

18 June 2025

Richard Leonard MSP
Convenor
Public Audit Committee
Scottish Parliament

Dear Convenor

The 2022/23 audit of Forth Valley College

During the Committee's evidence session on the 2022/23 audit of Forth Valley College on 4 June 2025, members requested supplementary information in relation to some of the areas discussed.

Members asked about the rationale for the dual role of the college's Vice Principal of Finance and Corporate Affairs (VPFCA) as secretary to the Forth Valley College Board of Management. Continuation of the arrangements was approved by the Board at its meeting in December 2024 (p.9 of the minute attached, appendix 1). The Board acknowledged this arrangement does not comply with the Code of Good Governance for Scotland's Colleges.

Members also requested sight of the minute of a meeting held in November 2021 between the former Principal of the college, the VPFCA and the consultant involved in the Fuel Change project to discuss various governance issues. The email minute is attached (appendix 2).

And members queried which of the recommendations from the college's Fuel Change lessons learned report were being implemented on an ongoing basis. Attached is the Fuel Change lessons learned recommendations tracker (appendix 3). It shows recommendations 6, 8 and 12 in the table are ongoing. Following the evidence session, the college provided an update to Audit Scotland. The college's Audit Committee agreed at its May 2025 meeting that there is no longer a need to monitor the completed recommendations. The Audit Committee is also satisfied there are processes in place for the ongoing recommendations to be monitored. I will ask the appointed auditors to consider this as part of their annual audit work.

Finally, Mr Simpson asked a question regarding relationships between college employees and the consultant appointed to support the Fuel Change project. In our response, it was indicated that the former Chair and former Principal both knew the consultant prior to his appointment. We would like to clarify that we are not aware whether there was a prior relationship between the former Principal and the consultant. We have contacted the Official Report team to make them aware of this error.

I hope members find this additional evidence helpful.

Yours sincerely

Stephen Boyle
Auditor General for Scotland



Falkirk Campus 9.00am

	Publish on Web?	Type	Lead
Tour of Campus 09.00 – 09.30 am			
Welcome & Introductions for new members			
1 Apologies, Declaration of Interests and Changes to Members' Register of Interest	N/A	Discussion	Abhi Agarwal
2 Draft Minutes and Matters Arising of meeting of 27 September 2024	Yes	Approval	Abhi Agarwal
(Elements of paper 2 are withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy and Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)			
3 Review of Action Tracker	Yes	Discussion	Alison Stewart
4 Principals Executive Summary Report	No	Discussion	Kenny MacInnes
(Paper 4 is withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)			
5 Chairs Update	No	Discussion	Abhi Agarwal
(Paper 5 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)			
6 Student Association Report	Yes	Discussion	Kirsten Kennedy
STRATEGIC PLAN IMPLEMENTATION			
7 Global Partnerships	No	Presentation	Jamie Allen
(Paper 7 is withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)			
8 Financial Update	No	Approval	Alison Stewart
(Paper 8 is withheld from publication on the Forth Valley College website under Section 33 Commercial Interests and the Economy of the Freedom of Information (Scotland) Act 2002.)			



GOVERNANCE

9 Independent Report on ESF Clawback No Discussion Kenny MacInnes

(Paper 9 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality and Section 38 Personal Information of the Freedom of Information (Scotland) Act 2002.)

10 Annual Report and Financial Statements 2023/24 No Approval Alison Stewart

(Paper 10 is 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.)

11 External Auditor Annual Report and Letter of Representation No Discussion Alison Stewart

(Paper 11 is 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.)

12 Audit Committee Chair's Report to the Board of Management Yes Discussion Rhona Geisler

13 Board of Management: Committee Membership Yes Approval Alison Stewart

14 Minutes of Committee Meetings Yes Noting
14.1 Draft Audit Committee 21 November 2024 Rhona Geisler
14.2 Draft Finance, Resource & Infrastructure Committee 21 November 2024 Liam McCabe
14.3 Draft Learning & Resource Committee 28 November 2024 Lorna Dougall

(Elements of paper 14.1 and 14.2 are withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)

15 Review of Risk Yes Discussion All

16 Any Other Competent Business Yes Discussion All

16.1 Section 22 Report No Discussion Alison Stewart

(Paper 16.1 is withheld from publication on the Forth Valley College website under Section 36 Confidentiality of the Freedom of Information (Scotland) Act 2002.)



FOR INFORMATION

17	Forward Agenda	Yes	Information
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2. Draft Minutes of Meeting of 27 September 2024 For Approval

5 December 2024
BOARD OF MANAGEMENT

Kildean Suite, Stirling Campus

Present: Abhishek Agarwal (Chair)
Kenny MacInnes (Principal)
Craig Arthur
Paul Devoy
Rhona Geisler
Philip Harris
Campbell Ure
Graham Leebody – Unison member
Liam McCabe – Senior Independent Member
Grace Hepburn – Corporate Services staff member
Elena Strachan – Student Association President

Apologies: Trudi Craggs
Lorna Dougall – Vice Chair
Emma Meredith
Jen Hogarth – Teaching staff member
Annemarie Harley – EIS FELA member
Kirsten Kennedy – Student Association Vice President

In Attendance: Alison Stewart, Vice Principal Finance & Corporate Affairs (VPFACA)
David Allison, Vice Principal Infrastructure and Communications (VPIC)
Sarah Higgins-Rollo, Vice Principal Learning and Student Experience (VPLSE)
Karen Wilson, PA to Principal/Executive Office Manager (PAEOM), Minute

[REDACTED]

The Chair welcomed all members to the meeting, specifically noting it was Grace Hepburn's first meeting as Corporate Services staff member.

The Chair advised that Karen Wilson will be minuting the meeting in Stephen Jarvie's absence.

B/ 4/008 Apologies

Apologies are noted above.

Declaration of Interests and Changes to Members' Register of Interest

None declared.

The Chair asked that members respond to the recent request to check and update individual Registers of Interest and return to Stephen Jarvie as soon as possible.



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B/24/009 Draft Minutes and Matters Arising of Meeting of 13 August 2024

Members approved the minute as an accurate record of the meeting held.

Matters Arising

There were no matters arising.

B/24/010 Review of Action Tracker

The VPFA explained this will be a standing item going forward as requested by members. The open items were reviewed and updates provided as follows:

B/23/070 The Education Scotland report has not been received yet, we have been advised it is being finalised and we should receive in the Autumn.

B/23/076 The Global Partnership Manager is now in post and a paper will be prepared for the December Board meeting

B/23/101 Discussion at the strategic session the day before has closed off this action.

B/24/003 The minute has been updated and will be uploaded to the college web site in due course.

B/24/011 Principals Executive Summary Report

The Principal summarised the points as presented on the dashboard.

[REDACTED]

Craig Arthur asked how and where the Aberdeen University HEI places are being advertised. The Principal and the VPLSE explained that the agreement with the University was signed later than anticipated therefore there was a much smaller recruitment window for session 2024/25 than we would have liked. The courses are Engineering & Science related and we will continue discussions with schools to



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publicise this learning pathway as well as the College's website. Members agreed this partnership is a great opportunity for young people, given the free accommodation, and needs to be maximised.

Liam McCabe asked if we still have a partnership with the University of Stirling given we are currently teaching out on the 4 x HEI Degrees where funding has disappointingly been withdrawn. The Principal confirmed that we still have a BA Arts validated programme and articulation arrangements in place and a strong relationship does still exist.

