

## APPROVED Minute of Colleges Scotland Board of Directors Meeting Wednesday 29 January 2020, Argyll Court, Stirling, FK9 4TY

### Present

Liz Connolly (LC)	Margaret Cook (MC)
Tony Jakimciw (TJ) ( <i>Video-Conference</i> )	Brian Johnstone (BJ)
Alex Linkston (AL)	Willie Mackie (WM)
Ross Martin (RM)	Angela McCusker (AMcC)
Janie McCusker (JMcC)	Ken Milroy (KM) ( <i>Chair</i> )
Lydia Rohmer (LR) ( <i>Video-Conference</i> )	Ronnie Smith (RS)
Shona Struthers (SS)	Carol Turnbull (CT) ( <i>Vice Chair</i> )
David Watt (DW)	

### In Attendance

Michelle Brand (MB)	Keith Macpherson (KMacP) ( <i>Auditor</i> )
Will McLeish (WMcL)	Laura Mitchell (LM) ( <i>Minute Taker</i> )
Alan Ritchie (AR) ( <i>Presenter</i> )	Heather Stevenson (HS)
Andy Witty (AW)	

### Apologies

Michael Foxley (MF)	Ann Landels (ALd) ( <i>Observer</i> )
Keith McKellar (KMck)	

## 1. Declaration of Interest Register – Sign Off

Agenda Item: 1 | Paper No: 1 | Lead: KM

Paper 1 was noted.

The current Declaration of Interests was approved. KM requested members provide all updates in a timeously manner directly to LM.

## 2. Welcome and Apologies

Agenda Item: 2 | Paper No: Verbal | Lead: KM

KM welcomed members and advised of the following:

- Board Member Terminations

KM noted that this was the last board meeting for TJ, BJ and KMck, advising all three board members will step down as a member of the Colleges Scotland board when their positions as Regional Chairs of their respective colleges terminate on 2 March 2020.

The board intimated their appreciation to TJ, BJ and KMck for their valuable contributions during their tenures.

- Board Member Appointment

KM welcomed LC, Principal and Chief Executive, West College Scotland, and RS, Regional Chair, The Lanarkshire Board, to their first meeting of the Colleges Scotland board.

- Apologies

KM advised that apologies had been received from MF, Regional Chair, Highlands and Islands

Further Education Regional Board, ALd, Edinburgh College (Observer) and KMckK, Regional Chair, West College Scotland.

- Leaving Early  
KM advised that both WM, Regional Chair, Ayrshire College and BJ, Regional Chair, Dumfries and Galloway College, would be leaving the meeting early in order to attend the College Development Network board meeting, at Airthrey Castle, Stirling.
- Video-Conferencing  
KM introduced LR, Principal and Chief Executive, West Highland College UHI and TJ, Regional, Borders College.

### **3. Minutes of the Previous Meeting and Matters Arising**

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Agenda Item: 3 | Paper No: 3 | Lead: KM

#### **3.1 Discussion**

Paper 3 was noted.

KM invited the board to consider and agree the minutes from the previous meeting. SS provided commentary on the progress of the Action Log, noting the following key points:

- Most items are either 'complete' or 'on the agenda' for discussion today.
- Strengthening Financial Controls – SS advised that a trial of the new BACS system, designed to give control over payment authorisation to a member of the Colleges Scotland Executive, is scheduled to take place on Tuesday 11 February 2020, with the view to rolling out the new BACs system by the end of February 2020.
- Member Engagement – SS drew members attention to the report included in the papers, detailing the findings from the recent Member Engagement programme.
- Working Group Governance Protocol in Relation to National Bargaining – SS advised that HS and AL would provide an update agenda item seven.

#### **3.2 Decision**

The board agreed the minutes from the meeting on Thursday 31 October 2020 as an accurate record of the meeting and approved the minutes to be uploaded to the Colleges Scotland website in their unredacted form.

