

Board of Management

Meeting of the Development Committee

MINUTE OF 2nd MEETING HELD ON MONDAY 6 FEBRUARY 2017 AT 1700 HRS (DC2)

Present	
George Black (GB) (Convener)	Karen Kelly (KK)
George Galloway (GG)	
In attendance	
Paul Clark (PC)	James Wilson (JW) (Item 5 only)
Roy Gardner (RG)	
Carla Gethin (CG)	Ann Butcher (Minute)
Apologies for absence	
Joseph Hughes (JH)	Stuart Patrick (SP)
Paul Little (PL)	Anne Peters (AP)

Item DC2-1	Apologies for Absence	
Paper No:	Lead: G Black	Action requested: Note
Decision/Noted	Apologies were received from JH, PL, SP and AP.	

Item DC2-2	Declarations of Interest	
Paper No:	Lead: G Black	Action requested: Note
Decision/Noted	George Galloway indicated that he had worked with B-DACS Services, and had made the initial introduction to the College.	

Item 5 was taken at this time.

Item DC2-5	Industry Academies Progression	
Paper No: Verbal	Lead: J Wilson	Action requested: Discuss
Discussion/ Matters Arising	<p>JW provided the Committee with an overview of the Industry Academy activities within the Faculty of Creative Industries. He reported on the variety of disciplines within the Faculty and the varied companies currently engaged with the College to facilitate student learning skills with industries. The current vision is for all final year students to be supported by an industry mentor where significant progress is currently being made. Modern apprenticeship programmes are also being launched and new evening and leisure courses will be introduced.</p> <p>The Committee specifically requested information on income generation and development opportunities. JW advised that this had been challenging due to transition issues encountered within</p>	

	<p>the new build. The Faculty is currently trying to expand and promote summer programmes. Whilst recognising the challenges involved within the various industries, members suggested that additional commercial income streams should be identified.</p> <p><i>JW left the meeting at this time.</i></p> <p>GB stressed the need to focus on commercial income and suggested that the Committee be provided with an overall picture of the move towards 50% SFC grant/50% non-government funded income and the timeline involved.</p>
Decision/Noted	<ul style="list-style-type: none"> • Provide timeline of progress towards 50% SFC grant/50% non-government funded income. • To note the update.

Item DC2-3	Minute of the Development Committee meeting held on 3 October 2016	
Paper No: DC2-A	Lead: G Black	Action requested: Approve
Decision/Noted	That the minute be approved.	

Item DC2-4	Strategic Risk Review	
Paper No: DC2-B	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	<p>PC provided a review of the relevant risks considered in relation to the Committee's remit ie Risks 4, 5, 6, 7 8 , 9 and 10. The relative Risk Management Action Plans were also submitted and were noted.</p> <p>The justification for the assessment of risk tolerance in relation to Risk 4 'Failure to realise planned benefits of Regionalisation', were explained. KK also requested that SMART objectives be considered for inclusion which explain the benefits of regionalisation.</p> <p>GB commented on the collective low risk tolerance of the organisation. The need to establish a resilience to risk was highlighted.</p>	
Decision/Noted	To approve the risk scores and the associated Risk Management Action Plans.	

Item DC2-6	Committee Terms of Reference Review	
Paper No: DC2-C	Lead: P Clark	Action requested: Discussion
Discussion/ Matters Arising	The current Terms of Reference for the Committee were submitted and were reviewed. No proposed changes were made.	
Decision/Noted	That the current Terms of Reference be recommended for approval.	

Item DC2-7	Corporate Development Strategy (CDS)	
Paper No: Verbal	Lead: R Gardner	Action requested:
Discussion/ Matters Arising	<p>RG reminded that the CDS had previously been considered by the Committee while under development. The current draft includes a revised approach with a new focus to increase non-government funded income through business, international, and European partnership activities.</p> <p>RG reported that a new strategic framework had been agreed at the recent Senior Management Team planning day. Five supporting strategies (including the CDS) are currently being created, and a revised CDS will be submitted at the next meeting.</p>	
Decision/Noted	<ul style="list-style-type: none"> To note the updated report. To submit a further developed draft CDS at the next meeting in April. 	

Item DC2-8	Performance against Targets (Commercial & International)	
Paper No: DC2-D	Lead: R Gardner	Action requested: Discussion
Discussion/ Matters Arising	<p>RG provided a review on the progress made towards Commercial and International income targets for the five-month period August 2016 to January 2017.</p> <p>The commercial fee income projection to the end of 2017 is currently forecast to generate an 11% surplus over target. Due to a wide range of external factors, the income from international activity forecasts a 4% deficit relative to target. S Thompson and RG are currently discussing the current shortfall in forecast activities with relevant Faculties.</p> <p>The current secured income of tenders and proposals undertaken by the corporate team and Faculties to January 2017 was noted at £91 000. The College is currently expecting a 13% surplus over target for all commercial activity to the end of July 2017.</p>	
Decision/Noted	To note the update report.	

