

Board of Management Meeting

MINUTE OF 3rd MEETING HELD ON 14 DECEMBER 2011 AT 1400 HRS (CoGCB3)

Present	
Tasmina Ahmed-Sheikh (TA)	Paul Little, Principal (PL)
Douglas Baillie (DB)	John MacLeod (JM)
Alisdair Barron (AB)	Henry McLeish (HM) (Chair)
David Eaton (DE)	Robert Morrison (RM)
Peter Finch (PF)	Nigel Palmer (NP)
Jim Gallacher (JG)	Eric Tottman-Trayner (ETT)
Emma Iwanow (EI)	Lesley Woolfries (LW)
In attendance	
Alex Craig, Vice Principal (AC)	Martin Rosner (MR)
Janis Carson, Vice Principal (JC)	Richard Speight, Vice Principal (RS)
Julia Henderson, Board Secretary (JH)	Steven Watson, Vice Principal (SW)
Elaine Petrie, Vice Principal (EP)	Claire Gallacher – Minute Secretary
Apology for absence	
Charlie Kaur (CK)	Debbie McNamara (DM)
Colin McMurray (CM)	David Stark (DS)

CoGCB3-01 Apologies for Absence

DECIDED: To record apologies for absence from CK, CM, DM and DS.

CoGCB3-02 Declarations of Interest

DECIDED: To record that no person present had declared an interest which might conflict with the business to be discussed at the meeting.

NOTED: It was noted that LW's papers should be sent to her home address.

HM and PL apologised on behalf of the Board and Executive for the late distribution of papers and over the number of e-mails explaining that this was due to key staff absences and disruption due to the inclement weather conditions.

CoGCB3-03 Minute of 8th Meeting held on 5 October 2011

RECEIVED: Draft Minute of the 8th Meeting of the Board of Management held on 25 October 2011 (Paper BoM3-A).

DECIDED: That the Minute be approved as an accurate record and signed.

CoGCB3-04 Minute of 2nd Meeting held on 1 December 2011

RECEIVED: Draft Minute of the 2nd Meeting of the Board of Management held on 1 December 2011 (Paper BoM3-B).

DECIDED: That the Minute be approved as an accurate record and signed.

CoGCB3-05a Estates Committee

RECEIVED: Draft minute from the meeting of the Estates Committee held on 7 December 2011 (Paper BoM3-C).

DISCUSSION: PF provided a brief review of the items raised. He noted that he was pleased with the very good progress on the Fire Risk Assessment. He also noted that 230 Cathedral Street would now be known as the Townhead Building.

DECIDED: To note the report.

CoGCB3-05b Audit Committee

RECEIVED: Draft minute of the Audit Committee meeting held on 28 November 2011 (Paper BoM3-D).

DISCUSSION: JM provided a summary of the minutes. He noted that the Risk Register was under development and would be shared with the Board when finalised.

DECIDED: To note the report.

CoGCB3-05c Learning and Teaching Committee

RECEIVED: Draft minute of the Learning and Teaching Committee meeting held on 6 December 2011 (Paper BoM3-E).

DISCUSSION: JG reported that the Curriculum Review Process was now well underway and a report would be presented to the Board shortly. He noted that the Annual Led Review of Quality Report had now been submitted to SFC.

DECIDED: To note the report.

CoGCB3-05d Finance Committee

RECEIVED: Draft minute from the meeting of the Finance Committee held on 5 October 2011 (Paper BoM3-F).

DISCUSSION: NP noted that he had provided a verbal report of the meeting of 5 October at the Board meeting immediately after it.

NP gave a verbal report on the Finance Committee which had taken place immediately prior to this meeting. He noted that there had been some suggested amendments to the Regionalisation Response which the VP Finance & Resources would now incorporate in the paper. It was noted that the College was in a good financial position

despite the expected impairment associated with the NPD procurement of our new campus. The Finance Committee recommended the Annual Report and Accounts to the Board for approval, with some minor amendments.

DECIDED: To note the report.

CoGCB3-06 Annual Report and Accounts

RECEIVED: The Annual Report and Accounts (Paper BoM3-G).

DISCUSSION: PL and NP directed Board members to key issues within the Report.

JM noted his disappointment that the page on Board members remained inaccurate and requested that it be altered.

DECIDED: To approve the report.

CoGCB3-07 Response to Government Consultation on Putting Learners at the Centre

RECEIVED: The Response to Government Consultation on Putting Learners at the Centre Report (BoM3-H).

DISCUSSION: There was considerable discussion on this Report and it was noted that it had been re-drafted on a number of occasions.

DECIDED: It was agreed that AC would amend the Response in line with discussions and send to AB, JG, PL and HM for comment and final agreement in order to comply with the response deadline of 23 December. The final document should then be sent to the Board for information.

CoGCB3-08 Response to Government Consultation on Regionalisation

RECEIVED: The Response to Government Consultation on Regionalisation Report (Paper BoM3-I).

DISCUSSION: PL advised that this paper had gone to the Finance Committee immediately before this meeting, given the funding issues within it.

