

## Board of Management Meeting

MINUTE OF 5th MEETING HELD ON 23 FEBRUARY 2012 AT 0900 HRS (CoGCB5)

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

### CoGCB5-01 Apologies for Absence

**DECIDED:** To record apologies for absence from DE and CM.

### CoGCB5-02 Chair's Business

**RECEIVED:** Verbal feedback from Board's private dinner with John McClelland, Chair of SFC.

**DECIDED:** That PL should send a letter of thanks to John McClelland on behalf of the Board.

### CoGCB5-03 Committee Membership

**RECEIVED:** Remits for New Board Committees (Paper BoM5-A) and verbal report from HM on Committee Chairs and membership.

**DECIDED:** That JH write to Board members to ascertain the best timing for the Committee meetings.

That a proposal on Chairs and membership is brought to the Board on 15 March.

### CoGCB5-04 Board Evaluation

**RECEIVED:** Draft template for Board self-evaluation (Paper BoM5-B).

**DISCUSSION:** JH noted that compliance with self-evaluation ensured that we met our legal responsibilities. In future, it would be a

specific remit of the Nomination & Remuneration Committee

**DECIDED:** That comments be fed back to JH who would then agree a process with the Chair.

**CoGCB5-05 Implication for Curriculum**

**RECEIVED:** Curriculum Plan 2012-2015 (Paper BoM5-C).

**DISCUSSION:** AC advised that there were also 12 School Plans which had helped to produce this document. He noted that the document was a proposal for growth and development. AC was thanked for bringing the very comprehensive report to the Board.

**DECIDED:** School Plans to be brought to L&T Committee when finalised. AC to meet EI outwith meeting to clarify student issues in relation to the report.

**CoGCB5-06 Risk Management Policy**

**RECEIVED:** Risk Management Policy (Paper BoM5-D).

**DISCUSSION:** It was noted that the Policy had been endorsed by ELT.

**DECIDED:** That the Risk Management Policy be approved. That the new template for Board papers be used, which includes a section on risk.

**CoGCB5-07 New Campus Project**

LW noted a conflict of interest and withdrew from the meeting.

**RECEIVED:** Verbal Update from JC.

**DISCUSSION:** JC provided details of the key decisions to date. She outlined discussions that had taken place with students and staff. She noted that the PQQ Evaluation Report would come to the Estates Committee and Board on 15 March 2012.

**DECIDED:** To note the verbal report and thank JC and her team for progress to date.

**CoGCB5-08 Griggs Report**

**RECEIVED:** Summary of Griggs Review of FE Governance in Scotland (Paper BoM5-E).

**DISCUSSION:** The Board had a lengthy discussion about this paper.

**DECIDED:** PL to draft letter for Chair in response to Griggs.

CG to send link of the full Report to Board.

Signed

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Board Chair

Date

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## ANNEX TO THE MINUTES

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
CoGCB5-02	<b>Chair's Business:</b> Send letter of thanks to John McClelland.	PL	ASAP
CoGCB5-03	<b>Committee Membership:</b> Bring proposal on Chairs and membership	JH	15 03 12
CoGCB5-04	<b>Board Evaluation:</b> Agree process with Chair.	JH	ASAP
CoGCB5-05	Implication for Curriculum: Bring School Plans to L&T Committee.	AC/JH	ASAP
CoGCB5-06	<b>Risk Management Policy:</b> Include section on Risk on new template for Board papers.	JH	ASAP
CoGCB5-08	<b>Griggs Report:</b> Draft letter in response to Griggs.	PL	ASAP

### ACTION POINTS ARISING FROM RESIDENTIAL MEETING

Item	Description	Owner	Target Date
CoGCBR1-02	<b>Assessment of Progress 2011-12 including Identification of Strengths and Weaknesses:</b> To provide a more strategically beneficial assessment on progress with measureable outcomes.	PL	ASAP
CoGCBR1-03	<b>Strategic Aims:</b> Provide clear high level aims and objectives.	PL/PC	ASAP
CoGCBR1-03	<b>Strategic Aims:</b> 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
Private Session	<b>Dialogue with Glasgow re Partnership:</b> Prepare a paper mapping out a forward plan for the College.	PL	ASAP
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### PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGC4-09	<b>New Board Committees:</b> That the current membership be sent out to members, with the addition of the new Committees. Members to advise which Committees they would like to sit on and proposal of new membership, including Chairs to be taken to Residential on 22/23 February.	JH/ALL	22/23 02 12 <b>Complete</b>
CoGCB4-04	<b>Chair's Business:</b> Put together documentation from the Glasgow Federation Chairs and GCSP meetings and use it as part of the papers for the Residential Event.	HM/JH	22/23 02 12 <b>Complete</b>

CoGCB4-05b	<b>Academic Board:</b> Send copy of the remit of the Academic Board.	JH	ASAP
CoGCB4-06	<b>2012-12 Indicative SFC Grant Allocations:</b> Positive things with external organisations be incorporated into a single documents.	SW	ASAP
CoGCB4-08	<b>Commercial/International Strategies:</b> Provide expenditure required in achieving the forecast in paper.	RWS	ASAP
CoGCB4-10	<b>Principal's Update Report:</b> Research venues/costings for Board Residential.	Exec Office	ASAP <b>Complete</b>
CoGCB4-11	<b>Any Other Business:</b> Provide list of College sponsored events.	PL	ASAP
CoGCB3-09	<b>Report on Student Accommodation:</b> 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	<b>Report on Student Accommodation:</b> Explore alternative accommodation nearby as both a contingency and as a source of decant accommodation during construction.	JC	ASAP
CoGCB2-06	<b>Board Meeting Schedule 2012:</b> Secretary to make arrangements for additional meetings in August and January.	JH	23.1.12 Ongoing
CoGCB2-10	<b>Annual Accounts:</b> VP to prepare report for Finance Committee setting out the College's financial position.	SW	22.02.12
CoGCB8-07	<b>Principal's Report – New Campus Funding Update:</b> Further consider issue of additional contribution towards preparatory costs.	HM, NP, PF	Ongoing