

Board of Management

Meeting of the Board of Management

MINUTE OF 3rd MEETING HELD ON WEDNESDAY 6 DECEMBER 2017 AT 1700 HRS
(BoM3)

Present	
Megan Cartwright (MC)	Robert Morrison (RM)
Jim Gallacher (JM)	Jack McAllister (JMCA)
George Galloway (GG)	Colin McMurray (CM)
Tracey Howe (TH)	Graham Mitchell (GM)
Karen Kelly (KK)	Anne Peters (AP)
Paul Little (PL)	Lesley Woolfries (LW) (Chair)
In attendance	
Paul Clark (PC)	Stuart Thompson (ST)
Roy Gardner (RG)	
Fares Samara (FS)	Ann Butcher (Minute)
Apologies for absence	
Alisdair Barron (AB) (Chair)	Stuart Patrick (SP)
George Black (GB)	Eric Tottman-Trayner (ETT)
David Eaton (DE)	

Item BoM3-1	Apologies for Absence	
Paper No:	Lead: Chair	Action requested: Note
Decision/Noted	Apologies for absence were received from AB, GB, DE, SP and ETT. LW Chaired the meeting in the absence of AB.	

Item BoM3-2	Declarations of Interest	
Paper No:	Lead: Chair	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item BoM3-3	Minute of the previous Board meeting held on 11 October 2017	
Paper No: BoM3-A	Lead: Chair	Action requested: Approve
Decision/Noted	The minute was approved.	

KK arrived during the following discussion.

Item BoM3-4	Annual Report & Financial Statements 2016-17	
Paper No: BoM3-B	Lead: P Clark/S Thompson	Action requested: Approval
Discussion/	PC provided a brief overview of the narrative section which is constructed	

Matters Arising

around the individual Board Committee Annual Reports. The report heavily features the achievements of students and staff, in particular relating to learning and teaching and the student experience. The narrative section will be further developed to include images and design elements for final publication as the College Annual Review.

ST advised members on the potential accrual of the repayment of £1 253 157.54 for historical Glasgow Metropolitan College ESF projects to the Scottish Government. This issue has been fully discussed by the Audit and Finance & Physical Resources Committees. The College has appealed against this request and meetings are ongoing with Government officials with the anticipated outcome expected mid-January. As a result, the College has sought an extension to the end of January 2018 for formal approval of the accounts from the SFC. Written approval from SFC has now been received. The final audit statement and External Audit Annual Report will be provided following the outcome January.

ST highlighted that the full Financial Statement of comprehensive income shows a deficit of £3.3 m with an underlying operating position which shows a surplus of £534k.

ST provided members with further clarification on the presentation of pension interest figures of senior management which are provided by the College actuarial agency. It was agreed that this section be marginally reformatted to include an additional point of explanation on pension contributions.

A further minor amendment and point of consistency will also be addressed. Inclusion of additional diagrammatical information within the Report will also be considered.

Decision/Noted

- To approve the current draft Annual Report and Financial Statements 2016-17 with agreed amendments. This will be subject to further review and approval by the Chair pending the outcome of ESF repayment issue.

Item BoM3-5	Property Disposals Report	
Paper No: BoM3-C	Lead: F Samara	Action requested: Discussion/Decision
Discussion/ Matters Arising	<p>FS updated members on the rationale following the recommended FPRC endorsement of Option 2 ie using the existing contracted arrangement with Ryden and all relevant consultants to relaunch only NHS back on the market. This approach adopts a more staggered marketing method bringing the remaining 2 properties to market as independent entities. This proposal also reduces the complexity of the sale where previously Glasgow City Council had been critical about the complexities of simultaneously developing adjacent sites.</p> <p>In support of the recommendation Ryden have also provided a detailed Marketing Strategy which includes a clear proposition to the market and clarity about the future use of the site. Ryden have also advised that an earlier NHS disposal may bring benefits.</p> <p>GM raised some concern with regard to retaining the current agent to</p>	

remarket the property and suggested that a joint agency be considered to ensure international coverage. He further suggested that a fixed timeline for completion of disposals should be considered. FS informed the Board that market coverage had already been discussed with Ryden; however this would be further considered with the addition of a fixed timeline at their meeting on 07 12 17.

Members requested assurance with regard to the potential risk of Study Inn (SI) raising an action following re-market. A letter from Anderson Strathern (AS) confirming that SI is not entitled to any compensation nor refund of deposit has been sent to SI solicitors. AS have also lodged a caveat with the courts, which would give early indication should SI decide to lodge an interim interdict blocking any future development/decision to re-market. As nothing has materialised to date, it was proposed that the decision to re-market should now be taken. This was agreed.

Members were again assured that the SFC have agreed that ongoing costs with respect to professional services, and the costs associated with maintaining the sites, will continue to be off-set from the sale proceeds.

Decision/Noted

To approve the recommendation to pursue Option 2.

