

Board of Management

Meeting of the Board of Management

**MINUTE OF 2nd MEETING HELD ON WEDNESDAY 11 OCTOBER 2017 AT 1530 HRS
(BoM2)**

Present	
Alisdair Barron (AB) (Chair)	Paul Little (PL)
Megan Cartwright (MC)	Jack McAllister (JMCA)
Jim Gallacher (JM)	Colin McMurray (CM)
George Galloway (GG)	Graham Mitchell (GM)
Tracey Howe (TH)	Anne Peters (AP)
Karen Kelly (KK)	
In attendance	
Ewan Cameron (EC), Ryden (Item 3 only)	Stuart Thompson (ST)
Paul Clark (PC)	Campbell Whyte (CW), SFT (Item 3 only)
Douglas Dickson (DD) (Item 3 and 6 only)	
Fares Samara (FS) (Item 3 only)	Ann Butcher (Minute)
Apologies for absence	
George Black (GB)	Stuart Patrick (SP)
David Eaton (DE)	Eric Tottman-Trayner (ETT)
Robert Morrison (RM)	Lesley Woolfries (LW)

Item 3 was taken at the start of the meeting.

Item BoM2-3	Property Disposals
Paper No: BoM2-A	Lead: F Samara Action requested: Approve
Discussion/ Matters Arising	<p>FS advised members that following an update on the progress of the complex property disposal proposals provided by the SFC, Ryden, and Anderson Strathern at the FPR Committee held on 27 September, the Committee fully considered the options presented and the associated risks.</p> <p>The Committee had concluded that it was not reasonable nor in the public interest to provide a further extension to the contractual arrangements with the proposed purchaser, and recommended termination of the engagement with the organisation concerned. Members of the Committee had also requested further written confirmation on various questions raised. FS reported that he was now in the position to confirm the following:</p> <ul style="list-style-type: none"> • If the properties are sold by July 2018 the College will have a balance of £211 030. If not, by July 2019 the College will require an additional £34 830 from the SFC, or sale proceeds. Therefore the College is not facing any financial risk during this period. • Written evidence has been provided by SFC confirming the

	<p>continuation to extend the current arrangements, allowing the College to retain and use the historic proceeds of disposal of legacy buildings to maintain NHS and COB buildings, and to complete the marketing and disposal of both.</p> <ul style="list-style-type: none"> • A draft legal termination of agreement has now been provided. • A detailed draft communication plan which includes the proposed purchaser, SFC, SFT, BoM, Glasgow City Council and the wider market has been developed. <p>CW confirmed that this had not been an easy decision, however following numerous meetings with the proposed purchaser there was now a clear breakdown in confidence. EC agreed that whilst the proposed purchaser had considerable experience and expertise in the development of student residences, they were no longer able to evidence the necessary financial resources through the provision of a Parent Company Guarantee.</p> <p>KK confirmed that the matter was extensively discussed at the last meeting of the FPRC on 27 09 17 (the minute, Paper BoM2-N was submitted for further information). Whilst there were a number of outstanding questions, these had now been covered, with the exception of ownership of current designs which will be further investigated.</p>
Decision/Noted	Members considered the repeated delays, breaches of contract, and the refusal to provide a Parent Company Guarantee, and approved the recommendation to end engagement with the proposed purchaser, with the option to re-market.

FS, CW and EC left the meeting.

Item BoM2-1	Apologies for Absence	
Paper No:	Lead: Chair	Action requested: Note
Decision/Noted	Apologies for absence were received from GB, DE, RM, SP, ETT and LW. AB advised that Joseph Hughes had tendered his resignation as a co-opted Committee member with regret. The Board noted that Joseph had been very supportive of both staff and students at CoGC, and was considered an exceptional contributor to the work of the Board.	

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

Item BoM2-3	Minute of the previous Board meeting held on 23 August 2017	
Paper No: BoM2-B	Lead: Chair	Action requested: Approve
Decision/Noted	The minute was approved.	

	Matters Arising	
Paper No: Verbal	Lead: Chair	Action requested:

Decision/Noted	Board Committee Evaluation PC urged all members to complete the Committee Evaluation forms as soon as possible. PC further pointed out that committee evaluation impacts upon the refinement of the Board development plan.
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Item 6 was taken at this time.

