

## West College Scotland Board of Management

### Minute of Meeting held on Monday 26 February 2024

**Present:**

Hilary Cameron (HC)  
Liz Connolly (LC)  
Terry Dillon (TD)  
Waiyin Hatton (WH) **(Chair)**  
Gordon Hunt (GH)  
Linda Johnston (LJ) (TEAMS)  
John Leburn (JL)  
Ronald Leitch (RL)  
Jane McKie (JM)  
Fiona McLaren (FMcL)  
Danny McMahon (DM)  
George Rice (GR) (TEAMS)

**In attendance:**

Stephanie Gunn (SG), Vice Principal Educational Leadership  
Amy McDonald (AM), Vice Principal Operations (TEAMS)  
Susan McDonald (SM), Governance Manager (Minutes)  
Nathan Tyler (NT), Director Communications, Engagement & Student Experience

<b>BM978</b>	<b>Welcome &amp; Apologies</b>  Apologies were noted from Jillian Couto-Pheonix (JCP), Jackie Russell (JR), Ed Cselik (EC) and Kyle Prele (KP).  Linda Johnston joined the meeting from Item BM989.
<b>BM979</b>	<b>Declaration of Interest</b>  The standing declarations of interests of members, as available on the <a href="#">Register of Interests</a> on the College website, were noted as current. There were no specific interests declared regarding the items on the agenda for the meeting.
<b>BM980</b>	<b>Minutes of Meetings held 11 December 2023 and 17 January 2024</b>  The Board <b>approved</b> the Minutes of the meetings held on 11 December 2023 and the one item agenda meeting held on 17 January 2024 as accurate records of discussions at both meetings.
<b>BM981</b>	<b>Actions from the Minute</b>  SG advised on the staff MH referrals, noting that HR could not specify on MH, however, there had been no increase on work related stress absence for lecturing staff and only a small increase for support staff.  The Board <b>noted</b> the updates on the actions since the last meeting.
<b>BM982</b>	<b>Matters Arising</b>

	There were no matters arising not otherwise on the agenda.
<b>BM983</b>	<p><b>Student Association Report</b></p> <p>SG, in the absence of both student members, highlighted the following from the paper provided:</p> <ul style="list-style-type: none"> <li>• The number of class representatives now in place.</li> <li>• The new Student Representative Council (SRC).</li> </ul> <p>She noted the activities undertaken show an increase in the engagement and awareness of the Students Association across the College.</p> <p>LC advised that the introduction of the SRC had been a great achievement of the SA to create this level of support from the student body. It was agreed that this was testament to the work undertaken by the Student President and Vice Presidents.</p> <p>The Board <b>noted</b> the paper provided and energy and efforts of the Student Association.</p>
<b>BM985</b>	<p><b>Chair's Report</b></p> <p>Updating from the paper provided, WH re-iterated her thanks to Board Members contributions to the Strategy Development Day, noting the aspirations to be realised and the re-casting of the business model and operational planning to generate further income.</p> <p>Particular thanks were noted to JL on the video and business planning tool provided.</p> <p>The Board <b>noted</b> the paper and update provided.</p>
<b>BM986</b>	<p><b>Curriculum Planning &amp; Strategy Update</b></p> <p>SG updated on the paper provided, having been fully discussed at the recent Learning, Teaching and Quality Committee. The paper provides Board Members with a high-level summary of the 2023 Curriculum Planning &amp; Review focus and outcomes, as well as the progress to date on the 2021-2026 Curriculum Strategy.</p> <p>SG highlighted the following:</p> <ul style="list-style-type: none"> <li>• Ongoing review of curriculum to meet demand and regional skills needs.</li> <li>• A shift in focus to more part-time programmes.</li> <li>• An increase on lower-level programmes to meet demand.</li> <li>• An increase in META skills and curriculum design.</li> <li>• Applications for 24/25 are looking healthy, as are the predicted progression of students.</li> <li>• Scenario planning is ongoing around the budget position.</li> </ul> <p>The following points were raised and noted:</p> <ul style="list-style-type: none"> <li>• JL asked how applications will be managed once targets have been confirmed. SG advised that this followed the normal process, with only full-time course applications open at this stage. Part time courses would be opened later, and management of</li> </ul>

