

Board of Management

Meeting of the Board of Management

MINUTE OF 5th MEETING HELD ON 6 APRIL 2016 AT 1700 HRS (BoM5)

Present	
Alisdair Barron (AB) (Chair)	Paul Little (PL)
George Black (GB)	Colin McMurray (CM)
Jim Gallacher (JM)	Robert Morrison (RM)
George Galloway (GG)	Stuart Patrick (SP)
Charlie Kaur (CK)	Ruta Simonyte (RS)
Karen Kelly (KK)	Lesley Woolfries (LW)
In attendance	
Paul Clark (PC)	Gill Ritchie (GR)
Judy Keir (JK)	Ann Butcher (Minute)
Apologies for absence	
David Eaton (DE)	Debbie McNamara (DM)
Peter Finch (PF)	Graham Mitchell (GM)
Ian Gilmour (IG)	Eric Tottman-Trayner (ETT)
Frances McKinlay (FM)	

Item BoM5-1	Apologies for Absence	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	Apologies for absence were received from DE, PF, IG, FM, DM, GM and ETT.	

Item BoM5-2	Declarations of Interest	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	There were no Declarations of Interest.	

Item BoM5-3	Education Scotland Report	
Paper No: BoM5-A	Lead: G Ritchie	Action requested: Discuss
Discussion/ Matters Arising	<p>GR, Education Scotland provided a detailed review of the full HM Inspectors report following their external review undertaken during week beginning 11 January 2016. She highlighted the numerous areas of positive practice and further identified areas for future development. Four Examples of Excellence; WorldSkills, Support Services, Effective Employer Engagement – Industry Academies, and Maritime Mobile Application were identified. One main point for action was also recognised and an action plan will be developed to address this and other areas for development.</p> <p>With reference to the main point for action, members welcomed advice on</p>	

sharing of good practice approaches for teaching staff. GR advised that a link Inspector will be available to provide additional guidance and support on all follow-up actions.

GR highlighted the overarching judgement from the report which stated that the College has in place effective arrangements to maintain and enhance the quality of its provision and outcomes for learners and other stakeholders. It was noted that this is the highest possible judgement available. The finding means that the College was found to be well led, has sufficiently robust arrangements to address any minor weaknesses, and is likely to continue to improve the quality of its services for students and stakeholders.

As a result of the overall findings identified within the Report, a further summary Learner Report will be developed for internal and external promotion purposes.

The Board expressed its satisfaction with the outcome of the review, noting that this which demonstrated the hard work and commitment to excellence from all staff. The Board also thanked GR and her team for their support and cooperation during the review.

Decision/Noted	To note the outcomes of the Report.
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Item BoM5-4	Minute of the previous Board meeting held on 16 December 2015	
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Paper No: BoM5-B	Lead: A Barron	Action requested: Approve
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Decision/Noted	That the minute be approved subject to one minor addition.	
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Matters Arising

Paper No:	Lead: A Barron	Action requested: Approve
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Decision/Noted	<p>Colleges' Scotland Members agreed that payment of the outstanding membership fee should now be made.</p>
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Regional Outcome Agreement (Regional Board)

PL confirmed the appointment of an Executive Director to the Glasgow Colleges Regional Board. This appointment has yet to be officially announced.