Item DC2-9	International Projects Update	
Paper No: DC2-E	Lead: R Gardner	Action requested: Discussion
Discussion/ Matters Arising	<p>RG provided the Committee with an update on the key International Project activity. The following projects were discussed:</p> <p>United Arab Emirates Discussions with Dubai Maritime City Authority (DMCA) are ongoing. A further meeting was held at the end of December with a subsequent MOU being created. A delegation from DMCA will visit</p>	

the College on 7 March to sign the MOU and view the facilities at Riverside Campus. Further updates will be provided.

Sri Lanka

Investigations on implementation of HND Marine Engineering and HND Nautical Science at the Colombo International Nautical & Engineering College (CINEC) are ongoing. A MOU and service level agreement (similar to existing international partnership agreements) are currently being devised with further verification checks being undertaken during February.

USA

Final details are being agreed for a semester aboard programme for the Hotel, Culinary Arts & Tourism Institute, USA (HCAT). A group of students have been identified to arrive in April 2017.

China

The recent partnership with the Zhejiang Technical Institute of Economics (ZJTIE) has proved very successful. A further partnership consisting of CoGC supporting their Financial Services Major including the delivery of teacher training is currently being investigated.

Singapore

The first phase of work with MDIS which consisted of the development of vocational workshops is now complete. The second phase which offers SQA NC and HND programmes in partnership with the College is being progressed. A pre-verification and mapping visit was undertaken in January 2017.

Hong Kong

The Vocational training Council, Hong Kong (VTC) have visited CoGC to meet with appropriate curricular staff with a proposal to deliver a short term study visit marketing programme for students being developed.

International Academy

A decision from Strathclyde University on the proposed joint International Academy project is awaited.

Egypt

A MOU with the Arab Academy for Science, Technology and Maritime Transport to establish a partnership to deliver various distance learning courses has now been signed off.

Kuwait

The Kuwait National Oil Tanker Company will visit the College tomorrow (18 02 17) to consider using CoGC as a training centre for deck and engineering cadets. A MOU is being drafted and will be signed off during March.

Australian College of Kuwait

A visit from ACK will be undertaken during March with possible training opportunities being explored.

UK/Poland

	<p>A partnership opportunities with McDonald Waterfall Hairdressing for a potential hair cutting course for Polish students is being investigated.</p> <p>Members were reminded of the various risks involved with international partnerships including the impact of both BREXIT and the new USA President. Committee members highlighted the need to provide detailed impact analysis for each project over the next 2 to 3 years. The requirement to provide SMART objectives was also emphasised.</p>
Decision/Noted	<ul style="list-style-type: none"> • RG to provide detailed impact analysis and SMART targets for each project. • To note the update report.

Item DC2-10	Business Diversification Update	
Paper No: Verbal	Lead: R Gardner	Action requested: Discuss
Discussion/ Matters Arising	It was noted that the Commercial Hub is working well taking short course bookings for the Faculty of Nautical Studies. The VP Student Experience is currently considering roll-out of this approach to other College Faculties. This forms part of a key strategy theme within the CDS.	
Decision/Noted	To note the update report.	

Item DC2-11	International Travel Costs v Benefits Update	
Paper No: DC2-F	Lead: R Gardner	Action requested: Note
Discussion/ Matters Arising	The report on all international travel undertaken by College staff between August 2016 - January 2017 was submitted and the review of costs against benefits was noted.	
Decision/Noted	To note the report.	

Item DC2-12	Any Other Notified Business	
Paper No:	Lead:	Action requested: Note
Decision/Noted	None.	

Item DC2-13	Disclosability of Papers	
Paper No:	Lead:	Action requested: Note
Decision/Noted	It was agreed that the disclosability status of papers as described on respective cover sheets be retained.	

Item DC2-14	Date of Next Meeting	
Paper No:	Lead:	Action requested: Note

Decision/Noted

Monday 24 April 2017

Meeting closed at 6.55 pm.

Convener's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
DC2-5	Industry Academy Progression: Provide timeline of move towards 50% SFC grant/50% non-government funded income	RG	ASAP
DC2-6	Committee ToRs: Recommend for full Board approval.	PC	BoM Mtg 21 06 17
DC2-7	Corporate Development Strategy: Submit revised draft at next meeting.	RG	24 04 17
DC2-9	International Project Update: Provide detailed impact analysis for each project.	RG	ASAP

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
DC1-7	Industry Academies Progression: Provide presentation from CH IA, Creative Industries.		Complete
DC1-4	Strategic Risk Review: Review risk score under Risk 9 for further consideration at next meeting of SSEC.	PC	SSEC mtg Complete
DC1-5	Corporate Development Strategy: Provide final draft for approval at next meeting.	RG	06 02 16 Complete
DC1-9	Report on Performance against Targets (C&I): Provide trend analysis of conversion rates since merger.	RG	06 02 16 Complete
DC1-11	Business Diversification Update: Provide update at next meeting.	RG	06 02 16 Complete
DC1-12	International Travel Costs v Benefits Update: Include conversion rates within report.	RG	06 02 16 Complete