### **4. Colleges Scotland Governance Restructure Short Life Working Group (Non-Disclosure)**

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Agenda Item: 4 | Paper No: 4 | Lead: SS/AW

#### **4.1 Discussion**

Paper 4 was noted.

AW provided members with an overview of the paper, informing members that the purpose of the paper is to set out a proposal for subscriptions for Colleges Scotland membership for 2020/21, along with a draft remit, membership and timescale for the Colleges Scotland Governance Restructure SLWG.

Some members voiced concerns in relation to timing, as college budgets are not yet known and to agree to a subscription increase, devoid of this information, could result in push back from the sector. Others agreed that while timing was a concern, the directors and trustees of Colleges Scotland have a fiduciary duty to ensure the organisation's sustainability and that the increase in figures being discussed would have little impact on overall college budgets.

Members also acknowledged the importance of balancing the additional financial ask of the sector with strong messaging around the governance review being undertaken, so that members are fully informed about the work being undertaken to review and update the structure of Colleges Scotland to better meet the needs of its members.

## **4.2 Decision**

Members agreed to the proposed increase in subscriptions for 2020/21 only and for a strong communications message to be delivered simultaneously, in relation to the governance review.

Members agreed that increases in subscriptions beyond 2020/21 should be revisited once further work had been carried in relation to the governance review, as this could impact on the financial ask going forward.

Members also agreed the draft remit, membership and timescale of the Colleges Scotland Governance Restructure Short Life Working Group.

## **5. Corporate**

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Agenda Item: 5 | Paper No: Verbal | Lead: SS

### **5.1 Discussion**

#### *Board Succession Planning – Committee Membership Ratification*

SS advised that further to the recent self-nomination process for the vacancy of Chair of the Colleges Scotland Funding and Finance Committee, MF, Chair of the Highlands and Islands Further Education Regional Board, was successfully appointed as the Chair of the Funding and Finance Committee.

SS informed members that MF will take up the post of Chair when TJ's position as Regional Chair at Borders College terminates on 2 March 2020 and TJ steps down from the Colleges Scotland board.

SS commented that during this process, it was agreed that CT, Vice-Chair of Colleges Scotland Board, Chair of the College Principals' Group and Principal and Chief Executive, Ayrshire College, will step down as Vice Chair of the Funding and Finance Committee, as of 2 March 2020 and AMcC, Regional Chair, Dundee and Angus College, will take up the post of Vice Chair of the Funding and Finance Committee as on 3 March 2020.

SS reported that a successor for BJ's position as Chair of Colleges Scotland Audit and Risk Assurance Committee was yet to be secured.

### **5.1 Decision**

#### *Board Succession Planning – Committee Membership Ratification*

Members ratified the changes in committee membership and noted the ongoing process to secure a nomination for the position of Chair of the Audit and Risk Assurance Committee.

KM encouraged members of the board to note their interest for the position of Chair of the Audit and Risk Assurance Committee to SS directly.

The board thanked TJ and BJ for their commitment and valuable contributions.

## **6. Committee Activity**

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Agenda Item: 6 | Paper No: 6.1 – 6.4 | Lead: BJ/KMp/CT/TJ/AR (*Presenter*)

### **6.1 Discussion**

#### *Audit and Risk Assurance Committee*

*Year Ended 31<sup>st</sup> July 2019*

Paper 6.1 was noted.

KMacP of Johnston Carmichael joined the meeting.

BJ introduced KMacP and informed members of the good working relationship that exists between Johnston Carmichael, Forth Valley College, Colleges Scotland Executive and the Audit and Risk Assurance Committee members.

BJ invited KMp to provide an overview of the year-end accounts.

KMacP thanks BJ for the introduction and concurred the sentiment of the positive working relationship that has been built up. KMacP provided an update on the audit fieldwork, highlighting the following items:

- unqualified opinion on the year-end accounts
- no significant control weaknesses identified
- areas of risk were identified included recognition of income and journal processing and scrutiny during the audit fieldwork identified no significant issues
- there are no immediate concerns for the organisation as a 'going concern', but the work of the Sustainable Funding Short Life Working Group, convened to consider the future financial sustainability of the organisation, will continue to be closely monitored in future years
- confirmation of continued independence of all members of the audit team with Colleges Scotland
- the contents of Letter of Representation are standard terms.