[REDACTED]

B/24/012

Chairs Update (verbal)

The Chair provided a verbal update which included:

- He has completed college induction which has been excellent.
- He has weekly catch up meetings with the Principal.
- He is based in Falkirk campus most Thursdays which provides an opportunity to meet with Board members college staff etc.
- He has completed Colleges Scotland induction; it is a requirement for College Chairs to sit on the Colleges Scotland Board.
- He attended the Colleges Scotland development day. A new Interim CEO has been appointed, Dr Graham Jackson, who has been given a specific remit from the Board.
- He has had 1:1 meetings with other College Chairs.
- A meeting with Minister Graeme Day and Shirley Laing has been scheduled early next week which the Principal will also attend. This came as a result of a request from the Chair to meet with Shirley Laing as part of his induction.
- The previous Interim Chair Trudi Craggs has advised that she will step down from the Board at the end of her tenure in December. The Chair expressed his thanks to Trudi for her support as a Board member and for stepping up as Interim Chair. The Chair asked that Trudi's contribution is recognised and very much appreciated.

The Chair then thanked everyone who had attended the strategy session the previous day and passed on his appreciation to the college leadership management team for pulling together a clear strategy and targets.

The Chair asked that all members complete and return the self-evaluation forms that have been issued.



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The Principal asked the Chair for his perspective on the college and the sector since his appointment. The Chair explained that he had been advised at interview it would be challenging. His view is that there are challenges but feels that Forth Valley College is in a good place; the team are ready to listen and improve and are open and receptive. The college has great staff and he is very impressed by their openness and transparency.

In terms of the sector he feels Colleges Scotland could provide more support and give the appointment of the new Interim Chief Executive changes will be forthcoming. As a college we have decided to stay a member of Colleges Scotland, but some colleges have decided otherwise. The financial challenges we face are across all sectors, not just colleges so we need to get on with the job.

B/24/013 Student Association Report

The Student Association President (SAP) summarised some key points from the report circulated to members.

She explained she has been in post 3 months already and although there are lots of challenges she is proud to be part of Forth Valley College. She expressed gratitude for the positive relationship between the Student Association and the Board as early observations confirm this is not the same in other colleges/universities. The Chair asked if she feels supported and her response was very much so.

Members noted some of the priorities the SAP is currently focussing on including class representative training (which has been delayed slightly due to staff absence), executive officer elections, an updated version of the Constitution and transport concerns raised by students. She is very keen to improve students' quality of life whilst they are in college and has plans that are being worked through.

The Principal highlighted the presentation from QAA at the strategy session, held the previous day, where the importance of the Student President and the Student Association were explained as pivotal in representing the student voice in the new quality enhancement arrangements.

B/24/014 Budget 2024/25

The VPFAA reminded members of the 24/25 draft budget presented in June which showed a £1.6m deficit. At that time members were asked to note the position whilst the leadership management team continued to identify savings with a view to improving the position. Since then an additional £700k has been identified between savings (mostly recurring) and additional income. The 23/24 outturn position has also improved.

The VPFAA confirmed that the detail contained within appendix 3 has been rolled forward into budget forecasts for 25/26 and 26/27 and highlighted the projected £2m



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deficit which needs to be resolved otherwise the College will run out of cash. This appendix details the overall adjusted deficit for 24/25 and the income opportunities.

[REDACTED]

[REDACTED]

The VPFAA updated members on the ongoing discussions with SFC regarding the opportunity to switch capital budget to revenue. SFC are still in discussion with Scottish Government and we await confirmation of the outcome.

Members noted the funding linked to Peroneos Grangemouth which will require to be spent by the end of March 2025.

The contribution linked to the ECITB regional investment fund has not yet been confirmed.

[REDACTED]

Liam McCabe thanked the VPFAA for the comprehensive report recognising the seriousness of the financial situation and asked that the appropriate staff be commended for securing the level of savings. He highlighted that as Board Trustees and members need to recognise the severity of the situation and their responsibilities. He reiterated that estates are being neglected and the opportunities currently on the table are not enough hence difficult and very challenging times remain ahead; the Chair agreed. As things currently stand the College would become technically insolvent by 2025/26.

The Principal and the VPFAA updated members on discussions with the SFC with the college being given the steer of “do what you have to do” as there is no more money. He also advised that all colleges are reporting their deficits to ensure Scottish Government are aware of the collective sector position, and are giving advance notice that colleges won’t meet credit targets or be able to afford implementing the reform agenda.

[REDACTED]



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██████████ pointed out that if the Board doesn't sign off the budget with the deficit position then the savings have to be found now. Some members questioned as a Board if the budget had to be signed off at all given they are not content with the position.

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The VPFAA advised that the draft budget had been submitted to SFC in June as part of our 3 year forecast, and showing the £1.6m deficit and no feedback has been received. She confirmed that having an approved budget in the organisation is better than no budget in place and therefore was seeking approval from members today.

██████████

██████████ asked if the college is funded properly via our SFC grant. The VPFAA and VPIC explained the price group model and our current delivery which confirms we are underfunded, however SFC are aware the current funding model is not fit for purpose across the sector but have so far not changed it as it would mean some colleges receive less funding and some receive more. SFC have been looking to change the model for years but haven't as yet as there is insufficient cash to implement a fairer model. ██████████ suggested you cannot solve the financial problem unless you change delivery to high volume, low cost by delivering cheaper courses which may in turn have a detrimental effect on supporting the needs of the local economy and employer

██████████
██████████

██████████. A meeting with the NHS Forth Valley Chair and newly appointed Chief Executive is already in dialogue to explore more opportunities. Although these discussions are ongoing it is one of many and the Principal asked members to acknowledge they all take time to come to fruition.

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██████████

██████████ would like to be more satisfied and assured that as much as possible has been done to secure savings. He would therefore like to see the detail behind the £700k and to do a line by line review of the opportunities, risks and constraints for full transparency to Board Trustees. The Chair agreed. The VPFAA advised that other savings are also being explored ██████████ ██████████ in addition to those included in the appendix. The Chair asked that a timeline be agreed to report back on this request. The VPFAA confirmed the next meeting of the Finance, Resource and Infrastructure Committee is being held on 21



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November. The Principal stated that we would engage with Board members to go through the budget and arrange a follow on meeting. It was proposed that this could be prior to the upcoming FRAIC meeting.

Members agreed to approve the Budget 2024/25 subject to looking at further potential savings.

B/24/015

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[REDACTED]

[REDACTED]

B/24/016 Skills Transition Centre

The Principal delivered a brief presentation on the Skills Transition Centre. Members noted this is the College project within the Falkirk and Grangemouth Growth Deal, which has recently been renamed to include Grangemouth and further investment announced.

Members noted the revised timelines and welcomed the summary of changes, whilst noting the full document had been circulated for information. The Principal advised that a formal signing date in November has been confirmed today and the next step, subject to Board approval, is to submit our Full Business Case. Members approved the submission.

B/24/017 Appointment of Board Members

The VPFAA summarised the recent recruitment process highlighting that of the 6 applications 3 were invited to interview with 1 applicant subsequently withdrawing their application. Two interviews were held yesterday with the Nomination Committee now recommending both applicants are offered a non-executive role, subject to Ministerial approval.

[REDACTED]

[REDACTED]

B/24/018 Board Secretary Arrangements

In her capacity as Chair of the Audit Committee Rhona Geisler confirmed that she is happy to continue with the current arrangement and sought members' views given the staffing arrangement does not comply with the Code of Good Governance for Scotland's Colleges.

Members noted the arrangement is reviewed and ratified annually by the Board and given the membership has changed, formal approval is again being sought.



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Members acknowledged the significant support and considerable experience held by the Board Secretary and confirmed their approval to continue with the current arrangement.