Item BoM5-4	Minute of the previous Board meeting held on 18 January 2015	
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Paper No: BoM5-C	Lead: A Barron	Action requested: Approve
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Decision/Noted	That the minute be approved.	
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Item BoM5-5		National Pay Bargaining and Teaching Staff Offer	
Paper No: BoM5-D	Lead: J Keir	Action requested: Discuss/Decide	
Decision/Noted	<p>Presentations on the National Joint Negotiation Committee collective approach to National Bargaining including critical activities for national bargaining consultation and decision making models and additional information on the Employers' Association were tabled at the meeting.</p> <p>JK updated the Board on recent developments with regard to National Bargaining. JK confirmed that the Colleges' Scotland (CS) Board had unanimously approved the creation of an Employers' Association with full decision making authority to represent all 26 Colleges as employers. This would ensure that each College has a vote on national bargaining matters. It was recognised that this solution addresses members' concerns with regard to CS taking decisions with significant impact upon the operation of the College, thereby compromising their role as charity trustees. JK reported that this development had been communicated to all staff members on 18 03 16, and that EIS had subsequently released a statement confirming that, with regard to the local Glasgow dispute, all planned industrial action would now end. However, it was noted that EIS would still ballot their members with regard to the unsatisfactory pay offer.</p> <p>JK informed the Board that an additional "side table" meeting with EIS had taken place on 18 03 16 with a further pay offer of 2.5% over 2 years being made to teaching staff. EIS recommended acceptance of this offer which will be put to ballot from 29 03 – 19 04 16. Members noted that funding of the 2nd year of the pay offer would be met by the SFC, however no firm financial commitment for further additional funding to the sector from 2017 onward has been made. The Board noted that this agreement represented significant long term financial implications and future challenges, which were highlighted and discussed.</p>		
Decision/Noted	<ul style="list-style-type: none"> • To endorse signature of the National Recognition and Procedures Agreement. • To delegate authority for the Chair and Principal to agree the framework and constitution of the Colleges Scotland Employers' Association. 		

Item BoM5-6		College Government Task Group Report	
Paper No: BoM5-E	Lead: P Clark	Action requested: Discuss	
Discussion/ Matters Arising	<p>PC advised that the College Good Governance Task Group had been formed following a series of governance failures in the College sector. Following initial assessment of sector governance by the Group, a Good College Governance report has now been produced. This report considers lessons learned as well as good practice, and provides ten recommendations on further measures to improve College governance. The SFC will further categorise Colleges and Regional Strategic Bodies as High, Medium or Low Risk with regard to financial and/or governance issues. He further informed that the SFC will rely on College's Self-Assessment where no significant concerns are highlighted and will ultimately intervene where areas of high risk have been identified.</p>		

PC reported that many of the recommendations are reflected in improvement actions already undertaken by CoGC while others are ongoing. Further actions are still under development by the Good Governance Steering Group, relating to a template Scheme of Delegation and Standing Orders for the sector.

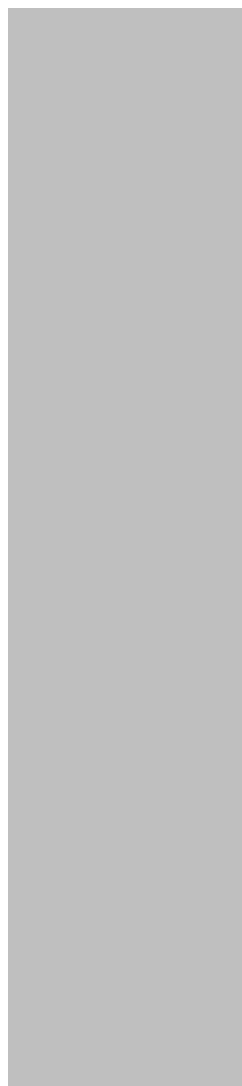
Members stressed their concern with regard to the extensive level of scrutiny that is applied to individual Board members who are providing their time and experience to Colleges on a voluntary basis, and that this was not experienced in other public sector Boards. Members also noted the negative tone of the report, and in particular that the Scottish Government's ability to take sanctions against individuals had the potential to impact negatively on a members' professional standing. It was agreed PC would feedback members' concerns to the Task Group through the College Secretary Community of Practice Group.

Decision/Noted That PC feedback members' concerns to the Task Group.