Item BoM2-6	Education Scotland/SFC Evaluative Report & Action Plan	
Paper No: BoM2-D	Lead: D Dickson	Action requested: Approve
Discussion/ Matters Arising	<p>DD advised that CoGC is required to submit an Evaluative Report and Action Plan to the SFC and Education Scotland (ES) by 31 October 2017 in accordance with the revised Quality Arrangements for Scotland's Colleges. The Evaluation Report and associated Action Plan for 2016-17 were submitted for review.</p> <p>DD reported that the draft Report, which reviews the provision and services of the College against the 12 quality indicators that are contained within the ES framework 'How Good is our College', will be evaluated by GCRB prior to submission on 31 10 17. The report will subsequently be subject to independent scrutiny and endorsement by the SFC and ES during November 2017.</p> <p>DD advised that it was anticipated that CoGC will be graded as 'Very Good' for each of the 3 high level quality principles. The report is being considered as a learning and development exercise and grades will not be published for 2016-17.</p> <p>PL commended the report, while noting that there was considerable evidence to point to an "Excellent" grading.. DD advised that ES has suggested that the College should allow for the capacity to improve, and that areas for development and planned actions are provided within the Enhancement Plan.</p> <p>AB agreed that whilst the report was an exceptionally good piece of work, the report should demonstrate the College's excellence.</p>	
Decision/Noted	To endorse the Evaluative Report and Action Plan for Academic year 2016-17.	

DD left the meeting.

Item BoM2-5	Strategic Risk Review	
Paper No: BoM2-C	Lead: P Clark	Action requested: Approve
Decision/Noted	Members reviewed the Risk MAPs for the highest scoring Strategic Risks. The revised Risk Register dated 27 September 2017 was approved.	

Item BoM2-7	Board Committee Evaluation Update + Board member Appraisals	
Paper No: Verbal	Lead: P Clark	Action requested: Discussion/Decision
Discussion/ Matters Arising	Board Committee Evaluation was addressed under Matters Arising.	

	<p>PC reminded members of the requirement within the Code of Good Governance to undertake Board member Appraisals on a yearly basis. He encouraged members to complete and return their appraisal forms and suggested that if required, a simplified version could be provided. PC further advised that in the event of members applying for extension of tenure, GCRB would require members' appraisals.</p> <p>PC will also confirm championing of Faculties by individual Board members.</p>
Decision/Noted	To progress appraisal forms as a matter of urgency.

Item BoM2-8	National Bargaining Update	
Paper No: BoM2-E	Lead: P Little/S Thompson	Action requested: Discussion/Decision
Discussion/ Matters Arising	<p>PL and ST reported that a group session comprising Colleges Scotland, management negotiators, the Scottish Government, SFC, EIS, Unite and GMB had been held on 28 09 17. The session was facilitated by John Sturrock QC to consider previous processes, successes, failures, and changes required to improve the negotiations and the overall national bargaining process.</p> <p>EIS The first negotiation meeting this session was held on 05 11 17. Discussions on the outstanding elements of the 19 May agreements and the annual cost of living claim were discussed.</p> <p>UNISON The process to achieve standardisation of terms and conditions and agreement of a plan to introduce and implement national job evaluation is ongoing.</p> <p>The funding challenges and how this will impact on affordability and the financial stability of Colleges has been communicated to both unions.</p>	
Decision/Noted	To note the implications of ongoing teaching staff national bargaining negotiations.	

Item BoM2-9	Chair's Remarks	
Paper No:	Lead: Chair	Action requested: Discussion
Decision/Noted	There was nothing further to report at this time.	

Item BoM2-10	Principal's Report	
Paper No: Verbal	Lead: Principal	Action requested: Discussion
Discussion/ Matters Arising	<p>The Principal updated members on the following matters:</p> <p>Recruitment of Depute Principal The process of selecting the Recruitment Agency is now complete. A definitive timeline for recruitment will now be agreed and the recruitment</p>	

	<p>process is now underway. It is anticipated to complete this by the end of November.</p> <ul style="list-style-type: none"> Enrolment currently stands at 19 660 which includes 195 care leavers (compared to 91 last year). The College will provide gown and photographs for care leavers at the November Graduation Ceremony. PL attended a chamber event with the First Minister. The Innovation Centre and Education and Skills Learner Journey was raised. The successful formal opening by Her Royal Highness the Countess of Wessex was held on 28 09 17 giving further recognition that the College is the standard bearer for technical and professional education. PL is now the Vice Chair of the Employers' Association.
Decision/Noted	To note the update Report.