Item BoM3-6		Strategic Risk Register	
Paper No: BoM3-D	Lead: P Clark	Action requested: Approve	
Discussion/ Matters Arising	<p>PC highlighted the following risks:</p> <ul style="list-style-type: none"> • Risk 15 – the Risk MAP has now been updated in the light of the potential impact of the unresolved claim for repayment of historic ESF funding. • Risk 23 – the risk MAP has been updated to reflect the recent funding allocations from GCRB. • Risk 12 – Failure of Business Continuity - a separate additional Risk – Failure of IT Security has now been added to reflect concern with regard to cyber security. <p>TH highlighted the number of Amber rated Risks which are just below the 'Red' risk status and raised the need to reflect on these. PC assured that all risks are reviewed through the current review cycle involving senior Risk owners. Respective Board Committees have also reviewed and revised risks within their relevant areas of responsibility. The Audit Committee have also recognised the overall drift towards increased risk and a trend analysis over time has now been provided within the Risk Register.</p>		
Decision/Noted	<ul style="list-style-type: none"> • That the Audit Committee review the overall target scores to ensure they are realistic. • To further reflect on the issues raised at the February Planning Event. • To approve the Risk Register and Risk MAPs 12, 15 and 23. 		

Item BoM3-7		International and Commercial Development	
Paper No: Presentation	Lead: R Gardner	Action requested: Approve	
Discussion/ Matters Arising	RG provided the Board with a presentation on International and Commercial Developments. The overall Global Reach including areas of international Student Recruitment, current in-country developments and new opportunities were all highlighted.		
Decision/Noted	To note the update report.		

Item 15 was taken at this time.

Item BoM3-15		Any Other Notified Business	
Paper No: Verbal	Lead: S Thompson	Action requested: Discussion	
Discussion/ Matters Arising	<p>Voluntary Severance Scheme</p> <p>ST updated members on the recently approved Voluntary Severance Scheme which was subsequently submitted for consideration at a recent meeting of the GCRB. Two substantive issues were identified for further consideration ie</p> <ul style="list-style-type: none"> Colleges and Regional Boards must seek prior approval from the SFC for any payment forming part of any Scheme considered to be high profile. The Board was asked to note that GCRB have now agreed the definition of potentially sensitive or high profile cases at a cost of £95 000 and above. The SFC have also proposed that any member of staff taking VS should not be re-employed at any College in the region for a period of 2 years. 		
Decision/Noted	To further consider these issues at the next meeting of PRNC on 15 January 2018.		

ELT members left the meeting at this time.

Item BoM3-8		National Bargaining Update	
Paper No: Verbal	Lead: P Little	Action requested: Discussion/Decision	
Discussion/ Matters Arising	<p>PL updated members on the outcome following recent National Bargaining negotiations.</p> <p>NJNC Side Table (Lecturing)</p> <p>Agreement was reached in principle on the unresolved sections of the May 2017 Agreement. All College lecturers are now receiving an average of 9% pay increase with salaries up to £40 000, 62 days holiday and other terms and conditions of service safeguarded and/or enhanced. Full details of the agreement were provided and are subject to ratification by both sides. The Employers' Association will be discussing this on 11 12 17 and the EIS will ballot their members.</p> <p>Negotiations for the 2017-18 Pay Claim continue with EIS submitting a claim for an additional £1 000 for all lecturers (the cost to CoGC being 800k per annum). Following the Employers' Association's response to this Pay Claim, the EIS have now advised they are in formal dispute. This</p>		

	<p>new dispute could result in further disruptive strike action early in the new year.</p> <p>NJNC Side Table (Support) Support side have yet to submit their pay claim for 2018-19. Management are currently working to agree and implement the job evaluation process which is anticipated to commence late 2018/early 2019.</p>
Decision/Noted	To note the update report.

Item BoM3-9	Glasgow Colleges' Regional Board – Memorandum of Understanding (MoU)	
Paper No: BoM3-E	Lead: P Clark	Action requested: Discussion
Discussion/ Matters Arising	<p>The MoU represents a commitment between the Regional Strategic Body (GCRB) and the three assigned Colleges to work effectively together was submitted for review.</p> <p>The lack of provision for recourse to independent arbitration in the event of a failure of conflict resolution within the MoU, had previously been identified by the Chair and Principal, and a further draft paragraph addressing this concern was also submitted for consideration.</p>	
Decision/Noted	To agree that the amended MoU be submitted to GCRB for consideration.	

Item BoM3-10	Chair's Remarks	
Paper No: Verbal	Lead: L Woolfries	Action requested: Discussion
Decision/Noted	There was nothing further to report at this time.	