B/24/019 Minutes of Committee meetings

Draft Audit Committee 05.09.24

The Chair of the Committee confirmed that the Internal Audit Plan had been presented which was based on the audit needs assessment developed in conjunction with college management.

He also advised that internal audit reports on the HR Payroll System and the Follow Up Review had been presented with no areas of concern.

[REDACTED]

The Chair concluded his update by advising that the external auditor has been asked to join future meetings in person.

Draft Finance, Resource & Infrastructure Committee 12.09.24

The Chair of the Committee confirmed that the Student Association had presented the financial outturn position for 2023/24 and that the 2024/25 budget had been approved.

He also confirmed that several family friendly policies had been discussed and approved.

The Committee had welcomed the improved financial outturn position for 2023/24 and had discussed in detail the contents of the Finance Update paper.

The Chair advised that the Committee found the dashboards really helpful and also that the verbal update on the Skills Transition Centre had been followed up by the presentation and paper at today's Board meeting.

B 24/020 Review of Risk

The Chair sought views on risks identified and members agreed the following based on detailed discussions today: the overall financial sustainability of the College, the college estate financially and in terms of backlog maintenance, the potential for reputational and political damage linked to agenda item B/24/015 and also the potential impact on the curriculum and students.



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The Chair asked that a Board session on risk be arranged.

B/24/021 Any Other Competent Business

Call for expression of Interest in Vice Chair and Senior Independent Member

No expressions of interest have been received therefore, given both current post holders are willing to continue, the current arrangement will remain in place

Graduation Ceremonies – Call for members to deliver Vote of Thanks/Closing Remarks

No expressions of interest have been received therefore the Chair will attend all ceremonies and deliver the Vote of Thanks at each.

Date of next meeting

The next meeting will take place on Thursday 5 December in the Stirling Campus and will be followed by Christmas lunch.

B/24/022 Forward Agenda. Noted.

B/24/023 Audit Scotland – Scotland’s Colleges 2024. Noted.

B/24/024 Skills Transition Centre Full Business Case. Noted.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Meeting	Date	Minute Ref	Action	Assigned to	Deadline to report?	Status	Output Required	Comment
Board	22/2/24	B/23/070	Kenny to send copies of Education Scotland report on student support when it is received	Kenny MacInnes	None	In Progress	Email to members	Education Scotland yet to release this report
Board	22/2/24	B/23/076	Colin to identify and discuss top 5 international risks once new manager in post	Colin McMurray	None	Completed	Paper to Board	On 5 December 24 agenda
Board	20/6/04	B/23/101	Members requested that KM look at other success measures beyond attainment to include in the strategic plan	Kenny MacInnes	01/09/2024	Completed	Draft strategic plan and objectives	On 5 December 24 agenda
Board	13/8/24	B/24/003	Draft minute to be edited to reflect changes re AMH letter	Stephen Jarvie	20/08/2024	Completed	uploaded papers to the web	Uploaded to web
Board	27/9/24	B/24/014	Members to have an opportunity to do a 'line by line' review of the College budget	Kenny MacInnes	None	Completed		Session held on 20 November 2024 in the Alloa campus. A short life working group will take this forward.
Board	27/9/24	B/24/020	The Chair asked that a session on risk be arranged	Alison Stewart	None	In Progress	Intention is to include a risk session into the February 2025 Board meeting	



6. Student Association Report For Discussion

5 December 2024
BOARD OF MANAGEMENT

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 contents of this report.

3. Background

To inform the Board of FVSA activities.

4. Key Considerations – Since the last Board of Management FVSA have conducted several activities.

Staff update

New FVSA Administrator, Jaimie Gauld, took up position on 7th October 2024 and has completed all required mandatory training. Jaimie has quickly become an invaluable member of the FVSA team.

Class Visits

FVSA staff completed 64 Class Visits throughout the period Monday 16th September – Friday 11th October. Feedback regarding these visits was very positive. Students recognised the work of FVSA, asked questions, looked for advice and requested follow up visits. FVC Learning Development Workers were instrumental in class participation. Please refer to the table for a breakdown of the above number:

Campus	Number of visits	
Alloa	6	
Falkirk	26	
Stirling	10	Total
Online	22	64

FVSA's Student Community 2024-25 Teams group

FVSA continue to engage with students via the Teams Student Community Page, which currently has 1991 members. This updated membership number continues to reflect an audience reach well in excess of previous years. Students are engaging frequently, on posts and announcements, with reactions, questions and statements.



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Class Representatives

The number of registered Class Reps is 199. Although lower than anticipated, we will continue to encourage Class Reps recruitment over session 2024/25, aiming to maintain the level of recruitment achieved in session 2023/24.

FVSA held the first round of Class Rep conferences (rebranded from Class Rep training) in October with a total of 76 registered Class Reps attending. Please see below table for a breakdown of the number:

Campus	Class Rep	
Alloa	6	
Falkirk	49	Total
Stirling	21	76

Executive Officers

Executive Officer elections were held Monday 23rd – Friday 27th September. A total of 124 valid votes were cast over this period. FVSA Executive Officers elected were:

- Nataliia Parkhomenko – Welfare Officer
- Andrii Surin – Education Officer
- Joy Amefule – Diversity & Inclusion Officer

FVSA will support, and encourage, Nataliia, Andrii and Joy on moving forward with their manifesto aims.

By-elections will be held in Block 2 to address the remaining 3 Executive Officer vacancies.

Student Partnership Agreement ('SPA')

The Student President continues to work with FVC staff to deliver on the Agreement in session 2024/25. An update on the SPA will be provided to BoM at the earliest opportunity.

Student Mental Health Agreement ('SMHA')

This has now been shared with *Think Positive!*. The SMHA action plan received very positive feedback and the agreement statement is now in the process of being updated and revised. Once completed the SMHA will be launched, possibly in December. VP, Kirsten Kennedy and SAUPM, Lisa Baxter will continue to monitor progress.



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Monthly Meetings with the Principal

The FVSA monthly meetings with the Principal have now resumed, these meetings allow for updates on activities delivered, a summary of any student complaints, an overview of student engagement data and Principal updates.

Tell Us Tuesdays

FVSA published the first Tell Us Tuesday question of Block 1 on 12th November. This question focused on the SMHA action plan to which 18 responses were received. These responses will be analysed and any subsequent actions will be taken. As an added incentive, the first 2 responders received discounted bowling vouchers. A second question is now being prepared for publication on 26th November.

Graduation

The Student Vice President attended FVC Graduation Ceremonies in October as a member of the Board of Management, and to represent the FVSA.

Constitution Review

As outlined, in the September paper previously submitted to BoM, FVSA aim to increase turnout at the upcoming Student Council meetings allowing quorum to be met and the Constitution to be approved. Hopefully the increased Teams group audience will support with this.

Student Council

Student Council meet twice per academic session, it is the major decision-making body of the Students' Association. It consists of Class Representatives, Executive officers, Sabbatical officers, and the wider student body. Here, the Student President and Vice President deliver reports to outline the work they have been undertaking, FVSA operational budget is presented and discussions are held regarding key points.

The key discussion points are:

- Motions, inc. voting on issues
 - FVSA's Constitution
 - Feedback on student learning experience
 - Accountability of Sabbatical Officers
-



6. Student Association Report For Discussion

5 December 2024
BOARD OF MANAGEMENT

Please see below table for details of upcoming Student Council meetings:

Campus	Date	Time
Falkirk	25 th November	1-3pm
Alloa	26 th November	2-4pm
Stirling	28 th November	2-4pm

Welcome Fairs – Block 2

The FVSA team continue to plan for Block 2 Welcome Fairs. The Fairs are planned for the following dates:

- Stirling Campus - Tuesday 4th February
- Alloa Campus - Wednesday 5th February
- Falkirk Campus – Thursday 6th February

FVSA Student Awards 2025

The FVSA team continue to plan for the Student Awards, which are scheduled to be held Thursday 22nd May 2025.

