

Board of Management

MINUTE OF 8th MEETING HELD ON 5 OCTOBER 2011 AT 1700 HRS (CoGCB8)

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

In the absence of the Board Chair, who was unable to attend the meeting, NP (as one of the Vice-Chairs) chaired the meeting.

CoGCB8-01 Apologies for Absence

DECIDED: To record apologies for absence from CM, RM and ETT.

CoGCB8-02 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.

CoGCB8-03 Identification of Items to be Discussed Privately

DECIDED: To record that there were no items for private discussion.

CoGCB8-04 Minute of 7th Meeting held on 22 June 2011

RECEIVED: Draft Minute of the 7th Meeting of the Board of Management held on 22 June 2011 (Paper BoM8-A).

DECIDED: That subject to one minor addition, the Minute be approved and signed.

CoGCB8-05.1 Estates Committee

RECEIVED: Draft minute from the meeting of the Estates Committee held on 15 September 2011 (Paper BoM8-B).

DISCUSSION: PF provided a brief review of the items raised. He particularly reported on the discussion under Fire Risk Assessment and confirmed that all critical issues have now been addressed and further recommended issues will be progressed.

DECIDED: To note the report.

CoGCB8-05.2 Audit Committee

RECEIVED: Draft minute of the Audit Committee meeting held on 19 September 2011 (Paper BoM8-C).

DISCUSSION: JM informed that various internal audit reports had been received. No areas of significance were reported. Members also noted that BDO was successful in the selection of Internal Auditors for CoGC and the planning process has now commenced.

DECIDED: To note the report.

CoGCB7-05.3 Learning and Teaching Committee

RECEIVED: Draft minute of the Learning and Teaching Committee meeting held on 27 September 2011 (Tabled Paper BoM8-D).

DISCUSSION: JG reported on the discussions on membership and remit of the Academic Board. Members were also informed on the ongoing process for curriculum portfolio review which may address implications arising from the Scottish Government's Post 16 Reform Pre-Legislative Paper and Glasgow's Economic Commission report.

DECIDED: To note the report.

CoGCB7-05.4 Staffing and Equalities Committee

RECEIVED: Draft minute from the meeting of the Staffing and Equalities Committee held on 29 September 2011 (Tabled Paper BoM8-E).

DISCUSSION: AB reported on the comprehensive work being undertaken to address equality issues. He commended the significant achievements made through ongoing negotiations particularly over job evaluation.

DECIDED: To note the report.

CoGCB7-05.5 Finance Committee

RECEIVED: Draft minute of the meeting held on 22 June 2011 (Paper BoM8-F).

DISCUSSION: An oral report on the meeting held on 22 June 2011 was provided at the last meeting of the Board. NP provided an update report on the Finance Committee meeting held today (05 10 11). Variations on the financial projections were discussed and key significant issues ie drop in international income and the subsequent affect on the HoR income were highlighted. Additional recruitment will be progressed during January 2012 which may mitigate this matter. The situation is being closely monitored.

DECIDED: To note the report.

CoGCB8-06 Chair's Business

There was nothing to report under this item at this time.

CoGCB8-07 Principal's Report

RECEIVED: The Principal's Report (Tabled Paper BoM8-G).

DISCUSSION: **Capital Project**
PL informed on his invitation to attend the Scottish Parliament's Education and Culture Committee meeting held on 04 10 11. He was requested to provide oral evidence in connection with the Scottish Government's (SG) 2012-13 draft budget and 2011 spending review. In light of this recent review and following attendance at a meeting with the SFC/SG held on 03 10 11 an additional paper was taken at this time.

RECEIVED: New Campus Funding Update (Tabled).

DISCUSSION: JC advised that at the meeting with the SFC and SG the College was requested to make an increased contribution to the funding gap and also to the NPD maintenance element over the next 25 years. The SFC confirmed that the planning figure of 210 000 wSUMs would not be pulled back however through further discussion on the proposed revision of the sectoral funding mechanism, members raised concerns.

