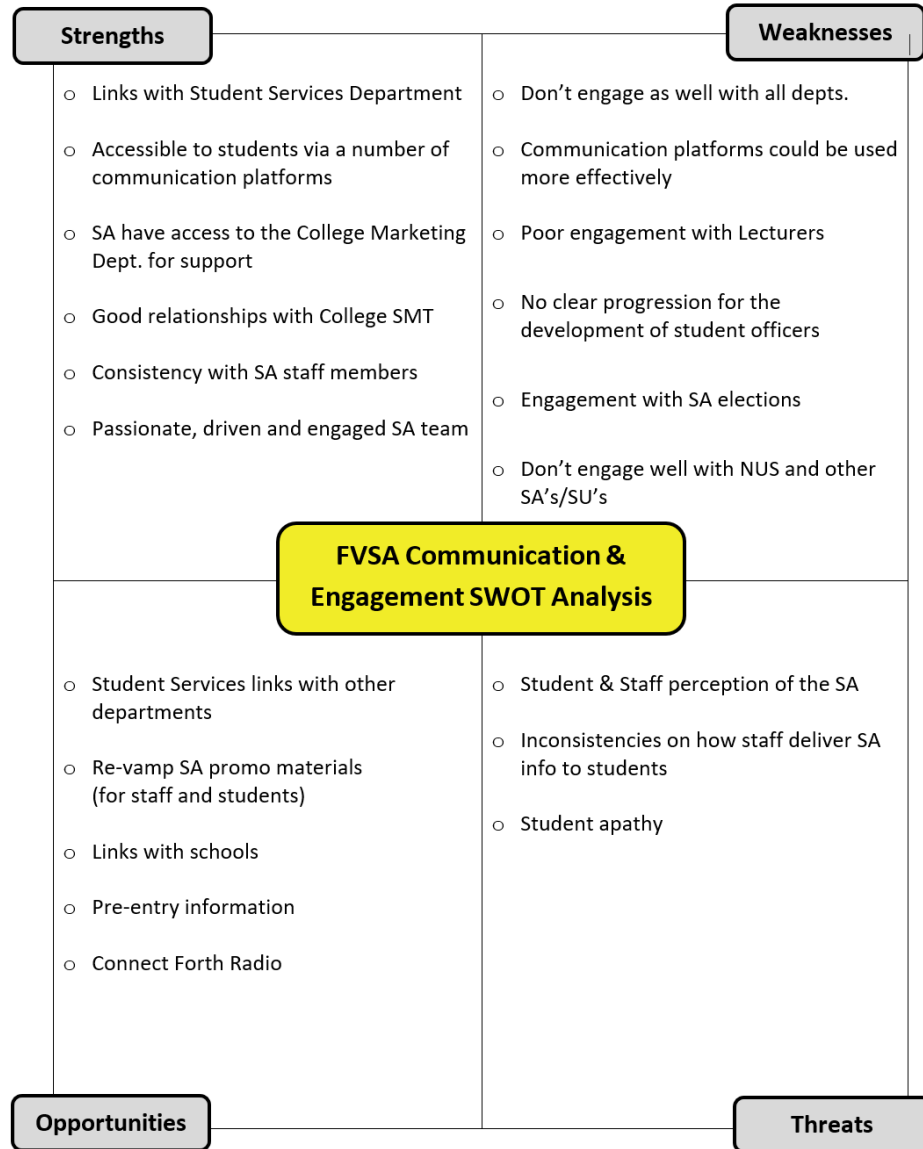
**Support FVSA by implementing partnership projects in conjunction with the College**

- Students will benefit from and understand the nature and achievements of our partnership approach to working

**Establish and maintain contact with offices in other colleges, universities and relevant organisations in order to identify and maintain best practice**

- Valuable representation at national level

# Evolution of the Role – Background



In July 2017, a Communication and Engagement Plan was drafted to strengthen the student association's engagement with its member through improved communication channels and visibility.

Areas were identified through to a SWOT analysis to pinpoint areas that can be improved. Thought the Plan never fully launched, the areas highlighted in the analysis were still important to address.

Some of these areas were absorbed through other streams of work that the student association has carried out since 2017. However three areas require further work:

- Increasing Student Engagement in SA Elections
- Assess and Improve Staff and Student Perception of the SA

# Evolution of the Role – Areas of Expansion

**To improve partnerships internally in order to increase engagement with groups of students that we typically have low engagement.**

Develop partnerships with Business Development in order to engage MA's  
Monitor engagement with students through elections

**To implement a monitoring system in order to ensure FVSA are using effective recruitment methods for voluntary roles and platforms in order to engage with all students.**

Develop/acquire a monitor system to collect data on classes that have class reps and pool quality data collected by L2L.

**Analytically assess the impact of events and campaigns to improve reporting of success and improvements**

# What would the role look like -

## **New Role Title:** Student Engagement Coordinator

Leading and having oversight of the student facing activity of the association such as student societies; volunteering; through Class Representatives Student Executive Officers.

Gathering information from students through surveys and face to face regarding academic / welfare issues. Receiving information and analysing it to provide input to potential strategy/project changes within the association.

Monitoring trends and keeping up to date with issues or best practise across the student movement, ensuring the Union is meeting student needs.

Applies an appreciation of the political environment in which our students' association operates.