Paws Against Stress

FVC LRC, FVSA and Canine Concern Scotland continue to collaborate to bring this event to FVC campuses. The first session of the 24/25 academic year was held at the beginning of November and once again proved to be very popular with students. A total of 133 students attended and feedback was, as always, extremely positive.

A Christmas 'Santa Paws' event will take place in December and a further two events are planned for next year.

Paper Author – Kirstie Kennedy



12. Audit Committee Chair's Report to the Board of Management For Approval

5 December 2024
BOARD OF MANAGEMENT

1. Purpose

To present to members the annual report from the Chair of the Audit Committee to the Board of Management.

2. Recommendation

That members approve the attached report

3. Chair's Report

ANNUAL REPORT OF THE AUDIT COMMITTEE TO THE BOARD OF MANAGEMENT

1. Introduction

This report covers the 12 month period from 1 August 2023 to 31 July 2024. Committee attendance was as follows:

Name	Attendance Record
Lorna Dougall (Chair to 21 November 2023)	3 of 3 meetings
Hazel Burt	2 of 2 meetings
Rhona Geisler (Chair from 16 May 2024)	2 of 2 meetings
Kat Graham	3 of 3 meetings
Alistair McKean	3 of 3 meetings

The Committee met on the following dates:

7 September 2023
21 November 2023
16 May 2024

2. Internal Audit

Internal Audits are governed by the Code of Audit Practice, as published by the Scottish Funding Council (SFC). The Code requires the Internal Auditors to adopt a risk-based approach to the programme, and to undertake follow-up work to ensure that all recommendations accepted by college management have been implemented.

Audit Provider:

Wyllie and Bisset (subsequently rebranded as Wbg) were the College Internal Auditors, with their appointment starting on 7 August 2023. Their charge for the period was £16,536. (Fees are based upon the degree of responsibility and skill of staff, and the time involved in the work. Fees for additional services or assignments are agreed separately in advance).



12. Audit Committee Chair's Report to the Board of Management For Approval

5 December 2024
BOARD OF MANAGEMENT

Annual Report on Audit Activities: The Internal Auditor's report on audit activities carried out during the year 2023-24 was considered by the Audit Committee at its 5 September 2024 meeting. Internal Audit assignments for this period were carried out broadly in accordance with the Audit Plan presented to, and approved by, the Audit Committee on 7 September 2023.

Achievements: The audit assignments were identified based upon a review of the College risk register, the identification of new systems being implemented within the College and those audits (i.e. credits) required on a rolling basis.

The specific audit reports produced for each assignment made recommendations for the improvement of internal procedures and controls, and each recommendation was given an agreed target date for implementation. The monitoring of internal audit recommendations is a standing agenda item on Audit Committee agendas.

Effectiveness: On the basis of the work undertaken during the year the auditors have expressed an overall opinion that the College has – "adequate and effective risk management, control and governance processes to manage its achievement of the College's objectives" and "the College has proper arrangements to promote and secure value for money."

3. External Audit

Audit Provider: Mazars.

Auditors Report: The External Auditor's report on the Financial Statements for the year 2023-2024 is included in the papers. The audit was carried out during October/November 2024.

Management Letter: During the course of the audit the Auditors performed overviews of the key financial systems of the College to assess their adequacy for the purposes of ensuring that accurate, timely and complete accounting records were being maintained. The recommendations resulting from this exercise are set out in the report of the External Auditor.

4. Other Matters

During the past 12 month period, in addition to receiving reports from the Internal and External Auditors, the Committee also considered the Risk Register and treatment of significant risks.

5. Adequacy and Effectiveness

The Committee accepts the views of the internal and external auditors that Forth Valley College's internal financial and management systems are adequate and that the Board of Management's responsibilities have been satisfactorily discharged.

Rhona Geisler
Chair
5 December 2024



13. Board of Management: Committee Membership For Approval

5 December 2024
BOARD OF MANAGEMENT

1. Purpose

To provide an overview of the proposed Committee Membership.

2. Recommendation

That members review and approve the Committee membership.

3. Background

It is good practice to periodically update the membership of committees as this both allows members to gain an understanding of the College across a number of areas and ensures that new perspectives and constructive challenge is provided for management. With the recruitment of new members this is an ideal time to revise the membership.

4. Key Considerations

Below is the proposed membership of each committee. The first names in blue for each committee are the Chairs for those committees. We have now included our two new members who joining the Board from 1 December 2024, as well as incorporating the two nominated Trade Union members who recently joined the Board.

PROPOSED	Audit	FRAC	LSE
No of Members (minimum)	5	7	5
No of Meetings	3	4	3
Chair	Rhona Geisley	Liam McCabe	Lorna Dougall
	Lorna Dougall	Craig Arthur	Jen Hogarth (Staff)
	Grace Hepburn (Staff)	Paul Devoy	Elena Strachan (FVSA)
	Liam McCabe	Philip Harris	Emma Meredith
	Graham Leeboldy (Union)	Kirsten Kennedy (FVSA)	Chris Brodie
		Suzanne Reynolds	Annemarie Harley (Union)
		Campbell Ure	Anna Fenge - co-opt

5. Resource Implications (Financial, People, Estates and Communications) - None

6. Equalities – N/a

7. Communities and Partners - N/a

8. Risk and Impact

	Likelihood	Impact
Very High (5)		
High (4)		
Medium (3)		
Low (2)		x
Very Low (1)	x	

Total Risk Score – 2



13. Board of Management: Committee Membership For Approval

5 December 2024
BOARD OF MANAGEMENT

The College has a Strategic Risk appetite for categories of risk as defined by the Board of Management. Decisions being taken at LMT/SMT/Board level must have cognisance of this. Please indicate the single most relevant risk category in the table below.

BoM Risk Categories & Risk Appetite (Select one area only)			
Cautious <15		Open 15> <20	Eager >20
Governance	x	Strategy	People
Legal		Financial	Project/Programme
Property		Reputational	
		Technology	

This is low risk as the Board has a history of refreshing Committee membership for the reasons outlined earlier in the report.

Is the score above the Board Risk Appetite level - No

Risk Owner – Abhi Agarwal

Action Owner – Alison Stewart

Paper Author – Alison Stewart

MT Owner – Alison Stewart

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14.1 Draft Audit Minute 21 November 2024 For Noting

5 December 2024
BOARD OF MANAGEMENT

Falkirk Campus, Steeple Suite, 4.30pm

Present: Rhona Geisler (Chair)
Lorna Dougall (Online)
Liam McCabe

In Attendance: Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
Colin McMurray, Vice Principal Business and Innovation (VPBI)
Stephen Pringle, Wbg Services
Michael Speight, Forvis Mazars
Stephen Jarvie, Corporate Governance and Planning Office (CGPO)

In Attendance for items A/24/019 and A/24/020 only :

Liam McCabe
Craig Arthur
Philip Harris
Kirsten Kennedy, FVSA Vice President (FVSA VP)
Kenny MacInnes, Principal
Senga McKerr, Director of Finance (DOF)
Moirra France, Finance Manager (FM)

A/24/019 Annual Report and Financial Statements 2023/24 (Joint Item with Finance, Resource & Infrastructure Committee)

The DOF presented the Annual Report and Finance Statements for 2023/24 to members.

