

Board of Management Special Meeting

MINUTE OF 2nd MEETING (Session 2011-12)

HELD ON 1 DECEMBER 2011 AT 1100 HRS (CoGCB2)

Present	
Tasmina Ahmed-Sheikh (TA)	Paul Little (PL)
Colin McMurray (CM)	John MacLeod (JM) (part)
Alisdair Barron (AB)	Henry McLeish (HM)
David Eaton (DE)	Eric Tottman-Trayner, (ETT)
Jim Gallacher (JG)	David Stark (DS)
Emma Iwanow (EI)	Lesley Woolfries (LW)
Charlie Kaur (CK)	Robert Morrison (RM)
In attendance	
Julia Henderson (JH) – Board Secretary	
Apologies for absence	
Nigel Palmer (NP)	Peter Finch (PF)
Douglas Baillie (DB)	Debbie McNamara (DM)

CoGCB2-01 Apologies for Absence

DECIDED: To record apologies for absence from NP, DMcN, DB and PF

CoGCB2-02 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.

CoGCB2-03 Chair's Introduction and Conversation

DISCUSSION: HM emphasised the informal nature of the meeting and outlined the role of the Board as the College's strategic overseer with ultimate responsibility for the College. He discussed the relative role of the Principal and staff team as distinct from the Board. HM set out his ten key issues for the Board.

Members had a full discussion in light of HM's introductory comments.

HM made specific reference to the New Campus Project and reminded Members of the need to ensure the absolute integrity of the procurement process. Therefore Members are to ensure that they do not engage in any discussion or accept any hospitality which could in any way be interpreted as prejudicing or in fact compromise the process.

CoGCB2-04 Re-appointment of members and formal appointment of Vice Chair

RECEIVED: The Secretary's Report (Tabled Paper)

DECIDED: The Board agreed to the reappointment of Alisdair Barron and Debbie McNamara for further four year terms at the conclusion of their current periods of appointment and formally appointed Alisdair Barron as the Vice Chair of the Board of Management. The Chair welcomed Alisdair to his new role.

CoGCB2-05 Board Reporting Format

RECEIVED: Draft version of template report prepared by the Secretary.

DECIDED: To adopt the new reporting format subject to minor changes with full effect from the New Year.

The Secretary to ensure that all agendas are clearly structured to flag to members the report purpose i.e. for decision, noting etc and that in general the volume of paperwork to be minimised as far as is possible.

The Principal to report verbally to the Board with no requirement for a full report and senior staff attendance to be limited to those members of staff presenting reports.

CoGCB2-06 Board Meeting Schedule for 2012

DISCUSSION: The Chair proposed that there be an additional Board meeting in August. There may also be a need for a meeting in January given the significant ongoing sectoral developments.

DECIDED: Chair's proposal agreed.

CoGCB2-07 Committee Structure and remit of Committees

DISCUSSION: The Chair explained that he saw the need for a new Committee to deal with significant issues of development,

innovation and policy for the Board and for there to be a clear remit for College performance either in a standalone committee or as part of an existing Committee. Members discussed the current committee structure and the need to ensure that it properly reflected the business of the College.

DECIDED: That a new Committee be established to deal with matters of significant policy, development and innovation.

That the Nomination and Remuneration and Performance Review Committees be amalgamated.

That a Performance Review Committee be established.

The Board Secretary to draft new terms of reference for the Board's consideration in the New Year.

CoGCB2-08 Committee Membership and Chairs

DISCUSSION: The departure of the Chair of Finance from the Board left a vacancy and the appointment of the Chair of Staff, Students and Equalities as the Vice Chair of the Board coupled with the proposals for new Committees and remits required the Chair to review this matter.

DECIDED: That a report would be brought to the Board in the New Year on progress made.

CoGCB2-09 Draft College Response to Government Consultation

RECEIVED: Draft College response

DISCUSSION: Members had a very full discussion.

DECIDED: To redraft the response in light of discussions and to circulate the fresh draft as soon as possible.

CoGCB2-10 Annual Accounts (additional item tabled on the day)

RECEIVED: Brief paper prepared by Steven Watson setting out the background and impact of the impairment.

DISCUSSION: JM talked Members through the issue, Members discussed the paper and PL gave assurance on the communications strategy.

DECIDED: The Board noted the position. The Chair requested that a report be prepared for a future Finance Committee setting out a full explanation of the financial position of the College.

CoGCB2-11 Disclosure of Board Papers

DECIDED: That the Secretary's report and paper on reporting format can be disclosed. The papers under items papers B-09, B-10 should not be disclosed as they relate to items intended for future publication.

Signed _____ Board Chair

Date _____

ANNEX TO THE MINUTES

ACTION POINTS ARISING FROM THE MEETING

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
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
CoGCB2-06	Board Meeting Schedule 2012: Secretary to make arrangements for additional meetings in August and January.	JH	23.1.12 TBC
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	Asap
CoGCB2-10	Annual Accounts: VP to prepare report for Finance Committee setting out the College's financial position.	SW	22.02.12

PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB8-07	Principal's Report – New Campus Funding Update: Undertake estimated sensitivity analysis based on a zero per cent contribution from the SG to lifecycle maintenance costs.	SW	Overtaken by SG Announce- ment
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
CoGCB8-08	Board Membership: Hold a Special meeting of the Board to consider the overall Governance and Committee structure.	JH	Complete
CoGCB8-09	Glasgow's Economic Commission Final Report: to provide feedback to the Commission.	PL	Complete
CoGCB8-10	Scottish Government Pre-Legislative Consultation – Putting Learners at the Centre: Provide final draft response for approval.	JH/JG/PL	On agenda
CoGCB8-12	International Activity and the Effect of the UKBA Rule Changes: Provide a more comprehensive report and International Strategy.	RWS	23.01.12

CoGCB8-14	AONB – Email Access to ‘All Staff’: Further investigate communication links with staff through the intranet.	JH	Complete
CoGCB7-08	Estates Committee report: Implement PQQ approach and evaluation criteria as agreed, obtaining Estates Committee Convener’s approval for any adjustments	JC	Complete
CoGCB7-08	Estates Committee report: Progress negotiations on possible property acquisition	PL/JC	Ongoing
CoGCB7-10	New Campus Project: Progress technical design advisor procurement by Buying Solutions route via TTPM as agreed	JC/IM	Complete
CoGCB7-10	New Campus Project: Deal with conflict of interest issues concerning specialist technical advisors applying principles agreed by Board	JC/IM	Complete – Being applied
CoGCB7-19	Report from Interim Board Secretary: Consult Board members of preferred style for presenting minutes, and implement more consistent style	College Secretary	Complete

Ref	Agenda Item	Description	Owner	Target Date
A2.14	11	Constitution and Articles of Government: The Learning and Teaching Committee will advise on the appointment of members of the Academic Board.	PL/JG	Complete