	<p>classes and places would be undertaken at this stage. NT noted that this was the first time the new CIVICA system had been used for applications. He advised of a few teething issues, creating a backlog in applications. However, additional resource and workarounds had been put in place to move applications on as quickly as possible. Holding messages had been sent out to applicants to keep them in the loop.</p> <p>The Board <b>noted</b> the paper and updates provided.</p>
<p><b>BM987</b></p>	<p><b>Corporate Strategy Reporting</b></p> <p>AM advised of the work ongoing to map under-pinning strategies to the corporate strategy, ensuring clear links and how the College is delivering against corporate objectives. The report developed shows the objective, progress to date, how this is being tracked and who is responsible for ensuring it is taken forward.</p> <p>She noted that JL had previously offered to undertake a session on KPI reporting for staff in the College to ensure robust reporting from 2024/2025. <b>Action: SM/AM/JL</b></p> <p>SG noted that the reporting mechanism through Pentana was more operational and used by SMT. LC added that a further review would take place on how to report the required information to the Board. WH noted the need to ensure previous Board comments were taken into consideration, noting this to be high level and could be in the form of a balanced scorecard. <b>Action: AM/Exec</b></p>
<p><b>BM991</b></p>	<p><b>Internal Governance Activities</b></p> <p>The paper provided informed Board members on the governance activities that have taken place since the last meeting. SM updated on the following:</p> <ul style="list-style-type: none"> <li>• <b>*External Effectiveness Review (EER)</b> – following recent tender exercise it was proposed that Colleges Development Network CDN be the preferred supplier for the Review, with their proposal meeting the College’s requirements. Small tweaking of the proposal to be requested by CDN. Further information on the exercise will be issued to Board Members once agreed. <b>Action: SM</b></li> <li>• <b>Board Skills Audit</b> – ten returns had now been received. A summary of responses has shown that the Board covers a wide range of skills and expertise. Any gaps would be highlighted during the next recruitment exercise.</li> <li>• <b>Trade Union Board Members</b> – The meeting with the local EIS Branch Officer had been postponed and will now take place later this week. No response received from UNISON/UNITE. EIS branch officer has advised they are waiting further information on the role from EIS headquarters. Any update on the position will be made known to Board as soon as possible. <b>Action: SM</b></li> <li>• Governance Manager will continue to monitor compliance with Code of Good Governance and ensure actions from the Board Development plan 2023 are completed. Updates to be given at future Board meetings. <b>Action: SM</b></li> </ul>

	<p>RL updated the Board on the request from Audit &amp; Risk Committee to ratify the appointment of Brian Logan, Chief Executive, Capability Scotland as a co-opted member of the committee. He noted the skillset and experience Brian would add to the membership.</p> <p>The Board <b>ratified</b> the appointment of Brian Logan as co-opted member of the Audit &amp; Risk Committee.</p> <p>*GH declared an interest as a staff member of CDN. However, it was noted that he did not take part in the submission of the tender or would do so in the delivery. He also confirmed he would not take part in the selection process from the College side either.</p>
<b>BM992</b>	<p><b>Committee Chair Updates</b></p> <p>Papers were provided on Chair's updates of the recent Committee cycle. Highlights were noted as follows:</p> <p>Chair of Audit &amp; Risk Committee (31 Jan 2024) (RL):</p> <ul style="list-style-type: none"> <li>• First meeting for new Chair.</li> <li>• Agreed to co-opt Brian Logan, CEO Capability Scotland (as approved by the Board under item BM991)</li> <li>• Discussion on the Risk Register noting the further developments by SMT.</li> <li>• Two strong internal audit reports for Procurement and GDPR.</li> </ul> <p>Acting Chair of Learning, Teaching &amp; Quality Committee (7 Feb 24) (JM):</p> <ul style="list-style-type: none"> <li>• Main paper on Curriculum Planning and Strategy Review, as noted earlier.</li> <li>• Presentation on Diploma in Pharmacy Services qualification by Suzanne Thomson.</li> <li>• Students Association update.</li> <li>• Last meeting of current co-optee, Ruth Binks. Nominations Committee considering option for new coopted member at its meeting tomorrow.</li> </ul> <p>The Board <b>noted</b> the updates provided.</p>
<p><b>The following papers were provided for information. Unless otherwise stated, there were no comments made and the Board noted the papers provided.</b></p>	
<b>BM993</b>	<p><b>Committee Minutes</b></p> <p><b>Audit &amp; Risk Committee – 31 January 2024 – Draft Minute</b>  <b>Learning, Teaching &amp; Quality Committee- 7 February 2024 – Draft Minute</b></p>
<b>BM994</b>	<p><b>Schedule of Business</b></p>
<b>BM995</b>	<p><b>Date of Next Meeting</b></p> <p>Monday 29 April 2024, 4pm, Finnart Campus, Greenock</p>
<b>BM996</b>	<p><b>AOCB</b></p>

	With no further business raised, the Chair closed the meeting.
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approved