

Board of Management Meeting

MINUTE OF 6th MEETING HELD ON 15 MARCH 2012 AT 1730 HRS (CoGCB6)

Present	
Tasmina Ahmed-Sheikh (TA) (Items 1-6 only)	Paul Little, Principal (PL) (Items 1-6 only)
Douglas Baillie (DB)	John MacLeod (JM)
Alisdair Barron (AB)	Henry McLeish (HM) (Chair)
David Eaton (DE)	Colin McMurray (CM)
Peter Finch (PF) (Items 1-6 only)	Debbie McNamara (DM)
Jim Gallacher (JG)	Robert Morrison (RM)
Emma Iwanow (EI)	David Stark (DS)
Charlie Kaur (CK)	Lesley Woolfries (LW) (All items excluding 5 & 6)
In attendance	
Janis Carson, Vice Principal (JC)	Iain Marley, Director (IM) (Items 1 – 6 only)
Julia Henderson, Board Secretary (JH)	Ann Butcher, Minute Secretary (AB)
Apology for absence	
Eric Tottman-Trayner (ETT)	

CoGCB6-01 Apologies for Absence

DECIDED: To record apologies for absence from ETT.

CoGCB6-02 Declarations of Interest

LW declared an interest and withdrew from the meeting for items 5 and 6.

CoGCB6-03 Identification of Items to be Discussed Privately

None.

Items 5 and 6 were taken at this time.

CoGCB6-05 New Campus – Scheme of Delegation Update

RECEIVED: Revised New Campus Project Scheme of Delegation (Paper BoM6-A)

DISCUSSION: Revised key dates and minor changes in wording within the Scheme of Delegation were noted. Members were informed that the scope for which authorisation of contracts could be undertaken by the Project Sponsor in line with agreed Project Budgets would be more clearly defined. Any future changes outwith these agreed parameters would be reported to the Audit Committee and full Board of Management.

DECIDED: That subject to the previously agreed parameters as defined in the DP2a Business Case, the revised Scheme of Delegation was approved.

CoGCB6-06 Project Sponsor Report

RECEIVED: New Campus: Project Sponsor's Report (Paper BoM6-B)

DISCUSSION: Members noted the update on progress of the Project since the DP2a submission. The Chair noted that this was a project of vital importance to the College sector, to Glasgow and Scotland and that a lot would rest on how this project is handled. It is important that we allow staff to take this project forward on the Board's behalf having invested our trust and confidence in the team. In the meantime the Board and College staff must now focus on the ongoing work of the College.

DECIDED: To note the report.

Decision Point Approval – DP3a – PQQ Approval

RECEIVED: Pre-Qualification Report Approval (Paper BoM6-C)

DISCUSSION: PF informed members on the results of the evaluation of applicant responses to the PQQ. 9 applications were received and were confirmed compliant. After a series of questions the Estates Committee was satisfied that the process had been compliantly completed by the Project Team. The Committee unanimously agreed that 3 bidders, namely, BAM PPP, Laing O'Rourke and Sir Robert McAlpine, be invited to participate in the next stage of the procurement.

DECIDED: To approve the resultant shortlist.

Decision Point Approval – DP3b – IPD Approval

RECEIVED: IPD Approval Update Report (Paper BoM6-D)

DISCUSSION: PF provided an update on the key changes to the project brief and parameters since the DP2a. In particular, the change to 100% new build, reduction in decant and inclusion of Halls of Residence within project delivery scope. The SFC have confirmed offer of grant of £16.5 m and the College's total funding contribution to the Project is now £19.1 m including the Halls of Residence, Commercial Space and Project and Transition Costs. The affordability model was considered by the Estates Committee and although the Project was considered affordable, the College's financial position as a result of the wider funding context and cuts to grant were recognised. The Project Team continues to work closely with the SFT and SFC to ensure that their approvals are on schedule to be completed in parallel with College approvals.

The Board thanked all staff involved in the significant amount of work undertaken to date. The Chair asked that a

formal record of thanks be made to Peter Finch, the outgoing Chair of the Estates Committee.

DECIDED: To proceed, subject to SFC and SFT approval, with completion and issue of the IPD documentation to short listed bidders.

Item 4 was taken at this time.

CoGCB6-04 Chair's Remarks

DISCUSSION: HM updated members on his recent meetings and discussions through Scotland's Colleges and the GCSP. It is anticipated that the proposed new regional structure for Glasgow will be in place by 2013-14. The Regional Board will be responsible for finance and governance with 'one cheque' for Glasgow going to that Board. It is likely that a shadow Board will be in place by October 2012. The composition and methods of working are currently unclear but a maximum of three College entities has been proposed which would be governed by one regional Board with some form of Board governing each of the 3 entities. Scottish Government has indicated that there will be a statement issued before Easter. Board members reiterated their commitment to ongoing dialogue with the Scottish Government and Glasgow Colleges.