Item BoM2-11	The Value of College Graduates to the Scottish Economy: Fraser of Allander Institute Report 2017	
Paper No: Verbal	Lead: P Little	Action requested: Note
Discussion/ Matters Arising	Members noted the key findings within the Report conducted by the Fraser of Allander Institute (FAI) at the University of Strathclyde. The Report provides analysis on the long-term value to the Scottish economy from graduates of Scotland's Colleges.	
Decision/Noted	To consider the value of undertaking a similar analysis for CoGC with FAI.	

Item BoM2-12	Reports from Board Committees	
Item BoM2-12.1	Committee Items for Noting/Information	
Item BoM2-12.1.1	Art Foundation – Donations Procedure	
Paper No: Verbal	Lead: P Clark	Action requested: Note
Decision/Noted	To note the new Art Foundation Donations Procedure.	

	Art Foundation	
Paper No: Verbal	Lead: A Barron	Action requested: Note
Discussion/ Matters Arising	AB informed members on his recent visit to Westminster. The process on the relocation of the Emily Pankhurst monument, currently located in Victoria Tower Gardens, London had been raised. Members of the Art Foundation were mindful of the sacrifices made by the suffragettes who campaigned for women's right to vote. As the College strongly believes in equality, opportunity and the rights of women, AB has suggested that consideration should be given for the monument to be relocated to CoGC.	
Decision/Noted	The matter is being further investigated.	

Item BoM2-12.2	Committee Minutes	
Item BoM2-12.2.1	Art Foundation	
Paper Nos: BoM2-H BoM2-I	Lead: A Barron	Action requested: Note
Decision/Noted	<p>To note the minutes of the Art Foundation meetings held on 8 March and 28 June 2017.</p> <p>To note that to date, confirmation on the outcome of the College Foundation applications have yet to be received.</p>	

Item BoM2-12.2.2	Performance Remuneration& Nominations Committee	
Paper Nos: BoM2-J BoM2-K	Lead:	Action requested: Note
Decision/Noted	To note the draft minute of the PRNC meetings held on 8 May and 2 October 2017.	

Item BoM2-12.2.3	Audit Committee	
Paper No: BoM2-L	Lead: C McMurray	Action requested: Note
Decision/Noted	<p>To note the draft minute of the Audit Committee meeting held on 13 September 2017.</p> <p>To note that the appeal against the request for repayment of historical ESF Project repayments is still ongoing.</p>	

Item BoM2-12.2.4	Learning & Teaching Committee	
Paper No: BoM2-M	Lead: J Gallacher	Action requested: Note
Decision/Noted	To note the minute of the Learning and Teaching Committee meeting held on 10 September 2017.	

GM left the meeting at this time.

Item BoM2-12.2.5	Finance & Physical Resources Committee	
Paper No: BoM2-N	Lead: K Kelly	Action requested: Note
Decision/Noted	To note the draft minute of the Finance and Physical Resources Committee meeting held on 27 September 2017.	

Item BoM2-13	Any Other Notified Business	
Paper No:	Lead:	Action requested: Note
Decision/Noted	None.	

Item BoM2-14	Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: Note
Decision/Noted	That Papers BoM2-A, BoM2-B, BoM2-D, BoM2-E and Papers BoM-H-BoM2-N were non-disclosable.	

Item BoM2-15	Date of Next Meeting	
Paper No:	Lead:	Action requested: Note
Decision/Noted	Wednesday 6 December 2017	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
BoM2-7	Board Member Appraisals: Members to complete and return appraisal forms.	ALL	Urgent

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
BoM1-13	Principal's Report: Provide update report on the recruitment of the Depute Principal post.	PL	11 10 17 Complete
BoM1-15	Board Committee Evaluation Update: Complete outstanding Committee evaluation forms.	ALL	Ongoing
BoM6-3	Matters Arising: Provide update paper on FM between Regional Strategic Body and Assigned College.	ST	Ongoing
BoM6-8	Board Member Appraisals: Undertake as required.	ALL	Ongoing
BoM6-8	Board Member Appraisals: Complete Committee Evaluation forms.	ALL	Ongoing
BoM6-14.3.1	PRNC Minute: Submit minute of 8 May at next meeting, following approval.	PC/LW	11 10 17 Complete
BoM5-7	College Equality Statutory Reports: Circulate link to the online ED&I tutorial.	PC	ASAP