# List of Abbreviations

AVC – Activities and Volunteer Coordinator

FVC – Forth Valley College

FVSA – Forth Valley Student Association

NUS - National Union of Students

SAC – Student Association Coordinator

SMHFA – Scottish Mental Health First Aid

SPA – Student Partnership Agreement

SPARQS – Student partnerships in quality Scotland

## Administration Assistant Role

Role	Impact
Deal with all first line enquiries to the Student Association.	This is done on a daily basis as student need a direct response. Delay in response could lead to lack of engagement with students.
Process orders, invoices and other data on College systems.	Orders such as materials, conference booking, merchandise. These ordered needs a PO number and referenced back to the supplier. This is done as and when required.
Ensure the departmental documentation is appropriately stored.	SharePoint is a central location point for all our documents. Ensuring there is no duplication on documents, the admin assistant ensures consistency across the board.
Provide administrative support & guidance for all FVSA activities throughout the year.	Ensuring sabbatical officers get admin support and guidance is key to their outcomes as some officers do not have admin experience or key knowledge to guidance on college systems or procedures.
Implementation of the FVSA Communication & Engagement Strategy in order to promote activity and opportunities to students and staff.	Providing a communication and engagement strategy is an important part of our communication channel to students. Without this strategy would undoubtable give us a less favourable stance when it comes to communication to students.
Assist with the facilitation of engagement opportunities within FVC including class visits, events and participation in class representative training & student council.	FVSA team need to come together and assist as part of a team as there are so many students that participate in these engagement opportunities.
Organisation of FVSA meetings, committees and training events including minute taking, gathering reports etc.	Without this role would impact on the organisation of meetings, training events etc.
Present relevant reports to FVSA Meetings/Committees.	Without this role would impact on the quality of reports going through.



Share duty rota across all campuses.	Being visible to students is key to our engagement in all our 3 campuses.
Assist in the organisation of events e.g. Freshers' Fair, elections, Fairtrade events etc.	Without this role would impact on the quality of assistance in Freshers, Elections and other events of FVSA.
Updating and monitoring of student information platforms e.g. Moodle, facebook, twitter etc. Prepare accurate information when requested.	This is done on a daily/weekly basis. Most of our students engage with social media and this always updated to provide accurate and up to date info.

#### Student Activities and Volunteer Co-ordinator

Role	Impact
Develop and manage all Student Association volunteers in order to provide maximum benefit to both the volunteers and the Student Association.	There are a fair amount of volunteers who come through FVSA and without this role would impact on the quality and engagement with current and future volunteers.
Support FVC students in developing Clubs and Societies, and provide promotion, support & guidance in order to sustain activity in this area.	Clubs and Societies are becoming a popular choice for students to engage with as it has a vital impact on social isolation and students mental health.
Identify and promote volunteer opportunities across the college and the local community to FVC students.	Without this role we would find it very hard to find the time to identify other volunteer opportunities for students.
Identify, develop and promote local and national accreditation schemes to reward both extra and co-curricular activity within the College and the local community.	Without this role we would find it very hard to find the time to identify other accreditation schemes for students.

Assist with the facilitation of engagement opportunities within FVC including class visits, events and participation in class representative training & student council.	FVSA team need to come together and assist as part of a team as there are so many students that participate in these engagement opportunities.
Establish and maintain contact with offices in other colleges, universities and relevant organisations in order to identify and maintain best practice.	Without this role we would find this incredibly difficult to manage.

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## Student Association Salary Cost Projections 2020-21 and 2021-22

### Year 1 (20-21 Budget)

Post	FTE Salary	Hours	FTE	Actual FTE Salary	NI	Pension	Total Cost
President	20,157	35	1	20,157	1,591	4,515	26,263
Admin Assistant	20,174	35	1	20,174	1,593	4,519	26,286
Vice President Health, Wellbeing & Sport	18,035	35	1	18,035	1,298	4,040	23,373
Student Activities & Volunteer Co-ordinator	20,174	20	0.5714	11,528	400	2,582	14,510
<b>Costs</b>				<b>69,894</b>	<b>4,883</b>	<b>15,656</b>	<b>90,433</b>

Total salary costs forecast for 2020-21	90,433
Less salary savings 2017-18	(5,430)
Less salary savings 2018-19	(5,824)
<b>ALF request for 2020-21</b>	<b><u>79,179</u></b>

#### Note

*3% pay increases have been assumed for all posts but these have not been agreed to date and therefore the above costs may be subject to change.*

**1. Purpose**

To update the Board of Management on the College's Education Scotland Progress Visit on the 27<sup>th</sup> and 28<sup>th</sup> of February, and the subsequent visit Report issued on 7th April 2020.

**2. Recommendation**

That members note the College's Progress Visit Report and the overall judgement regarding progress.

**3. Background**

The College had its first scheduled Progress Visit from Education Scotland on the 27th/28th February 2020. Progress Visits have been designed by Education Scotland in collaboration with the Scottish Funding Council for the purpose of assuring and improving the quality of provision delivered in Scotland's colleges. Progress Visits are a vehicle by which colleges can demonstrate how well they are delivering on their targets and milestones as identified in their Enhancement Plans. They allow colleges opportunities to outline any changes to their circumstances, resulting in revisions to their original objectives. Progress Visits provide reassurance to key stakeholders on the effectiveness of improvement actions undertaken by individual providers.

Forth Valley College's current Enhancement Plan was released in 2017 and covers the three-year period to 2020, with updates on actions submitted annually. The Progress Visit enables Education Scotland inspectors to discuss and explore the agreed annual actions from the College's Enhancement Plan and Outcome Agreement Annual Report with College staff, learners and external stakeholders. During the Progress Visit the Education Scotland Progress Visit team will gather evidence on how effective the College has been in delivering against its targets and milestones set within the College's Enhancement Plan.

