

Board of Management

Meeting of the Board of Management

MINUTE OF 1st MEETING HELD ON WEDNESDAY 22 AUGUST 2018 AT 1700 HRS (BoM1)

Present	
Alisdair Barron (AB) (Chair)	Milea Leone (ML)
George Black (GB)	Paul Little (PL)
David Eaton (DE)	Colin McMurray (CM)
Jim Gallacher (JG)	Anne Peters (AP)
George Galloway (GG)	Alex Robertson (AR)
Tracey Howe (TH)	Lesley Woolfries (LW)
Karen Kelly (KK)	
In attendance	
Paul Clark (PC)	Fares Samara (FS) (Item 4 only)
Jo Maguire (JM) (Item 5 only)	Ann Butcher (Minute)
Apologies for absence	
Graham Mitchell (GM)	Eric Tottman-Trayner (ETT)
Stuart Patrick (SP)	

Item BoM1-1	Apologies for Absence	
Paper No:	Lead: Chair	Action requested: Note
Decision/Noted	Apologies for absence were received from GM, SP and ETT. AB welcomed the new Student members to their first official meeting of the Board.	

Item BoM1-2	Declarations of Interest	
Paper No:	Lead: Chair	Action requested: Note
Decision/Noted	TH declared an interest under item BoM1-4, as her son is currently studying at the Glasgow School of Art (GSA), School of Architecture. LW also declared an interest under item BoM1-4, as an alumna of the GSA School of Architecture.	

Item 4 was taken at this time.

Item BoM1-4	Property Disposals/Development Update	
Paper No: Presentation	Lead: F Samara	Action requested: Discuss
Discussion/ Matters Arising	FS updated members on the disposal and development of NHS and CoB sites.	
	North Hanover Street The formal bidder review/selection process is now complete. A bid has	

now been accepted at a selling price of £10.28m. The College is proceeding with contract/missives and conclusion of legals. The bidder is looking to add a condition in relation to movement of the existing telecom arrangements with EE which has yet to be concluded. The bidder had proposed that £1.0m from the offer price be withheld as a safety net to move EE. A counter proposal to withhold £0.5m from proposed overage has been advised. A final update will be provided at the next meeting of the Finance and Physical Resources Committee.

Formal exchanges with regard to the NHS proceeds, distribution and potential future plans are ongoing with the SFC.

Charles Oakley Building

FS reminded of the previous agreement to develop the existing CoB into a collaborative and cross-discipline learning, working, and research innovation centre, using proceeds from the disposal of NHS.

He updated members that, following the latest fire at the Glasgow School of Art (GSA) MAC building, CoGC has offered the use of the CoB for the GSA School of Architecture to assist with business continuity. GSA have accepted this offer and are requesting a 5-year lease for occupation by mid-September 2018. A draft Head of Terms document has been received today which will be reviewed with Gardner Theobald at a meeting on Friday (24 08 18). Authority has also been received from the SFC to lease part or all of the CoB to GSA for a 5 year period (following terms of a full cost recovery) with deferral of the sale of CoB until the end of the lease. CoGC will still have responsibility for the site as landlord.

FS further added that GSA would invest in a refurbishment programme - ie replacement of floor coverings, ceilings and redecoration etc which would enhance and improve the building. GSA would take responsibility for operational risk and management of the building. A licence to occupy in advance is currently being discussed.

Members welcomed the opportunity to help fellow colleagues and recognised the added value gained through association with such an aspirational, world-renowned organisation. However it was also recognised that the future value of the building may decrease particularly after the 5 year timescale and that the overall future plans of CoGC would be affected. The Board recognised the risk of delaying plans for an innovation centre, as this agenda was moving rapidly.

PL agreed that innovation development could not be put on hold and recognised that both the staff and employer innovation agenda needed to be progressed. It was suggested that in the short term, a floor within CoB could be designated to CoGC. He reminded the Board that innovation was a high priority for the Scottish Government (SG) and considered the College to be trail-blazing in this respect. He advised that discussions with both the SFC and SG on investment and master plan for a purpose built solution were also being considered.

Decision/Noted

- To note the update in relation to the preferred bidder for the NHS site.
- To continue to develop a strategy for an innovation and knowledge exchange centre.

FS left the meeting at this time.

Item BoM1-3	Minute of the Previous Board of Management Meeting held on Wednesday 6 June 2018	
Paper No: BoM1-A	Lead: Chair	Action requested: Approve
Decision/Noted	That the minute be approved.	