Item BoM5-7	Board Evaluation	
Item BoM5-7.1	Board Effectiveness Review	
Item BoM5-7.2	Individual Board Member Appraisal	
Paper No: BoM5-F	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	<p>PC informed the Board that the Good Governance Task Group Report highlighted the need for more rigorous evaluation of Board performance, one element being an annual appraisal of individual Board members. A draft Board Member Appraisal Proforma was submitted for review. PC further assured members that completed appraisals would only be released on application for members' extension of tenure and will not be viewed without prior permission of individuals concerned.</p> <p>JG referred to the Team Working Board development pillar and suggested that Board members should provide training sessions to members on their area of expertise as appropriate. This will be further considered.</p>	
Decision/Noted	<ul style="list-style-type: none"> • That the draft Board member appraisal form be approved. • That individual appraisal proformas will be completed for each Board member serving beyond 31 July 2016. 	

Item BoM5-8	Chair's Remarks	
	Lead: A Barron	Action requested: Discuss
Discussion/ Matters Arising	AB indicated his view that the negotiation process between SC and EIS had been flawed, and that lessons should be learned.	
Decision/Noted		

Item BoM5-9	Principal's Report	
	Lead: P Little	Action requested: Discuss
Discussion/ Matters Arising	<p>The Principal updated members on the following matters:</p> <ul style="list-style-type: none"> - The Board site visit to the City Campus today (06 04 16) had proved 	



very successful and another visit will be undertaken before the end of the academic year.

- A succession planning exercise is currently being undertaken and a full report will be provided when complete.
- As part of the application for the European Excellence Awards, the College will undertake an EFQM assessment during w/c 25 04 16.
- PL reported details of his recent visit to New York. A tour of the State University of NY Maritime College was undertaken with a view to possible future links.
- The Principal and Business & International Director will travel to Singapore to investigate and progress a possible partnership with the Management Development Institute of Singapore. PL proposed that on this occasion, they should travel business class as meetings have been arranged directly following their arrival in Singapore after two long flights. The Board recognised that this was an exceptional circumstance and agreed the arrangements as proposed without dissent.
- The College Catering Contract is currently out to tender. Catering presentations will be undertaken tomorrow (07 04 16).
- The Principal reported on the sad loss of a popular and valued member of support staff. Transport to the crematorium was organised to allow staff members to attend the funeral.
- In addition to the College and Sector Foundations, the College has also developed an Art Foundation.
- The Theodore Salvesen Memorial Trust has awarded the College a grant of 20k for application by non-sponsored maritime students experiencing financial hardship.
- PL reported on the development of the specialist aircraft cabin simulator in the new City Campus.
- Members were invited to attend the Tartan Day event at City Chambers on 06 04 16 (following this meeting).

Decision/Noted To note the update report.

Item BoM5-10	Reports from Board Committees
BoM5-10.1	Committee Items for Noting/Information
BoM5-10.1.1	Board Recruitment Update
Paper BoM3-C	Lead: P Clark Action requested: Note
Decision/Noted	That the Board recruitment interview panel has now submitted proposals form the appointment of Board members to the Glasgow Colleges' Regional Board for their approval at their next Board meeting on 25 04 16.

BoM5-10.1.2	Health & Safety Quarterly Report
Paper BoM5-G	Lead: P Little Action requested: Note
Discussion/ Matters Arising	The Health and Safety Quarterly Report (1 Nov 2015 – 31 Jan 2016) was submitted for noting. Members were reminded that H&S reports are continuously reviewed by the Finance & Physical Resources Committee. Members reiterated the need to urgently address the shortage of Fire Marshals with immediate effect.
Decision/Noted	To note the report.

BoM5-10.1.3	SFC Guidance for Severance Schemes & Settlement Agreements	
Paper BoM5-H	Lead: P Clark	Action requested: Note
Discussion/ Matters Arising	The SFC guidance which applies to any new Severance schemes and settlement agreements for College staff was highlighted.	
Decision/Noted	To note the SFC Guidance.	