DECIDED: Members agreed that any additional contribution towards preparatory costs would be a matter for negotiation and would require a very careful affordability analysis. It was decided that authority to progress this matter be delegated to the Chair of the Board and Conveners of the Finance and Estates Committees. Members would be updated as necessary. A further estimated sensitivity analysis based on a zero per cent contribution from the SG to lifecycle maintenance costs

will also be undertaken and the Principal was asked to come back to the Board with a recommendation. Additional Board member expertise will be requested as required.

DISCUSSION:

Scottish Government Spending Review

Implications arising from the SG Spending Review, in particular the reduction of some 14% in the overall sector budget over the next 3 years and also proposed changes to the funding formulae were further discussed at length. Possible implications on the 3 year Employment Guarantee Agreement and College resources to fund additional voluntary severance were also raised.

DECIDED:

That PL further consider sector recommendations for feedback to the Scottish Government.

DISCUSSION:

Harmonisation

PL provided members with an update on ongoing harmonisation. Members noted that the agreed core terms and conditions of service were put to ballot by EIS and were subsequently rejected by the local Branch Committee. The matter is ongoing.

Further updates on enrolments, voluntary severance, students, organisational structure and estates were noted for information.

DECIDED:

To note the report.

CoGCB8-08 Board Membership

RECEIVED:

Board Membership (Paper BoM8-H).

DISCUSSION:

Members were advised that a single candidate had received multiple nominations. As there was no requirement to conduct a ballot the Rt Hon Henry McLeish was nominated for the appointment of Chair. Members noted the appointment of Emma Iwanow, Student Member to the Board.

DECIDED:

To approve the appointment of Henry McLeish as Chair for a period of 4 years. HM was delighted to accept his appointment and looked forward to progressing the ambitions of CoGC and challenges ahead. Members paid tribute to ETT as the outgoing Chair particularly for his leadership during the merger process. HM asked that a formal note of thanks be made to ETT for his leadership through merger.

To agree the process and timeline for appointment of the Vice-Chair.

To note that NP would be retiring from the Board in December 2011.

To agree that the future membership vacancy will be considered at the next meeting of the Board.

To hold a Special meeting of the Board to consider the overall Governance and Committee structure on the afternoon/early evening on 1 December 2011.

CoGCB8-09 Glasgow's Economic Commission Final Report

RECEIVED: Extract from the Glasgow's Economic Commission Final Report (Paper BoM8-I).

DISCUSSION: The Board were reminded of discussions at the recent Residential Event and the considered need to develop a distinctive strategy to address the recommendations.

DECIDED: To endorse the Report.

CoGCB8-10 Scottish Government Pre-Legislative Consultation – Putting Learners at the Centre

RECEIVED: Outline paper on the College's response to the Scottish Government's Pre-Legislative Consultation 'Putting Learners at the Centre' (Paper BoM8-J).

DISCUSSION: Following on from discussions at the Board residential event members noted high level key themes in the proposed response to the SG arranged under the nine guiding principles. A more coherent response is being developed by a smaller group and a final draft will be submitted for approval at the Board meeting on 14 December 2011.

DECIDED: To note the progress being made.

CoGCB8-11 Health and Safety: Progress Report

RECEIVED: Progress report on Health and Safety (Paper BoM8-K).

DISCUSSION: The Board noted the progress in implementing unified, systematic approaches to monitoring and maintaining high standards of Health and Safety across the College and the proposed format of the Health and Safety Committee. EP assured that all staff will be made aware of procedures and will be advised on responsibilities as appropriate.

DECIDED: To approve the Health and Safety Policy Statement.

To note the progress being made in completing actions arising from the Fire Safety Risk Assessment.

CoGCB8-12 International Activity and the Effect of UKBA Rule Changes

RECEIVED: Paper providing details of past and current international activity (Paper BoM8-L).

DISCUSSION: RS provided an outline on the current status and expected International activity in comparison with previous years. A number of reasons for the reduced international activity were highlighted for the current year. Whilst not the sole factor, it was considered that the downturn is mainly due to changes to the visa processing arrangements by the UKBA. Members were advised that it is paramount that the College maintain its 'Highly Trusted Sponsor' status with the UKBA.

DECIDED: To provide a more comprehensive report and International Strategy at the next meeting of the Board.