She highlighted with the exception of the accounting treatment for the support staff and middle management job evaluation exercise, all other matters pertaining to the Financial Statements and audit process are now complete with no issues to bring to the attention of the committees.

Members requested further information on job evaluation and the impact on the accounts.

It was explained by the DOF that the sector has been involved in a job evaluation exercise for support staff for a number of years and that, to fund the outcome of this, SFC had been top slicing funding from the sector's allocations of grant in aid from Scottish Government and retaining this for the purpose of settling subsequent JE expenditure that may emerge.

During 2022/23 SFC decided to return the cumulative £57m sector job evaluation funding that it had retained to Scottish Government stating that the responsibility for funding now sits with Scottish Government directly. The impact of this is that the previously recognised income due from SFC in College's accounts must be derecognised. SFC accounts direction instructed how this should be treated. This has



14.1 Draft Audit Minute 21 November 2024 For Noting

5 December 2024
BOARD OF MANAGEMENT

now been revisited and revised guidance in the form of a revised and updated accounts direction has been issued.

Michael Speight (MS), Forvis Mazars, the College's external auditor, confirmed that the changed accounts direction was only issued 8 days ago and that technical guidance from Audit Scotland is needed to help interpret this so that there is a common understanding and agreement between Audit Scotland, their appointed auditors and colleges.

MS also highlighted the approaching 31 December deadline for submitting accounts in the context of the change and associated uncertainty in this aspect putting pressure on achieving the deadline.

Members expressed their disappointment with the late change to the account direction given what is known about when the funding was returned by SFC to Scottish Government.

Members queried whether this would be an issue for the balance sheet or if there were cash implications.

The VPFACA articulated the concern within the sector that, should job evaluation be recognised in College accounts without confirmation of the funding, there would be a liability on the balance sheets which is not fundable by the College itself.

Members queried whether job evaluation in its current form, given the underlying data was collected in 2018, was still relevant.

The Principal commented that this was being considered and a reset was being asked for.

Members queried what the implications would be if the Board was unable to sign off on the accounts by 31 December. MS noted that there was still outstanding technical direction information to come out which may clarify the matter but that, overall the decision on whether or not to sign the accounts rested with the Board.

a) Members agreed to endorse the accounts for presentation to the Board and requested a briefing on the job evaluation issue accompany this.

/24/ 20

Draft External Auditors Annual Report to the Board of Management (Joint item with Finance, Resource & Infrastructure Committee)

MS presented his draft report for member's consideration. He outlined a number of areas which had been under discussion with College management, including Job Evaluation as discussed previously and pensions following revised Audit Scotland guidance on the treatment of these.

He discussed the two recommendations in the report



He noted that financial sustainability remained an issue for the sector and there was nothing specific regarding the College to bring to members attention on this issue.

a) Members approved the report for issue to the Board of Management

A/24/021 Apologies, Declaration of Interests and Changes to Members' Register of Interest

Apologies were received from:

Trudi Craggs
Grace Hepburn

A/24/022 Draft Minutes and Matters Arising of meeting of 5 September 2024

Members considered the minute of the meeting of 5 September 2024

a) Members approved the minute of the meeting

A/24/023 Review of Action Tracker

The VPFAA outlined progress against the items listed in the tracker.

a) Members noted the content of the action tracker

A/24/024 Response to Forvis Mazars letter to those charged with Governance

The VPFAA presented members with the draft response to the annual letter from the external auditor to the Committee and asked if members were content with the content.

Members noted that some text regarding procurement should be included in the response to question 4.

The VPFAA confirmed she would add this text.

a) Members approved the response subject to the additional text outlined above

A/24/025 Presentation of Internal Audit Report

Stephen Pringle (SP) presented three audit reports relating to funding. He confirmed to members that all returns related to these audits had been submitted on time.

Credits

He outlined the audit and noted only two low level recommendations had been made

a) Members noted the content of the report



Student Support Funds

He confirmed that there was only one recommendation made in relation to this audit

- a) Members noted the content of the report

Education Maintenance Allowance

He presented the report to members

- a) Members noted the content of the report

A/24/026

[REDACTED]

A/24/027

Progress Report on Audit Recommendations

The CGPO presented the regular update on audit recommendation progress. He noted that the College was seeking to cancel one of the recommendations as it had been subsumed into a larger piece of work.

Members requested that the recommendation not be cancelled so that it remains tracked and the status changed to show it is part of a larger review.

Members noted the length of time passed for the two JISC related recommendations and, while accepting the externally driven delay, requested more information be provided in the updates to show how the College was handling these matters internally in the interim.

- a) Members noted the content of the update

A/24/028

Risk Management

The VPFACA presented the strategic risk register to members. She commented that two risks had reduced scores and one had increased.

The first reduction related to the risk of OSCR action in relation to the delay to the accounts. She confirmed that they had been kept apprised as things progress and are aware this is now sitting with Audit Scotland.

She also reported that the risk associated with National Bargaining had been reduced following acceptance of the pay offer by both College unions.



She confirmed that the risk score associated with the College People Strategy had been increased. She informed members that this was due to funding pressures meaning some activities outlined in the strategy were not possible at this time.

a) Members noted the content of the report

A/24/029 Compliance Report (Complaints, Data Protection and Freedom of Information)

The CGPO presented the annual compliance report.

He noted that, in relation to complaints, while overall levels of complaints had remained stable there had been an increasing trend of complaints against members of staff, many of which seemed to be retaliatory in nature and which were mainly not upheld.

The CGPO also outlined the levels of Freedom of Information and Data Protection related activity.

Members commented that the number of complaints and Freedom of Information requests seemed quite low for an organisation the size of the College.

a) Members noted the content of the report

A/24/030 [Redacted]

A/24/031 Review of Risk

Members highlighted the risk to the accounts being signed late owing to the issues outlined in the minute. Members also noted risks related to financial sustainability.

A/24/032 Any Other Competent Business

[Redacted]



**14.1 Draft Audit Minute 21 November 2024
For Noting**

5 December 2024
BOARD OF MANAGEMENT

[Redacted text block]

A/24/033

Forward Agenda

The forward agenda was attached or information.

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14.1 Draft Finance, Resource & Infrastructure Committee – 21 November 2024

For Noting

5 December 2024

BOARD OF MANAGEMENT

Steeple Suite, Falkirk Campus (commencing at 4pm)

Present: Liam McCabe
Craig Arthur
Philip Harris
Kirsten Kennedy, FVSA Vice President (FVSAVP)

Apologies: Paul Devoy
Graham Leebody

In Attendance: Kenny MacInnes, Principal
Alison Stewart, Vice Principal Finance and Corporate Affairs (VPFACA)
Colin McMurray, Vice Principal Business and Innovation (VPBI)
Senga McKerr, Director of Finance (DOF)
Maira France, Finance Manager (FM)
Ester Vasallo, Supply Chain Manager
Stephen Jarvie, Corporate Governance and Planning Officer (CGPO)

F/24/016 Apologies, Declaration of Interests and Changes to Members' Register of Interest

The apologies were noted

F/24/017 Draft Minutes and Matters Arising of meeting of 12 September 2024

Members considered the minute of the previous meeting

a) Members approved the minute of the meeting of 12 September 2024

F/24/018 Review of Action Tracker

The Chair noted that the first item on the tracker had been marked as cancelled. The VPFACA explained that the recommendation from the Committee had been incorporated into a wider financial review.

Members recommended that, in this case, cancelled was not the correct term as the recommendation would still occur and asked that the tracker be updated.

a) Members noted the content of the tracker

F/24/019 Annual Procurement Report

The SCM presented members with the annual review of procurement report for 2023/24 seeking approval to publish the report on the College website.



