

Board of Management

Meeting of the Board of Management

MINUTE OF 2nd MEETING HELD ON 10 OCTOBER 2016 AT 1500 HRS (BoM2)

Present	
Alisdair Barron (AB) (Chair)	Paul Little (PL)
David Eaton (DE)	Graham Mitchell (GM)
George Galloway (GG)	Robert Morrison (RM)
Ian Gilmour (IG)	Anne Peters (AP)
Jamie-lee Gooding (JLG)	Eric Tottman-Trayner (ETT)
Karen Kelly (KK)	Lesley Woolfries (LW)
Tracey Howe (TH)	
In attendance	
Paul Clark (PC)	Ann Butcher (Minute)
Stuart Thompson (ST)	
Apologies for absence	
George Black (GB)	Colin McMurray (CM)
Jim Gallacher (JM)	Stuart Patrick (SP)
Joseph Hughes (JH)	

Item BoM2-1	Apologies for Absence	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	Apologies for absence were received from GB, JG, JH, CM and SP.	

Item BoM2-2	Declarations of Interest	
Paper No:	Lead: A Barron	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item BoM2-3	Minute of the previous Board meeting held on 31 August 2016	
Paper No: BoM1-A	Lead: A Barron	Action requested: Approve
Decision/Noted	The minute was approved.	

Matters Arising		
Paper No: BoM1-A	Lead: A Barron	Action requested: Approve
Decision/Noted	Refinement of Structure BoM 1-5 AB referred to the clarification document circulated on his behalf earlier in the week, in response to the Board's request for further information	

regarding the cost impact of the proposal to appoint VP Janis Carson as Acting Depute Principal for up to one year. AB referred to his further discussions with PL, his awareness and concerns regarding the possibility of the loss of senior staff members, and the savings made as a consequence of not undertaking a lengthy and costly recruitment process to recruit a new Depute Principal.

In the context of further clarification of the benefits to the College, Board members expressed satisfaction with the proposals put forward by the Principal, and the costs associated with the recruitment of a new DP. Members also noted the risks to the organisation of losing staff in the context delivering the new College Strategic Plan, and that the concerns and questions raised at the last meeting had been answered. Members expressed satisfaction that clear good reasons were now evident for the proposal in full, including the appointment of the Acting Depute Principal.

The proposal as presented to the Board on 31 August (paper BoM1-C) was confirmed as approved in full.

Item BoM2-4		Strategic Risk Review	
Paper No: BoM2-B	Lead: P Clark	Action requested: Approve	
Discussion/ Matters Arising	PC confirmed that with the exception of Risk 21 ' <i>Failure of the College's Duty of Care to Students</i> ' (for which a series of sub risks is under development), a full review of the strategic risks, including the change to a 5x5 matrix, has now been progressed. The various risk adjustments and new RAG ratings were highlighted and agreed. Relevant Risks will continue to be reviewed by Board Committees as appropriate.		
Decision/Noted	<ul style="list-style-type: none"> To approve the RAG ratings for the new 5x5 risk scores. To note and approve the revised Risk Register dated 06 10 16. 		

Item BoM2-5		Financial Plan 2016-17	
Paper No: BoM2-C	Lead: Principal	Action requested: Approval	
Discussion/ Matters Arising	<p>KK updated members on the discussion at the FPRC meeting at which the Financial Budget for 1 August 2016 to 31 July 2017 projected a deficit of £53k. The Committee approved the Budget with the caveat that a balanced budget would be met by the year end. Members noted that following preparation of this budget the College has secured an additional 300 SFC ESF funded credits for 2016-17. This has impacted upon the Financial Plan 2016-17 to show a surplus of £18k.</p> <p>Members were briefly updated on current Property Disposals. Disposal of both NHS and CoB buildings are likely to be delayed until next year and it is anticipated that the ongoing costs for management, upkeep and maintenance of these buildings will be offset from the sale of buildings proceeds. A formal written confirmation from the SFC is being sought.</p>		
Decision/Noted	<ul style="list-style-type: none"> To approve the revised 2016-17 Financial Plan. To note the key financial performance outcomes detailed within the report. 		

BoM2-6.1	Committee Items for Approval	
Item BoM2-6.1	Conflict of Interest Policy and Procedure	
Paper No: BoM1-D1	Lead: P Little	Action requested: Approve
Discussion/ Matters Arising	<p>PC advised that the Conflict of Interest Policy and Procedures were devised in order to satisfy the requirements made under charity legislation. The Policy had been submitted and reviewed by the Audit Committee and all recommended amendments have now been incorporated. The Policy and Procedures were reviewed by members.</p> <p>It was agreed that the Policy/Procedure should include the provision for the Vice Chair, as the senior independent member, to resolve any disagreement in the event of a dispute.</p>	
Decision/Noted	To approve the Conflict of Interest Policy and Procedures.	

