

Board Development Action Plan – March 2017

Action Reference No.	Strategic driver	Title	Action	Priority (A,B,C)	Update at March 2017	Who and When	Further actions identified
1	Inspirational and Innovative – Culture of continuous self-evaluation	KPI presentation using Dashboard approach for the Board	Finalise a KPI Dashboard for the Board which ensures that all areas of strategic importance to the College are being effectively monitored & strategic outcome delivered.	A	A dashboard proposal was reviewed by the Board at its meeting in June 2016. Recommendation for changes will be incorporated, and be ready for use in next financial year.	Corporate Development Committee - June 17	Development work will continue
2	Committed to our Region	Improve and widen access to Board membership	The College should develop a program (using existing community and community engagement platforms) to reduce any perceived barriers to board membership from communities that are not currently represented.	A	Establish Sub-Group to develop initial proposals for consideration by end June 2017	Limited Time Project Team- June 17	Develop implementation plan
3	Effective Governance	Audit Committee terms of reference	The terms of reference for the Audit Committee should be revised to include a provision that the Committee can sit privately without any non-members present for all or part of a meeting if appropriate.	A	The Board approved this amendment to the Audit Committee's terms of reference.	Complete – Board approved Mar 17	
4	Effective Governance	Clear and succinct committee papers	Continue improving quality of committee papers to ensure clear purpose and focus.	B	Standard style adopted by all committees which provides context, summarises the issue and highlights actions required. All papers stored and available on a central system which all board members can access.	Chair and Secretary to the Board – update Board Oct 17	Continuous development process with more work required on board paper access; impact assessments; briefings between board meetings; balance between strategic and operational content.

Board Development Action Plan – March 2017

Action Reference No.	Strategic driver	Title	Action	Priority (A,B,C)	Update at March 2017	Who and When	Further actions identified
5	Developing our Reputation	Visibility of board members to the wider community	Improve visibility of Board and committees to staff and students so that their role is better understood, and the Board members have a clear appreciation of student and staff views.	B	Board members attend college functions; Student President has a standing item on Board agenda to provide student feedback; two member of staff are board members.	Board to review progress – Oct 17	Further consideration be given to the introduction of an annual calendar of events to show the extent of Board engagement
6	Effective Governance	Effective monitoring of Sector issues	How Board monitors and keeps abreast of challenges facing the College and the sector	B	Chair and Chief Executive provide update to every Board meeting. Vice Principals report to every Committee meeting	Chair and Chief Executive	Invite external input to Board meetings as appropriate
7	Working in Partnership	Building strong relationships with stakeholders	Develop the Board's role in supporting the engagement with stakeholders.	B		Chair and Chief Executive	
8	Securing our Future	Increase of alternative income flows.	Explore opportunities for growth of alternative income.	B	Progressed by relevant committees – mainly CDC	Corporate Development Committee - June 17	
9	Working in Partnership	Building strong ties with Alumni	How does the Board provide leadership to make the most of the College's heritage, and alumni to further develop strategic partnerships with the community and business.	C	The establishment of a College alumni program is being investigated. This will be the key vehicle to strengthen the perceived value of the College to the communities and businesses its serves.	Corporate Development Committee – Oct 17	Board to be updated on progress in Oct 17

Board Development Action Plan – March 2017

Action Reference No.	Strategic driver	Title	Action	Priority (A,B,C)	Update at March 2017	Who and When	Further actions identified
10	Effective Governance	Each Board member continues to develop skills required for the effective governance of the college.	Ensure Board members are made aware of relevant sector development and CPD opportunities. Board 'Strategic Theme' sessions to be built into the annual calendar and/or Board meetings. External input where relevant.	C	Chair when reviewing Board agenda will arrange in-house events when the need arises for the Board to develop a background knowledge of a major issue that impacts the college. All Board members are encouraged to attend relevant development sessions and educational conferences.	Chair- to review prior to each Board meeting agenda development.	
11	Effective Governance	Effective cross committee communication	Improve cross communication between committees and Board, to ensure balance between issues going to Board and committees is right and maintains collective responsibility of Board	B	All Committees report to the Board at the earliest opportunity following their meetings. Committee Chairs continue to present their committee reports to the Board, thus ensuring their involvement in the flow of business between the Board and the committees.	COMPLETE	
12	Effective Governance	Improve the Boards ability to monitor implementation of the College's Corporate plan	Improve clarity of key objectives of Corporate Plan and KPI's	A	Superseded by 1 above		
13	Committed to our Region	Effective communication of College strategy and objectives to the community.	Develop key ambassadorial messages for use by Board members	B	Key messages/information is contained in Annual Report.		

Board Development Action Plan – March 2017

Action Reference No.	Strategic driver	Title	Action	Priority (A,B,C)	Update at March 2017	Who and When	Further actions identified
14	Supporting Success	Ensuring that Board are fully engaged in OD/HR areas.	Ensure there is a balance of visibility, reporting and discussion at the main Board across all areas of Operations. HR/OD focus is a priority.	A	People Strategy now in place and regular performance reports on its implementation is provided by ODHR Committee. The Board considers all relevant annual reports.	COMPLETE	
15	Supporting Success - High Quality Teaching	Board alignment to student needs.	Ensuring the Board spends sufficient time on students and issues affecting learning & teaching.	A	Learning, Teaching & Quality Committee and Students Association report regularly to the Board. LTQ regularly reviews the Regional Outcome Agreement and measures performance against the KPI's it contains.	COMPLETE	
16	Effective Governance	Effective risk management	Ensure that the Board's current approach to risk will ensure that the necessary actions are in place to mitigate the major risks being faced by the College.	A	Risk is a standing item on all Board and Committee agendas and is considered at every meeting. The risk register is updated in light of the information emerging.	COMPLETE	
17	Working in Partnership	Strong working relationship with SFC and Colleges Scotland	Regular SFC and/or Colleges Scotland briefings to Board on new funding arrangements & other key sector developments	B	The Board is of the view that it does receive regular briefs via the Chair and the Principal on all key sector developments	COMPLETE	
18	Effective Governance	Effective and competent Board	Develop Board evaluation process to keep performance under review and support continuous improvement	B	Annual reviews in place including an independent review of the Board's compliance with published codes of practice.	COMPLETE	

Board Development Action Plan – March 2017

Action Reference No.	Strategic driver	Title	Action	Priority (A,B,C)	Update at March 2017	Who and When	Further actions identified
19	Effective Governance	Building Board resilience	Take steps to build Board’s resilience in the way we work so we are ready for any future challenges	C	Covered in item 10	COMPLETE	
20	Effective Governance	Effective health and safety processes	Ensuring that the College has a comprehensive Health, Safety & Wellbeing Development plan.	A	Health & Safety action plan now in place and subject to regular review and reporting through OD&HR Committee to the Board. Similarly with Staff Wellbeing.	COMPLETE	
21	Effective Use of Resources	Effective use of IT	Ensure the full use of IT to support the efficient operation of the Board and Committees	C	Covered at 4 above	COMPLETE	
22	Effective Governance	Ensure that Board is visible to staff and students.	Ensure that Board meetings are held at all campuses, and maximise the opportunities for the Board to visit specific departments.	C	Board continues to hold meetings at each campus throughout the year. Committees also visit specific areas of the college to fully research an issue - e.g. estates committees has toured all the facilities.	COMPLETE	Continuous improvement process (see 4 above)

Key:

- A – high priority
- B - medium priority
- C – low priority