Enhancement Plans are informed by the quality improvement framework for Scotland's colleges: How good is our college? (HGIOC?), and this Progress Visit focused on three key principles and six related visit themes, derived from the College's annual actions update:

- Key principle - Outcomes and impact
    - Visit theme: Gender action plan - improvement in participation and success where there is a gender divide.
  - Key principle - Delivery of learning and services to support learning
    - Visit theme: Mentoring of learning and teaching.
    - Visit theme: Review of pastoral support – 'Time4me': use and impact of 'Triple S'.
    - Visit theme: Stakeholder engagement in evaluative reporting; capture of school transition data.
-

- Key principle - Leadership and quality culture.
  - Visit theme: Improvement in performance and success.
  - Visit theme: Dissemination of Outcome Agreement targets to Directors of Curriculum and curriculum teams; understanding and monitoring of targets.

### 3.1 Overall judgement regarding progress

At the end of the Progress Visit, HM Inspectors of Education, Associate Assessors and Student Team Members review the evidence gathered during their discussions with college managers, staff, learners and external stakeholders. They assess the progress that the College has made with the Enhancement Plan, taking account of any changes to local circumstances. Based on this evidence, the team forms a view as to whether the College has made satisfactory progress with actions in its Enhancement Plan or has not made satisfactory progress.

## 4 Key Considerations

The outcome of the Progress Visit identifies the College as having “Satisfactory Progress” across all key principles and visit themes. This is the highest grade that can be achieved from a Progress Visit. The report identifies significant areas of positive practice, and there are no identifiable areas requiring further progress and actions required.

The abridged outcomes are shown in 4.1 and the full report is contained within Appendix 1.

### 3.1 Key Principles and Visit Theme outcomes

#### Outcomes and impact

- Theme: Gender action plan - improvement in participation and success where there is a gender divide.  
Progress - Positive.  
Areas for further progress and actions - None identified.

#### Delivery of learning and services to support learning

- Theme: Mentoring of learning and teaching.  
Progress - Positive.  
Areas for further progress and actions - None identified.
- Theme: Review of pastoral support – ‘Time4me’: use and impact of ‘Triple S’.  
Progress - Positive.  
Areas for further progress and actions - None identified.
- Theme: Stakeholder engagement in evaluative reporting; capture of school transition data.  
Progress - Positive.  
Areas for further progress and actions - None identified.

### Leadership and quality culture

- Theme: Improvement in performance and success.  
Progress - Positive.  
Areas for further progress and actions - None identified.
- Theme: Dissemination of Outcome Agreement targets to Directors of Curriculum and curriculum teams; understanding and monitoring of targets  
Progress - Positive.  
Areas for further progress and actions - None identified.

On the last day of the visit the Education Scotland team delivered verbal feedback on the outcome of the Progress Visit to representatives from senior management. The verbal feedback received was excellent with the Managing Inspector acknowledging that there was a real sense of positive culture within the College, and that all staff and students engaged in the Progress Visit clearly demonstrated vibrancy and enthusiasm. Also highlighted as sector leading practice was the staffs' use and interaction with the PI Prediction Tool and Triple S systems, which were recognised as key tools in improving student outcomes. The College was also commended on its sense of ownership and responsibility for its performance, and the solution focused approach that was being taken. I have included the verbal feedback in the paper as it is not contained within the scope of the final report due to the nature of the reporting structure; however, it is important to convey to the Board that the Managing Inspector felt strongly we should be informed of the Visit team's acknowledgement of the broader strengths of the College.

This is an excellent outcome for the College and the Progress Visit Report will be shared with Scottish Funding Council. The outcomes of the Progress Visit will inform a refreshed Evaluative Report and Enhancement Plan (2020-23) due to be submitted by the College in October 2020.

### 5 Financial Implications

There are no financial implications.

**Please detail the financial implications of this item.** NA

### 6 Equalities

There are no identifiable equalities issues related to the recommendations and suggestions at this stage providing the College adheres to its current policy and procedures.

**Assessment in Place?** – Yes  No

**If No, please explain why** – See above.

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

Not applicable

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		X
Low	X	
Very Low		

Please describe any risks associated with this paper and associated mitigating actions:

Poor adherence to our Enhancement Plan actions and poor performance in our Progress Visit resulting in reputational and financial damage to the College.

**Mitigation of risks**

Effective, meaningful engagement with Education Scotland and The Scottish Funding Council; continually delivering on our Enhancement Plan actions; timely communication with staff, learners and external stakeholders; robust preparation for Progress Visits.

**Risk Owner** – Ken Thomson.

**Action Owner** – Kenny MacInnes.

8 Other Implications – NA

**Communications** – Yes  No  **Health and Safety** – Yes  No

Please provide a summary of these implications –

The positive results of this visit will be communicated to staff and students along with key stakeholders such as local MSP's

**Paper Author** – Kenny MacInnes.

**SMT Owner** – Kenny MacInnes.

### 1. Purpose

To present to the Board of Management SMT's scenario planning structure covering Phases 1 to 3 of the Futures Programme and in response to COVID-19.

### 2. Recommendation

The Board should note, discuss and advise on the attached Scenario Planning programme to deliver the Colleges Futures Programme and our response to COVID-19.

### 3. Background

3.1 At the December 5<sup>th</sup> 2019 Board meeting the Board of Management approved the College's Futures Programme and the subsequent consultation and structure change. The consultation began in February 2020 and concluded in mid-March.