14.1 Draft Finance, Resource & Infrastructure Committee – 21 November 2024

For Noting

5 December 2024

BOARD OF MANAGEMENT

She highlighted that, while the report only covered projects deemed as regulated projects owing to value, procurement had been involved in 45 separate contracting/tender exercises in the year.

She highlighted that two of the KPIs for the year had not been met. The first related to progress against the target for the flexible framework where the College had been intended to progress from level 2 to level 3 but, despite improving within level 2, had not yet achieved level 3.

Members asked for additional information on the flexible framework review. The SCM informed members that this was a self-assessment tool separate from other reviews such as PCIP and outlined aspects the review covers.

The SCM informed members that the College had not met the intended KPI for supplier satisfaction. She noted that the response levels from suppliers to the questionnaire issued by the College had fallen compared to previous years and that, while there were only 2 suppliers with negative feedback, this did impact on the KPI in percentage terms due to the low number of responses.

Members noted that the cover paper referred to a communications strategy and asked for additional information.

The SCM and DOF clarified that there were active communications with suppliers but that this needed to be reviewed and incorporated into a strategy document.

Members queried the level of procurement activity within the College that fell below the regulated level.

The DOF confirmed there was a significant range of procurement activity in this area but that the figure was not available to hand.

Members queried how the College might identify activity under the regulated level that either passed the threshold in a multiyear basis or which might pass the threshold if multiple departments are independently using the same supplier.

The DOF confirmed to members that the SCM performs a quarterly check on spend to identify these types of issues and, where necessary, would move this spend onto the correct procurement channel.

a) Members approved the report and for it to be published on the College website

F/24/020 Management Assessment of Going Concern

The VPFA presented the report on the assessment of the College being a going concern. She highlighted that there were two areas considered.



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5 December 2024

BOARD OF MANAGEMENT

For Going Concern, she confirmed that Audit Scotland continue to view all Colleges as going concerns and would do so unless Scottish Government removed Colleges from being.

She reported on the financial sustainability aspect, confirmed that the Board continues to be engaged on an ongoing basis with the College finances and challenges.

[REDACTED]

She confirmed corrective actions were being identified for implementation so it was unlikely this situation, that is, running out of cash, would occur.

Members queried why the external auditors wanted to know about financial sustainability, given this was not an aspect they sign off on for the college.

The DOF clarified that they were required to comment on cash flow for the college as it is part of the audit code of practice to review 12 month cash flow projections.

a) Members approved the assessment

F/24/021 Q1 High Level Forecast 2024-25

The FM presented the Q1 forecast for 2024-25. She highlighted that main adjustments made since the budget had been presented.

She noted that the Q1 review was a high level update and the Q2 review will be a much more detailed exercise.

Members queried the capital information contained in appendix 3 of the report.

The FM noted that this was indicative and would depend on the final CDEL/RDEL allocation the College received.

Members queried if the College would be able to utilise the capital funding once this is known.

The DOF confirmed that the College had a list of projects and that preparatory work on a number of these had commenced so there should be no issue with utilising the capital allocation once it was known.

a) Members noted the content of the report

F/24/022 Student Funding Outturn 2023/24 and Forecast 2024/25

The DOF presented the outturn for last year and the forecast for the current academic year.



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She informed members that the 2023/24 allocation, even when taking into account discretionary funding decisions, was higher than needed and £1.15m had been returned to SFC mid-year and a further £180k at the end of the year.

She noted that the 2024/25 allocation is also anticipated to be higher than needed but that there would be no mid-year return of funding to SFC as there is still the January intake to happen as well as discretionary winter and summer payment

She also highlighted the discrepancy in the funding able to be provided to FE students, who are SFC funded, and HE students who are funded by SAAS and have less opportunity to access support.

Members queried who set the funding eligibility criteria. The DOF confirmed that the eligibility was strictly set by the relevant funding bodies and related, for areas of funding where the College has discretion, this was maximised to support eligible students.

Members asked the FVSAVP for any input from a student perspective. The FVSAVP noted that the eligibility criteria can be challenging but also commented that the College was very good at communicating available support to students.

a) Members noted the content of the report

F/24/023 Scottish Prison Service Tender

[Redacted content]



F/24/024 Review of Risk

Members noted the risks as outlined in the papers

F/24/025 Any Other Competent Business

[Redacted content]

UNISON FE Stewards Strike Letter

The VPFACA informed members regarding the letter received from the Unison FE Stewards who are in dispute with Unison. She noted that the impact for the College is that local reps will not partake in Union activities such as supporting staff.

Members queried whether this meant the facilities time would stop for the period of this dispute as the stewards were not undertaking union duties.

The VPFACA confirmed that this should be the case.

- a) Members noted the content of the update



14.1 Draft Finance, Resource & Infrastructure Committee – 21 November 2024

For Noting

5 December 2024

BOARD OF MANAGEMENT

F/24/026 Annual Report and Financial Statements 2023/24 (Joint Item with Audit Committee)

The DOF presented the Annual Report and Finance Statements for 2023/24 to members.

She highlighted with the exception of the accounting treatment for the support staff and middle management job evaluation exercise, all other matters pertaining to the Financial Statements and audit process are now complete with no issues to bring to the attention of the committees.

Members requested further information on job evaluation and the impact on the accounts.

It was explained by the DOF that the sector has been involved in a job evaluation exercise for support staff for a number of years and that to fund the outcome of this, SFC had been top slicing funding from the sector's allocations of grant in aid from Scottish Government and retaining this for the purpose of settling subsequent JE expenditure that may emerge.

During 2022/23 SFC decided to return the cumulative £57m sector job evaluation funding that it had retained to Scottish Government stating that the responsibility for funding now sits with Scottish Government directly. The impact of this is that the previously recognised income due from SFC in College's accounts must be derecognised. SFC accounts direct on instructed how this should be treated. This has now been revisited and revised guidance in the form of a revised and updated accounts direction has been issued.

Michael Speight (MS), Forvis Mazars, the College's external auditor, confirmed that the changed accounts direction was only issued 8 days ago and that technical guidance from Audit Scotland is needed to help interpret this so that there is a common understanding and agreement between Audit Scotland, their appointed auditors and colleges.

MS also highlighted the approaching 31 December deadline for submitting accounts in the context of the change and associated uncertainty in this aspect putting pressure on achieving the deadline.

Members expressed their disappointment with the late change to the account direction given what is known about when the funding was returned by SFC to Scottish Government.

Members queried whether this would be an issue for the balance sheet or if there were cash implications.



14.1 Draft Finance, Resource & Infrastructure Committee – 21 November 2024

For Noting

5 December 2024

BOARD OF MANAGEMENT

The VPFAA articulated the concern within the sector that, should job evaluation be recognised in College accounts without confirmation of the funding, there would be a liability on the balance sheets which is not fundable by the College itself.

Members queried whether job evaluation in its current form, given the underlying data was collected in 2018, was still relevant.

The Principal commented that this was being considered and a reset was being asked for.

Members queried what the implications would be if the Board was unable to sign off on the accounts by 31 December. MS noted that there was still outstanding technical direction information to come out which may clarify the matter but that, overall the decision on whether or not to sign the accounts rested with the Board.

a) Members agreed to endorse the accounts for presentation to the Board and requested a briefing on the job evaluation issue to accompany this.

F/24/027 Draft External Auditors Annual Report to the Board of Management (Joint Item with Audit Committee)

MS presented his draft report for members' consideration. He outlined a number of areas which had been under discussion with College management, including Job Evaluation as discussed previously and pensions following revised Audit Scotland guidance on the treatment of these.