BJ informed the board members that they are asked to review and approve the following documentation:

- note the Letter of Engagement
- approve the Draft Financial Statements for the Year Ended 31st July 2019 is signed by the Chief Executive and Chair of the board on behalf of the Colleges Scotland board
- note the reconciliation provided
- approve the Audit Clearance Report
- approve the Letter of Representation is signed by the Chief Executive and Chair of the board on behalf of the Colleges Scotland board.

#### *Annual Governance Statement*

Paper 6.2 was noted.

BJ presented the draft Annual Governance Statement to members and asked the board to consider and agree the contents of the report as a true and accurate record and approve the full report to be uploaded to the Colleges Scotland website.

#### *Risk Appetite Statement*

Paper 6.3 was noted.

BJ presented the draft Risk Appetite Statement to members, highlighting that this was reconsidered by the Audit and Risk Assurance Committee at its last meeting on Friday 13 December 2019, in light of the board's request in October 2019 to provide further detailed rationale behind the different risk appetites adopted.

### *Risk Register*

Paper 6.4 was noted.

SS presented the latest Risk Register to be considered by the Executive and asked the board to consider and agree its completeness and appropriateness.

WM announced that he would like to volunteer to take over as Chair of the Audit and Risk Assurance Committee as of Tuesday 3 March 2020, after BJ steps down on Monday 2 March 2020. WM declared his interest as a current College Development Network board member and Chair of Audit Committee for Scottish Enterprise but given that BJ is also a serving member of the CDN board he saw no issue that would prevent him taking over the responsibility.

KM sought comfort from the auditor (KMacP) on this point of clarity and KMacP concurred that this would be no reason to prevent WM taking up the position as Chair of the Audit and Risk Assurance Committee.

### College Principals' Group

CT provided an update on recent committee activity since the last meeting of the College Principals' Group (CPG) on Monday 4 November 2019, highlighting the following items:

- Financial Forecast Returns
- Brexit presentation by Linda Pooley, Deputy Director, Colleges, Young Workforce and Scottish Funding Council (SFC) Sponsorship Division, Scottish Government
- Sectoral response to College Sector Climate Emergency Expert Group meeting, held on Monday 28 October 2019.

### Funding and Finance Committee

TJ provided an update on recent committee activity, highlighting the following items:

- SFC has intimated that they are likely to issue a consultation regarding a fundamental review of the funding methodology and the work of the sector SLWG will feed directly into this and will also take into consideration Outcome Agreements
- SFC has agreed to the high-level principles in terms of the 'funding cap' for loss of income will remain in place for a further financial year.

### Financial Forecast Return Presentation

AR joined the meeting and provided a detailed presentation on projected high-level position of the Financial Forecast Return (FFR) for the sector.

Members voiced their concerns at the stark reality of the figures and agreed that a collective response by the Regional Chairs was now necessary, but should be mindful of the timing of the publication by SFC of the FFR figures and the joint Cumberford/Little report, commissioned by Derek Mackay MSP, Cabinet Secretary for Finance, Economy and Fair Work to undertake a review of the economic impact of Scotland's colleges.

## **6.2 Decision**

### Audit and Risk Assurance Committee

*Year End 31<sup>st</sup> July 2019*

Members reviewed and agreed the following documentation:

- the adoption of the Draft Financial Statements for the Year Ended 31st July 2019 to be signed by the Chief Executive and Chair of the board on behalf of the Colleges Scotland board
- the Audit Clearance Report
- the Letter of Representation to be signed by the Chief Executive and Chair of the board on behalf of the Colleges Scotland board.

### *Annual Governance Statement*

Members agreed the content and publication of the Annual Governance Statement.

### *Risk Appetite Statement*

Members approved the Risk Appetite Statement.

