

West College Scotland Board - 19 June 2023

BOARD OF MANAGEMENT - ANNUAL INTERNAL EFFECTIVENESS REVIEW 2023 BOARD DEVELOPMENT ACTION PLAN 2023

Purpose

The purpose of this paper is to seek Board approval of the Board Development Action Plan 2023, prior to implementation and submission to the Scottish Funding Council.

Background

The Board considered at the meeting of 24 May 2023 the self-assessment survey findings and relevant comments from the Chair and Board members one-to-one discussions in autumn 2022. It was agreed that the actions below are recommended to the Board for approval. The actions are categorised under the areas of the survey:

Board Effectiveness Themes and associated developments	Actions required	Leads	When	Mid-year Review / Progress
1. Board meetings				
1.1 Strengthening student contribution at Board meetings	Review and develop Induction programme and ongoing structured support for student Board members.	Governance Manager	On taking up post in June 2023	
1.2 Facilitating more efficient use of Board member time.	Move to more focused and succinct Board papers, with Executive Summaries which capture the key issues for attention and/or decision, e.g. using Pareto approach.	Principal	Implement in new academic year.	
2. Board Committees				
2.1 Facilitating more efficient use of Board member time.	Move to more focused and succinct Committee papers, with Executive Summaries which capture the key issues for attention and/or decision, e.g using Pareto approach.	Principal	Implement in new academic year.	

Board Effectiveness Themes and associated developments	Actions required	Leads	When	Mid-year Review / Progress
3. Board Membership and Contribution				
3.1 Strengthening Board member induction programme.	Review and refresh current checklist and programme, including landscape and challenges in the sector, key internal and external players and stakeholders, development opportunities.	Governance Manager		
3.2 Facilitating more proactive development of Board members.	Promote College Development Network (CDN) events in a more structured way, highlighting relevance of programmes as these are notified to the sector. Inclusion of CDN development in the Board member orientation pack.	Governance Manager	Ongoing	
3.3 Ensuring development of knowledge to strengthen decision-making.	Continue programme of focused/deep-dive sessions.	Chair, Principal, Governance Manager	Ongoing	
3.4 Ensuring effective use of co-opted committee members.	Review process for recruitment of co-opted members and maximum term of appointment.	Chair and Principal	Asap	
3.4 Strengthening Board effectiveness as a team in light of new membership.	Arrange a Board development / team-building session.	Chair, Principal and Governance Manager	Autumn 2023	
4. Leadership and Strategy				
4.1 Ensuring effective performance monitoring against refreshed strategic priorities.	Continue to develop succinct reports to committees and the Board, focusing on high-level strategic Key Performance Indicators to provide	Principal and Committee Chairs	Ongoing	

Board Effectiveness Themes and associated developments	Actions required	Leads	When	Mid-year Review / Progress
	assurance on meeting strategic objectives.			
4.2 Ensuring Board members are informed timeously on Scottish Government and Scottish Funding Council directions and changes.	Inform Board members as soon as new directions, policies and changes are announced, with any associated implications to the College and actions required. Contextualise directions and changes in Board and committee papers.	Principal	Ongoing	
5. College Executive				
Area working very well, therefore no action identified.				
6. Student Experience				
6.1 Strengthening the student voice and influence at Board meetings.	Continue programme of mentoring Students Association President and VPs offered by a non-executive Board member, with input by others as appropriate.	G Hunt and Governance Manager	On going.	

Action

The Board is asked to consider and approve the Action Plan 2023 prior to implementation and submission to the Scottish Funding Council.