

# BOARD OF MANAGEMENT DEVELOPMENT ACTION PLAN



Updated 19.06.18

**Key:**

**A** – high priority

**B** - medium priority

**C** – low priority

# BOARD DEVELOPMENT ACTION PLAN - JUNE 2018 UPDATE

Action Reference No.	Strategic driver	Title	Action	Priority (A,B,C)	Update at June 2018	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	<p>Discussions with each of the Vice Principals/Directors and Committee Chairs have been held to identify kpi's for each area. This was discussed at the Corporate Development Committee in September and further work was undertaken by the Vice Principal Corporate Development with a report back to the Committee in December.</p> <p>The Committee reported to the Board in February where a revised dashboard was agreed. The Board will receive updates on strategic kpi's twice per annum; and each Committee will have its own, more detailed kpi's for monitoring and reporting on.</p>	Corporate Development Committee - Report to Board in October 2018	Revised dashboard and kpi's agreed at Board in February 2018. These will be regularly monitored throughout 2018/19 with any further review and refinement undertaken as appropriate and in light of agreeing the revised Corporate Plan
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	Nominations Committee discussed this with the Equality, Diversity and Inclusion Manager. This will be discussed further at Board meeting in October SLWG established by Board to consider diversity and provide an action plan to Board at its June 2018 meeting. Board welcomed action plan and will have full discussion of this and key actions as a separate session prior to next meeting in October 2018.	Board to discuss action plan and its implementation with SLWG in October 2018	Board to oversee implementation of action plan developed by SLWG

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3	Effective Governance	Clear and succinct committee papers	Continue improving quality of committee papers to ensure clear purpose and focus.	B	<p>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.</p> <p>Board Effectiveness review shows there is a need to revisit the content and structure of Board agendas and the timing set for discussion of each item.</p> <p>Consideration to be given to frequency and timing of Committee meetings.</p>	Chair and Secretary to the Board – update Board Oct 18	Continuous development process with more work required on board paper access; impact assessments; briefings between board meetings; balance between strategic and operational content.
4	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	<p>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.</p> <p>If SLWG accepted then more information about the Board and what it does will be provided on College website</p>	Board to review progress – Oct 18	Further consideration be given to the introduction of an annual calendar of events to show the extent of Board engagement

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5	Effective Governance	Effective monitoring of Sector issues	How Board monitors and keeps abreast of challenges facing the College and the sector	B	<p>Chair and Chief Executive provide update to every Board meeting. Vice Principals report to every Committee meeting</p> <p>Board effectiveness review shows there is more work to be done in keeping Board members abreast of national and sector developments that affect Colleges.</p> <p>Consideration to be given to the development of a communications strategy for the Board</p>	Chair and Chief Executive	Invite external input to Board meetings as appropriate
6	Working in Partnership	Building strong relationships with stakeholders	Develop the Board's role in supporting the engagement with stakeholders.	B	College conducted Skills Survey of local employers in March 2018. This attracted responses from over 230 organisations in and around West Region, employing more than 65,000 people. Feedback will be used to develop learning programmes and bespoke training packages to meet employers' needs.	Chair and Chief Executive	
7	Securing our Future	Increase of alternative income flows.	Explore opportunities for growth of alternative income.	B	<p>Progressed by relevant committees – mainly CDC</p> <p>CDC considers this at every meeting and reports to Board accordingly</p> <p>June Board considered progress report and will continue to monitor</p>	Corporate Development Committee – to report on progress to Board in Oct 18	

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8	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	<p>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 it serves.</p> <p>External advice has been sought on how best to progress this and a short life working group has been established to take this forward.</p> <p>External advice was sought and was helpful. However, in light of the challenging funding situation for next session the key priorities have still to be decided for next session.</p>	Corporate Development Committee –	Board updated on progress – matter currently on hold
9	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	<p>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.</p> <p>Development session on PREVENT arranged to coincide with Oct meeting and CDN development programme for 2017/18 has been circulated to all Board members.</p> <p>Further development sessions will be offered in session 2018/19 and consideration will be given to offering on-line training modules.</p>	Chair - to review prior to each Board meeting agenda development.	



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