BoM2-6.2	Committee Minutes	
Item BoM2-6.2.1	Audit Committee	
Paper No: BoM2-E	Lead: C McMurray	Action requested: Note
Decision/Noted	To note the unconfirmed minute of the Audit Committee meeting held on 14 September 2016.	

Item BoM2-6.2.2	Finance & Physical Resources Committee	
Paper No: BoM2-F	Lead: L Woolfries	Action requested: Note
Decision/Noted	To note the unconfirmed minute of the Finance & Physical Resources Committee meeting held on 21 September 2016.	

Item BoM2-6.2.3	Learning & Teaching Committee	
Paper No: BoM2-F	Lead: J Gallacher	Action requested: Note
Decision/Noted	The unconfirmed minute of the Learning & Teaching Committee meeting held on 27 September 2016 was not available at the meeting.	

Item BoM2-6.2.4	Development Committee	
Paper No: BoM2-G	Lead: L Woolfries	Action requested: Note
Decision/Noted	The unconfirmed minute of the Development Committee meeting held on 3 October 2016 was not available at the meeting.	

Item BoM2-7		Chair's Remarks	
Paper No:	Lead: A Barron	Action requested: Discussion	
Discussion/ Matters Arising	<p>The Chair advised that over the course of the next month he would be contacting all members with a view to progressing individual appraisals and development plans.</p> <p>AB further invited interests from members for the positions of Convener and Vice-Convener of Committees and also encouraged applications for the position of Vice Chair of the Board.</p>		
Decision/Noted	<ul style="list-style-type: none"> To provide interest in Convenerships/Vice Convenerships. To submit applications for the position of Vice Chair. 		

Item BoM2-8		Principal's Report	
Paper No:	Lead: P Little	Action requested: Discussion	
Discussion/ Matters Arising	<p>PL reminded members of the Gala Launch to be held on the evening of 27 October and also the Maritime and Education Symposiums being held over 26 and 27 October. He encouraged members to register their attendance at these events.</p> <p>PL further recognized the work and contribution made by staff particularly over the period of migration to the new Campus. He proposed that in recognition of this huge achievement, staff should be awarded an additional 2 days annual leave (for 2016-17 only) to be taken on 22-23 December 2016. Board members fully supported this proposal.</p>		
Decision/Noted	To note the update.		

Item BoM2-9		Disclosability of Paper	
Paper No:	Lead: P Clark	Action requested: Note	
Decision/Noted	It was agreed that papers BoM2-A, BoM2-C, BoM2-E and BoM2-F were non-disclosable.		

Item BoM2-10		Date of Next Meeting	
Paper No:	Lead:	Action requested: Note	
Decision/Noted	Board of Management Meeting - Wednesday 7 December 2016		

	AOCB	
Paper No:	Lead: P Little	Action requested: Note
Decision/Noted	<p>Strategic Plan 2017-25 Following on from discussions at the Planning Event earlier on 13 10 16, the Strategic Plan 2017-25 was approved. Key themes noted were the College Strategic Priorities and Aims for 2017-25, and a number of initiatives, including the intention to seek award-bearing powers for the College, and the creation of a maritime training agency.</p>	

The meeting closed at 1700 hours.

Chair's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
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ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
BoM1-4	Articles of Governance: Circulate proposed revision to Standing Order Item 1.1.	PC	ASAP
BoM1-7	Chair's Remarks: Provide interest in Committee Memberships and Convenerships/Vice Convenerships, outstanding appraisals and updated Registers of Interest to PC. Also consider applications for Vice Chair.	ALL to PC	ASAP
BoM6-4	Strategic Risk Review: Implement 5x5 risk score matrix.	PC	Complete
BoM6-7	FM between Regional Strategic Body and Assigned College: Submit revised wording for Point 20 and feedback to Regional Board/SFC.	ST	Feedback at next BoM mtg on 13 10 16 Complete
BoM6-7	FM between Regional Strategic Body and Assigned College: Request further guidance on politically sensitive decision making.	ST	Ongoing
BoM6-9	Board Self Evaluation: Consider additional training on VFM issues.	PC	13 10 16
BoM1-8	Auditor General Section 22 Report: Coatbridge College: Review recent Audit Scotland Reports particularly in relation to VS.	PC	Ongoing Closed
CoGCB5-05	H&S Annual Report: Consider proactive measures to reduce accidents/incidents.	FS	FPRC 09 09 15 Closed
CoGCB5-05	H&S Annual Report: Address lack of first aid arrangements within Dornoch Street.	FS	FPRC 09 09 15 Closed