### *Risk Register*

Members approved the Risk Register with no amendments or updates.

Members ratified the appointment of WM as Chair of the Audit and Risk Assurance Committee as of Tuesday 3 March 2020.

### College Principals' Group

Members noted the update provided and had no further questions or comments.

### Funding and Finance Committee

Members noted the update provided and had no further questions or comments.

### Financial Forecast Return Presentation

Members thanked AR for the valuable information presented.

Members agreed that a collective response by the Regional Chairs was now time critical and members tasked the College Scotland Executive with drafting a clear plan to implement a coordinated approach, with an outline to be shared with the board in two weeks. The plan should detail the key groups and individuals charged with actions to take forward the coordinated approach, with further discussions to be held at the informal gathering of the board at the end of March 2020.

AR, WM and BJ left the meeting.

## **7. Employment Service Team**

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Agenda Item: 7 | Paper No: 7 | Lead: AL/HS

### **7.1 Discussion**

#### Revised Business Case for the Continued Funding of the Employment Services Team

Paper 7 was noted.

HS provided an overview of the paper and the history behind the financial ask outlined in the business case.

AL acknowledged this is a labour-intensive work area and the matter would be addressed with SFC for future years.

RM queried the overall savings per day to the college sector, in financial terms, as a direct result of industrial action.

Members queried why the 'full costs' of National Bargaining (e.g. a proportion of the salary costs for the Policy, Communication and Public Affairs staff heavily involved in the delivery of National Bargaining) were not included in the Business Case ask, as this might impact on the subscription levels required for the future sustainability of the organisation previously discussed under agenda item four. SS and AL explained that this was asked in previous business cases presented to SFC and had been refused.

AL addressed the concerns raised at the board meeting on Thursday 31 October 2019 in relation to seeking clarity on the governance protocol for agreeing the proposed recommendations of the Working Group and bringing regular updates to the board in relation to National Bargaining – Principals and Senior Staff. AL informed members that the individuals concerned fall out with the parameters of collective bargaining, therefore no formal governance protocol applies. Therefore, the default position is to have the Colleges Scotland board agree any proposed recommendations, with regular updates taken to the Employers' Association (EA). AL explained that it was not possible for the EA to agree proposed recommendations, as the membership of the EA is predominately made up of senior staff and this would require them to declare a conflict of interest.

The board were asked to:

- comment on the Revised Business Case for the Continued Funding of the Employment Services Team – January 2020
- agree the Revised Business Case for the Continued Funding of the Employment Services Team – January 2020 is presented to the Scottish Funding Council
- note the previous Business Case for the Continued Funding of the Colleges Scotland Employers' Association – March 2019

## **7.2 Decision**

### *Revised Business Case for the Continued Funding of the Employment Services Team*

Members agreed the Revised Business Case for the Continued Funding of the Employment Services Team – January 2020 is presented to the Scottish Funding Council.

HS agreed to forward on the overall figures in relation to the financial savings for the college sector, as a direct result of industrial action, to RM.

Members acknowledged and agreed with the rationale behind the Colleges Scotland board agreeing all proposed recommendations by the Working Group in relation to National Bargaining for Principals and Senior Staff.

## **8. Prevent Strategy Update**

Agenda Item: 8 | Paper No: Verbal | Lead: JMcC

### **8.1 Discussion**

JMcC advised members that she was unable to attend the last meeting on the Prevent Strategy, but informed members that the main update concerned the challenge of the appointment of Lord Carlile to lead the Independent Review on Prevent and an alternative candidate was currently being sought.

## 8.2 Decision

Members noted the verbal update provided.

## 9. Policy Update

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Agenda Item: 9 | Paper No: Verbal | Lead: AW

### 9.1 Discussion

AW provided an update on recent policy activity, highlighting the following items:

- Managing Agents Working Group
- Digital Ambition SLWG
- Consultation on the Replacement of European Structural Funds in Scotland Post EU-Exit

### 9.2 Decision

Members noted the update provided and had no further questions or comments.