BoM5-10.2	Committee Minutes	
BoM5-10.2.1	Performance, Remuneration and Nominations Committee	
Paper BoM5-I Paper BoM5-J	Lead:	Action requested: Note
Decision/Noted	To note the minutes of the Performance, Remuneration and Nominations Committee meetings held on 18 January and 14 March 2016.	

BoM5-10.2.2	Finance and Physical Resources Committee	
Paper BoM5-K Paper BoM5-L	Lead:	Action requested: Note
Decision/Noted	To note the minutes of the Finance and Physical Resources Committee meetings held on 27 January and 23 March 2016.	

BoM5-10.2.3	Development Committee	
Paper BoM5-M	Lead:	Action requested: Note
Decision/Noted	To note the minute of the Development Committee meeting held on 8 February 2016.	

BoM5-10.2.4	Learning and Teaching Committee	
Paper BoM5-N	Lead:	Action requested: Note
Decision/Noted	To note the minute of the Learning and Teaching Committee meeting held on 23 February 2016.	

BoM5-10.2.5	Audit Committee	
Paper BoM5-O	Lead:	Action requested: Note
Decision/Noted	To note the minute of the Audit Committee meeting held on 2 March 2016.	

BoM5-10.2.6	Students, Staff & Equalities Committee	
Paper BoM5-P	Lead:	Action requested: Note
Decision/Noted	To note the minute of the Students, Staff and Equalities Committee meeting held on 9 March 2016.	

BoM5-11	Date of Next Meeting	
Paper No:	Lead:	Action requested: Note
Decision/Noted	Wednesday 15 June 2016	

The meeting closed at 1920 hours.

Chair's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
BoM5-6	College Government Task Group Report: Feedback members' concerns.	PC	ASAP

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
BoM4-4	National Pay Bargaining Update and Teaching Staff Offer: To delegate agreement on the implementation of the final teaching staff pay offer to the Students, Staff and Equalities Committee.	AB/PC	09 03 16 Complete
BoM3-3	Matters Arising: CFMA: Further discuss termination of contract.	PC/PL	Dev Comm 08 02 16 Complete
BoM3-4	Structure Update: Provide confirmation on number of SLs for update at the next meeting.	JK	06 04 16 Complete
BoM3-3	Matters Arising: Colleges Scotland: Advise Chair of CS of concerns and further raise issue with other Glasgow College Chairs.	PC/AB	ASAP Complete
BoM3-7	Annual Report and Financial Statements 2014-15: Approve final version for sign-off.	PC/AB	Dec 2015 Complete
BoM3-9	Travel Costs v Benefits: Submit revised report to Development Committee.	PC/AC	Dev Comm 08 02 16 Complete
BoM2-3	Matters Arising: AMTC – Advise British Embassy.	PL	ASAP Complete
BoM2-5 BoM2-6	Assurances on Governance Arrangements + Board Member Recruitment: Liaise with GCRB re recruitment advertisement.	PC	ASAP Complete
BoM1-8	Auditor General Section 22 Report: Coatbridge College: - Review recent Audit Scotland Reports particularly in relation to VS. - Provide the Board with training on VS at the next Planning Event in October.	PC	Ongoing 29 10 15
CoGCB5-05	H&S Annual Report: Consider proactive measures to reduce accidents/incidents.	FS	FPRC 09 09 15 Ongoing
CoGCB5-05	H&S Annual Report: B Ahern to provide presentation on Risk Assessments.	FS	FPRC 09 09 15 Ongoing
CoGCB5-05	H&S Annual Report: Address lack of first aid arrangements within Dornoch Street.	FS	FPRC 09 09 15 Ongoing

CoGCB5-09	Bring Your Own Device Policy: Discuss and update Policy for further consideration.	FS/CM	30 09 15 Complete
CoGCB5-17.1.1	Property Disposals Programme: Seek clarification on the claim for reversionary interest of the title of Florence Street.	JS/IM	FPRC 09 09 15 Ongoing