NP noted that the Finance Committee wished some areas to be expressed in a different way and suggested that a table showing FE against HE funding that had been provided could be included as an addendum to the paper.

DECIDED: To delegate authority to Executive to finalise document and issue members with copy of final paper.

CoGCB3-09 Report on Student Accommodation

RECEIVED: The Report on Student Accommodation (Paper BoM3-J).

DISCUSSION: PF apologised that this paper had been brought to the Board as opposed to the Estates Committee and noted that a decision was now required, hence it had come to the Board.

He reported that Option P would no longer be pursued; instead the College would explore the re-provision of the Residences on Riverside campus, as allowed for in the recently published OJEU notice, along side an option to take up spaces as required in city centre residences or other facilities to be developed nearby.

DECIDED: **That** the Project Sponsor take forward the necessary work to scope a Halls of Residence provision for inclusion in the IPD as a mandatory Variant bid. (It was noted that additional resource would be required to take forward this exercise).
That alternative accommodation nearby should also be explored as both a contingency and as a source of decant accommodation during construction.

CoGCB3-10 Principal's Update Report

RECEIVED: Verbal Principal's Update

DISCUSSION: PL noted that there had been a successful Bidders' Day earlier that day, supported by the Lord Provost and Chief Executive of SFT, where it had been highlighted that our £200M project would not only be the first College NPD project but the first in the NPD pipeline of information projects.

PL advised that there would be some changing of roles within the ELT which would enable JC to focus on New Campus.

The College was closed early last week due to the adverse weather conditions.

PL had been in negotiations with SFC regarding the ceiling funding gap. The Board confirmed a ceiling of £2.5M.

Diary Dates

17 January – Mike Russell visiting College

26 January – Burns Supper

DECIDED: To note the progress being made.

CoGCB3-11 Audit Committee Annual Report

RECEIVED: Audit Committee Annual Report (Paper BoM3-K).

DISCUSSION: The Board noted the report.

DECIDED: To commend the report.

CoGCB3-12 Any Other Notified Business:

DISCUSSION: HM noted that this had been NP's final Board meeting and recorded the Board's appreciation for his contribution and wished him well in the future.

NP thanked the Board for their good wishes and noted he had been glad that he was able to see the delivery of the Merger and Estates Project, before stepping down from the Board.

Signed

Board Chair

Date

ANNEX TO THE MINUTES

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CoGCB3-07	Response to Government Consultation on Putting Learners at the Centre: Amend the response in line with discussions and send to AB, JG, PL and HM for comment and final agreement in order to comply with the response deadline of 23 December. The final document should then be sent to the Board for information.	AC	Prior to 23 12 11
CoGCB3-08	Response to Government Consultation on Regionalisation: Executive to finalise document and issue members with copy of final paper.	PL	ASAP
CoGCB3-09	Report on Student Accommodation: Take forward the necessary work to scope a Halls of Residence provision for inclusion in the IPD as a mandatory Variant bid.	JC	ASAP
CoGCB3-09	Report on Student Accommodation: Explore alternative accommodation nearby as both a contingency and as a source of decant accommodation during construction.	JC	ASAP

PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB2-05	Board Reporting Format: Secretary to ensure purpose of all papers clearly marked on agenda and to minimise paperwork where possible.	JH	14.12.11 Complete
CoGCB2-05	Board Reporting Format: Principal's Report to be verbal in future and senior staff only required to attend meetings if presenting a report.	PL	14.12.11 Complete
CoGCB2-06	Board Meeting Schedule 2012: Secretary to make arrangements for additional meetings in August and January.	JH	23.1.12
CoGCB2-07	Committee Structure and Remit: Secretary to draft new terms of reference for new committees for Board consideration in the new year.	JH	23.01.12
CoGCB2-08	Committee Membership and Chairs: Secretary to draft report re committee Chair vacancies for Board approval in the new year.	JH	23.01.12 or 22.02.12
CoGCB2-09	Draft Response to Government Consultation: Re-draft of the response to be completed and circulated as soon as possible.	PL/AC	Overtaken by CoGCB03-08
CoGCB2-10	Annual Accounts: VP to prepare report for Finance Committee setting out the College's financial position.	SW	22.02.12
CoGCB8-07	Principal's Report – New Campus Funding Update: Further consider issue of additional contribution towards preparatory costs.	HM, NP, PF	Ongoing

CoGCB8-08	Board Membership: Membership vacancy will be considered at the next meeting of the Board.	JH	23.01.12
CoGCB8-10	Scottish Government Pre-Legislative Consultation – Putting Learners at the Centre: Provide final draft response for approval.	JH/JG/PL	On agenda Complete
CoGCB8-12	International Activity and the Effect of the UKBA Rule Changes: Provide a more comprehensive report and International Strategy.	RWS	23.01.12
CoGCB7-08	Estates Committee report: Progress negotiations on possible property acquisition.	PL/JC	Ongoing Overtaken by CoGCB03-09