## 10. Employment Services Team Update

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Agenda Item: 10 | Paper No: 10.1 & 10.2 | Lead: AL/HS

Paper 10.1 and Paper 10.2 were noted for information. Members had no additional comments.

HS reminded members of the following upcoming meetings:

- EA Executive Group Meeting on Wednesday 29 January 2020
- National Joint Negotiating Committee – Central Committee meeting on Thursday 30 January 2020.

Members noted the updates provided and had no further questions or comments.

## 11. Public Affairs and Communications Update

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Agenda Item: 11 | Paper No: Paper 11 | Lead: WMcL/SS

### 11.1 Discussion

WMcL provided an overview of the Member Engagement Report, Stakeholder Engagement Plan, and recent SFC reports (College Statistics 2018-19 and College Performance Indicators 2018-19).

#### *Member Engagement Report*

WMcL commented that the programme of engagements proved invaluable in providing Colleges Scotland with a greater understanding of the specific challenges and opportunities affecting each of the institutions, reinforcing relations, while also enabling constructive dialogue with sector leaders on how to raise the profile and achievements of the college sector.

WMcL informed members that several common themes emerged from discussions and these included:

- sector funding
- diversity of the sector
- colleges deliver for all
- stakeholder engagement and communications.

WMcL advised that a copy of the Member Engagement Report will be shared with the principal and



chair of each college.

### *Stakeholder Engagement Plan*

WMcL informed members that the timely conclusion of the member engagement programme and the compilation of the report, further underlined the critical need for a strong Stakeholder Engagement Plan for the sector.

WMcL advised that a series of three meetings have been arranged with senior marketing and communication personnel from each of the colleges to agree a process for gathering data pertaining to college engagements with key external stakeholders. The purpose of this exercise is to enable Colleges Scotland to be in a position to react proactively to this information and support the colleges with social media coverage and key sectoral lines.

### *Scottish Funding Council Reports*

WMcL commented that the contents of SFC's College Statistics 2018-19 was positive, but that the College Performance Indicators 2018-19 report indicated a drop-in figure. WMcL reported that to date only TES had reported on the college performance indicators and that no other mainstream media had covered it. WMcL further advised that Grant Ritchie, Principal, Dundee and Angus College, did a very positive piece on the contextualisation of the detail behind the college performance indicator data and how this in fact highlighted a good news story for the sector.

## **11.2 Decision**

Members noted the updates provided.

CT reported that some colleges have raised concerns of the level of detail to be collected for the purposes of the Stakeholder Engagement Plan. WMcL agreed to follow this up at the second meeting with the senior marketing and communication personnel from each of the colleges on Wednesday 29 January 2020.

## **12. Colleges Scotland Finance & HR Update (Non-Disclosure)**

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Agenda Item: 12 | Paper No: 12 | Lead: SS

Paper 12 was noted for information.

SS drew members attention to the annual pension report and advised this would be brought to the board for information on an annual basis.

Members noted the information provided and had no further questions or comments.

## **13. Key Performance Indicator Report Against Colleges Scotland Operational Plan**

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Agenda Item: 13 | Paper No: 13 | Lead: SS

Paper 13 was noted for information.

Members had no further questions or comments.

## **14. Committee Minutes**

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Agenda Item: 14 | Paper No: 14 | Lead: SS

Paper 14 was noted for information.

Members had no further questions or comments.

## 15. AOCB

Agenda Item: 15 | Paper No: Verbal | Lead: KM

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JMcC requested permission for two members of the Glasgow Colleges' Regional Board to attend a future Colleges Scotland Board meeting to observe discussions on matters of a national interest from a personal development point of view. KM approved this with agreement from the collective Colleges Scotland board.

KM highlighted to members the following information:

### Colleges Scotland Board Member Induction Session:

- Colleges Scotland will be facilitating a Board Member Induction Session for newly appointed board members on Friday 14 February 2020, 1000-1200, at Argyll Court, Stirling, FK9 4TY.
- All current board members are extended an invitation to attend as a refresher and should advise Laura Mitchell directly if they will be attending.