Item BoM1-6	Chair's Remarks	
Paper No: Verbal	Lead: Chair	Action requested: ~Discuss
Discussion/ Matters Arising	<p>AB reported that Board appraisals are currently ongoing. He requested completion of any outstanding appraisal forms for return as soon as possible.</p> <p>AB encouraged members to attend the forthcoming planning day on 10 10 18.</p>	
Decision/Noted	To note the update report.	

JM entered the meeting at this time. Item 5 was taken at this time.

Item BoM1-5	Leadership Reorganisation Update	
Paper No: Verbal	Lead: P Little	Action requested: ~Discuss
Discussion/ Matters Arising	<p>JM updated members on the implementation of the leadership reorganisation. Since commencement of the reorganisation on 15 02 18, over 40 collective meetings and 150 1:1 consultation meetings have been held. Consultation was extended in March and again to work with ACAS during May. To date, two Deans of Faculty have been appointed: Gus Grubb, Faculty of Education & Humanities and Siobhan Wilson, Faculty of Hospitality & Leisure. Recruitment for Deans of Creative Industries and Nautical & STEM will be advertised externally.</p> <p>Director, Associate Dean and Associate Director posts were advertised in June with closing dates of 13 and 20 July. Over 32 interviews (including applications for multi vacancies) have been undertaken over the last two weeks with individual feedback meetings being held next week. Curriculum Head positions will be advertised week commencing 03 09 18.</p> <p>DE questioned the requirement to externally advertise the two outstanding Dean roles, adding that this would impact on the envisaged cost savings within the structure. PL advised that the College has budgeted for 4 Deans and hoped that existing staff would be redeployed within the organisation therefore there would be no additional impact on costs.</p> <p>The Principal reported that update briefings on the Leadership Reorganisation were circulated to all staff regularly.</p> <p>AB reported that the College Secretary had received a request from EIS to meet with the Board in order to express their disagreement with the benefits of the reorganisation. Given the timescale involved, it was agreed</p>	

that this be devolved to a special meeting of the the Students, Staff and Equalities Committee. However all members of the Board would be invited to attend. It was also agreed that EIS should provide an indication of the concerns they wish to raise in advance.

ML asked how the reorganisation and would be communicated to students. JM advised that classroom lecturers would not be directly impacted. However recognising that the Student Executive has now changed, JM agreed to brief the student members on the management of the reorganisation and explain any impact on students. It was noted that a communication had been provided to students during last academic year and will be followed up again this session.

Decision/Noted

- To note the update report.
- To hold a special meeting of the SSEC to meet with EIS officials early next week.
- To provide an update report at the next meeting of the Board ie October Planning Event.

JM left the meeting.

Item BoM1-7		Principal's Report	
Paper No: Verbal	Lead: Chair	Action requested: ~Discuss	
Discussion/ Matters Arising	<p>PL advised members on College activity which has grown by 22% since 2014-15. First choice applications are currently standing at 20 000 with a huge variation in demand across courses. SMT will closely monitor the process with flexibility to amend the volume of Jan FT courses to reflect final September enrolments.</p> <p>PL also highlighted the following work which was undertaken during the busy summer holiday period:</p> <p>Estates</p> <ul style="list-style-type: none"> – Portable Appliance Testing of approximately 55 000 electrical items was completed. – A deep clean was undertaken throughout the buildings. – New signs were installed on all barriers to ease congestion at peak times. – New student gateway reception desks have been positioned on relevant levels. – Approximately 40 sanitary product dispensers have been fitted in female and accessible toilets throughout both Campuses in support of the government priority to end period poverty. <p>IT</p> <ul style="list-style-type: none"> – Internet access has now been improved. – The statue of St Mungo (Glasgow's Patron Saint) has been erected in Bell's Park. – Windows 10 operating system and the associated move to Office 2016 has been rolled out on 3 000 plus computers. – The Thin Client resources have been upgraded. – Specialist training have been provided to key IT support staff to enhance in-house skills. 		

Events/Activities

Over the summer period, 12 commercial courses, NEBOSH and external exams, 5 training events, 2 conferences 3 external filming sessions and summer school programmes have been undertaken.

FWDF

53 companies have signed up for funding allocation 2017-18 with 62 infill places on professional courses and 425 bespoke courses.

International Visitors

The College played host to various visitors including academic staff from Hangzhou, China, the Lord Mayor of Lahore, Professor Alison Wolf, Downing Street Advisor, the Chief Executive of Association of Colleges and the UK Shipping Minister.