3.2 At the start of January the Coronavirus appeared in China and over the following three months spread across Europe to the UK. In anticipation of serious implications for the College the first meeting of the Business Continuity Group (BCG) COVID-19 was held on the 12<sup>th</sup> March 2020, chaired by the Principal and involving SMT, the Head of Marketing and Communication and the Corporate Governance and Planning Officer. The following day, a follow up workshop was held with key managers and the Student Association President, to determine a number of scenarios to ensure the college continued its core activity of learning and teaching and ensured appropriate support for our students should the working of the college be disrupted.

3.2 On the 17<sup>th</sup> March 2020 we had reports of a student who had a positive test for the Coronavirus and given the teaching staff involved, the decision was taken to close the college pending an enhanced clean of the facilities. On the 20<sup>th</sup> March the Depute First Minister closed all schools with immediate effect and on the following Monday, 23<sup>rd</sup> March the Prime Minister initiated a UK wide lock down which continues to this day.

3.3 The Principal provided the Board of Management with update emails on the 20<sup>th</sup> and 27<sup>th</sup> March before the Easter break and updated colleagues at the extraordinary meeting on the 27<sup>th</sup> March and again at the Q&A session with the Board held on the 1<sup>st</sup> April.

3.4 SMT BCG COVIS-19 continues to meet virtually on a daily basis at 9.30am to manage the very difficult circumstances that are unfolding day by day ensuring the delivery of learning through on-line and remote learning and the continued support of our students, some in quite vulnerable situations. The Principal continues to work with the Chair two to three times a week working closely on strategic operations. In addition the Principal meets weekly with the Colleges Principals Group (CPG) and has been involved in three meetings with Richard Lochhead, Minister for FE.HE and Science and the CEO of SFC.

3.5 In a very fluid situation where we are reacting to Scottish and UK Government guidelines, SMT are now planning on various scenarios for short, medium and long term planning for when the current lockdown is released and beyond. These plans will feed into both the budget to end of July 2020 and the budget for the new financial year. It is important to note that at the

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time of writing we need to recognise we may not see students back in any campus before the end of the summer term or even into early Autumn, whilst ensuring the Futures Programme continues to ensure financial sustainability of the organisation going forward.

- 3.6 Attached for the Boards consideration is the Forth Valley College Scenario Planning Programme 2020 to 2025 underpinned by the Colleges Vision 2030, our mission for Making Learning Work, our purpose for right learning, right time, right place for the communities and economy of Forth Valley and clear reference to the College's values for respect, innovation, trust and excellence and following three phases.

#### **4 Key considerations**

- 4.1 The Scenario Plan covers the three phases already approved by the Board of Management for the Futures Programme over the next five years. Phase 1 now also includes scenarios for our new operations and resumption through to December 2020. Each task will be allocated to an SMT or Director lead and will develop depending on Scottish Government guidelines. We have already instigated the resumption planning for May through to December led by Andrew Lawson, Depute Principal and Chief Operating Officer and including the Student Association President, our Head of Estates, Head of Marketing and Communication, representatives from the EIS FELA and UNISON unions and with the excellent support already offered by Stephen Jarvie, Corporate Governance and Planning Officer, on suggested scenarios to support key areas such as social distancing.
- 4.2 Most importantly, Kenny MacInnes, Vice Principal Learning and Student Experience, has been leading on the delivery of learning and the guidelines required to ensure accurate reporting of results with all staff now working remotely. In addition Alison Stewart leads on the new Student Finance project and managing the College's fluid budget. David Allison is taking the lead with Student Recruitment and managing the IT infrastructure which is under enormous pressure and finally, Andrew Lawson continues to manage the structural developments in the College's Futures Programme.
- 4.3 Phase 2 of the plan which starts now and continues through to the end of the 2020/21 Academic Year delivers on our planned paradigm shift in delivering our curriculum with lessons learned from our dramatic move to on-line delivery and emergency remote learning. Our direction of travel includes the EnableFVC Project, approved by the Board in February, supports College Scotland's Digital Ambition and our Vision 2030.
- 4.4 Phase 3, our transformational programme will be heavily influenced by the College's new Strategic Plan which will be discussed by the Board in August, and involve alignment with Forth Valley's Regional Economic Strategy, the College's dynamic and innovative approach to an economic recession and the new curriculum opportunities and build on the secondary and tertiary collaborations already in place. In addition, we will see a real focus on our Asset Management through low and zero carbon activity and the management of our campuses going forward.

#### **5. Financial Implications**

The Scenario planning will be heavily influenced by availability of funds and college budgets and will be managed accordingly.

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6. Equalities

There are no identifiable equalities issues related to the early stages of developing the scenario plans.

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.

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	X	X
Medium		
Low		
Very Low		

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

Scenario Planning against the various scenarios arising in what is a very fluid environment with the COVID-19 crisis means we have to have clear plans in place depending, in the first instance on decisions by the Scottish Government, thereafter by the availability of funds and the ongoing economic position of the country. This will be a very critical time for the college and appropriate planning will be crucial.

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

Paper Author – Ken Thomson

SMT Owner – Ken Thomson

### 1. Purpose

To provide information on the actions taken by the college to meet the Application of Fair Work Framework during COVID-19

### 2. Recommendation

The Board is asked to note our response to Covid-19 in keeping with the Fair Work Framework, and the planned activities to continue to support colleagues throughout the period.