Item BoM3-11	Principal's Remarks	
Paper No: Verbal	Lead: P Little	Action requested: Discussion
Discussion/ Matters Arising	<p>PL updated members on the progress of recruitment for the post of Depute Principal. The interview process is now complete and an offer of appointment has now been made.</p> <p>The following matters were also advised:</p> <ul style="list-style-type: none"> • City Campus was recently evacuated following detection of an unidentified suspicious package. Emergency services were called and the package was subsequently deemed safe. • The WorldSkills UK National Skills Show Finals in Birmingham were very successful with 17 CoGC students taking part. Three students will also represent the College in Team UK for WorldSkills Kazan 2019 in Russia. • The CoGC Evaluative Report and Enhancement Plan has now been endorsed by Education Scotland. • PL reported on his recent meetings with various Scottish Ministers. • G Maclean has been named Scotland's first ever National Chef. Gary will celebrate national produce and teach communities how to 	



- make the most of locally sourced food.
- The Principal and Chair will meet with Shirley Ann Somerville tomorrow (07 12 17) to discuss GCRB matters.

Decision/Noted

To note the update report.

Item BoM3-12 Evaluative Report and Enhancement Plan

Paper No: Verbal	Lead: P Little	Action requested: Note
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Decision/Noted This was reported on under 'Principal's Report'.

Item BoM3-13 Glasgow College's Regional Board – Board Briefing

Paper No: BoM3-F	Lead: P Little	Action requested: Note
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Decision/Noted To note the GCRB update for Board members.

Item BoM3-14 Reports from Board Committees

Item BoM3-14.1 Committee Items for Noting/Information

Item BoM3-14.1.1 External Audit Annual Report 2016-17

Paper No: BoM3-G	Lead: P Clark	Action requested: Note
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Decision/Noted To note the External Audit Annual Report 2016-17 as submitted at the Audit committee meeting held on 15 November 2017.

Item BoM3-14.2 Committee Minutes

Item BoM3-14.2.1 Art Foundation

Paper Nos: BoM3-H	Lead: Convener	Action requested: Note
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Decision/Noted To note the draft minute of the Art Foundation meeting held on 4 October 2017.

Item BoM3-14.2.2 Students, Staff & Equalities Committee

Paper Nos: BoM3-I	Lead: Convener	Action requested: Note
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Decision/Noted To note the draft minute of the SSEC meeting held on 25 October 2017.

Item BoM3-14.2.3 Development Committee

Paper Nos: BoM3-J	Lead: Convener	Action requested: Note
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Decision/Noted To note the draft minute of the Development Committee meeting held on 1 November 2017.

Item BoM3-14.2.4 Learning & Teaching Committee

Paper Nos:	Lead: Convener	Action requested: Note
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BoM3-K	
Decision/Noted	The draft minute of the Learning and Teaching Committee held on 7 November 2017 was not available at this time. JG advised on his and TH's attendance at the recent launch of City Learning 4.0 which was considered to be very successful.

Item BoM3-14.2.5	Audit Committee	
Paper Nos: BoM3-L	Lead: Convener	Action requested: Note
Decision/Noted	To note the draft minute of the Audit Committee meeting held on 15 November 2017. GM reminded of the need to increase Committee membership. This will be addressed along with consideration on the recruitment of further Co-optees.	

Item BoM3-14.2.6	Finance & Physical Resources Committee	
Paper Nos: BoM3-M	Lead: Convener	Action requested: Note
Decision/Noted	To note the draft minute of the Finance & Physical Resources Committee meeting held on 22 November 2017.	

Item BoM3-15	Any Other Notified Business	
Paper No: Verbal	Lead: K Kelly	Action requested: Note
Decision/Noted	Board Member Links with Faculties KK advised on her recent meeting with S Wilson, Faculty Director, Business and recommended this to other members. The issue of providing appropriate feedback to members will be considered.	

Item BoM3-16	Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: Note
Decision/Noted	That Papers BoM3-A, BoM3-B, BoM3-C, BoM3-D, BoM3-E, BoM3-G and papers BoM3-H – BoM3-M were non-disclosable.	

Item BoM3-17	Date of Next Meeting	
Paper No:	Lead:	Action requested: Note
Decision/Noted	Burns Supper – Thursday 25 January 2018 Planning Day - Wednesday 14 February 2018	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
BoM3-6	Strategic Risk Register: Review overall target scores + highlight at February Planning Event.	PC	AC 21 02 18/ Planning Event 14 02 18
BoM3-15	AONB: Voluntary Severance Scheme: Consider at next meeting of PRNC.	PC/ST	PRNC 15 01 18
BoM3-15	AONB: Board Member Links with Faculties: Consider reportage process to Board Committees.	PC	ASAP

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
BoM2-7	Board Member Appraisals: Members to complete and return appraisal forms.	ALL	Urgent Ongoing
BoM1-15	Board Committee Evaluation Update: Complete outstanding Committee evaluation forms.	ALL	Complete
BoM6-3	Matters Arising: Provide update paper on FM between Regional Strategic Body and Assigned College.	ST	Ongoing
BoM5-7	College Equality Statutory Reports: Circulate link to the online ED&I tutorial.	PC	Ongoing