CoGCB8-13 Disclosure of Board Papers

DECIDED: That papers BoM8-B, BoM8-J, BoM8-L and the additional item paper remain confidential but that all other papers are disclosable, subject to removal of correspondence provided in paper BoM8-G.

CoGCB8-14 Any Other Notified Business: Email Access to 'All Staff'

DISCUSSION: DE requested that in order to canvas views and carry out business in terms of communication, the Executive consider providing 'all staff' email access to the Lecturing Staff Member of the Board.

The Board considered that canvassing views through email would not be appropriate for any member of the Board however communication through the staff intranet should be investigated.

DECIDED: To further investigate communication links with staff through the intranet.

Signed _____

Board Chair

Date _____

ANNEX TO THE MINUTES

ACTION POINTS ARISING FROM THE MEETING

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	ASAP
CoGCB8-07	Principal's Report – New Campus Funding Update: Further consider issue of additional contribution towards preparatory costs.	HM, NP, PF	ASAP
CoGCB8-08	Board Membership: Consider membership vacancy will be considered at the next meeting of the Board.	JH	01 12 11
CoGCB8-08	Board Membership: Hold a Special meeting of the Board to consider the overall Governance and Committee structure.	JH	01 12 11
CoGCB8-09	Glasgow's Economic Commission Final Report: to provide feedback to the Commission.	PL	ASAP
CoGCB8-10	Scottish Government Pre-Legislative Consultation – Putting Learners at the Centre: Provide final draft response for approval.	JH/AC/PL	14 12 11
CoGCB8-12	International Activity and the Effect of the UKBA Rule Changes: Provide a more comprehensive report and International Strategy.	RWS	14 12 11
CoGCB8-14	AONB – Email Access to 'All Staff': Further investigate communication links with staff through the intranet.	JH	ASAP

PREVIOUS ACTION POINTS

Item	Description	Owner	Target Date
CoGCB7-08	Estates Committee report: Implement PQQ approach and evaluation criteria as agreed, obtaining Estates Committee Convener's approval for any adjustments	JC	asap
CoGCB7-08	Estates Committee report: Progress negotiations on possible property acquisition	PL/JC	asap
CoGCB7-10	New Campus Project: Progress technical design advisor procurement by Buying Solutions route via TTPM as agreed	JC/IM	asap
CoGCB7-10	New Campus Project: Deal with conflict of interest issues concerning specialist technical advisors applying principles agreed by Board	JC/IM	ongoing
CoGCB7-11	Chair's Business: Arrange Board residential in September 2011	College Secretary	09 11 Completed
CoGCB7-12	Appointment of Board Officers: Conduct elections using agreed process and timetable	College Secretary	09 11 Completed
CoGCB7-12	Appointment of Board Officers: Issue revised version of role description for Chair	DC	Completed

CoGCB7-19	Report from Interim Board Secretary: Adjust terms of reference of Finance Committee and Staffing and Equalities Committee	College Secretary	10 11 Superceded by review of Governance being undertaken by Board on 01 12 11
CoGCB7-19	Report from Interim Board Secretary: Consult Board members of preferred style for presenting minutes, and implement more consistent style	College Secretary	09 11 Superceded by review of Governance being undertaken by Board on 01 12 11

Ref	Agenda Item	Description	Owner	Target Date
A5.2	6	Board Membership and Officers: The decision on election of an additional staff member was deferred pending the appointment of a new Chair.	ALL/DC/ College Secretary	Deferred to 10 11
A4.6	8c	Vice-Principals' Reports: Launch Event Feedback: An update paper on the potential impact arising from recent Government announcements on immigration assessments and the new UKBA restrictions will be provided at a future meeting.	RS	Completed
A3.4	8	Principal's Report: A presentation on quality processes will be provided at the next meeting of the Learning & Teaching Committee.	PL/DC/ VPL&T	To be confirmed
A2.4	6	Chair's Business: The provision of a private access area within the College website for Board documentation will be further investigated.	DC/ College Secretary	ASAP
A2.10	7	Principal's Report: Additional Board engagement sessions with Executive Leaders, staff and students will be further considered.	PL/DC/ College Secretary	
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	Deferred to 10 11