### 3. Background

On 25 March 2020, the Scottish Government and the Scottish Trade Union Congress published a joint fair work statement in response to the COVID-19 crisis. The statement calls on employers, trades unions and workers to work together to ensure workers are treated fairly. The statement is available at <https://www.gov.scot/news/protecting-workers-during-coronavirus-outbreak/>

The Scottish Government has high expectations of how the fair work principles should be applied and has previously made clear that the government, along with the public bodies should lead the way in demonstrating Fair Work. All public bodies are, therefore, being urged to act in the spirit of the statement.

### 4. Approach

A Business Continuity group was set up to provide a clear direction on the support, advice and actions needed as the crises escalated. Communications have been essential and clear. FVC is committed to working co-operatively and collaboratively with our recognised trade unions, including continually developing and supporting our engagement with the Fair Work Framework. This helps ensure that FVC is a fair employer in the broadest sense.

We have relied on our fair work practices and constructive engagement with the trade unions throughout this period of Covid-19 to:

- ensure the safety and wellbeing of all colleagues
- enable remote working for as many colleagues as possible
- support colleagues working from home
- support those colleagues who are at home but for whom home-working is not possible.

A statement on how FVC are dealing with managing the Covid-19 crisis (Appendix 2), consistent with the fair work principles contained in the Covid-19 Fair Work Statement (Appendix 1) is attached.

### 5. Recommendations

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The college is required to maintain focus and awareness of a changing situation, take advice from experts and follow government guidelines, involve stakeholders and provide clear leadership. All whilst maintaining the best possible service whilst protecting colleagues and learners. In regards to the COVID-19 crises this will continue for as long as is necessary.

#### 6. Financial Implications

This paper does not cover the loss of revenue from operations. The costs of supportive actions are minimal.

#### 7. Equalities

Actions take into account those with disabilities and the health restrictions of staff. Those with child care responsibilities have been supported throughout

#### 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	x	x
Medium		
Low		
Very Low		

This is a time consuming and complex activity and requires cross college support without which it will not succeed. Failure to follow guidelines may have an impact in college reputation, business perception and funding should they be deemed serious enough.

**Risk Owner** – Andrew Lawson

**Action Owner** – Andrew Lawson

#### 9. Other Implications –

Please indicate whether there are implications for the areas below.

**Communications** – yes supporting comms plan will be required

**Health and Safety** – Yes

**Please provide a summary of these implications** – Risk Assessments required as needed

**Paper Author** – Ralph Burns

**SMT Owner** – Andrew Lawson

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### Appendix 1

#### FAIR WORK DURING THE COVID-19 CRISIS

#### JOINT STATEMENT BY THE SCOTTISH GOVERNMENT AND SCOTTISH TRADES UNION CONGRESS

Coronavirus is affecting all our daily lives including our workplaces. We recognise the very challenging position that many employers and workers are now facing. We need a partnership, working in the national interest, to get through the next few months - a partnership that involves the public sector, unions, businesses, 3rd sector organisations, and all workers and managers. We are hugely appreciative of the many cases where this is already in place.

#### Applying Fair Work Principles through the crisis

Scotland is rightly proud of its reputation as a leader on Fair Work and remains committed to becoming a Fair Work nation. The health and wellbeing of individuals, communities and the economy is our priority and in these exceptional times, adopting a Fair Work approach is more important than ever.

Scotland's success as an economy is built on a shared endeavour between workers, unions and employers and this approach will help us get through the current health and economic crisis. Government, unions and business organisations must work together to reach, collectively, the right decisions for protecting workers and public safety, and to help businesses to stay open, where permitted under latest guidance, and keep people in employment.

There has been an unprecedented package of support announced from both the Scottish and UK Governments to support businesses. This support should help many employers preserve their business, maintain jobs and pay their workers throughout this crisis. Information on this support is available through [findbusinesssupport.gov.scot](https://findbusinesssupport.gov.scot). We urge all businesses to make use of this.

Employers should consult the latest guidance on the operation of public services and non-essential businesses. With the closure of schools and other childcare centres now in place to help delay the spread of the virus we need to make sure that key workers performing essential tasks (and for whom no other safe and viable childcare including home working is available) have childcare support to enable them to carry on working.

Guidance on the definition of key workers and childcare provision is available at <https://www.gov.scot/publications/coronavirus---school-and-elc-closures-guidance-on-critical-childcare-provision-for-key-workers/>

We have high expectations of how fair work principles should be applied during the current crisis. This means an approach where workers, trade unions and employers work together constructively to reach the right decisions on all workplace issues that arise throughout this crisis. The dimensions of fair work as defined by the Fair Work Convention: effective voice; security; respect; opportunity and fulfilment, applied to the current context, offer a framework for taking these decisions.

These are exceptional times and for this reason we are asking employers, unions and workers to agree appropriate arrangements that ensure that workers are treated fairly. This means:

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- *Ensuring all workers follow health protection advice to isolate either themselves or as part of their households*

Health protection advice is updated regularly; it is there for a reason - to help save lives – and above all else employers should be supporting workers to follow it. No one should feel under pressure to breach that advice and workers should not be put at unnecessary risk, nor should they put others at risk of infection.

- *Paying workers while they are sick or self-isolating*

No worker should be financially penalised by their employer for following medical advice. Any absence from work relating to COVID-19 should not affect future sick pay entitlement, result in disciplinary action or count towards any future sickness absence related action.

- *Supporting those with caring responsibilities*

Employers should consider temporary arrangements for paid leave for caring responsibilities that are additional to current leave entitlements.