### Colleges Scotland Stakeholder Dinner and Chairs' and Principals' Event – 25 and 26 March 2020:

- Ken stated the scheduled board meeting for Thursday 26 March 2020 has been cancelled due to the committee restructure and the introduction of an additional Chairs' Committee meeting in 2019/20.
- Colleges Scotland will continue to host its annual Stakeholder Dinner on the evening of Wednesday 25 March 2020, as well as a joint Chairs' and Principals' event on Thursday 26 March 2020, both events will be held at the DoubleTree by Hilton Hotel Dunblane Hydro. Invitations and information in relation to these two events was shared earlier this month. The Colleges Scotland Executive is firming up the finer details of the joint Chairs' and Principals' event at present.

## 16. Date of Next Meeting

Agenda Item: 16 | Paper No: Verbal | Lead: KM

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Date of next meeting:

Thursday 25 June 2020, (1000-1300) Argyll Court, Stirling, FK9 4TY.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Colleges Scotland Board Action Monitoring Log

<b>Meeting of Thursday 25 April 2019</b>				
<b>Agenda Item</b>	<b>Action</b>	<b>Date</b>	<b>Owner</b>	<b>Status</b>
5	Ensure strong sector representation on the Scottish Government's Infrastructure Commission.	June 2020	AW	Ongoing
<b>Meeting of Wednesday 26 June 2019</b>				
<b>Agenda Item</b>	<b>Action</b>	<b>Date</b>	<b>Owner</b>	<b>Status</b>
7	Review and update all other committee remits for presentation to the board for consideration and agreement.	January 2020	SS	Ongoing
<b>Meeting of Thursday 31 October 2019</b>				
<b>Agenda Item</b>	<b>Action</b>	<b>Date</b>	<b>Owner</b>	<b>Status</b>
5	Chairs' Committee to be established and membership populated as a short-term solution to the current governance structure of the organisation while the wider review of the organisation's structure is ongoing.	January 2020	SS	Ongoing
7	Seek clarity on the governance protocol for agreeing the proposed recommendations of the Working Group and bring regular updates to the board in relation to National Bargaining – Principals and Senior Staff	January 2020	HS/AL	Ongoing
11	WMcL to advise board members how best board members can provide input to Colleges Scotland's Stakeholder Engagement Plan.	January 2020	WMcL	Ongoing
<b>Meeting of Wednesday 29 January 2020</b>				
<b>Agenda Item</b>	<b>Action</b>	<b>Date</b>	<b>Owner</b>	<b>Status</b>
4	A strong communications message to be delivered simultaneously, in relation to the governance review when informing members of agreed subscriptions increase for 2020/21.	February 2020	SS	Ongoing
4	Review of subscription increases in future years beyond 2020/21 once the governance review of Colleges Scotland has been undertaken.	June 2020	SS	Ongoing
6	Sign the Financial Statements for the Year Ended 31 <sup>st</sup> July 2019 on behalf of the Colleges Scotland board.	January 2020	SS/KM	Complete
6	Sign the Letter of Representation on behalf of the Colleges Scotland board.	January 2020	SS/KM	Ongoing
6	Publish the Audit and Risk Assurance Committee Annual Governance Statement for 2018/19 on the Colleges Scotland website.	January 2020	SS	Complete
6	Executive to draft a plan for circulation to the board outline the key groups and individuals charged with coordinating a collective response to the FFR data by the Regional Chairs.	12 February 2020	SS	Ongoing
6	Discuss the draft plan on the collective response of the Regional Chairs to the FFR data in further detail at the March 2020 event.	March 2020	SS	Ongoing
7	Present to SFC the Revised Business Case for the Continued Funding of the Employment Services Team.	February 2020	SS/AL/HS	Ongoing
11	Raise with the senior sector marketing and communications representatives their concerns in relation to the level of detailed data required to support the propose Colleges Scotland Stakeholder Engagement Plan.	January 2020	WMcL	Ongoing

