

Board of Management

Meeting of the Development Committee

MINUTE OF 1st MEETING HELD ON WEDNESDAY 1 NOVEMBER 2017 AT 1700 HRS (DC1)

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

Item DC1-1	Apologies for Absence	
Paper No:	Lead: G Black	Action requested: Note
Decision/Noted	Apologies were received from PL.	

Item DC1-2	Declarations of Interest	
Paper No:	Lead: G Black	Action requested: Note
Decision/Noted	None.	

Item DC1-3	Minute of the Development Committee meeting held on 1 November 2017	
Paper No: DC1-A	Lead: G Black	Action requested: Approve
Decision/Noted	That the minute be approved.	

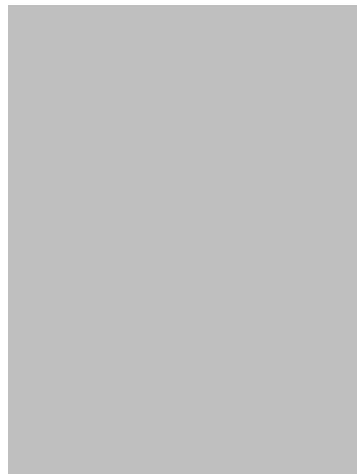
Item DC1-4	Committee Annual Report 2016-17	
Paper No: DC1-B	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	The high-level review of activities of the Committee throughout 2016-17 was reviewed. Members particularly noted that attendance was down from last year.	
Decision/Noted	Subject to one minor amendment on Page 2, the Committee Annual Report 2016-17 was approved.	

Item DC1-5		Committee Programme of Work 2017-18	
Paper No: DC1-C	Lead: P Clark	Action requested: Approve	
Decision/Noted	The Schedule of approvals and other work of the Committee for 2017-18 was approved.		

Item DC1-6		Strategic Risk Review	
Paper No: DC1-D	Lead: P Clark	Action requested: Discuss	
Discussion/ Matters Arising	<p>The various risks relating to the Committee's remit were reviewed. The proposed change to Risk 16 – Failure to Maximise Income via Diversification to 6/AMBER was approved.</p> <p>KK referred to Risk 4 - Failure to realise planned benefits of Regionalisation and suggested that this be reviewed in light of the recent publication of the Regional Board Strategy. PC will review particularly in relation to the four added value drivers.</p>		
Decision/Noted	<ul style="list-style-type: none"> To approve the report subject to agreed review of Risk 4. To circulate the link supporting the launch of the Regional Board Strategy document to Board members. 		

Item DC1-7		Corporate Development Strategy	
Paper No: Verbal	Lead: R Gardner	Action requested: Discuss	
Discussion/ Matters Arising	<p>RG provided the Committee with a presentation on the Corporate Development Strategy, covering the 5 Strategic Aims and 28 Strategic Initiatives which will be further clarified. The final document is being further refined with help via an EFQM consultant. International student recruitment, in-country development and new opportunities were also highlighted.</p> <p>CG further provided a review of an example Strategic Initiative template. This is completed for each initiative in order to maximise the overall Strategic Plan delivery and will form part of the future operational plan.</p> <p>PC confirmed that the College Strategic Plan will be delivered via the 5 supporting Strategies, and associated initiatives with targets and PIs. The progress of the strategies will be overseen by the relevant Board Committees.</p>		
Decision/Noted	To note the update report.		

Item DC1-8		Flexible Workforce Development Update	
Paper No: DC1-F	Lead: R Gardner	Action requested: Discuss	
Discussion/ Matters Arising	CG advised members of the Flexible Workforce Development Fund (FWDF) which was launched earlier this year. The £10m fund was		



notionally allocated, per region and per College, based on credit level activity. The allocation of £885 260 for CoGC was noted.

CG further provided members with a detailed overview of the key points for the FWDF. The short application timescale involved and the lack of promotional activity from the SFC were highlighted. CoGC has embarked on a range of activities to obtain employer engagement with the current total standing at 33.

AP suggested that employers should be invited into the College for a tour of facilities and a networking lunch providing advice on how to access the funding available. A formula for skills needs analysis should also be considered. This was agreed.

Decision/Noted

- To note the update on FWDF and activity to date.
- To provide an in-house marketing event targeting relevant employers.