- *Facilitating home working*

During the crisis period it should always be the norm to be able to work from home wherever possible. Employers should be as supportive and flexible as they can, given the exceptional strains that will be placed on some workers. Rules need to flex to allow those with caring responsibilities to carry on working.

- *Protecting the health and safety of all workers, but particularly frontline or key workers who face particular risks*

Appropriate Personal Protective Equipment should be provided, special health and safety arrangements set up to ensure safe workplaces, and continuing risk assessment of working practices undertaken in this fast-moving situation.

- *Ensuring all workers are provided with clear and comprehensive information on work-related risks on an ongoing basis*

All workers should be aware of and have access to workplace guidance and procedures relating to COVID-19, including on the management of self-isolation and sickness absence. Workers need to know clearly and simply what their responsibilities are and also their employer's legitimate expectations of them.

- *Protecting the position of contracted workers as well as core staff.*

Temporary agency workers and self-employed contractors should be treated as if they were employees during the current health crisis.

Fundamentally, employers should look to maintain jobs and pay their workers throughout this crisis and to make use of Government support to achieve this. Employers should make use of the backdating of the HMRC grant to 1 March to ensure furloughed workers are compensated for lost earnings with existing contracts respected.

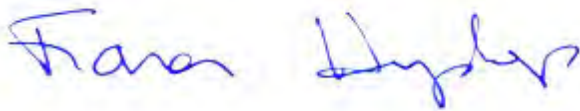
As an employer, the Scottish Government is modelling this behaviour. An agreement between the Scottish Government and the civil service unions has been concluded on how they will work together

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during the coronavirus crisis. This sets our expectations for the approach to be taken by public sector employers and beyond across Scotland.

In addition to regular engagement with businesses and public sector bodies, a structure to facilitate a strategic dialogue between the STUC and the Scottish Government - across all relevant departments and public sector employers and agencies - has been put in place to help management of the crisis; to share information and to ensure the co-ordinated, consistent and effective response that is fully informed by the perspectives of unions and workers. We are also identifying areas where new or reinforced engagement is needed, including cross portfolio areas such as social care.

The national endeavour to get us through this health crisis will require an unprecedented economic response shared collectively, deliberately and with purpose - by unions, business, the public sector, workers and the public.



**FIONA HYSLOP**  
Cabinet Secretary for Economy, Fair Work & Culture



**Grahame Smith**  
General Secretary STUC

25 March 2020



Scottish Government  
Riaghaltas na h-Alba  
gov.scot



[www.stuc.org.uk](http://www.stuc.org.uk)



### Appendix 2

#### Fair Work During the COVID-19 Crisis: Action undertaken by FVC.

##### 1. Ensuring all workers follow health protection advice to isolate either themselves or as part of their households

*Health protection advice is updated regularly; it is there for a reason — to help save lives — and above all else employers should be supporting workers to follow it. No one should feel under pressure to breach that advice and workers should not be put at unnecessary risk, nor should they put others at risk of infection.*

##### FVC Response

Colleagues across FVC are sent updates as appropriate using the college e-focus communications stream. We have created a dedicated section of our website to provide a variety of information for colleagues and learners and as part of our FVC digital community forum through 'Teams', such as advice on health protection and self-isolation within households. It also includes helpful hints and tips for using technology at home and taking care of physical and mental health during the outbreak.

We have produced a frequently asked questions, which is updated with any relevant changes. This allows colleagues to check if they need to be doing anything at any given time.

A key part of FVC communications is to explain that these measures are in place for the benefit of the health of our people, of the family and friends they live with, and the health of the general public.

##### 2. Paying workers while they are sick or self-isolating

*No worker should be financially penalised by their employer for following medical advice. Any absence from work relating to COVID-19 should not affect future sick pay entitlement, result in disciplinary action or count towards any future sickness absence related action.*

##### FVC Response

The vast majority of FVC colleagues can work from home, thanks to the tremendous work of our IT systems colleagues, support by Information Services and the Moodle team.

We have communicated to all colleagues, both permanent and temporary, that they will continue to receive their full salary during the period of lockdown.

Those who cannot fulfil their full contractual hours working from home, or those who have no work available for them to do, will continue to receive their full salary. Furloughing of staff has not yet taken place and will be reviewed in line with SFC guidelines and length on ongoing college closure.

We have also made clear that COVID-19 related absences will not count towards attendance management triggers, and no sick pay will be deducted from their entitlement.

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New colleagues who have limited sick pay will also receive full pay for any COVID-19 related absence. We are monitoring COVID-19 related absences on a weekly basis.

In discussion with the unions it was made clear that staff would not be disciplined for not engaging due to technical or personal issues that prevented or limited engagement.

### **3. Supporting those with caring responsibilities**

*Employers should consider temporary arrangements for paid leave for caring responsibilities that are additional to current leave entitlements.*

#### **FVC Response**

We have emphasised the need for flexibility around caring responsibilities in our communication with colleagues and line managers and in learning materials on how to work successfully from home. This flexibility should apply to workload, scheduling, availability and related matters. In discussion with the unions it was made clear that staff would not be disciplined for not engaging due to technical or personal issues that prevented or limited engagement.

### **4. Facilitating home working**

*During the crisis period it should always be the norm to be able to work from home wherever possible. Employers should be as supportive and flexible as they can, given the exceptional strains that will be placed on some workers. Rules need to flex to allow those with caring responsibilities to carry on working.*

#### **FVC Response**

With the college closed we are aware of the challenges for colleagues in working from home given the various demands faced through personal circumstances. We have told colleagues that we are prepared to be as flexible as possible to allow them to combine their work with their caring responsibilities. Colleagues are encouraged to discuss arrangements with their line managers, and managers have been asked to allow as much flexibility as possible.