## Note of Meeting: Colleges Scotland Board of Directors

1030-1130 hrs, Wednesday 6 May 2020, Video Conference

Attendees	
Ken Milroy (KM) – Chair	Willie Mackie (WM)
Elaine Acaster (EC)	Angela McCusker (AMcC)
Michelle Brand (MB) – Note taker	Janie McCusker (JMCC)
Hugh Carr (HC)	Will McLeish (WMcL)
Liz Connolly (LC)	Lydia Rohmer (LR)
Margaret Cook (MC)	Ronnie Smith (RS)
Michael Foxley (MF)	Heather Stevenson (HS)
Waiyin Hatton (WH)	Shona Struthers (SS)
Ann Landels (ALand)	Carol Turnbull (CT)
Alex Linkston (AL)	David Watt (DW)
Ross Martin (RM)	Andy Witty (AW)

### Key Decisions / Actions – Wednesday 6 May 2020

No.	Key Decision / Actions	Completion Date	Owner	Status
1.	<p><b>Shaping the sector's priorities post covid-19.</b> Horizon scanning beyond our own sector to be carried out by Colleges Scotland to identify opportunities for the college sector to further help local/regional economics recover.</p> <p>KM to refine the list into key strategic areas that the Board can focus on.</p>		SS  KM	

### Key Decisions / Actions – Monday 6 April 2020

No.	Key Decision / Actions	Completion Date	Owner	Status
	<p><b>Colleges Scotland Staffing Update</b> Agenda item for board strategic planning day – 'The Role of Colleges in Leading the Local/Regional Economies'</p>	Strategic Planning Day – date TBC	KM/SS	In progress

## Discussion Points – Wednesday 6 May 2020

No.	Key Decision
1.	<p><b>Welcome and Apologies</b> KM welcomed everyone and thanked them for joining the meeting. No apologies were noted.</p>
2.	<p><b>Chair's Business</b> Edit the minute to show distinction between Alex Linkston (AL) and Ann Landel (Aland) No matters arising. <b>Draft note approved as an accurate record of the meeting.</b></p> <p>KM updated the Board that he met with SFC's Mike Cantlay and Martin Fairbairn yesterday, ahead of the Richard Lochhead meeting and confirmed that it was Mike's suggestion to set up the meeting with the Minister.</p> <p><b>Shaping the sector's priorities post covid-19.</b> KM introduced the paper. It was agreed to refine the list into a more strategic list for the Board to take responsibility for and consider the long-term strategic shaping of our colleges, while the operational priorities should continue to be led by CT and the CPG. CT updated the Board on the work the CPG are undertaking now and confirmed some of this work will impact on policy, however, at the appropriate time these items would come back to the Board for consideration and final sign-off and approval. JMcC raised the point of ensuring the RSB's are kept included and given an opportunity to feed into the work at the appropriate time and not after the event. GCRB is responsible for the curriculum planning within the Glasgow Region and therefore Martin Boyle (MB), new Executive Director should be included within any discussions around curriculum and ROA implications and targets. It was noted that MB already attends the CPG.</p> <p>JMcC at this time we should be doing some horizon scanning beyond our own sector to help us understand the full extent and the strategic priorities on the economy, SS to take this forward.</p>
3.	<p><b>High Level Summary – Agency Updates</b> SS presented the paper to the Board and explained Colleges Scotland continue to work with the CPG weekly.</p> <p>Good working relationships continue between Colleges Scotland, the SFC including their Chief Executive Karen Watt, the Ministers and their SPADs. Jamie Hepburn is attending the CPG to discuss SDS blockages as we still do not have clarity around funding. LC advised the Board that one of the issues for SDS is the way ESF funding is so inter laced through all the programmes. SDS are discussing the requirement for colleges to provide a solvency statements prior to receiving funding, to ensure delivery.</p> <p>Colleges Scotland have written to the Minister about securing Barnett Consequentials around the monies being set aside for HE; Universities Scotland have raised their unhappiness about Colleges Scotland's bid for some of these HE funds directly with SS.</p> <p>Work continues through the Finance Directors about discussions of 'How to set a balanced budget'. Colleges are working hard to do that and lot of issues around student numbers, the new academic year, and cashflow. Discussions are ongoing with the SFC about this as the Financial Memorandum does not allow, currently, for a board to sign-off on a deficit budget.</p> <p>SS continues to have good dialogue with Lorna Gibbs at the Scottish Government and making the case about colleges place in upskilling and reskilling, business process and improvement for our local and regional economies. Discussions continue around Regional Outcome Agreements and gaining some flexibility around these outcomes and reporting with the SFC.</p>