He discussed the two recommendations in the report

He noted that financial sustainability remained an issue for the sector and there was nothing specific regarding the College to bring to members' attention on this issue.

a) Members approved the report for issue to the Board of Management



14.3 Draft Learning & Student Experience Committee For Noting

5 December 2024
BOARD OF MANAGEMENT

Zoom (commencing at 4.30pm)

Present: Lorna Dougall (Chair)
Emma Meredith
Anna Fenge (co-optee)

Apologies: Anne Marie Harley
Jen Hogarth
Campbell Ure

In Attendance: David Allison, Vice Principal Infrastructure and Communications (VPIC)
Lyndsay Condie, Director of Operations (DOO)
Abhishek Agarwal, Chair (Observer)

The Chair highlighted that the meeting was not quorate and noted that, following the meeting, approval for those items requiring it would be sought electronically.

L/24/001 Apologies, Declaration of Interests and Chair's Members' Register of Interest

None.

L/24/002 Draft Minutes and Matters Arising of meeting of 6 June 2024

Members did not have any suggested amendments and it was agreed to issue this for electronic approval.

L/24/003 Review of Action Tracker

The VPIC updated members on progress with recommendations. He highlighted that the first recommendation regarding presenting the College dashboard at the Board strategic session had not been possible owing to timing and would be brought to a future meeting.

He confirmed that the second recommendation was covered by a paper on the agenda for the meeting and that the external guidance relating to the third recommendation had only very recently been released and a paper on this would come to the next meeting of the Committee.

a) Members noted the content of the report

L/24/004 Outcome Agreement Self-Evaluation 2023/24

The VPIC presented members with the 2023/24 self-evaluation. He informed members that, owing to the changes in the ways in which Scottish Funding Council will be seeking performance information, this would be the last report in the current format.



14.3 Draft Learning & Student Experience Committee For Noting

5 December 2024
BOARD OF MANAGEMENT

He outlined the main points in the document, confirming that the College had achieved its targeted 98% credits outcome for the year. He noted changes in the underlying figures and discussed some of the causes in these such as strike action.

He reported that overall the College was in a good position and also highlighted a 2% increase in relation to College experience, which was encouraging.

He highlighted key aspects of the accompanying narrative for members to be aware of, confirming the College felt it was important to report on key aspects of delivery and support.

Members welcomed the addition of the text as they agreed context was very helpful in giving a fuller picture.

Members also welcomed the inclusion of the case studies with the main document to highlight some of the key projects which have been taking place.

Members queried if the Board would see the document and the VPIC confirmed this would be the case.

a) Members recommended the report be issued electronically for approval

L/24/005

Outcomes Framework and Assurance Model

The VPIC provided members with an overview of the new approach which would replace the Outcome Agreement model in June 2025.

He reported that he had been to some workshops put on by SFC and it was clear that this was still a work in progress.

He outlined that the new model had 9 key outcomes but many of the measures in the Outcome Agreement were transferred across.

He highlighted that it was unclear at the moment where the College would be able to add context to the new figures and he would report back once more was known.

He discussed ongoing engagement and thematic reviews which was a different and interesting approach compared to the Outcome Agreement which was a fairly static document.

Members noted that it was important that the College was engaging positively with the process and could help to influence the direction. They also commented that the review should be strategic wherever possible.

The VPIC confirmed it did appear that they were trying to maintain this but that this still needed to be developed.



14.3 Draft Learning & Student Experience Committee For Noting

5 December 2024
BOARD OF MANAGEMENT

Members agreed that future reports on this topic should be brought back to the Committee.

Members also requested that thought be given to how the Committee would monitor performance.

Members also commented on the innovation outcome appearing to be for Universities only and noted that it should be raised that there is still significant innovation within the Colleges, for example skills, workplace learning; and inclusion.

The VPIC confirmed this would be feedback.

a) Members noted the content of the report and requested future updates

L/24/006 **Recruitment Update 2024/25**

The DOO informed members that, with the use of dashboards, the decision had been taken to combine some key information.

She outlined the significant focus on on-boarding and that, while challenging, in some aspects there has been a clear increase in enrolment.

She also highlighted areas that were not performing to previous levels, owing to the overall landscape and the ending of the partnership degrees with University of Stirling. She outlined similar future activity which should hope to address this.

She provided an overview of 24/25 and noted that applications for 25/26 were open with over 800 applications to date.

She also discussed some lessons learned and additional measures to get applicants to engage.

She discussed the demographic breakdown of the students, as well as the continued rise in the number of students with additional support needs year on year. The early on boarding helps with this increase as support staff can engage earlier and help students prepare for their course.

She informed members that funding had been secured from the ALF to fund a web developer to enhance the information links with schools to ensure we securely capture key additional support needs information.

She noted that retention rates continued to remain steady at this time.

She highlighted the benefit of early timetabling for students but noted that delays with guidance on bursary student funding continued to be released later in the process and that the College intend to request that guidance be released earlier.



14.3 Draft Learning & Student Experience Committee For Noting

5 December 2024
BOARD OF MANAGEMENT

She reported on increased levels of participation in the open evenings which is an encouraging sign.

Members queried whether the demographic information for the college matches the wider community.

The VPIC agreed that this was an interesting point and that this would be something that would be included in future reports. He did confirm that, for some areas, the College was performing at higher percentage levels than the local area with some groups.

Members expressed support for the work to get earlier bursary guidance for the students.

The DOO also reported on a new approach launched this week to online application data to allow changes to the website in a more responsive manner.

a) Members noted the content of the report

L/24/007

QAA Tertiary Quality Enhancement Framework/Review

The VPIC presented the paper on behalf of the VPLSE who is absent.

He confirmed that FVC and St Andrews University are the two pilot projects going through this process.

He confirmed that the relationship with QAA is largely positive, with them being responsive to suggestions from the College.

He outlined the key dates for the reviews and reported that the Principal had pushed back on the intention not to provide verbal feedback after the review. It is hopeful that this would be changed.

He confirmed that the College is continuing to meet deadlines. He noted a significant amount of work and that this was in relation to the reviews being once every six years.

He confirmed this was a large review process and will continue to be fed back to the Committee.

Member asked for clarity on the scope of the review and the VPIC provided further information.

Members queried whether the College was aware of the members of the review team and it was confirmed this was known.

a) Members noted the content of the report



14.3 Draft Learning & Student Experience Committee For Noting

5 December 2024
BOARD OF MANAGEMENT

L/24/008 **PI Prediction Review Dashboard**

The VPIC presented the report on the new cycle for the process. He outlined the quarterly meeting cycle to look at predictions.

He noted that the dashboard document had not been included in the papers and confirmed that this would be circulated to members.

He informed members that two of the three departments had had their first quarterly reviews. He outlined some key trends seen to date and noted that retention seemed to be improved and student engagement seems to have increased.

He commented that a new attendance monitoring system had been developed and deployed which was assisting curriculum managers with this.

a) Members noted the content of the report

L/24/009 **Future Agenda Items**

The VPIC presented this, noting that these were mostly standard but the requests from the meeting would be incorporated.

Members queried when the destination/satisfaction information would be in and that this should be brought to an in-person meeting of the Committee,

The VPIC confirmed he would speak to the relevant staff and add this to the future agendas.

It was also agreed a portal demonstration would be included at a relevant point after the new developments are incorporated

a) Members noted the content of the report

L/24/010 **Review of Risk**

Members noted the TQER and new outcome framework could develop risks as they progress but seem to be managed at this time.