We have asked managers to keep in touch with colleagues who work non-standard hours, so they continue to feel informed and supported.

We have emphasised the need for flexibility around caring responsibilities in our communication with colleagues and line managers and in learning materials on how to work successfully from home. This flexibility should apply to workload, scheduling, availability and related matters.

### **5. Protecting the health and safety of all workers, but particularly frontline or key workers who face particular risks**

*Appropriate Personal Protective Equipment should be provided, special health and safety arrangements set up to ensure safe workplaces, and continuing risk assessment of working practices undertaken in this fast-moving situation.*

#### **FVC Response**

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A Business Continuity group with key senior managers was set up and met daily to discuss the needs and welfare of staff and students.

Prior to college closure additional and stringent cleaning measures were put into place in all campuses including hand sanitisers and protective equipment where required.

Government health notices were placed in prominent positions throughout campuses. Staff were supported during self-isolation periods leading up to closure and it was made clear this was paid and not counting towards sickness allowances.

Home working is new for many of us, and the following actions have been taken to protect health and safety during this time:

- FVC Digital Community Hub set up as a focus for communications and support during the period of home working
- Updates and online learning resources give guidance and support on home working.
- Risk Assessment how to work at home
- Colleagues who use specialist equipment in the office have the opportunity to have these provided for home use
- Arrangements are in place to buy additional equipment to ensure the health and safety of colleagues working from home, where required.

### **6. Ensuring all workers are provided with clear and comprehensive information on work-related risks on an ongoing basis**

*All workers should be aware of and have access to workplace guidance and procedures relating to COVID-19, including on the management of self-isolation and sickness absence. Workers need to know clearly and simply what their responsibilities are and their employer's legitimate expectations of them.*

#### **FVC Response**

Colleagues who are able to work from home can easily access guidance and information on procedures relating to COVID-19.

Some colleagues are unable to work, either because they do not have the equipment to do so, or because they are experiencing symptoms and are therefore self-isolating. Their line managers are required to update these staff as required and to maintain contact and offer support

Our Health and Safety team have also produced information about setting up a workstation for colleagues working from home. This includes practical advice such as sitting safely and comfortably, but also recommends taking regular breaks and doing daily exercise to reduce any potential work-related health risks.

Information supporting mental health has been provided to all staff and Mental Health Ambassadors utilised as an extra support

### **7. Protecting the position of contracted workers as well as core staff**

*Temporary agency workers and self-employed contractors should be treated as if they were employees during the current health crisis.*

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**FVC Response**

Colleagues on temporary contracts in FVC are treated on the same basis as permanent employees in terms of working from home, safe working arrangements and access to our employee assistance programme. Temporary contracts are being honoured until their pre-agreed end date. Agency staff are not used except for very short term need and these, where there was an ongoing need, were continued.

The Servest contract is continuing to be paid and we are in discussions with them should they decide to furlough their workers which would then have an impact on our decisions.

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## 1. Purpose

To inform members of the funding allocations for Academic Year (AY) 2020-21 announced by SFC on 7 April 2020.

## 2. Recommendation

That members note the allocations for AY 2020-21 and how this affects the College's finances.

## 3. Background

The SFC announced indicative funding allocations for AY 2020-21 on 7 April 2020. The SFC circular and sector funding allocations are attached to this paper for information.

## 4. FE Sector Position

SFC does not have any updated Ministerial guidance at this point. In the meantime, the existing guidance letter from the Minister for Further Education, Higher Education and Science of 2 July 2019 stands.

The funding decisions set out are based on the Scottish Government's Scottish Budget 2020-21, approved by the Scottish Parliament on 5 March 2020.

The key points in this funding announcement for the FE sector for AY 2020-21 are:

- Overall SFC's revenue budget has increased by £42m (6.9%)
- Teaching funding has increased by £22.6m (5%)
- Additional teacher pension funding for AY 2019-20 of £4.3m
- Student activity (credit) targets are unchanged from AY 2019-20
- Student support funding has increased by £15.2m.
- Flexible workforce Development funding remains at £6m (SFC proportion only)
- European Social Funding (ESF) – SFC match funding of £8m maintained
- Capital funding has decreased by £11.9m, due to the completion of the investment in FVC's new Falkirk campus.

It should be noted that The Scottish Government Budget document stated that the College Revenue budget for 2020-21 was £640m; an increase of £33.5m (5.5%).

The reason for the difference is that Scottish Government and SFC work on a Financial Year (FY) basis of April to March whereas the College sector work on an Academic Year (AY) of August to July which spans two FYs. In setting the AY 2019-20 SFC had assumed flat cash for FY 2020-21, and as the actual FY 2020-21 settlement included an increase this has resulted in a further increase in the AY 2020-21 budget allocation.

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#### Teaching Funding & Activity Targets

- Total teaching funding increase of £23m is made up of £9.7m inflationary uplift and £12.9m for increased teacher pension costs. It should be noted that the pension cost increase is not a “real” increase. The increase in pension costs took effect from September 2019 and SG/SFC have funded this cost for 11 months in AY 2019-20.
- Funding for support staff job evaluation is reflected in the allocations but will continue to be withheld by SFC until the process is complete.
- Sector target remains unchanged with some variations at individual regional level. Key changes are a reduction for West College Scotland of 5,000 credits and North East Scotland College 3,300 credits with no reduction in funding, conditional on the reduction of third party distance learning activity.