	<p>The 116,000 target has pros and cons currently; it guarantees the college sector activity but at the same time the target is challenging in the current climate.</p> <p>LC is leading a new working group to consider how to re-open and ways to operate in the new academic year.</p>
<p><b>4.</b></p>	<p><b>Policy Update</b>          Jamie Hepburn and senior officials of SDS are attending the CPG. SFC have come with very strong message and KW is keen to work on co creation paper with colleges.</p> <p><b>Digital</b>          MF updated the Board and provided an overview of Digital paper. The Board are asked to accept and approve the paper.</p> <p>The membership was discussed, and it was agreed that expressions of interest would be sent to AW for consideration by MF, KT and AW before finalising the membership. KM commended the good work done so far.</p> <p>DW raised the idea of linking in with industry e.g. Google, Amazon, Salesforce, Microsoft and Data Labs as they all have connections and bases in Scotland. These industry and commercial interests and connections could prove useful at this time.</p> <p><b>College Principals Group</b>          CT updated further on the work of the CPG and confirmed that KW attended a meeting and offered to work with the college sector around how we can maximise and get as close to our credit target for this year and going forward into next year. Grant Ritchie, Principal at Dundee &amp; Angus College created a starter paper with some items for consideration e.g. maximising the 1+ activity and reviewing the ROA and agreeing the key priorities. Consideration must be given as to whether we continue at this time with school/college partnerships. It was noted that this was only a starter paper and may help to shape future policy and college delivery in the future. When this paper takes more structure it and any policy decisions will be brought back to the Board for final consideration, sign-off and approval. KM has seen the paper and commended those involved on the good start.</p> <p>LR echoed JMcC point from earlier about RSB's and UHI's. There are a lot of discussions taking place and we must be careful to ensure there is a process of inclusivity with RSB's and UHI's and oversight from the Colleges Scotland Board especially during these fast-moving busy times.</p>
<p><b>5.</b></p>	<p><b>Employers' Association update</b>          HS confirmed that the papers will be issued today for the discussions next week at the EA Virtual Residential. HS updated the Board that a successful resolution has been reached with the latest dispute on annual leave with the support staff trade unions and we are currently working on a joint circular about Furlough. This will not cover finances but only staffing. At this time some colleges have already started to furlough some of their staff and some are just beginning discussions and the process. KM confirmed that there have been constructive discussions at a local level at NESCOL.</p>
<p><b>6.</b></p>	<p><b>Communication update</b>          We are continuing to use all social media to get our messages out. Grant Ritchie was involved in a Facebook Live session which was well received to answer students' questions about SQA, exams and this provided much clarity for students. We have another Facebook Live session planned for a couple of weeks.</p>

	<p>We continue to work with all political parties, and it was noted that as a result of our meetings Iain Gray submitted written questions to the Education &amp; Skills Committee. There is a 10-working day response time for written questions.</p> <p>If anyone has any queries WMcL is always available.</p>
<b>7.</b>	<b>Colleges Scotland Risk Register</b> Due to the time, KM asked members to submit any questions/comments direct to SS about the updated risk register.
<b>8.</b>	<b>Any other business</b> There was no other notified business and the meeting closed at 11.40.

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