The Principal also visited the Berlin Chamber of Commerce and the Royal Fleet Auxiliary in Dorset.

Student Services

- Over 200 000 telephone, email, text and letter communications to students were undertaken.
- The learning Support Advisors met with around 400 new students with learning support needs.
- Approximately 650 students took part in Get Ready Events throughout the summer.

The new Student Presidential Team is also now in place.

The Board also took the opportunity to congratulate Willie McCurrach for is well deserved OBE.

Decision/Noted

To note the update report.

Students' Association Update	
Paper No: Verbal	Lead: Milea Leone Action requested: Note
Discussion/ Matters Arising	<p>ML updated members on the planned work which will be undertaken by the new Students' Association. The following matters were particularly noted:</p> <ul style="list-style-type: none"> - Launch of the new SA website. - Work towards the 'Healthy Body, Healthy Mind' 5 plus star accreditation and development of a Mental Health Agreement. - Work towards the 'Green Impact' Award. - Increasing events for student involvement. - Improvement of the class representative system. - Improvement of the mature student experience ie through clubs and societies. <p>ML invited members to attend the forthcoming Freshers' Events on 04 and 05 09 18 at City Campus and 13 09 18 at Riverside Campus.</p>
Decision/Noted	To note the update report.

Item BoM1-8	Board Recruitment	
Paper No: Verbal	Lead: Paul Clark	Action requested: Note
Discussion/ Matters Arising	<p>Appropriate members will be invited to participate in shortlisting and selection panels for recruitment of the 2 existing vacancies on the Board.</p> <p>Following the retirement of Robert Morrison, support staff member elections will commence shortly,</p>	
Decision/Noted	To note the update report.	

Item BoM1-9	Reports from Board Committees	
Item BoM1-9.1	Committee Items for Noting	
Item BoM1-9.1.1	Business Continuity Management Review	
Paper No: Verbal	Lead: P Clark	Action requested: Note
Discussion/ Matters Arising	<p>PC informed members of an external review of Business Continuity Management undertaken across the College which was conducted by Ashton Resilience (the College insurers). The detailed findings were reported at the last meeting of the Audit Committee on 16 05 18. An action plan will be submitted to ELT/SMT for implementation.</p>	
Decision/Noted	To note the report.	

Item BoM1-9.2	Committee Minutes	
Item BoM1-9.2.1	Remuneration Committee	
Paper Nos: BoM1-B	Lead: Convener	Action requested: Note
Decision/Noted	To note the draft minute of the Remuneration Committee meeting held on 25 June 2018. Outstanding actions will be progressed this session.	

Item BoM1-9.2.2	Performance & Nominations Committee	
Paper Nos: BoM1-C	Lead: Convener	Action requested: Note
Decision/Noted	To note the draft minute of the Performance & Nominations Committee meeting held on 7 July 2018.	

Item BoM1-10	Any Other Notified Business	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	None.	

Item BoM1-11	Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: Note

Decision/Noted

That the disclosability status of the papers from this meeting remain as stated ie all papers are currently non-disclosable at this time.

Item BoM1-12	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Glasgow College's Regional Board Diversity Event – 4 September 2018 Board of Management Planning Event – 10 October 2018 Winter Graduation Ceremony – 26 November 2018	

The meeting closed at 1855 hours

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
BoM1-5	Leadership Reorganisation Update: Hold special meeting of SSEC to meet with EIS officials.	AB/PC	ASAP
BoM1-5	Leadership Reorganisation Update: Provide update report at the next meeting of the Board.	PL/PC	10 10 18

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
BoM6-4	Strategy Governance Research Project: Invite Cate Wilson to Planning Event.	PC	ASAP Complete
BoM6-7	Committee ToRs: Amend Remuneration Committee as agreed.	PC	ASAP Complete
BoM6-15	GDPR Update: Circulate GCPR video to members.	PC	ASAP Complete
BoM6-15	GDPR Update: Update Audit Committee ToRs as agreed.	PC	ASAP Complete
BoM6-17.3.2	LTC: Invite Karen Corbett to Planning Event.	PC	Ongoing
BoM6-17.3.3	PRNC: Advise PC on intentions following conclusion of current tenure periods.	Appropriate Members	ASAP Complete
BoM6-18	AONB: Schedule meeting of Remuneration Committee.	PC	ASAP Complete
BoM3-15	AONB: Board Member Links with Faculties: Consider reportage process to Board Committees.	PC	Ongoing
BoM2-7	Board Member Appraisals: Members to complete and return appraisal forms.	ALL	Ongoing
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