HM has asked the Principal to prepare a paper on the College's strategic position and engagement plan for regionalism.

DECIDED: To further consider forward planning and a commitment to dialogue.

CoGCB6-07 Strategic Plan 2012-16

RECEIVED: City of Glasgow College Strategic Plan 2012-16 (Paper BoM6-F)

DISCUSSION: Following discussions at the Board Residential Event on 23 February 2012 a revised CoGC Strategic Plan was submitted. Members agreed that whilst the Plan was useful in its current form, it should be considered a transitional document. In future a more focussed strategy, with clearly defined strategic priorities and measureable outcomes will be developed. The planning cycle will ensure that the Board is fully engaged in the process through the new Development Committee.

DECIDED: To approve the Strategic Plan 2012-16 for internal use.

CoGCB6-08 Terms of Reference for New Committees

RECEIVED: Terms of Reference for New Committees and Implementation (Paper BoM6-F)

DISCUSSION: Members considered the draft Terms of Reference for the new Development, Performance Review and Nominations and Remuneration Committees.

DECIDED: To approve the draft Terms of Reference with the proviso that individual Committees ensure fitness for purpose of remits as an early action.

CoGCB6-09 Confirmation of New Committee Memberships

RECEIVED: Proposed Committee memberships were tabled at the meeting.

DISCUSSION: JH informed that following member's feedback the preference to commence Committee meetings late afternoon/early evening prevailed.

DECIDED: To approve the proposed Committee memberships with immediate effect.

To review the Committee meeting schedule with relevant Chairs and Committee members.

CoGCB6-10 Disclosure of Board Papers

DECIDED That papers BoM6-A, BoM6-B, BoM6-C and BoM6-D remain confidential but that all other papers are disclosable.

CoGCB6-11 Any other Notified Business

Date of Next Meeting

DECIDED: That due to insufficient business, the meeting to be held on 25 April 2012 is cancelled. The next meeting will therefore be held on 20 June 2012.

Signed _____

Board Chair

Date _____

ANNEX TO THE MINUTES

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CoGCB6-04	Chair's Remarks: Consider forward planning for the College in relation to Regionalisation and partnerships with Glasgow Colleges.	PL	ASAP
CoGCB6-08	Terms of Reference for New Committees: Individual Committees to further review relevant remits as an early action.	JH/Chairs	ASAP
CoGCB6-09	Confirmation of New Committee Memberships: Review meeting schedule.	JH/Chairs	ASAP

PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB5-02	Chair's Business: Send letter of thanks to John McClelland.	PL	ASAP Complete
CoGCB5-03	Committee Membership: Bring proposal on Chairs and membership	JH	15 03 12 Complete
CoGCB5-04	Board Evaluation: Agree process with Chair.	JH	ASAP Complete
CoGCB5-05	Implication for Curriculum: Bring School Plans to L&T Committee.	AC/JH	ASAP
CoGCB5-06	Risk Management Policy: Include section on Risk on new template for Board papers.	JH	ASAP Complete
CoGCB5-08	Griggs Report: Draft letter in response to Griggs.	PL	ASAP Complete
CoGCBR1-02	Assessment of Progress 2011-12 including Identification of Strengths and Weaknesses: To provide a more strategically beneficial assessment on progress with measureable outcomes.	PL	ASAP
CoGCBR1-03	Strategic Aims: Provide clear high level aims and objectives.	PL/PC	ASAP
CoGCBR1-03	Strategic Aims: To provide any additional comments to PC prior to submission for approval at the Board of Management meeting on 15 03 12.	ALL/PC	Prior to 15 03 12 Complete
Private Session	Dialogue with Glasgow re Partnership: Prepare a paper mapping out a forward plan for the College.	PL	ASAP Overtaken by CoGCB6-04
CoGCB4-05b	Academic Board: Send copy of the remit of the Academic Board.	JH	ASAP Complete
CoGCB4-06	2012-12 Indicative SFC Grant Allocations: Positive things with external organisations be incorporated into a single documents.	SW	ASAP
CoGCB4-08	Commercial/International Strategies: Provide expenditure required in achieving the forecast in paper.	RWS	ASAP Complete
CoGCB4-11	Any Other Business: Provide list of College sponsored events.	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 Complete
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 Complete
CoGCB2-06	Board Meeting Schedule 2012: Secretary to make arrangements for additional meetings in August and January.	JH	23.1.12 Complete
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	Complete

DRAFT