Item DC1-9	Performance against Targets (Commercial & International)	
Paper No: DC1-G	Lead: R Gardner	Action requested: Discussion
Discussion/ Matters Arising	<p>RG provided a review on progress made towards Commercial and International income targets for the period of August 2017 – September 2017.</p> <p>The planned commercial activity target of £4.2 m with the Student Recruitment Plan (SRP) income to end of September 2017 totalling approximately 1.9 m was noted. Discussion followed on the projected reduction in targets achieved particularly within the Faculty of Business and City Enterprises. The overall commercial fee income projection is currently forecast to generate a 4% surplus.</p> <p>The total projected income of £1.7 m from international activity is expected to be achieved with a potential surplus currently anticipated.</p> <p>Total income from secured tenders currently stands at £375k with a surplus of 13% expected for all commercial activity to the end of July 2018. The sample of unplanned activity by type of business and contracts undertaken across various areas were noted.</p> <p>The 3 year Faculty income trend analysis report was reviewed in detail. Members considered that in general the overall target alignment was inconsistent and in some areas were possibly unrealistic. The Committee sought assurance on the reliability of 2017-18 targets. Whilst the projected outcome was reasonable overall, members stressed that the targets set must be achieved particularly within the Faculties of Creative Industries and Leisure and Lifestyle. The Committee was assured that the executive continually meet and work with Faculties throughout the year to ensure they reach their projected target.</p>	
Decision/Noted	To note the update report.	

Item DC1-10		International Projects Update	
Paper No: DC1-H	Lead: R Gardiner	Action requested: Discussion	
Discussion/ Matters Arising	<p>RG updated the Committee on current international development activity. The following updates were highlighted:</p> <p>King Abdulaziz University, Kingdom of Saudi Arabia (KSA) Agreement from MCA has been provided for CoGC to develop and deliver STCW courses in KSA. The value of the contract is still being negotiated.</p> <p>China – Zhejiang Technical Institute of economics (ZJTIE) A 7 year partnership with ZJTIE is being undertaken to deliver 5 Supply Chain management courses.</p> <p>Singapore – Management Development Institute of Singapore (MDIS) Vocational workshops have been rolled out across a wide range of subjects at MDIS. CoGC is now preparing a franchise model in Culinary Arts which will see MDIS roll out NC & HND Professional Cookery and NC Bakery. This model is being considered a catalyst to allow MDIS to run HN programmes in Construction, Health and Leadership. A series of courses in Care is also being considered.</p> <p>Nigeria – Lagos Deep offshore Logistics Base (LADOL) CoGC is working with LADOL to support the development of their Training academy. Proposed training programmes in Maritime and Food/Hospitality have been proposed.</p> <p>Hong Kong – Vocational Training Centre (VTC) Prioritisation of project and collaborative opportunities and staff/student exchange programmes are being considered.</p> <p>NLNG Ship Management Limited - Nigeria Further partnership with NLNG is being discussed. NLNG are planning to increase their training capacity with MCA approvals and increase the number of potential CoGC cadets.</p>		
Decision/Noted	<ul style="list-style-type: none"> To note the report. 		

Item DC1-11		International Travel Costs v Benefits Update	
Paper No: DC1-I	Lead: R Gardner	Action requested: Note	
Discussion/ Matters Arising	<p>The report on international travel undertaken by College staff for between August 2016 - October 2017 was submitted for review. The costs against benefits were noted.</p>		
Decision/Noted	<ul style="list-style-type: none"> To note the report. 		

Item DC1-12		Any Other Notified Business	
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Paper No:	Lead:	Action requested: Note
Decision/Noted	None.	

Item DC1-13	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 DC1-14	Date of Next Meeting	
Paper No:	Lead:	Action requested: Note
Decision/Noted	Wednesday 24 January 2018.	

Meeting closed at 6.35 pm.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
DC1-6	Strategic Risk Review: Review Risk 4 and circulate link supporting launch of Regional Board Strategy document.	PC	ASAP
DC1-8	Flexible Workforce Development Update: Provide in-house marketing event.	RG/CG	ASAP

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
DC3-5	Corporate Development Strategy 2017-2025: Provide presentation on proposed Strategy initiatives.	RG	Next mtg of DC Complete
DC3-7	Performance against Targets (Commercial & International): Provide 3 year trend analysis within report.	RG	Next mtg of DC Complete
DC3-7	Performance against Targets (Commercial & International): Include more detailed reportage including reasons for unsuccessful tender bids.	RG	Next mtg of DC Complete
DC3-8	International Projects Update: Provide additional information on potential projects being identified.	RG	Next mtg of DC Complete
DC3-9	International Travel Costs v Benefits Update: Provide additional information as agreed.	RG	Next mtg of DC Complete
DC3-10	Industry Academies: Provide reportage from individual Industry Academies.	RG	Next mtg of DC Complete