#### College/University Articulation places - no changes

#### Student Support

- Increase in Student Support funding is £15.2m. Again this increase is measured against announced allocations for AY 2019-20 and excludes funding allocated in year of £10m. Therefore the actual increase is £5.2m, albeit the AY 2019-20 in year redistribution has been consolidated.
- The increase is to reflect the change in government policy which removes the age cap for Care-Experienced bursary, previously only available to 16-25 year olds, and an inflationary increase to the maintenance bursary.

#### Expansion of Early Years Education

- The volume of this additional activity for AY 2020-21 is still to be finalised with Scottish Government and will be confirmed in May.

#### European Social Funding (ESF)

- SFC match funding of £8m is set aside. Total funding of £13m includes £5m from European Commission which is subject to the submission of successful claims to Scottish Government. Individual allocations and credit activity will be announced in May.

#### Flexible Workforce Development Fund (FWDF)

- SFC is budgeting for the continuation of the current FWDF programme and has set aside £6 million from their core budget. They expect an additional £4 million of funds will be transferred in-year to maintain a total budget of at least £10 million for AY 2020-21.
- No timeline has been given in relation to the announcement of individual allocations.

#### Funding for Counsellors

- Counsellor funding for AY 2020-21 for both colleges and universities will total £3.65 million. Individual allocations and guidance for AY 2020-21 will be announced in May.

#### Free Sanitary provision

- SFC expects funding for free sanitary products in Colleges to continue and will announce allocations in due course.
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### Other Programme funding

- Budget is set at £8.3m for AY 2020-21. This covers national services including JISC, CDN and APUC, along with short term intervention projects that support transformational change aligned to Scottish Government and SFC priorities.

### Capital

- Backlog & lifecycle maintenance allocation has increased by £10.2m to £31.2m. £3m has been allocated to Fife College for the development of their new campus and £1.5m for business cases for high priority campuses.

## 5. Forth Valley College position

Funding Allocations	Per SFC Announcement 7/4/20				Per FVC			
	20/21 Final	19/20 Final	Variance against 19/20 Final	%	20/21 Final	19/20 Final (Revised)	Variance against 19/20 Final	%
<b>GIA</b>	22,444,078	21,909,162			22,444,078	21,909,162		
19/20 National Bargaining Pension costs August - July	577,714	534,916	0		577,714	534,916	0	0.0%
Cost of living	475,546		475,546	2.1%	475,546	337,000	48,143	0.2%
	23,497,338	22,444,078	1,053,260	4.7%	23,497,338	192,571	475,546	2.1%
						22,973,649	523,689	2.3%
<b>Student Support</b>	4,628,655	4,150,641						
Review of student support In year redistribution		308,071						
	4,628,655	4,458,712	169,943	3.8%				
Capital & Maintenance	749,000	438,000	311,000	71.0%				
<b>Credits</b>	20/21 Final	19/20 Final	Variance against 18/19 Final	%				
GIA (including Childcare)	84,201	84,201	0	0.0%				

### Grant in Aid Funding (GIA)

Overall the actual GIA funding increase is 2.3%. This relates primarily to an inflationary increase of £475,546 (2.1%). It also includes an additional month's funding for the increased cost in teacher pensions as AY 2019-20 only included 11 months of funding due to the timing of when the increased cost became effective. National Bargaining funding for 2019-20 has been consolidated but will remain withheld by SFC. Core credits remain unchanged at 84,201.

It should be noted that pay negotiations for AY 2020-21, through National Bargaining with the respective Unions have not been concluded. Colleges are expected to take cognisance of Scottish Government Public Sector Pay Policy for 2020-21, which set a 3% increase for salaries less than £80,000.

### Student Support

After taking account of the AY 2019-20 in year redistribution Student Support has increased by £169,943 (3.8%). Colleges are required to further implement the recommendations of the Independent Review of Student Support, which for 2020-21:

- Remove the age cap on Care-Experienced students, previously restricted to 16 -25 year olds
- Increase the maximum annual FE bursary by an inflationary amount yet to be announced.

### Capital & Maintenance

For financial year (FY) 2020-21 FVC's budget is £749k for lifecycle maintenance an increase of £311k. This reflects the ongoing discussion we have been having with SFC, however it is still below the £1m lifecycle funding highlighted in the Decision Point 4 report as being required to support the new Falkirk Campus as well as Alloa and Stirling. From this allocation FVC has to top slice £150k of funding for interest payments, which does not apply to the majority of Colleges.

### 6. Financial Implications

The financial implications have been noted in section 5.

### 7. Equalities - Not applicable given the nature of this report.

### 8. Risk

	Likelihood	Impact
Very High	X	
High		X
Medium		
Low		
Very Low		

The funding allocations announced for AY 2020-21 take no account of the current situation and the impact of Covid-19 and are based on the Scottish Government's original budget announcement. The inflationary increase in GIA is welcome however with the increased cost of the public sector pay policy, the efficiencies identified as required from the 2019 Financial Forecast Return (FFR) and the impact of Covid-19, it is highly unlikely this will be sufficient to maintain financial sustainability.

**Risk Owner** – Alison Stewart

**Action Owner** – Alison Stewart

### 9. Other Implications –

**Communications** –No

**Health and Safety** –No

**Paper Author** – Alison Stewart

**SMT Owner** – Alison Stewart