L/24/011 **Any Other Competent Business**

None

	Feb-25	Apr-25	Jun-25	Sep-25	Dec-24
Apologies, Declaration of Interests and Changes to Members' Register of Interest	✓	✓	✓	✓	✓
Standing items					
Minutes and Matters Arising	✓	✓	✓	✓	✓
Review of Action Tracker	✓	✓	✓	✓	✓
Principal's Report	✓	✓	✓	✓	✓
Chair's Update	✓	✓	✓	✓	✓
Student Association Report	✓	✓	✓	✓	✓
Strategic Plan Implementation					
Annual Report and Financial Statements					✓
Audit Committee Chair's Report to the Board of Management					✓
Forth Valley College Foundation Grant Applications		✓			
Revenue and Capital Budgets			✓		
Financial Forecast Return			✓		
Financial update	✓	✓	✓	✓	✓
Global Partnerships					
Significant project approval	✓	✓	✓	✓	✓
Governance					
Board Self Evaluation	✓			✓	
Board Appointments		✓			
Committee Membership					
Board Calendar Approval		✓			
Honorary Fellowship Nominations			✓		
Board Secretary Arrangements				✓	
Risk Management	✓		✓		
Members meet with the Senior Independent Member in Private			✓		
Board Development Training					
Operational Oversight					
H&S Dashboard			✓		
Consultation		✓			
College Dashboard	✓	✓	✓	✓	✓
FOR INFORMATION/NOTING					
Committee Minutes and relevant Dashboards	✓	✓	✓	✓	✓
Forward Agenda	✓	✓	✓	✓	✓
Board Calendar	✓	✓	✓	✓	✓

From: [REDACTED]

Date: Sunday, 5 December 2021 at 20:49

To: [REDACTED]

Cc: [REDACTED]

Subject: Note of Meeting 30 November 21

Hi [REDACTED]

I hope all is well with you.

Thank you for your time last week. I think was really useful for both us to understand where we are in relation to Fuel Change. As discussed, I have noted below what we are agreed on and actions that are required to move forward.

Agreed

- FVC is supportive of Fuel Change and the desire to make this into a successful organisation
- Fuel Change (FC) is currently operating as a project within FVC and will remain as a project within FVC until 31 March 2022
- As a project within FVC all college procedures apply to Fuel Change
- Further consideration is required as to how this moves from FVC post 1 April 2022. Your preference is that this is as a CIC outwith the control of FVC. Clarity is required around the conditions of grant / accountability – further discussion needed with SFC/SG/FC/FVC
- Need to consider VAT implications of each possible structure
- Consultants who do not charge VAT should invoice FVC directly and not via Paradigm Futures as non recoverable VAT is being added to the cost when costs are invoiced through Paradigm Futures
- Income should not be processed through Paradigm Futures - all sales invoicing should be done through FVC
- Where SFC approval is required for the award of contracts not competitively tendered this should be done as one submission to SFC to allow the project to move forward
- FVC will continue to support Fuel Change with [REDACTED] working on the project until 31 July 2022. From 1 August 2022 Fuel Change will be responsible for funding the Director of Operations post. How this will be done will depend on the company structure that is put in place.

Actions

- AS to email [REDACTED] re offer of grant & conditions
- AS to set up meeting with FVC, FC & MacRoberts to discuss Company structures
- AS to set up meeting with FVC/FC/SFC/SG offer of grant received, conditions of grant clearer and company structure clearer
- DR to provide an update of the costs to end of March 22 and contracts in place
- DR to pass details to FVC for outstanding invoices which require to be raised

[REDACTED] we also touched on staff being employed directly by Paradigm Futures. I think you said there was only one at the moment - [REDACTED]. I see that you have advertised a permanent Challenges Operations Manager and 2 interns. I think this might need further discussion as I'm not quite sure how this sits. I assume Paradigm Futures is the employer and not Fuel Change as Fuel Change has no legal identity at the moment other than it remains a dormant company. One for MacRoberts to look at. While the intention is in the longer term they will be employed by Fuel Change it might need to be clearer who the employer is. We just need to

make sure that the lines are not getting blurred between FVC , Fuel Change and Paradigm Futures.

Hopefully I have captured everything. If I have missed anything or I haven't picked up something correctly just let me know.

Kind regards



8. Fuel Change Lessons Learned Recommendations

No	Recommendation	Comments	Owner	Date	Completed
1	<p>Only members of the Senior Management Team (SMT) should report directly to the Principal.</p> <p>Operational responsibility for oversight of key projects should sit with the relevant SMT member.</p>	Only non SMT member currently reporting to the Principal is the PA to Principal.	Principal	31.12.23	Principal not directly responsible for managing key projects.
2	The Scheme of Delegation should be updated to incorporate the creation of subsidiary companies or other legal entities and grant funding applications.	<p>Revised Scheme of Delegation to be taken to December Board meeting for approval. Moved to Feb 24 meeting.</p> <p>Financial Regulations updated to include approval levels for grant applications.</p>	<p>Board Secretary</p> <p>Vice Principal Finance and Corporate Affairs</p>	<p>31.12.23</p> <p>Revised date 29.2.24</p> <p>31.3.24</p>	<p>Approved by BoM 22/2/24</p> <p>Approved by FRAIC 26.3.24</p>
3	All major projects, either in terms of finance or profile should be reported on formally and regularly to the Finance, Resources and Infrastructure Committee. The Committee remit to be updated accordingly.	Committee remit updated and approved by Finance Committee on 19 September 2023	Vice Principal Finance and Corporate Affairs	30.09.23	Yes
4	The Senior Independent Member (SIM) will be available for the Board Secretary and members of the Senior Management Team throughout the year to raise concerns and will have a 1:1 with them annually.	<p>Approved by Board of Management on 28 September 2023.</p> <p>SIM to meet with Board Secretary and SMT annually after June Board</p>	Board Secretary / SIM	30.6.24	Included in the forward agenda for Board Meetings – scheduled for June meeting.
5	All non-compliant spend to be included in the Annual Procurement Report and reported to Finance, Resource & Infrastructure Committee without exception. Director of Finance is responsible for ensuring compliance with this instruction.		Director of Finance	30.11.23	Yes

6	The Supply Chain Manager is to notify the Director of Finance of any procurement non-compliance immediately to ensure appropriate action is taken.		Supply Chain Manager	Ongoing	Procurement update included in report to LMT and FRAIC
7	College should review the formal project governance and management methodology for projects. These would include formal project reporting requirements to the relevant Board Committee on key College projects.	Project Management Guide created. Reporting requirements to be incorporated.	Leadership Management Team	31.12.23 Revised date 30.4.24	Updated guide approved by LMT in April 24
8	The Senior Independent Member and the Board Secretary should monitor the relationship between the Chair and the Principal and highlight any concerns to the Chair.		Board Secretary/ SIM	Ongoing	
9	A formal process for setting and reviewing the Principal's objectives should be implemented and reported to the Board.		Chair of Board of Management	31.12.23	In progress. New Chair looking at this. Process to go to next Remuneration Committee. June 25
10	The Anti-Fraud and Anti-Corruption Policy to be formally reviewed and updated.	Updated policy to be taken to Audit Committee for approval in May 2024	Vice Principal Finance and Corporate Affairs	16.05.24	Approved by Audit Committee in May 2024
11	Staff and Board member training on fraud awareness to be delivered.		Vice Principal Finance and Corporate Affairs	30.06.24	Paper on Board's responsibilities included in February 25 Board meeting. All staff notified of policy and their responsibilities through special e-focus
12	The Audit Committee will be responsible for monitoring the implementation of the recommendations within this report		Audit Committee	30.06.24	Ongoing